

Village of Killian

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL
 GOVERNMENTAL FUND TYPE
 GENERAL FUND

For the Year Ended June 30, 1997

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Taxes	\$ 42,800	\$ 50,879	\$ 8,079
Licenses	-	1,216	1,216
Intergovernmental	-	1,949	1,949
Fees	50,200	59,179	8,979
Other	-	1,150	1,150
Rural Development Grant	1,200	19,000	17,800
Law Enforcement Grant	-	11,114	11,114
COFS FAST Grant	-	6,300	6,300
Total Revenues	<u>104,200</u>	<u>130,567</u>	<u>26,367</u>
EXPENDITURES			
General and administrative	34,100	38,677	4,577
Public safety	39,700	39,240	460
Road maintenance	30,000	26,077	(3,923)
Capital outlay	-	6,525	6,525
Debt service -			
Principal retirement	1,700	1,700	0.00
Interest	-	32	32
Total Expenditures	<u>105,500</u>	<u>132,231</u>	<u>(1,664)</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	-	(1,664)	(1,664)
OTHER FINANCING SOURCES			
City of Trent assets	-	415	415
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	-	(1,249)	(1,249)
FUND BALANCE, BEGINNING	<u>9,353</u>	<u>9,353</u>	-
FUND BALANCE, ENDING	<u>\$ 8,104</u>	<u>\$ 7,004</u>	<u>\$ (1,099)</u>

See accountant's compilation report.

Village of Killar

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS
 (PROPRIETARY FUND TYPE - ENTERPRISE FUND)

For the Year Ended June 30, 1982

OPERATING REVENUES

Charges for services -	
Water sales	\$21,462
Total Operating Revenues	<u>21,462</u>

OPERATING EXPENSES

Salaries and payroll taxes	1,927
Bank charges	71
Contract labor	1,828
Depreciation	1,598
Miscellaneous	502
Postage	128
Professional services	1,000
Repairs and maintenance	3,073
Utilities	<u>1,870</u>
Total Operating Expenses	<u>19,811</u>

NET OPERATING INCOME 2,451

RETAINED EARNINGS - BEGINNING 15,170

AMORTIZATION OF CONTRIBUTED CAPITAL 540

RETAINED EARNINGS, ENDING \$16,161

See accountant's compilation report.

Village of Kewanee

STATEMENT OF CASH FLOWS
 PROPRIETARY FUND TYPE - ENTERPRISE FUND

Year Ended June 30, 1997

CASH FLOWS FROM OPERATING ACTIVITIES

Operating income	\$ 2,451
Adjustments to reconcile net operating income to net cash provided by operating activities -	
Depreciation	1,580
Changes in accounts receivable	(6,155)
Changes in accounts payable	(35)
Changes in other accrued expenses	651
Changes in amounts due to General Fund	(1,632)
Changes in deferred revenue	(58)
Net Cash Used in Operating Activities	<u>(3,220)</u>
 NET CASH DECREASE	 (3,220)
CASH, BEGINNING	<u>8,000</u>
CASH, ENDING	<u>\$ 4,780</u>

See accountant's compilation report.

LEE GRAY
Certified Public Accountant
and Chartered Accountant
P. O. BOX 1000
AARIE, LOUISIANA 70508

MEMORANDUM

THE HONORABLE MEMBERS OF THE
BOARD OF VILLAGE AFFAIRS

REPORT DATE: 11/20/2007
FILE NUMBER: 2007-0001

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

The Honorable Mayor G Ellis Wintham
and Members of the Board of Aldermen
Village of Killian, Louisiana

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Village of Killian and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about The Village of Killian's compliance with certain laws and regulations during the year ended June 30, 1997, included in the accompanying Louisiana Accounting Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:3211-3213 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$5,000, or public works exceeding \$50,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1104 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided me with the required list including the stated information.

Village of Killian
Independent Accountant's Report
on Applying Agreed-Upon Procedures - (cont'd)

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided me with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (1) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure (1) appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget.

6. Trace the budget adoption and amendments to the minute book.

I traced the adoption of the original budget to the minutes of a meeting held June 10, 1996, which indicated that the budget had been adopted unanimously by the members of the Village of Killian.

The minutes of a board meeting dated July 2, 1997, indicated that the general fund budgeted income was amended to \$128,080 and general fund budgeted expenditures were amended to \$132,464. However, no details were available.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

I compared the revenues and expenditures of the original budget to actual revenues and expenditures on the Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual - Governmental Fund Type - General Fund, for the year ended June 30, 1997. Actual expenditures for the year exceeded budgeted amounts by 28%, which is more than the 5% allowed by law.

In the prior year, expenditures of the General Fund exceeded budgeted amounts by 34%.

Village of Killian
Independent Accountant's Report
on Applying Agreed-Upon Procedures - (cont'd)

RECOMMENDATION:

Management should be provided a budget comparison at each monthly meeting. The budget should be amended if anticipated revenues are 5% less than budgeted revenues, or anticipated expenditures are 5% greater than budgeted expenditures.

MANAGEMENT'S RESPONSE:

Management was unaware that an amended budget should be adopted prior to the end of the fiscal year and that the amended budget should include all details.

A budget comparison will be provided to the aldermen at each monthly meeting.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

(a) trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

(b) determine if payments were properly coded to the correct fund and general ledger account; and

All of the payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

All of the payments were approved by the Board of Aldermen.

9. I also noted during my engagement the following accounting and reporting problems:

(a) Total deposits entered into the computer do not agree with the detailed account credit. The accounting software used by the Village requires the entry of deposits twice - once as a debit to cash and again as a credit to various accounts. Evidently, all deposits were not included in the credit entry.

Also, no copies of deposit slips were retained by the Village.

(b) Salaries are recorded in the general ledger at net rather than gross.

Village of Kildee
Independent Accountant's Report
on Applying Agreed-Upon Procedures - (cont'd)

- (c) Payroll taxes were not withheld from the policeman's summertime grant pay, nor were these amounts included in the policeman's wage totals.

RECOMMENDATIONS:

I recommend that a different accounting software be used by the Village that does not require a double-posting of deposits and that will record salaries at gross.

Also, the Village should obtain deposit books with duplicates and retain the carbon copies in the bound book.

I further recommend that FICA, Medicare, and withholding taxes be withheld from all employee wages (even wages funded by grant money) and that all wages be properly recorded in employee earnings records and tax reporting forms.

MANAGEMENT'S RESPONSE:

Management will follow the above recommendations.

Meetings

20. Examined evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Village is required to post a notice of each meeting and the accompanying agenda on the door of the Town Hall. Management asserted that this was done, but evidence was not available.

Management asserted that it corrected the prior year finding by posting notices on the Town Hall door at least 24 hours in advance of a meeting.

RECOMMENDATION:

The meeting notice and agenda should be marked with the date and time posted and signed by the clerk. This meeting notice and agenda should be filed with the minutes.

MANAGEMENT'S RESPONSE:

Management will follow the above recommendations.

Village of Killian
Independent Accountant's Report
on Applying Agreed-Upon Procedures - (cont'd)

Debit

11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

A reading of the minutes of the Village for the year indicated no approval for payments which may constitute bonuses, advances, or gifts. I also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of the Village of Killian and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.


Certified Public Accountant

December 23, 1997

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VILLAGE OF KILLIAN

Louisiana

FINANCIAL REPORT

June 30, 1997

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

LSB 2-5-98

Release Date _____

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Louisiana

June 30, 1997

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MEMBER

American Institute of Certified Public Accountants

STATE OF MISSISSIPPI
PUBLIC ACCOUNTANT

Accountant's Compilation Report

The Honorable Mayor Gillis Windham
and Members of the Board of Aldermen
Village of Kibben, Louisiana

I have compiled the accompanying financial statements of the Village of Kibben, Louisiana, as of and for the year ended June 30, 1987, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Village's financial position and results of operations. Accordingly, these financial statements are not designed for those who are not informed about such matters.



Certified Public Accountant

December 23, 1987

Village of Kewanee

COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUP

June 30, 1992

	Governmental Fund Type	Proprietary Fund Type	Account Group, General Fixed Assets	Total (Microcomputer Only)
	General Fund	Enterprise Fund		
ASSETS				
Cash	\$ 2,122	\$ 4,780	\$ -	\$ 6,902
Taxes receivable	7,191	-	-	7,191
Accounts receivable	-	89,424	-	89,424
Due from other governments	31,972	-	-	31,972
Due from Water Fund	685	-	-	685
Fixed assets, net	-	21,183	185,278	185,811
TOTAL ASSETS	\$31,885	\$45,387	\$185,278	\$312,550
LIABILITIES AND FUND EQUITY				
Liabilities				
Accounts payable	\$15,892	\$ 682	\$ -	\$ 12,814
Other accrued expenses	2,845	2,712	-	4,517
Due to General Fund	-	800	-	800
Unearned revenue	-	20,279	-	20,279
Total Liabilities	14,737	28,273	-	41,279
Fund Equity				
Contributed capital, net	-	2,474	-	2,474
Investments in general fixed assets	-	-	182,778	182,778
Retained earnings	-	85,181	-	85,181
Fund balance - unassigned	2,091	-	-	2,091
- unassigned	2,091	-	-	2,091
Total Fund Equity	2,091	18,635	182,778	171,894
TOTAL LIABILITIES AND FUND EQUITY	\$31,885	\$45,387	\$185,278	\$312,550

See accountant's compilation report.

Village of Killebuck

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
 FUND BALANCE - GOVERNMENTAL FUND TYPE
 GENERAL FUND

For the Year Ended June 30, 1997

REVENUES	
Taxes	\$ 35,000
Licenses	1,211
Intergovernmental	1,949
Fees	29,175
Other	2,723
Rural Development Grant	15,000
Law Enforcement Grant	11,114
COPS FAST Grant	8,300
Total Revenues	<u>132,542</u>
EXPENDITURES	
General and administrative	38,677
Public safety	59,240
Road maintenance	28,977
Capital outlay	6,330
Debt service -	
Principal retirement	1,363
Interest	37
Total Expenditures	<u>135,329</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(2,687)
OTHER FINANCING SOURCES	
Sale of fixed assets	<u>425</u>
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	<u>(2,262)</u>
FUND BALANCE, BEGINNING	<u>9,353</u>
FUND BALANCE, ENDING	<u>\$ 7,091</u>

See accountant's compilation report.