

Michel Patena, Jr.
Certified Public Accountant
 114 E. Ascension Street
 Gonzales, LA 70732
 Phone (504) 641-0500 Fax (504) 641-0500

OFFICIAL
 FILE COPY

~~DO NOT REMOVE~~

DO NOT REMOVE
 Copies from this
 copy and PLACE
 BACK IN FILE

Ascension-St. James Airport and
 Transportation Authority
 Executive Department
 State of Louisiana

Independent Accountant's Compilation Report

I have compiled the general purpose financial statements of the Ascension-St. James Airport and Transportation Authority as of June 30, 1997 and for year then ended, in accordance with standards for Accounting and Review Services established by the American Institute of Certified Public Accountants.

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

October 23, 1997

Michel Patena, Jr.

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.

Release Date NOV 19 1997

**ASCENSION ST. JAMES AIRPORT AND
 TRANSPORTATION AUTHORITY
 EXECUTIVE DEPARTMENT
 STATE OF LOUISIANA
 ALL FUND TYPES AND ACCOUNT GROUP
 COMBINED BALANCE SHEET, JUNE 30, 1997**

	INSTRUMENTAL FUND TYPES		ACCOUNT	TOTAL
	GENERAL	CAPITAL PROJECTS	DEBT FUNDED ASSETS	MEMORANDUM
ASSETS				
Cash	\$ 14,000	\$ -	\$ -	\$ 14,000
Intert fund receivable	300,415	-	-	300,415
General fund assets	-	-	6,785,007	6,785,007
Total assets	\$ 314,415	\$ -	\$ 6,785,007	\$ 7,109,422
LIABILITIES & FUND EQUITY				
LIABILITIES				
Accrued expenses	\$ 127	\$ -	\$ -	\$ 127
Intert fund payable	-	300,415	-	300,415
Note payable	250,000	-	-	250,000
Total liabilities	\$ 250,127	\$ 300,415	\$ -	\$ 550,542
FUND EQUITY				
Investment in general fund assets	-	-	6,785,007	6,785,007
Fund balance-accumulated	61,288	(300,415)	-	(239,127)
Total fund balance (deficit)	\$ 61,288	\$ (300,415)	\$ 6,785,007	\$ 6,545,880
Total liabilities & fund equity	\$ 311,415	\$ -	\$ 6,785,007	\$ 7,109,422

ASCENSION-ST. JAMES AIRPORT AND
TRANSPORTATION AUTHORITY
EXECUTIVE DEPARTMENT
STATE OF LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 1997

	<u>GOVERNMENTAL FUNDS</u>		<u>TOTAL</u>
	<u>GENERAL</u>	<u>CAPITAL</u> <u>PROJECTS</u>	<u>MEMORANDUM</u> <u>ONLY</u>
REVENUES:			
Harbor rental & fees	\$ 49,917	\$ -	\$ 49,917
Interest	285	-	285
Commissions	4,300	-	4,300
Miscellaneous	110	-	110
Total revenues	<u>54,612</u>	<u>-</u>	<u>54,612</u>
EXPENDITURES:			
Utilities	12,888	-	12,888
Compensation	7,363	-	7,363
Advisory consultant	4,800	-	4,800
Site maintenance	22,815	-	22,815
Compensation paid to board members	7,400	-	7,400
Office supplies	1,201	-	1,201
Professional fees	20,494	-	20,494
Miscellaneous	2,500	-	2,500
Interest	6,100	-	6,100
Capital outlay	-	6,041	6,041
Total expenditures	<u>87,661</u>	<u>6,041</u>	<u>93,702</u>
EXCESS (DEFICIENCY) OF REVENUES			
OVER EXPENDITURES	(33,049)	(6,041)	(39,090)
FUND BALANCE, beginning of year	120,408	(154,776)	(34,368)
FUND BALANCE, end of year	<u>\$ 87,359</u>	<u>\$ (160,817)</u>	<u>\$ (73,458)</u>

Michel Letour, Jr.
Certified Public Accountant
114 E. Ascension Street
Covington, LA 70733
Phone (504) 837-2424 Fax (504) 837-8949

**Independent Accountant's Report
on Applying Agreed-Upon Procedures**

Ascension-St. James Airport and
Transportation Authority
Executive Department
State of Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and summarized below, which were agreed to by the management of Ascension-St. James Airport and Transportation Authority and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Ascension-St. James Airport and Transportation Authority compliance with certain laws and regulations during the year ended June 30, 1997 included in the accompanying *Louisiana Assertion 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 \$30,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$5,000 and no expenditures was made for public works exceeding \$30,000.

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 42:1101-1124 (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.

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 employees included in the listing obtained from management in agreed-upon procedure (3) 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 [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure.

Budgeting

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

Management provided me with a copy of the original budget. There was one amendment to the budget during the year.

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

I traced the adoption of the amendment to the budget to the minutes of a meeting held on February 28, 1966. The motion passed with no opposition.

7. Compare the revenues and expenditures of the first 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 first budget to actual revenues and expenditures. Actual revenues were 3.48% increase and Actual expenses were 15.17% increase. The increase was due to unexpected legal fees.

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.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the Board of Commissioners. In addition, each of the disbursements were traced to the district's minute book where they were approved by the full Commission.

Meetings

9. Examine 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).

Acension-St. James Airport and Transportation Authority is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. For special meeting notice is required to be posted at Acension & St. James Courthouse and the press to be notified 24 hours prior to meeting. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

Debits

10. 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 inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. 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 district for the year indicated no approval for the payments noted. 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 Acension-St James Airport and Transportation Authority 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.

October 20, 1997

Michael P. Jones