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**ANNUAL FINANCIAL REPORT  
OF THE  
BOSSIER ARTS COUNCIL**

For the

Fiscal Year Ended June 30, 1997

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or receiver, 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: ACT 1.5.97

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**JAMES T. BATES  
CERTIFIED PUBLIC ACCOUNTANT**

812 Berkdale Blvd.  
Bossier City, Louisiana 70111

**ANNUAL FINANCIAL REPORT  
OF THE  
BOSSIER ARTS COUNCIL**

**For the  
Fiscal Year Ended June 30, 1997**

*James T. Bates*

CERTIFIED PUBLIC ACCOUNTANT  
IN MISSISSIPPI  
BOSTON CITY, LOUISIANA 71111

MEMBER  
AMERICAN INSTITUTE OF  
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To the Board of Directors  
Bossier Arts Council

I have compiled the accompanying statement of financial position of the Bossier Arts Council, a nonprofit organization, as of June 30, 1997 and the related statement of activities for the year then ended, in accordance with the 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 and changes in cash flow 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 Council's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*JTB*

September 30, 1997

MISSION ARTS COUNCIL  
Statement of Financial Position  
June 30, 1987

ASSETS

Current Assets		
Cash and cash equivalents		\$ 99,368
Total Current Assets		99,368
Furniture and equipment, at cost, net		15,310
Other Assets		
Deposits		____180
TOTAL ASSETS		<u>\$114,858</u>

LIABILITIES AND NET ASSETS

Current Liabilities		
Accrued Payroll Taxes Payable		\$ ____733
Total Current Liabilities/ Total Liabilities		733

Net Assets

Unrestricted		
Operating	\$ 81,149	
Fixed Assets	____28,218	
Total Unrestricted	109,367	
Temporarily Restricted		____8,882
Total Net Assets		<u>118,249</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$118,249</u>

See Accountant's Compilation Report.

HOUSTON ARTS COUNCIL  
 Statement of Activities  
 For the Year Ended June 30, 1987

	Unrestricted	Temporarily Restricted	Total
<b>Public Support, Reversals, and Reclassifications</b>			
Contributions	\$ 18,142	\$ -0-	\$ 18,142
Ticket Sales - Plays	5,273	-0-	5,273
Interest	4,287	-0-	4,287
Boarder Parish School Board	8,859	-0-	8,859
State Arts Council Grants	4,388	46,708	51,096
Local Municipal Government Grants	58,000	-0-	58,000
East Bank Gallery Reversals	466	-0-	466
Membership Dues Services	4,735	-0-	4,735
	734	-0-	734
Net Assets Released from Restrictions - Satisfaction of Program Restrictions	-58,352	148,352	-0-
<b>Total Public Support, Reversals, and Reclassifications</b>	<b>188,338</b>	<b>-12,352</b>	<b>180,780</b>
<b>Expenses</b>			
<b>Programs</b>			
<b>Grant Programs</b>			
Annually Funded Grants	44,510	-0-	44,510
Arts Education Grants	18,580	-0-	18,580
Student Art grants Community Development Programs	3,941	-0-	3,941
Theater Productions	12,188	-0-	12,188
<b>Total Programs</b>	<b>79,219</b>	<b>-0-</b>	<b>79,219</b>
Administration	82,881	-0-	82,881
<b>Total Expenses</b>	<b>162,100</b>	<b>-0-</b>	<b>162,100</b>
Change in Net Assets	26,488	(2,594)	20,939
Net Assets Beginning of Year	-82,881	11,632	-71,249
Net Assets End of Year	\$126,382	\$ 8,483	\$134,865

See Accountant's Compilation Report.

# James T. Bates

CHARTERED MEMBER OF THE INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
MEMBERSHIP - LOUISIANA (1114)

AN OFFICE  
AND FIELDS SERVING YOU  
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To the Board of Directors  
Bossier Arts Council

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed by the management of Bossier Arts Council and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Bossier Arts Council's compliance with certain laws and regulations during the year ended June 30, 1987, included in the accompanying Louisiana Attestation Certificate. 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 from Public Funds during the year for material and supplies exceeding \$5,000 and determine whether such purchases were made in accordance with LA-88 28:2212-2251 (the public bid law).

One expenditure was made during the year for materials and supplies exceeding \$5,000. I examined documentation which indicated that this expenditure had been properly advertised and accepted in accordance with the provisions of LA-88 28:2211-2251.

## Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of board members as defined by LA-88 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 including noted information.

3. Obtain from management a list 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 (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 in agreed-upon procedure (3) 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. An amended budget was not prepared during the year.

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 on July 28, 1998 of the Executive Committee and on August 5, 1998 of the Board of Directors. The minutes of the meetings of the Executive Committee and the Board of Directors reflected the approval of various transfers of monies between budget categories throughout the year.

7. Compare the revenues and expenditures of the Public Funds budgeted in the final budget to actual Public Funds received and expended to determine if actual exceeds budgeted by more than 5%.

I compared the revenues and expenditures of the Public Funds budgeted to actual Public Funds received and expended. Actual revenues and expenditures of Public Funds did not exceed budgeted amounts by more than 5%.

#### Accounting and Reporting

8. Randomly select 5 disbursements made from the Public Funds 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 general ledger account; and

All of the payments were properly coded to the correct 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 president and treasurer of the Board of Directors.

#### Advances and Bonuses

9. 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 council 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 Boulder Arts Council and the Legislative Auditor, State of Colorado, and should not be used by those who have not agreed to the procedures and taken a 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.

*J. P. R.*

September 10, 1993