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RECEIVED LEGISLATION AUDITOR

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HOUSING AUTHORITY OF JEFFERSON PARISH

Marrero, Louisiana

General Purpose Financial Statements

September 30, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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_APR 1 9 2000

Robert M. Wallbillich

C.P. A. · Certified Financial Planner

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Board of Commissioners Housing Authority of Jefferson Parish 1718 Betty Street Marrero, Louisiana 70072 HUD, New Orleans Office Public Housing Division 501 Magazine Street - 9th Floor New Orleans, Louisiana 70130

INDEPENDENT AUDITOR'S REPORT

I have audited the accompanying general purpose financial statements of the Housing Authority of Jefferson Parish (the Authority) as of and for the year ended September 30, 1999, as listed in the table of contents. These financial statements are the responsibility of the authority's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. In accordance with <u>Government Auditing Standards</u>, I have also issued a report dated March 31, 2000 on my consideration of the Authority's internal control structure, and a report dated March 31, 2000 on its compliance with laws and regulations. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As described in Note A, the Authority's policy is to prepare its financial statements on a prescribed basis of accounting that demonstrates compliance with the requirements of the United States Department of Housing and Urban Development, which is a comprehensive basis of accounting other than generally accepted accounting principles. The Authority does not have any proprietary fund types nor non-expendable trust funds and accordingly no cash flows are herein provided. In lieu of, and to assist the reader, a combined statement of changes in surplus has been proved herein. In addition, the necessary journal entries to convert the accounting of the Authority to be in conformity with generally accepted accounting principles have been made by this auditor to insure compliance with applicable laws and regulations.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of Jefferson Parish, as of September 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion of the general purpose financial statements taken as a whole. The accompanying combining, and account group

financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statement of the Housing Authority of Jefferson Paris. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements, and in my opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole on the basis of accounting described above.

This report is intended for the information of the Board of Commissioners and management of the Housing Authority of Jefferson Parish and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Robert M. Wallbillich
Certified Public Accountant

March 31, 2000 Mandeville, Louisiana, U.S.A.

Housing Authority of Jefferson Parish

Marrero, Louisiana

COMBINED BALANCE SHEET September 30, 1999

ASSETS

| AGOLIG | | FW-1331 |
|---|----------|--|
| Cash (NOTE A) Accounts receivable from tenants Accounts receivable, net of allowance Advances to other contracts (NOTE B, current) Due from HUD, current Debt service fund Inventory - material and equipment Prepaid insurance Deferred modernization costs Land, structures and equipment (NOTE C) Less: Accumulated depreciation | \$ | 202,593 3,405 0 8,045 0 0 8,731 24,567 0 7,919,996 2,414,770 |
| Total Assets | \$ | 5,752,567 |
| LIABILITIES AND SURPLUS (DEFICIT) Accounts payable and accrued expenses Accrued CIAP planning cost Advances from other contracts (NOTE B), current Due to HUD, current Notes payable, current Prepaid annual contribution Fixed liabilities: (current portion \$ -0 -) Permanent notes New housing bonds | \$ | 24,294 0 0 0 0 0 |
| Total Liabilities | \$ | 24,294 |
| Commitments and contingent liabilities (NOTE F) | \$ | 0 |
| Surplus (deficit) | \$ | 5,728,273 |
| TOTAL LIABILITIES AND SURPLUS | — | 5,752,567 |
| See notes to financial statements. | | |

Contribution Contracts

FW-2054

| | 448-E013- 01, 3, 4, 5 7, 8, 9 | L | A48-K013- 001 |] | A48-0045- 004 | LA48-V013- 001 | (Me | Total morandum Only) |
|------------|-------------------------------------|----|------------------|----|------------------|---------------------|----------------------|----------------------------|
| \$ | 1,097,419 | \$ | 41,575 | \$ | 196,503 | \$ 1,551,785 | \$ | 3,089,875 |
| | 0 | | 0 | | 0 | 0 | | 3,405 |
| | 17,961 | | 0 | | 0 | 3,761 | | 21,722 |
| | 20,000 | | 799 | | 0 | 20,000 | | 48,844 |
| | U | | 303 | | 0 | 0 | | 303 |
| | U | | 0 | | 0 | 0 | | 0.721 |
| | 0 | | 0 | | 0 | 0 | | 8,731 |
| | 0 | | 0 | | 0 | 0 | | 24,567 |
| | 0 | | 0 | | 0 | 0 | | 7,919,996 |
| | 0 | | Ö | | 0 | 0 | | 2,414,770 |
| \$ | 1,135,380 | \$ | 42,677 | \$ | 196,503 | \$1,575,546 | \$ === | 8,702,673 |
| \$ | 2,013 | \$ | 106 0 | \$ | 182 | \$ 6,374 | \$ | 32,969 |
| | 5,098 | | 0 27 620 | | 21,648 | 22,098 1,396,225 | | 48,844 |
| | 852,961 | | 27,630 0 | | 71,223 | 1,390,223 | | 2,348,039 |
| | 0 | | 0 | | 0 | 0 | | 0 |
| | 0 | | 0 | | 0 | 0 | | . 0 |
| _ = | () | | 0 | | 0 | 0 | | 0 |
| \$ | 860,072 | \$ | 27,736 | \$ | 93,053 | \$ 1,424,697 | \$ | 2,429,852 |
| | 0 | | 0 | | 0 | 0 | | 0 |
| - | 275,308 | | 14,941 | | 103,450 | 150,849 | ₩ ≥, <u>=</u> | 6,272,821 |
| \$ | 1,135,380 | \$ | 42,677 | \$ | 196,503 | \$ 1,575,546 | \$ | 8,702,673 |

Marrero, Louisiana

COMBINED STATEMENT OF REVENUES AND EXPENSES For the year ended September 30, 1999

| REVENUE |] | FW-1331 |
|--|------------|--|
| Federal contributions Dwelling rental Excess utilities Interest Other income | | 420,491 361,986 54,753 3,643 13,773 |
| Total Revenue | \$ | 854,646 |
| EXPENSES | | |
| Housing assistance payments Administration Preliminary administrative Tenant services Travel Utilities Ordinary maintenance General expense Accounting and legal fees Interest on notes and bonds Depreciation | \$ | 0 106,441 0 600 11,238 238,844 142,551 221,592 48,328 0 98,571 |
| Total Expenses | \$ | 868,165 |
| Excess of revenue over expenses (expenses over revenues) | \$ ==== | - 13,519 |

Contribution Contracts

FW-2054

| LA48-E013- 001, 3, 4, 5, 7, 8, 9 | LA48-K013- 001 | LA48-0045- 004 | LA48-V013- 001 | Total (Memorandum Only) |
|--|-------------------|--|-----------------------|-------------------------------|
| | | ************************************** | +==-+==- <u>+==</u> - | ~~~~~~~~ |
| \$ 5,055,960 0 | \$ 42,411 0 | \$ 755,595 0 | \$ 951,582 0 | \$ 7,226,039 361,986 |
| 0 17,766 5,940 | 0 481 0 | 0 3,399 0 | 7,196 3,375 | 54,753 32,485 23,088 |
| \$ 5,079,666 | \$ 42,892 | \$ 758,994 | \$ 962,153 | \$ 7,698,351 |
| \$ 4,499,009 | \$ 38,626 | \$ 735,532 | \$ 841,129 | \$ 6,114,296 |
| 11,489 0 | 312 | 3,707 0 | 4,820 0 | 126,769 0 |
| 0 452 0 | 0 71 0 | 0 146 0 | 0 322 0 | 600 12,229 238,844 |
| 0 512,471 47,231 | 0 1,700 903 | 0 1,413 15,882 | 0 91,151 7,596 | 142,551 828,327 119,940 |
| 0 | 0 | 0 | 0 | 98,571 |
| \$ 5,070,652 | \$ 41,612 | \$ 756,680 | \$ 945,018 | \$ 7,682,127 |
| \$ 9,014 | \$ 1,280 | \$ 2,314 | \$ 17,135 | \$ 16,224 |

Housing Authority of Jefferson Parish

Marrero, Louisiana

COMBINED STATEMENT OF CHANGES IN SURPLUS (DEFICIT) For the Year Ended September 30, 1999

| | Annual |
|--|-------------------|
| | FW-1331 |
| Surplus (Deficit) balance at October 1, 1998 | \$ 5,312,548 |
| Excess of revenue over (under) expenses for the year ended | - 13,519 |
| Cash withdrawals | 0 |
| Prior period adjustments - | |
| Residual receipts Audit HUD | 0 429,244 0 |
| Surplus (Deficit) balance at September 30, 1999 | \$ 5,728,273 |

Contribution Contracts

FW-2054

| | 48-E013- 1, 3, 4, 5 3, 9 | LA48-K013- 001 | | LA | LA48-0045-LA48-VO13- 004 001 | | , | Total (Memorandum Only) | |
|-----------|--------------------------------|-------------------|--------|----|---------------------------------|-------------|--------------------|-------------------------|-----------|
| \$ | 156,573 | \$ | 13,690 | \$ | 186,691 | \$ | 144,068 | \$ | 5,813,570 |
| | 9,014 | | 1,280 | | 2,314 | | 17,135 | | 16,224 |
| | 0 | | 0 | | 0 | | 0 | | 0 |
| | | | | | | | | | |
| | 0 | | 0 | | 0 | | O | | 0 |
| | 109,721 | | ~ 29 | | - 85,555 | | - 10,354 | | 443,027 |
| | 0 | | 0 | | 0 | | 0 | | 0 |
| | | | | | ****** | | ~~~ ~~~ | | |
| \$ === | 275,308 | \$ ==== | 14,941 | \$ | 103,450 | \$ ===== | 150,849 | \$ === | 6,272,821 |

Marrero, Louisiana

NOTES TO FINANCIAL STATEMENTS September 30, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies for the Housing Authority of Jefferson Parish (the Authority) conform to a prescribed basis of accounting that demonstrates compliance with the requirements of the Department of Housing and Urban Development (HUD). This practice differs from generally accepted accounting principles. The following is a summary of significant accounting policies:

1. Reporting Entity

The Housing Authority of Jefferson Parish was established on April 16, 1953 pursuant to a resolution of the Police Jury of Jefferson Parish. The Authority was created to administer funds, through the issuance of bonds and HUD ACCs, to promote decent, safe and sanitary housing for lower-income families that cannot afford standard private housing.

The Authority has a nine-member appointed Board of Commissioners and is headed by Executive Director. It has the power to designate management, the ability to significantly influence operations, and primary accountability for fiscal matters. This report includes all funds of the Authority. As of March 31, 2000, the Commissioners and Executive Director were as follows:

> Chairman Barry Bordelon Vice Chairman Pascal Scanio Commissioner Vacancy Commissioner Joseph J. Montagino Commissioner Charles Coler Commissioner Joseph E. Francois Commissioner Priscilla Wolfe Commissioner Joyce Austin Craig Trahan Commissioner Patricia Landry Executive Director

As of September 30, 1999, the Authority had the following number of units under programs as follows:

Management Programs

| Contract | <u>Programs</u> | Number of Units |
|------------------|----------------------------|-----------------|
| FW-1331 | LA 13-1 | 200 |
| FW-2054 | | |
| LA48-E013-001, | | |
| 3, 4, 5, 7, 8, 9 | Section 8 | 1,228 |
| LA48-K013-001 | Section 8 | 6 |
| LA48-0045-004 | Section 8 | 132 |
| LA48-V013-001 | Housing Certificate Vouche | r 359 |
| | | |
| Total | | 1,925 |

Evidences of indebtedness are solely the obligations of the Authority and are not obligations of the Parish of Jefferson or the State of Louisiana.

2. Fund Accounting

The accounts of the Authority are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund is accounted for with a a separate set of self-balancing accounts that comprise its assets, liabilities, fund surplus, income and expenses as appropriate. The Authority's resources are allocated to and accounted for in individual funds based upon the purposes of the HUD Annual Contribution Contracts (ACC) for which they are to be spent.

3. Basis of Accounting

The Authority follows the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when they are incurred.

4. Cash

Following is amount of total bank balance classified in three categories of credit risk:

| a) | Insured by FDIC and SIPC | \$ | 1,140,116 |
|----|---|----|-----------|
| b) | Collateralized with securities held by the pledging financial | | |
| | institution's trust department or agent in the entity's name | | 1,949,759 |
| c) | Uncollateralized | | 0 |
| | | - | |
| | Total carrying amount of bank balance | \$ | 3,089,875 |

5. Accounts Receivable from Tenants

Accounts receivable from tenants are presented in accordance with HUD reporting practices and are not stated at net realizable value as required by generally accepted accounting principles. It is the practice of the authority to expense uncollectible accounts only upon approval by the Board of Commissioners. No allowance for doubtful accounts is used in the valuation of accounts receivable from tenants as the amount of the allowance would not be significant in the opinion of this auditor.

6. Land, Structures and Equipment

Land, structures and equipment are valued at historical cost. No depreciation has been provided in accordance with HUD accounting practices. Additions, improvements and expenses that add materially to operations or extend the life of an asset are capitalized.

The Authority owns various parcels of land with an approximate value of \$87,080. Any proceeds from the future sale of this land are required to be paid to HUD.

7. Accumulated Annual and Sick Leave

The Authority is under the jurisdiction of the State Civil Service System, and as such employees accumulate annual and sick leave according to Civil Service computations. The amount earned increases at 3, 5, 10 and 15 years of employment, and cannot exceed the value of 300 hours computed on the basis of the wage being paid the employee at the time of his separation. The cost of these benefits are presented in accordance with HUD reporting practices and are recognized when payments are made to employees. No fiscal year-end accrual was required as the amount is not significant in the opinion of this auditor.

8. Pension Benefits

Effective November 1, 1992 the Authority adopted "The Housing-Renewal and Local Agency Retirement Plan" as a participating Employer as a qualified retirement plan under Section 401(a) of the Internal Revenue Code, with the following specifications and amendments to the plan.

- A. All regular full-time employees are eligible to participate in the Plan after attaining age 18 and competing 12 months of continuous and uninterrupted employment with the Authority.
- B. Employee contributions are two percent (2%) of basic employee compensation. Such contributions and all increments and decrements attributable thereto shall be non-forfeitable.

- C. Employer future service contributions are eight percent (8%). Participating employees shall vest at the rate of twenty percent (20%) for each full year of continuous employment with the Authority.
- D. The normal retirement date shall be the first day of the month following or coincident with the participating employee's 60th birthday.
- E. This defined contribution plan is administered by The Housing-Renewal & Local Agency Retirement Plan with the Bank of Louisville and Trust Company, a national investment banking firm; and they have full control of the funds on deposit in accordance with the above terms and conditions of the plan. No pension liability accrual was required at year end.

9. Total Columns on Combined Statements - Overview

Total column on the combined financial statements - overview is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present assets, liabilities and surplus of the Authority, or the results of its operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of the data. Accordingly, these memorandum amounts do not require restatement for GAAP purposes.

NOTE B - ADVANCES TO/FROM OTHER CONTRACTS

The advances to/from other contracts at September 30, 1999 consist of the following:

| Individual ACC | Advances to | Advances from |
|--|---------------------------------|--------------------------------|
| FW-1331: LA48-E013-001, 3, 4, 5, 7, 8, 9 LA48-K013-001 LA48-O045-004 LA48V013-001 | \$ 5,098 0 1,648 1,299 | \$ 0 0 0 0 |
| | \$ 8,045 | \$ 0 |
| LA48-E013-001, 3, 4, 5, 7, 8, 9: FW-1331 LA48-K013-001 LA48-O045-004 LA48-V013-001 | \$ 0 0 0 20,000 | \$ 5,098 0 0 0 |
| | \$ 20,000 | \$ 5,098 |
| LA-K013-001: FW-1331 LA48-E013-001, 3, 4, 5, 7, 8, 9 LA48-0045-004 LA48-V013-001 | \$ 0 0 0 799 | \$ 0 0 0 0 |
| | \$ 799 | \$ 0 |
| LA48-O045-004: FW-1331 LA48-E013-001, 3, 4, 5, 7, 8, 9 LA48-K013-001 LA48-V013-001 | \$ 0 0 0 | \$ 1,648 0 0 20,000 |
| | \$ 0 | \$ 21,648 |
| LA48-V013-001: FW-1331 LA48-E013-001, 3, 4, 5, 7, 8, 9 LA48-K013-001 LA48-O045-004 | \$ 0 0 0 20,000 | \$ 1,299 0 799 20,000 |
| | \$ 20,000 | \$ 22,098 |
| Totals | \$ 48,844 | \$ 48,844 |

NOTE C - LAND, STRUCTURES, AND EQUIPMENT

The following is a summary of the changes in land, structures and equipment:

| | | | lance tober 1, 1998 | Αd | lditions |] | Deletions | Balanc Septer | e nber 30, 1999 |
|-------------------------|--------------------------|-----------|-----------------------------------|----|------------------------|-----------|-------------------|------------------|-----------------------------------|
| Land Struct Equip | | \$ | 1,633,374 5,768,564 432,530 | \$ | 0 361,008 85,528 | \$ | 0 0 361,008 | \$ | 1,633,374 6,129,572 157,050 |
| | | \$ | 7,834,468 | \$ | 446,536 | \$ | 361,008 | \$ | 7,919,996 |
| Less: | Accumulated Depreciation | \$ | 0 | | 2,414,770 | \$ | 0 | \$ | 2,414,770 |
| | Totals | \$ === | 7,834,468 | | 1,968,234 | \$ === | 361,008 | \$ * | 5,505,226 |

NOTE D - BOARD OF COMMISSIONER'S COMPENSATION

The members of the Board of Commissioners of the authority are compensated for serving on the Board as follows: The Chairman and the Vice-Chairman each receive \$225 per month, and all other commissioners receive \$150 per month.

NOTE E - PAYMENT IN LIEU OF PROPERTY TAXES

In accordance with a cooperation agreement with the Parish of Jefferson, the Authority is not required to pay property taxes. Instead, the Authority is required to make payments in lieu of property taxes if and when funds may become available. No payments in lieu of property taxes were required or have been made for the year ended September 30, 1999.

NOTE F - COMMITMENTS AND CONTINGENCIES

The Authority has entered into an administrative contract with the Louisiana Housing Development Corporation (LHDC). LHDC will furnish all materials and services to develop and implement a plan to carry out the ongoing programs under the Annual Contribution Contract FW-2054 - Lower-Income Housing Program - Section 8 Existing (LA48-E013-001, 3, 4, 5, 7, 8, 9), Moderate Rehabilitation (LA48-K013-001), and Housing Voucher (LA48-V013-001). The administrative contract expires July 30, 2004. However, if HUD elects to discontinue the programs, the Authority has the right to terminate the contract.

As compensation for the administrative services rendered, the Authority will pay LHDC eighty-two percent (82%) of the gross income allocated to the Authority as agreed upon in the HUD approved budget. Compensation paid under the administrative contract for the year ended September 30, 1999 follows:

| ACC | | 1999 |
|---|---|----------------------------------|
| LA48-E013-001, 3, 4, 5, 7, 8, 9 LA48-K013-001 LA48-V013-001 | | \$ 496,803 3,331 79,894 |
| | | * |
| Total | • | \$ 580,028 |

The Authority entered into a housing assistance payments contract with Concordia Limited Partnership (Concordia) on May 13, 1983. The purpose of the contract was to provide housing assistance payments on behalf of eligible families leasing decent, safe and sanitary units from Concordia. The term of the contract is for twenty (20) years.

The Authority pledges to the payment of housing assistance payments the portion of annual contribution received under the Annual Contribution Contract FW-2054 - Lower-Income Housing Program - New Construction (LA48-0045-004). Payments for the year ended September 30, 1999 totaled \$ 735,532.

The Authority is a defendant in various lawsuits involving a breach of contract, workmen's compensation claims, contractual violations stemming from cancellation of modernization contract, and a wrongful termination of employment unit. The ultimate outcome of the suits are undeterminable at this time and no provision has been made. However, it is management's opinion that any claim against the Authority not covered by insurance would not materially affect the financial statements of the Authority.

Supplemental Information

Marrero, Louisiana

COMBINED STATEMENT OF IN COME AND EXPENSES - HUD For the year ended September 30, 1999

| | Annu | |
|--|--------------|--|
| | FW-1331 | |
| OPERATING INCOME | | |
| Dwelling rental | \$ 361,986 | |
| Excess utilities | 54,753 | |
| Total rental income | \$ 416,739 | |
| Interest | 3,643 | |
| Other income | 13,773 | |
| Total operating income | \$ 434,155 | |
| | n | |
| OPERATING EXPENSES | | |
| Housing assistance payments | \$ 0 | |
| Administration | 106,441 | |
| Preliminary administration | 0 | |
| Tenant services | 600 | |
| Travel | 11,238 | |
| Utilities Ordinary maintanana | 238,844 | |
| Ordinary maintenance | 142,551 | |
| General expense | 221,592 | |
| Accounting and legal fees Depreciation | 48,328 | |
| Depreciation | 98,571 | |
| Total operating expenses | \$ 868,165 | |
| Net operating income (loss) | \$ - 434,010 | |
| OTHER INCOME (EXPENSES) | | |
| Interest on notes and bonds | \$ 0 | |
| Prior year adjustments affecting residual receipts | 0 | |
| Total other income (expenses) | 0 | |
| Net income (loss) | \$ -434,010 | |
| See notes to financial statements. | | |

Contribution Contracts

FW-2054

| LA48-E013- 001, 3, 4, 5, 7, 8, 9 | | -K013- | LA48-0045 004 | LA48-V013 001 | Total (Memorandum Only) |
|--|----------|--|--|---|---|
| \$ 0 | \$ | 0 | \$ 0 0 | \$ 0 0 | \$ 361,986 54,753 |
| 0 | | 0 | 0 | 0 | 416,739 |
| 17,766 5,940 | | 481 0 | 3,399 0 | 7,196 3,375 | 32,485 23,088 |
| 23,706 | | 481 | 3,399 | 10,571 | 472,312 |
| \$ 4,499,009 11,489 0 0 452 0 512,471 47,231 0 \$ 5,070,652 | \$ | 38,626 312 0 0 71 0 0 1,700 903 0 | \$ 735,532 3,707 0 0 146 0 0 1,413 15,882 0 \$ 756,680 | \$ 841,129 4,820 0 322 0 0 91,151 7,596 0 \$ 945,018 | \$ 6,114,296 126,769 0 600 12,229 238,844 142,551 828,327 119,940 98,571 \$ 7,682,127 |
| \$ - 5,046,946 | \$ - | 41,131 | \$ - 753,281 | \$ - 934,447 | \$ - 7,209,815 |
| 0 | | 0 | 0 | 0 | 0 |
| \$ 0 | \$ | 0 | \$ 0 | \$ 0 | \$ 0 |
| \$ - 5,046,946 | \$ - | 41,131 | \$ - 753,281 | \$ - 934,447 | \$ - 7,209,815 |

Marrero, Louisiana

COMBINED STATEMENT OF ANALYSIS OF SURPLUS For the year ended September 30, 1999

FW-1331

UNRESERVED SURPLUS

| | n | |
|---|------------|-----------|
| Balance at September 30, 1999 | \$ | 0 |
| Audit adjustments and surplus closing entries | | 5,845,181 |
| HUD adjustment for year ended September 30, 1999 | | 0 |
| CIAP planning adjustment for prior year | | 0 |
| Provision for Project Account for the year ended September 30, 1999 | | 0 |
| Provision for Operating Reserve for the year ended September 30, 1999 | | 0 |
| Net income (loss) for the year ended September 30, 1999 | 5.4 | 434,010 |
| Balance at October 1, 1998 | \$ - 5 | 5,411,171 |

Contribution Contracts

FW-2054

| LA48-E013- 001, 3, 4, 5, 7, 8, 9 | LA48-K013- 001 | LA48-0045- 004 | LA48-V013 001 | Total (Memorandu Only) |
|--|-------------------|-------------------|------------------|------------------------------|
| | | | | |
| \$ - 57,286,430 | \$ - 4,244,586 | \$ - 4,615,448 | \$ - 3,928,103 | \$ - 75,485,7 |
| \$ - 5,046,946 | \$ - 41,131 | \$ - 753,281 | \$ - 934,447 | \$ - 7,209,8 |
| 0 | 0 | 0 | 0 | |
| 0 | 0 | 0 | 0 | |
| 0 | 0 | 0 | 0 | |
| 0 | 0 | 0 | 0 | |
| 62,333,376 | 4,285,717 | 5,368,729 | 4,862,550 | 82,695,5 |
| \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ |

Marrero, Louisiana

COMBINED STATEMENT OF ANALYSIS OF SURPLUS - continued For the year ended September 30, 1999

| | | <u>Annual</u> |
|--|----------|---------------|
| | | FW-1331 |
| RESERVED SURPLUS - OPERATING RESERVE | <u> </u> | <u> </u> |
| Balance at October 1, 1998 | \$ | 130,573 |
| Utilization of Operating Reserve for the year ended September 30, 1999 | | 0 |
| Adjustments due HUD for reduction in prior year utilities, target investment income, and residual receipts | | 0 |
| Cash withdrawal for payment to contract FW-1331 | | 0 |
| Audit adjustments | | 105,994 |
| HUD adjustment | | 0 |
| Balance at September 30, 1999 | \$ | 236,567 |
| RESERVED SURPLUS - PROJECT ACCOUNT | | |
| Balance at October 1, 1998 | \$ | 0 |
| Provision for Operating Reserve for the year ended September 30, 1999 | | 0 |
| Provision for Project Account for the year ended September 30, 1999 | | 0 |
| HUD adjustment for year ended September 30, 1999 | | 0 |
| Prior audit adjustment recorded in subject year | ~ | 0 |
| Balance at September 30, 1999 | \$ | 0 |

Contribution Contracts FW-2054

| Total morandum Only) | (Me | LA48-V013 001 | | 8-0045- 004 | | 8-K013 001 | LA. | 48-E013- , 3, 4, 5, , 9 | |
|----------------------------|-----|------------------|---------|----------------|---------|---------------|-----|-------------------------------|---------|
| 387,110 | \$ | 107,088 | \$ | 0 | \$ | 12,622 | \$ | 136,827 | \$ |
| 0 | | 0 | | 0 | | 0 | | 0 | |
| 0 | | 0 | | 0 | | 0 | | 0 | |
| 0 | | 0 | | 0 | | 0 | | 0 | |
| 394,005 | | 43,761 | | 03,450 | 1 | 2,319 | | 138,481 | |
| 0 | | 0 | | 0 | | 0 | | 0 | <u></u> |
| 781,115 | \$ | 150,849 | \$ | 03,450 | \$ 1 | 14,941 | \$ | 275,308 | \$ |
| 98,793 | \$ | 633,161 | \$ - | 08,563 | \$ 1,6 | 542,498 | \$ | 1,519,107 | \$ - |
| 0 | | 0 | | 0 | | 0 | | 0 | |
| 0 | | 0 | | 0 | | 0 | | 0 | |
| 0 | | 0 | | 0 | | 0 | | 0 | |
| 98,793 | - | 633,161 | | 508,563 | - 1,6 | 542,498 | | 1,519,107 | |
| 0 | \$ | 0 | \$ | 0 | \$ | 0 | \$ | 0 | \$ |

Marrero, Louisiana

COMBINED STATEMENT OF ANALYSIS OF SURPLUS - continued For the Year Ended September 30, 1999

<u>Annual</u>

FW-1331

CUMULATIVE HUD CONTRIBUTION

| Total surplus (deficit) | \$ | 5,728,273 |
|--|----|------------|
| Balance at September 30, 1999 | \$ | 5,491,706 |
| HUD adjustment for annual contribution for year ended September 30, 1999 | | 0 |
| Audit adjustments and surplus closing entries | - | 5,101,440 |
| Basic annual contributions earned for year ended September 30, 1999 | | 0 |
| Audit adjustment prior year | | 0 |
| CIAP planning adjustment prior year | | 0 |
| Operating subsidy for the year ended September 30, 1999 | | 0 |
| Balance at October 1, 1998 | \$ | 10,593,146 |

Contribution Contracts FW-2054

| LA48-E013 001, 3, 4, 5, 7, 8, 9 | LA48-K013 001 | LA48-0045 004 | LA48V013 001 | Total (Memorandum Only) |
|---------------------------------------|-----------------------|------------------|-----------------|-------------------------------|
| | | | | |
| \$ 58,825,283 | \$ 3,603,156 | \$ 3,193,576 | \$ 4,598,244 | \$ 80,813,405 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 |
| - 58,825,283 | -3,603,156 | - 3,193,576 | - 4,598,244 | - 75,321,699 |
| 0 | 0 | 0 | 0 | 0 |
| \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 5,491,706 |
| \$ 275,308 | \$ 14,941 ======== | \$ 103,450 | \$ 150,849 | \$ 6,272,821 |

Marrero, Louisiana

STATEMENT OF MODERNIZATION COSTS NOT COMPLETED

For the year ended September 30, 1999

| Classification | Annual Contribution Contract FW-1331 | | |
|---|--------------------------------------|--|--|
| | Project LA13-1, Phase LA13-90595 | | |
| Management improvements | \$ 0 | | |
| Fees and costs | 0 | | |
| Site improvement | 0 | | |
| Dwelling structures | 0 | | |
| Dwelling equipment - nonexpendable | 0 | | |
| Nondwelling equipment | 0 | | |
| Relocation costs | O | | |
| | | | |
| Total costs audited to September 30, 1999 | 0 | | |
| | | | |

Marrero, Louisiana

STATEMENT OF EXPENDITURES COMPARED TO BUDGET

Using HUD required prescribed basis of accounting For the year ended September 30, 1999

| CONTRACT FW-1331 | Actual | Budget | Difference |
|-------------------------|---|------------|-------------|
| | | | |
| Administration expenses | \$ 212,456 | \$ 227,160 | \$ 14,704 |
| Tenant services | 600 | 600 | 0 |
| Utilities | 238,844 | 225,430 | - 13,414 |
| Ordinary maintenance | 142,551 | 150,180 | 7,629 |
| Protect services | 0 | 0 | 0 |
| General | 281,882 | 194,960 | - 86,922 |
| | - | | |
| | \$ 876,333 | \$ 798,330 | \$ - 78,003 |
| | ======================================= | | |

NOTE:

Budget for other contracts are not required by HUD.

Marrero, Louisiana

SCHEDULE OF ADJUSTING JOURNAL ENTRIES For the year ended September 30, 1999

Annual Contribution Contract FW-1331

Account No. Debit Credit

Marrero, Louisiana

SCHEDULE OF ADJUSTING JOURNAL ENTRIES - continued For the year ended September 30, 1999

Annual Contribution Contract FW-2054, LA 48-E013-001

Account No. Debit Credit

Marrero, Louisiana

For the year ended September 30, 1999

Annual Contribution Contract FW-2054, LA 48-K013-001

Account No. Debit Credit

Marrero, Louisiana

SCHEDULE OF ADJUSTING JOURNAL ENTRIES - continued For the year ended September 30, 1999

Annual Contribution Contract FW-2054, LA 48-0045-004

Account No. Debit Credit

Marrero, Louisiana

SCHEDULE OF ADJUSTING JOURNAL ENTRIES - continued

For the year ended September 30, 1999

Annual Contribution Contract FW-2054, LA48-V013-001

Account No. Debit Credit

COMBINED REPORT ON COMPLIANCE WITH LAWS AND REGULATIONS RESULTING FROM TESTS APPLIED IN AN AUDIT OF THE GPFS IN ACCORDANCE WITH GAAS AND THE GAO STANDARDS FOR MAJOR AND NON-MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS IN A SINGLE AUDIT ACT

Board of Commissioners
Housing Authority
of Jefferson Parish
1718 Betty Street
Marrero, Louisiana 70072

HUD, New Orleans Office Public Housing Division 9th Floor 501 Magazine Street New Orleans, Louisiana 70130

I have audited the general purpose financial statements of the Housing Authority of Jefferson Parish (the Authority) for the year ended September 30, 1999, and have issued my report thereon dated March 31, 2000. My audit was made in accordance with generally accepted auditing standards; the standards for financial and compliance audits contained in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, issued by the U.S. General Accounting Office; the single Audit Act of 1984; and the provisions of OMB Circular A-128 and A-133, Audits of State and Local Governments, OMB Circular A-87, Cost Principles for State and Local Governments, OMB circular A-102, Grants and Cooperative Agreements with State and Local Governments, and the provision of the United States Department of Housing and Urban Development (HUD) requirement contained at 24CFR Part 44, and, accordingly, included such tests of the accounting records and such other auditing procedures I considered necessary in the circumstances.

The management of the Authority is responsible for the authority's compliance with laws and regulations. In connection with the audit referred to above, I selected and tested transactions and records that included, but were not limited to, transactions and records relating to each major federal financial assistance program and certain non-major federal financial assistance programs. The purpose of our testing of transactions and records was to obtain reasonable assurance that the Authority had, in all material respects, administered it major federal financial assistance programs and executed the tested non-major programs transactions in compliance with those laws and regulations for which I believe noncompliance could have a material effect on the allowability of program expenditures or on the Authority's general purpose financial statements. Such laws and regulations include those pertaining to federal financial reports and claims for advances and reimbursements.

My testing of transactions and records selected from major federal financial assistance programs disclosed only immaterial instances of noncompliance with those laws

and regulations. I considered these instances of noncompliance in forming my opinion on compliance, which is expressed in the following paragraph. With respect to those transactions and items not tested, nothing came to my attention that caused me to believe that the Authority had not complied, in all material respects, with those laws and regulations.

In my opinion, for the year ended September 30, 1999, the Authority administered each of its major federal financial assistance programs in compliance with the requirements that would have a material effect on the allowability of program expenditures.

B.M. WMML Robert M. Wallbillich

Certified Public Accountant

March 31, 2000 Mandeville, Louisiana, U.S.A.

Accountant's Report

To the Board of Commissioners Housing Authority of Jefferson Parish

I have audited the Authority's utilization of operating reserves for the period ending September 30, 1999. My audit was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as I considered necessary in the circumstances.

The statement of utilization of operating reserves has been prepared on the basis of accounting and reporting practices prescribed by the Housing and Urban Development (HUD) in the Audit Guide for Auditing Development Costs of HUD Insured Multifamily projects. These practices differ in some respects from generally accepted accounting principles. Accordingly, the accompanying statement of utilization of operating reserves is not intended to be in conformity with generally accepted accounting principles.

In my opinion, the statement of utilization of operating reserves present fairly the actual costs of the Housing Authority of Jefferson Parish through September 30, 1999, on the basis of accounting described above.

I certify that I have no financial interest in the contractor other than in the practice of my profession.

Robert M. Wallbillich
Certified Public Accountant

March 31, 2000 Mandeville, Louisiana, U.S.A.

Marrero, Louisiana
Audit of Utilization of Operating Reserves
FW-1331 Conventional Program
Section 8 Existing and Housing Vouchers Programs

STATEMENT OF UTILIZATION OF OPERATING RESERVES For the period ended September 30, 1999

| Summary by Development Account | | Total Actual Funds Expended | |
|--------------------------------|------------------------------------|-----------------------------|---|
| 1408 | Management improvements | \$ | (|
| 1410 | Administration | 4, | Č |
| 1430 | Fees and costs | | (|
| 1450 | Suite improvements | | (|
| 1460 | Dwelling structures | | (|
| 1465.1 | Dwelling equipment - nonexpendable | | (|
| 1470 | Non-dwelling structures | | (|
| 1475 | Non-dwelling equipment | | (|
| 1495.1 | Relocation costs | | (|
| | | | |
| Maximum | modernization costs | \$ | (|

See notes to financial statements.

INDEPENDENT AUDITOR'S REPORT ON SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

Board of Commissioners
Housing Authority
of Jefferson Parish
1718 Betty Street
Marrero, Louisiana 70072

HUD, New Orleans Office Public Housing Division 9th Floor 501 Magazine Street New Orleans, Louisiana 70130

I have audited the general purpose financial statements of the Housing Authority of Jefferson Parish (the Authority) for the year ended September 30, 1999 and have issued my report dated March 31, 2000. My audit of such general purpose financial statements was made in accordance with generally accepted auditing standards and the standards for financial and compliance audits contained in the <u>Standards for Audit of Governmental Organizations</u>, <u>Programs</u>, <u>Activities</u>, and <u>Functions</u> issued by the U.S. General Accounting Office, and accordingly, included such tests of the accounting records and such other auditing procedures as I considered necessary in the circumstances.

The Authority's policy is to prepare its financial statements on a prescribed basis of accounting that demonstrates compliance with requirements of the United States Department of Housing and Urban Development. This practice differs from generally accepted accounting principles. Accordingly, the accompanying Schedule of Federal Financial Assistance is not intended to present financial information in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying schedule of Federal Financial Assistance is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the general purposes financial statements and, in my opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Robert M. Wallbillich

Certified Public Accountant

Marrero, Louisiana

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE For the year ended September 30, 1999

| | Fund (deficit) | | | |
|--|----------------|----------------|--------------------|-----------------------------|
| Federal Grantor Program Title | ACC Number | CFDA Number | October 1, 1998 | Federal Cash Received |
| Low-income housing Annual contribution | FW-1331 | 14.850 | \$ 5,312,548 | \$ 420,491 |
| Public Housing - Comprehensive Improvement Assistance Program: Project LA13-1, Phase LA13-902 (Note 3 below) | FW-1331 | 14.852 | \$1,091,628 | \$ 0* |
| Lower-income Housing Program - Section 8 Existing LA48-E013- 001, 3, 4, 5, 7, 8, 9 | FW-2054 | 14.857 | 156,573 | \$ 5,055,960 |

NOTES:

- 1. Comprehensive Improvement Assistance Program represents the modernization program administered by the Authority.
- 2. Sec notes to financial statements.

^{*} This is principal balance at September 30, 1999 of new issue of LA13-902 per the HUD Security Ledger in Washington, D.C. and expenditures if previous year issues paid off.

Expenditures Revenues Fund balance at Accrual September 30, 1999 Other Total (Deferred) \$ 5,728,273 \$ 420,491 836,216 \$ 0 415,725 \$ 1,091,628 \$ 0 0 0 \$ \$ 275,308 \$ 5,055,960 \$ 0 \$ 5,174,695 118,735 \$

Marrero, Louisiana

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE For the year ended September 30, 1999

| | Fund (deficit) | | | |
|---|----------------|---------------------------|----------------------------------|-----------------------------|
| Federal Grantor Program Title | ACC Number | Federal CFDA Number | Balance at October 1, 1998 | Federal Cash Received |
| Moderate rehabilitation LA-48-K013-001 | FW-2054 | 14.856 | \$ 13, 690 | \$ 42,411 |
| New construction LA 48-0045-004 | FW-2054 | 14.182 | 186,691 | 755,595 |
| Housing voucher program LA 48-V013-001 | FW-2054 | 14.855 | 144,068 | \$ 951,582 |
| | | | \$ 6,905,198 | \$ 7,226,039 |

See notes to financial statements.

| Revenu Accrual | | enues | | Expenditures | Fund Balance at September 30, |
|-------------------|-----------|-------------------------|----------------|--------------|-------------------------------|
| (| Deferred) | Total | Other | | 1999 |
| \$ | 1,251 | \$43,662 | \$ 0 | \$ 42,411 | \$ 14,941 |
| | - 83,241 | 672,354 | 0 | 755,595 | 103,450 |
| | 6,781 | 958,363 | 0 | 951,582 | 150,849 |
| \$ | 459,251 | \$ 7,685,290 ======= | \$ 0 ====== | \$ 7,226,039 | \$ 7,364,449 |

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Marrero, Louisiana

NOTES TO SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

September 30, 1999

NOTE A - SCOPE OF AUDIT PURSUANT TO OMB CIRCULAR A-128 and A-133, AUDITS OF STATE AND LOCAL GOVERNMENTS

All federal grant awards of the Housing Authority of Jefferson Parish are included in the scope of the OMB circular A-128 and A-133. The United States Department of Housing and Urban Development (HUD) is the Authority's cognizant agency for the single audit.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying Schedule of Federal Financial Assistance Awards has been prepared to conform to a prescribed basis of accounting that demonstrates compliance with the requirements of HUD. Accrued revenue at year end represents amounts earned but not yet received. Deferred revenue at year end represents amounts received in excess of reimbursable expenditures incurred.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH SPECIFIC REQUIREMENTS APPLICABLE TO MAJOR FEDERAL FINANCIAL ASISTANCE PROGRAMS

Board of Commissioners
Housing Authority
Of Jefferson Parish
1718 Betty Street
Marrero, Louisiana 70072

I have audited the general purpose financial statements of the Housing authority of Jefferson Parish (the Authority) for the year ended September 30, 1999, and have issued my report thereon dated March 31, 2000.

I have also audited the Authority's compliance with the requirements governing types of services allowed or unallowed; eligibility, matching, level of effort, or earmarking; reporting; tests of case files to determine that rental and utility subsidy payments were made to eligible participants; that admission procedures, maintenance of waiting lists and annual reviews of eligibility determinations as well as PHA inspections of units and necessary corrective actions were completed; and, by testing the expenditures and related records as well as by obtaining representation letters from oversight agencies that deficiencies, if any, had been resolved; test Annual Contribution Voucher (HUD-52681) for computation of the administrative fee and trace units months used as well as ensuring that any HUD adjustments to prior years have been recognized; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs which are identified in the accompanying schedule of federal financial assistance, for the year ended September 30, 1999. The management of the Authority is responsible for compliance with those requirements. My responsibility is to express an opinion on compliance with those requirements based on my audit.

I conducted my audit of compliance with those requirements in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and Office of Management and Budget Circular A-128, "Audits of State and Local Governments." Those standards and OMB Circular A-128 require that I plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the requirements referred to above occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements. I believe that my audit provides a reasonable basis for my opinion.

The results of my audit procedures disclosed no instances of noncompliance with the requirements referred to above.

In my opinion, the Authority complied, in all material respects, with the requirements governing types of services allowed or unallowed; eligibility; matching, level of effort, or earmarking; reporting; claims for advances and reimbursements; and amounts claimed or used for matching that are applicable to each of its major federal financial assistance programs for the year ended September 30, 1999.

This report is intended for he information of the audit committee, management, and the Board of Commissioners. However, this report is a matter of public record and its distribution is not limited.

Robert M. Wallbillich

Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE GENERAL REQUIREMENTS APPLICABLE TO FEDERAL FINANCIAL ASSISTANCE PROGRAMS

Board of Commissioners Housing Authority of Jefferson Parish 1718 Betty Street Marrero, Louisiana 70072

I have audited the general purpose financial statements of the Housing Authority of Jefferson Parish (the Authority) for the year ended September 30, 1999, and have issued my report thereon dated March 31, 2000.

I have applied procedures to test the Authority's compliance with the following requirements applicable to its federal financial assistance programs, which are identified in the schedule of federal financial assistance, for the year ended September 30, 1999. The general requirements applicable to the entity's federal financial assistance programs are political activity, Davis-Bacon Act, civil rights, cash management, relocation assistance, and real property acquisition, federal financial reports, allowable costs/cost principles, Drug-free Workplace Act, or administrative requirements.

My procedures were limited to the applicable procedures described in the Office of Management and Budget's "Compliance Supplements for Single Audits of State and Local Governments." My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Authority's compliance with the requirements listed in the preceding paragraph. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to my attention that caused me to believe that the authority had not complied, in all material respects, with those requirements.

This report is intended for the information of the audit committee, management, and the Board of Commissioners. However, this report is a matter of public record and its distribution is not limited.

Robert M. Wallbillich
Cortified Public Accountant

Certified Public Accountant

AUDITOR'S COMBINED REPORT ON INTERNAL ACCOUNTING CONTROLS
AND INTERNAL ACCOUNTING AND ADMINISTRATIVE CONTROLS USED IN
ASSISTANCE PROGRAMS BASED SOLELY ON A STUDY AND EVALUATION
MADE AS PART OF AN AUDIT OF GENERAL PURPOSE FINANCIAL
STATEMENTS AND ADDITIONAL TESTS REQUIRED BY THE SINGLE AUDIT
ACT

Board of Commissioners
Housing Authority
of Jefferson Parish
1718 Betty Street
Marrero, Louisiana 70072

HUD, New Orleans Office
Public Housing Division
9th Floor
501 Magazine Street
New Orleans LA 70130

I have audited the general purpose financial statements of the Housing Authority of Jefferson Parish (the Authority) for the year ended September 30, 1999, and have issued my report thereon dated March 31, 2000. As part of my audit I made a study and evaluation of the system of internal accounting control and the applicable internal control systems used in administering federal financial assistance programs of the Authority, to the extent I considered necessary to evaluate the systems as required by generally accepted auditing standards; for financial and compliance audits contained in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, issued by the U.S. General Accounting Office; the Single Audit Act of 1984; and the provision of OMB Circular A-128, Audits of State and Local Governments; and the provisions of the United States Department of Housing and Urban Development (HUD) requirements contained at 24CFR, Part 44.

The management of the Authority is responsible for establishing and maintaining internal control systems, including those used in administering federal financial assistance programs. In fulfilling that responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of internal control systems are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and with respect to federal financial assistance programs, that resource use is consistent with laws, regulations, and policies; resources are safeguarded against waste, loss and misuse; transactions are executed in accordance with management's authorization; and reliable data are obtained and maintained to permit the preparation of financial statements in accordance with generally accepted accounting principles and the preparation of federal reports in accordance with federal requirements. Because of inherent limitations in any system of internal accounting and administrative controls, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

The significant internal accounting and administrative control categories, and the extent of my study and evaluation of these categories, are as follows:

Internal Accounting Controls

- 1. Billings (in regards to reimbursement requests and Letters of Credit)
- 2. Cash Receipts
- 3. Cash Disbursements
- 4. Revenues and Receivables
- 5. Purchasing
- 6. Payroll
- 7. Property and Equipment
- 8. General Ledger

Administrative - Federal Financial Assistance Program

General Requirements:

- Political Activity
- Davis-Bacon Act
- Civil Rights
- Cash Management
- Federal Financial Reports

Specific Requirements:

- Types of Services allowed or not allowed
- Eligibility
- Cost Allowance
- Special Requirements, if any
- Cost Incurred in approved Period
- Grants, Budgets and Revisions
- Reporting

With respect to internal control systems for which my study was extended beyond the preliminary review phase, my study and evaluation included considering the types of errors and irregularities that could occur, determining the internal control procedures that should prevent or detect such procedures are prescribed and are being followed satisfactorily, and evaluating any weaknesses. Such study and evaluation included the significant internal accounting and administrative controls used in administering major federal financial assistance programs and the following non-major federal Financial Assistance Programs:

Comprehensive Improvement Assistance Program

During the year ended September 30, 1999, the Authority expended ninety-nine percent (99%) of its federal financial assistance under these major and non-major federal financial assistance programs.

With respect to the internal control systems for which my study and evaluation was limited to preliminary review, I merely obtained an understanding of the control environment, the accounting system, and control procedures. Accordingly, my audit would not necessarily disclose all material weaknesses in these systems.

My study and evaluations described in the two preceding paragraphs were more limited than would be necessary to express an opinion on the system of internal accounting control of the Authority. Accordingly, I do not express an opinion on the system of internal control taken as a whole or on the internal control systems used in administering the major and non-major federal financial assistance programs of the Authority, or on any of the control categories identified above.

My study and evaluation and my audit disclosed no findings for the year ended September 30, 1999.

Robert M. Wallbillich

Certified Public Accountant

REPORT OF COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Commissioners
Housing Authority
of Jefferson Parish
1718 Betty Street
Marrero, Louisiana 70072

Compliance

I have audited the compliance of the Housing Authority of Jefferson Parish (the Authority) described in the U.S. Office of management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended September 30, 1999. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Authority's management. My responsibility is to express an opinion of the Authority's compliance based on my audit.

I conducted my audit of compliance in accordance with generally accepted auditing stands; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on the Authority's compliance with those requirements.

In my opinion, the Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 1999. The results of auditing procedures disclosed no instances of noncompliance with those requirements that are required to be reported in accordance with OMB Circular A-133.

Internal Control Over Compliance

The management of the Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and my performing audit, I considered the Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

My consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grant that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over compliance and its operation that I consider to be material weaknesses.

This report is intended for the information of the audit committee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Robert M. Wallbillich

Certified D. 1.12

Certified Public Accountant

Housing Authority of Jefferson Parish Marrero, Louisiana

Management Discussion and Analysis

This section is forward looking in nature. As such, we can offer no assurance that our efforts to implement any of the following HUD advocated programs will be successful.

At the December 1999 Board of Commissioners meeting Resolution No. 1215 was unanimously adopted. The Authority authorized the chairman or Vice Chairman or Executive Director to develop a program to produce affordable housing for low income, first-time home buyers. And, to produce affordable rental housing for the disabled/handicapped/elderly.

This resolution authorizes the issuing of notices and contracts for Project Based Housing. It commissioned the Louisiana Housing Development Corporation (LHDC) to conduct studies to obtain specific directions toward implementation of affordable housing.

These efforts include the application for Federal Housing Tax Credits. And, the selling of bonds as may be required in its endeavors.

LHDC has as of this date had the available lots owned by the Authority in Bridge City, Louisiana surveyed and is presently investigating the design and compatibility of suitable housing that will both be affordable and in keeping with the neighborhood. Any proceeds from the future sale of this land are required to be paid to HUD. The approximate value of these parcels of land is \$87,080.00.

These lots are all twenty-five feet (25') of frontage. Using two for each building site would provide approximately nineteen (19) sites. These parcels are not contiguous -- they are scattered. The surrounding housing lends itself to low-income housing development.

The Authority's Director is authorized to sign all applications, partnership agreements, letters, contracts, contract modifications, certifications, budget, etc. as required to enable this resolution.

Marrero, Louisiana

STATUS OF PRIOR AUDIT FINDINGS

September 30, 1999

The prior Certified Public Accountant's report on the Authority for the twelve-month period ended September 30, 1998 and issued on March 31, 1999 included no unresolved prior findings.

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Marrero, Louisiana

EXIT CONFERENCE

September 30, 1999

The draft of the complete Audit Report for the above audit and recommendations mentioned were discussed at an exit conference with the following representatives of the Authority held on March 31, 2000:

Barry Bordelon Patricia Landry