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BAYOU PLAQUEMINE AND WIKOFF GRAVITY
DRAINAGE DISTRICT

FINANCIAL REPORT

DECEMBER 31, 1998

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 ~~12/31/1998~~

C O N T E N T S

	Page
INDEPENDENT ACCOUNTANT'S REPORT ON THE FINANCIAL STATEMENTS	1
FINANCIAL STATEMENTS	
Combined balance sheet - all fund types and account groups	2
Combined statement of revenues, expenditures, and change in fund balance - all governmental fund types - general fund	3
Statement of revenues, expenditures, and change in fund balance - budget (GAAP basis) and actual - general fund	4
Notes to financial statements	5-8
SUPPLEMENTARY INFORMATION	
Schedule of compensation paid to board of commissioners	9
INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES	10-13
LOUISIANA ATTESTATION QUESTIONNAIRE	14 and 15



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INDEPENDENT ACCOUNTANT'S REPORT

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The Board of Commissioners
of the Bayou Plaquemine and Wikoff
Gravity Drainage District
Church Point, Louisiana

We have compiled the accompanying general purpose financial statements of the Bayou Plaquemine and Wikoff Gravity Drainage District, a component unit of the Acadia Parish Police Jury, as of and for the year ended December 31, 1998 and the supplementary schedule, as listed in the table of contents. These financial statements and supplementary schedule, which is presented only for supplementary analysis purposes, were compiled 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 information that is the representation of the Board in the form of financial statements and supplementary schedules. We have not audited or reviewed the accompanying general purpose financial statements and the supplementary schedule and, accordingly, we do not express an opinion or any other form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated March 12, 1999, on the results of our agreed-upon procedures.

Lawrence A. Cramer, CPA*
Eugene C. Gilder, CPA*
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Larry G. Broussard, CPA* 1996

Broussard, Poche, Lewis & Breau LLP

Crowley, Louisiana
March 12, 1999

Members of American Institute of
Certified Public Accountants
Society of Louisiana Certified
Public Accountants

BAYOU PLAQUEMINE AND WIKOFF GRAVITY DRAINAGE DISTRICT
ACADIA PARISH POLICE JURY

COMBINED BALANCE SHEET -
ALL FUND TYPES AND ACCOUNT GROUPS
December 31, 1998
See Accountant's Compilation Report

	<u>Governmental</u> <u>Fund</u> General <u>Fund</u>	<u>Account</u> <u>Group</u> General <u>Fixed Assets</u>	<u>Total</u> <u>(Memorandum</u> <u>Only)</u>
ASSETS			
Cash	\$ 1,185	\$ -	\$ 1,185
Certificates of deposit	702,077	-	702,077
Receivables	77,936	-	77,936
Equipment	<u>-</u>	<u>5,100</u>	<u>5,100</u>
Total assets	<u>\$781,198</u>	<u>\$ 5,100</u>	<u>\$786,298</u>
LIABILITIES AND FUND EQUITY			
Liabilities:			
Payroll taxes payable	\$ 258	\$ -	\$ 258
Pension fund payable	<u>1,870</u>	<u>-</u>	<u>1,870</u>
Total liabilities	<u>\$ 2,128</u>	<u>\$ -</u>	<u>\$ 2,128</u>
Fund equity:			
Investment in general fixed assets	\$ -	\$ 5,100	\$ 5,100
Fund balance:			
Unreserved - undesignated	<u>779,070</u>	<u>-</u>	<u>779,070</u>
Total fund equity	<u>\$779,070</u>	<u>\$ 5,100</u>	<u>\$784,170</u>
Total liabilities and fund equity	<u>\$781,198</u>	<u>\$ 5,100</u>	<u>\$786,298</u>

See Notes to Financial Statements.

BAYOU PLAQUEMINE AND WIKOFF GRAVITY DRAINAGE DISTRICT
ACADIA PARISH POLICE JURY

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE
IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES
GENERAL FUND

Year Ended December 31, 1998
See Accountant's Compilation Report

Revenues:	
Taxes:	
Ad valorem	\$ 51,727
Intergovernmental:	
State revenue sharing	17,821
Interest income	37,079
Other	<u> -</u>
Total revenues	\$106,627
Expenditures:	
Current:	
Public works	<u>82,900</u>
Excess of revenues over expenditures	\$ 23,727
Fund balance, beginning	<u>755,343</u>
Fund balance, ending	<u>\$779,070</u>

See Notes to Financial Statements.

BAYOU PLAQUEMINE AND WIKOFF GRAVITY DRAINAGE DISTRICT
ACADIA PARISH POLICE JURY

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

Year Ended December 31, 1998
See Accountant's Compilation Report

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
Revenues:			
Taxes:			
Ad valorem	\$ 32,900	\$ 51,727	\$ 18,827
Intergovernmental:			
State revenue sharing	23,981	17,821	(6,160)
Interest income	37,000	37,079	79
Other	-	-	-
Total revenues	<u>\$ 93,881</u>	<u>\$106,627</u>	<u>\$ 12,746</u>
Expenditures:			
Current:			
Public works:			
Salaries and related benefits	\$ 8,700	\$ 9,342	\$ (642)
Per diem paid to board of commissioners	3,900	3,840	60
Insurance	3,300	3,245	55
Supplies and maintenance	58,000	57,573	427
Engineering	4,000	4,000	-
Legal and accounting	2,250	2,250	-
Other	<u>1,715</u>	<u>2,650</u>	<u>(935)</u>
Total expenditures	<u>\$ 81,865</u>	<u>\$ 82,900</u>	<u>\$ (1,035)</u>
Excess of revenues over expenditures	\$ 12,016	\$ 23,727	\$ 11,711
Fund balance, beginning	<u>750,838</u>	<u>755,343</u>	<u>4,505</u>
Fund balance, ending	<u>\$762,854</u>	<u>\$779,070</u>	<u>\$ 16,216</u>

See Notes to Financial Statements.

BAYOU PLAQUEMINE AND WIKOFF GRAVITY DRAINAGE DISTRICT
ACADIA PARISH POLICE JURY

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Note 1. Summary of Significant Accounting Policies

As provided by Louisiana Revised Statute 38:1607, the Drainage District is governed by five commissioners. These five commissioners are referred to as the Board of Commissioners and are appointed by the parish police jury. The Drainage District was created under the authority of Louisiana Revised Statutes 38:1751-1802 and was established for the purpose of opening and maintaining all natural drains in the district, where drainage is accomplished using the natural force of gravity. This may be accomplished by cutting and opening new drains, ditches, and canals.

In April 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. All GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

Reporting entity:

In conformance with GASB Codification Section 2100, the Drainage District is a component unit of the Acadia Parish Police Jury, the governing body of the parish and the governmental body with oversight responsibility. The accompanying general purpose financial statements present information only on the funds maintained by the District and do not present information on the police jury, the general government services provided by that governmental unit, and other governmental units that comprise the governmental reporting entity.

Fund accounting:

The accounts of the Drainage District are organized on the basis of funds and an account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in individual funds based upon the purpose for which they are spent and the means by which spending activities are controlled. The governmental funds presented in the financial statements are described as follows:

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

General fund:

The general fund is the general operating fund of the Drainage District. It accounts for all financial resources except those required to be accounted for in other funds.

General fixed assets and long-term obligations:

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost and donated fixed assets are valued at fair market value as of the date of donation. Assets in the general fixed assets account group are not depreciated. Due to the nature of its operations, the District has no public domain (infrastructure) fixed assets.

The Drainage District does not have any general long-term debt.

Basis of accounting:

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The District's accounts are reported on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon thereafter to be used to pay liabilities of the current period.

Revenues:

Ad valorem taxes and state revenue sharing are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year and become delinquent by December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year. Interest is recorded when earned.

Expenditures:

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred except for principal and interest on general long-term debt which is recognized when due.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Budget practices:

Louisiana law exempts all special districts created by December 31, 1974, from the requirements of the Local Government Budget Act. The District was created prior to December 31, 1974, and, accordingly, is exempt from the budgetary requirements. However, management has decided to adopt a budget for management control purposes. Thus, the accompanying financial statements include comparisons of revenues and expenditures to budget for the year ended December 31, 1998.

The budgeted revenue and expenditures are based on current figures and past experience. They are discussed, approved, and adopted and amended as necessary by the Board of Commissioners at the regular monthly meetings. The budget is prepared on a basis consistent with generally accepted accounting principles. All appropriations lapse at year-end. The District does not use encumbrance accounting. The budget as presented is as amended by the Board in open meeting.

Cash and certificates of deposit

The District may invest in United States bonds, treasury notes, or certificates, or time certificates of deposit of state banks having their principal office in the State of Louisiana, or any other federally insured investment. The District may also invest in shares of any homestead and building and loan association in any amount not exceeding the federally insured amount. The deposits at December 31, 1998 were secured as follows:

	<u>Bank Balance</u>	<u>FDIC Insurance</u>	<u>Balance Uninsured</u>
Demand deposit	\$ 2,017	\$ 2,017	\$ -
Certificates of deposit	<u>702,077</u>	<u>200,000</u>	<u>502,077</u>
	<u>\$704,094</u>	<u>\$202,017</u>	\$502,077
Securities pledged and held by the custodial bank in the name of the bank			<u>604,313</u>
Excess of FDIC insurance plus pledged securities over cash and certificates of deposit			<u>\$102,236</u>

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Total column:

The total columns on the combined financial statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. The data in these columns do not present financial position or results of 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 this data.

Note 2. Changes in General Fixed Assets

A summary of changes in general fixed assets follows:

	<u>Equipment</u>
Balance, December 31, 1997	\$ 5,100
Additions	<u> -</u>
Balance, December 31, 1998	<u>\$ 5,100</u>

Note 3. Receivables

The General Fund has the following receivables at December 31, 1998:

Ad valorem	\$ 60,072
State revenue sharing	<u>17,864</u>
	<u>\$ 77,936</u>

Note 4. Year 2000 Issue

The Year 2000 Issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999.

The District's management is in the process of identifying existing computer systems and other electronic equipment that may be affected by the Year 2000 Issue and that are necessary in conducting the District's operations. Based upon this, the District is in the assessment stage. Once this stage is complete, remediation, validation, and testing will be required.

Because of the unprecedented nature of the Year 2000 Issue, its effects and the success of related remediation efforts will not be fully determinable until the Year 2000 and thereafter. Management cannot give assurance that the District is or will be Year 2000 ready, or that parties with whom the District does business will be Year 2000 ready.

BAYOU PLAQUEMINE AND WIKOFF GRAVITY DRAINAGE DISTRICT
ACADIA PARISH POLICE JURY

SCHEDULE OF COMPENSATION PAID TO BOARD OF COMMISSIONERS
Year Ended December 31, 1998
See Accountant's Compilation Report

Donald Higginbotham	\$ 720
Wade Delahoussaye	840
Remi McGee, Jr.	780
Kenneth Bergeron	720
Leroy Daugereau	<u>780</u>
	<u>\$ 3,840</u>

The schedule of per diem paid to board members was prepared in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature.

The commissioners are paid \$60 for each day employed in the services of the District.



BROUSSARD, POCHE', LEWIS & BREAUX, L.L.P.
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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

The Board of Commissioners
of the Bayou Plaquemine and Wikoff
Gravity Drainage District
Church Point, Louisiana

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We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Bayou Plaquemine and Wikoff Gravity Drainage District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Bayou Plaquemine and Wikoff Gravity Drainage District's compliance with certain laws and regulations during the year ended December 31, 1998 included in the accompanying Louisiana Attestation 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, we 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 materials and supplies exceeding \$15,000 or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

One expenditure was made during the period for materials and supplies exceeding \$15,000. We examined documentation which indicated that this expenditure had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2251.

There were not any expenditures made during the period for public works exceeding \$100,000.

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The Board of Commissioners
of the Bayou Plaquemine and Wikoff
Gravity Drainage District

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 us with the required list of board members including the noted information.

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

Management provided us 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 [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

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

Management provided us with a copy of the original budget and the amendment made to the budget during the period covered.

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

We traced the adoption of the original budget and amendments to the minutes of meetings held on December 3, 1997 and December 17, 1998, respectively.

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%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. For the year ended December 31, 1998, actual revenues and expenditures did not exceed budgeted amounts by more than 5%.

The Board of Commissioners
of the Bayou Plaquemine and Wikoff
Gravity Drainage District

Accounting and Reporting

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

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

We 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 six 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 the minutes of the Board meetings indicated that each of the six selected disbursements was approved by the Board.

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).

Bayou Plaquemine and Wikoff Gravity Drainage District advertises each meeting in The Church Point News. Clippings of the publications were inspected to verify compliance.

Debt

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.

We scanned copies of bank deposit slips for the period under examination and did not note any 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 did not reveal any such payments. We also inspected payroll records for the year and did not note any instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

The Board of Commissioners
of the Bayou Plaquemine and Wikoff
Gravity Drainage District

Prior Comments and Recommendations

12. Review any prior year suggestions, recommendations, and/or comments and indicate the extent to which such matters have been resolved.

The report from the prior year did not have any suggestions, recommendations, and/or comments.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Bayou Plaquemine and Wikoff Gravity Drainage District 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.

Broussard, Roche, Lewis & Breaux LLP

Crowley, Louisiana
March 12, 1999

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**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)**

_____ (Date Transmitted)

BROUSSARD, POCHE, LEWIS & BREARD
CERTIFIED PUBLIC ACCOUNTANTS
122 EAST FIFTH ST - P.O. DRAWER 307
CROWLEY, LA 70527-0307 (Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [] No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes [] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes [] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Secretary _____ Date

Treasurer _____ Date

Wade Delahouway _____
President 2/1/99 Date