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**CAPITAL AREA GROUND WATER CONSERVATION DISTRICT  
STATE OF LOUISIANA**

**FINANCIAL STATEMENTS**

June 30, 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 DEC 23 1998

**GERALD A. WALKER**  
Certified Public Accountant

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# GERALD A. WALKER

Certified Public Accountant

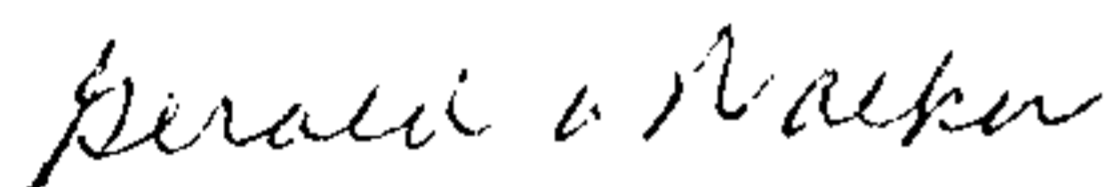
Member  
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CPA's  
Institute of  
Management  
Accountants

December 2, 1998

Capital Area Ground Water Conservation District  
Baton Rouge, LA

I have compiled the accompanying balance sheet of Capital Area Ground Water Conservation District as of June 30, 1998 and the related statement of revenues, expenditures, and changes in fund balance, and statement of revenues, expenditures, and changes in fund balance, Budget (GAAP) and Actual - General Fund and Capital Project Fund for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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



Gerald A. Walker, CPA

CAPITAL AREA GROUND WATER CONSERVATION DISTRICT  
STATE OF LOUISIANA  
BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 1998

	GOVERNMENTAL GENERAL FUND	FUNDS CAPITAL PROJECT FUND	ACCOUNT GROUP GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 172,060	\$ -0-	\$	\$ 172,060
Certificates of Deposit	-0-			-0-
Accounts receivable	53,824			53,824
Furniture and equipment			16,512	16,512
Monitoring well			101,541	101,541
<b>TOTAL ASSETS</b>	<u>\$ 225,884</u>	<u>-0-</u>	<u>\$ 118,053</u>	<u>\$ 343,937</u>
<b>LIABILITIES AND FUND BALANCE</b>				
<b>LIABILITIES</b>				
Accrued salaries	538	-0-	-0-	538
Compensated absences	5,456			5,456
Withholdings payable	( 4)			( 4)
<b>TOTAL LIABILITIES</b>	<u>5,990</u>			<u>5,990</u>
<b>FUND BALANCE</b>				
Investment in general fixed assets from:				
General Fund			16,512	16,512
Grants			101,541	101,541
Fund Balance - unreserved undesignated	219,894			219,894
<b>TOTAL FUND BALANCE</b>	<u>219,894</u>	<u>-0-</u>	<u>118,053</u>	<u>337,947</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>\$ 225,884</u>	<u>\$ -0-</u>	<u>\$ 118,053</u>	<u>\$ 343,937</u>

See Accountant's Compilation Report

CAPITAL AREA GROUND WATER CONSERVATION DISTRICT  
STATE OF LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - ALL GOVERNMENTAL FUNDS  
For the Fiscal Year Ended June 30, 1998

	<u>Governmental Funds</u>		<u>Total (Memorandum Only)</u>
	<u>General Fund</u>	<u>Capital Project Fund</u>	
<b>REVENUES</b>			
Pumpage fees	\$ 191,983	\$	\$ 191,983
Parish cost sharing	40,882		40,882
Interest	3,424		3,424
Grants		<u>36,528</u>	<u>36,528</u>
<b>TOTAL REVENUES</b>	<u>236,289</u>	<u>36,528</u>	<u>272,817</u>
<b>EXPENDITURES</b>			
Salaries	71,555		71,555
Compensated absences	714		714
Employee benefits	11,014		11,014
Computer services	900		900
Copier rental	429		429
USGS - Data Collection Agreement	12,883		12,883
USGS - Parish agreements	41,616		41,616
Office supplies	879		879
Rent	9,853		9,853
Travel and meetings	232		232
Postage	858		858
Telephone	844		844
Insurance	3,088		3,088
Dues and subscriptions	532		532
Printing	1,145		1,145
Miscellaneous	1,817		1,817
Capital outlay	<u>1,190</u>	<u>39,014</u>	<u>40,204</u>
<b>TOTAL EXPENDITURES</b>	<u>159,549</u>	<u>39,014</u>	<u>198,563</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>76,740</u>	<u>( 2,486)</u>	<u>74,254</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in		2,486	2,486
Operating transfer out	<u>( 2,486)</u>		<u>( 2,486)</u>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>( 2,486)</u>	<u>2,486</u>	<u>-0-</u>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>74,254</u>	<u>-0-</u>	<u>74,254</u>
<b>FUND BALANCE - JULY 1, 1997</b>	<u>145,640</u>	<u>-0-</u>	<u>145,640</u>
<b>FUND BALANCE - JUNE 30, 1998</b>	<u>\$ 219,894</u>	<u>\$ -0-</u>	<u>\$ 219,894</u>

See Accountant's Compilaton Report

CAPITAL AREA GROUND WATER CONSERVATION DISTRICT  
STATE OF LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
BUDGET (GAAP) AND ACTUAL - GENERAL FUND AND CAPITAL PROJECT FUND

For the Fiscal Year Ended June 30, 1998

	General Fund			Capital Project Fund			Total - Memorandum Only		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUE</b>									
Pumpage fees	\$ 190,000	\$ 191,983	\$ 1,983	\$ -	\$ 191,983	\$ 1,983	\$ 190,000	\$ 191,983	\$ 1,983
Parish cost sharing	21,247	40,882	19,635	-	40,882	19,635	21,247	40,882	19,635
Interest	1,000	3,424	2,424	-	3,424	2,424	1,000	3,424	2,424
Grants	-	-	-	-	36,528	36,528	-	36,528	36,528
<b>TOTAL REVENUES</b>	<u>212,247</u>	<u>236,289</u>	<u>24,042</u>	<u>-</u>	<u>36,528</u>	<u>36,528</u>	<u>212,247</u>	<u>272,817</u>	<u>60,570</u>
<b>EXPENDITURES</b>									
Salaries	75,000	71,555	3,445	-	71,555	3,445	75,000	71,555	3,445
Compensated absences	-	714	( 714)	-	714	( 714)	-	714	( 714)
Employee benefits	10,200	11,014	( 814)	-	11,014	( 814)	10,200	11,014	( 814)
Computer services	1,000	900	100	-	900	100	1,000	900	100
Copier rental	500	429	71	-	429	71	500	429	71
USGS - Data collection	30,000	12,883	17,117	-	12,883	17,117	30,000	12,883	17,117
USGS - Parish agreements	21,247	41,616	(20,369)	-	41,616	(20,369)	21,247	41,616	( 20,369)
Office supplies	1,100	879	221	-	879	221	1,100	879	221
Rent	9,860	9,853	7	-	9,853	7	9,860	9,853	7
Travel and meetings	1,250	232	1,018	-	232	1,018	1,250	232	1,018
Postage	1,050	858	192	-	858	192	1,050	858	192
Telephone	850	844	6	-	844	6	850	844	6
Insurance	2,800	3,088	( 288)	-	3,088	( 288)	2,800	3,088	( 288)
Dues and subscriptions	900	532	368	-	532	368	900	532	368
Printing	1,000	1,145	( 145)	-	1,145	( 145)	1,000	1,145	( 145)
Miscellaneous	1,500	1,817	( 317)	-	1,817	( 317)	1,500	1,817	( 317)
Capital outlay	1,000	1,190	( 190)	54,000	39,014	14,986	55,000	40,204	14,796
Equipment maintenance	1,000	-	1,000	-	-	-	1,000	-	1,000
Legal notices	500	-	500	-	-	-	500	-	500
<b>TOTAL EXPENDITURES</b>	<u>160,757</u>	<u>159,549</u>	<u>1,208</u>	<u>54,000</u>	<u>39,014</u>	<u>14,986</u>	<u>214,757</u>	<u>198,563</u>	<u>16,194</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>51,490</u>	<u>76,740</u>	<u>25,250</u>	<u>( 54,000)</u>	<u>( 2,486)</u>	<u>51,514</u>	<u>( 2,510)</u>	<u>74,254</u>	<u>76,764</u>
<b>OTHER FINANCING SOURCES (USES)</b>									
Operating transfer in	-	( 2,486)	(2,486)	54,000	2,486	(51,514)	2,510	2,486	2,486
Operating transfer out	-	-	-	-	-	-	-	( 2,486)	( 2,486)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>( 2,486)</u>	<u>(2,486)</u>	<u>54,000</u>	<u>2,486</u>	<u>(51,514)</u>	<u>2,510</u>	<u>( 2,486)</u>	<u>2,486</u>
<b>EXCESS OF REVENUE AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>51,490</u>	<u>74,254</u>	<u>22,764</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>74,254</u>	<u>145,640</u>
<b>FUND BALANCE - JULY 1, 1997</b>	<u>145,640</u>	<u>145,640</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>145,640</u>	<u>145,640</u>
<b>FUND BALANCE - JUNE 30, 1998</b>	<u>\$ 197,130</u>	<u>\$ 219,894</u>	<u>\$ 22,764</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 219,894</u>	<u>\$ 222,404</u>

See Accountant's Compilation Report

**CAPITAL AREA GROUND WATER CONSERVATION DISTRICT**  
**STATE OF LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
*For the Fiscal Year Ended June 30, 1998*

**INTRODUCTION**

The Capital Area Ground Water Conservation District was created under the provisions of Louisiana Revised Statutes 38:3071-3084 to provide for the effective administration, conservation, orderly development, and supplementation of groundwater resources within the conservation district, composed of the parishes of East Baton Rouge, East Feliciana, Pointe Coupee, West Baton Rouge, and West Feliciana. The district monitors the usage of groundwater within the district and provides assistance through the United States Geological Survey for the development of new sources of groundwater. The district is governed by a board of commissioners consisting of 15 members appointed by the governor.

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying general purpose financial statements of the Capital Area Ground Water Conservation District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**B. REPORTING ENTITY**

The Capital Area Ground Water Conservation District is a political subdivision of the State of Louisiana and as such is the financial reporting entity. The financial reporting entity consists of only the Capital Area Ground Water Conservation District and no other organizations.

GASB Statement No. 14 established criteria for determining which component units should be considered part of the Capital Area Ground Water Conservation District for financial reporting purposes.

**C. FUND ACCOUNTING**

The district uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid

## NOTES TO FINANCIAL STATEMENTS

*financial management by segregating transactions relating to certain government functions or activities.*

*A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable financial resources.*

*Funds of the district are classified as governmental funds. Governmental funds account for the district's general activities, including the collection and distribution of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Government funds of the district include:*

- 1. General Fund - the general operating fund of the district and accounts for all financial resources, except those required to be accounted for in other funds.*
- 2. Capital Projects Fund - accounts for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.*

### D. BASIS OF ACCOUNTING

*The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included in the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices to record revenues and expenditures.*

#### *Revenues*

*Pumpage fees are recorded in the year earned, even though the payment may be received in the following year. Interest earned is recorded when paid. Grants are recorded when the money is received. Other revenue is recognized when they become measurable and available.*

#### *Expenditures*

*Expenditures are reported in the period in which incurred, not in the period in which paid.*



## NOTES TO FINANCIAL STATEMENTS

### Other Financing Sources (Uses)

Transfers between funds which are not expected to be repaid (and any other financing sources) are accounted for as other financing sources (uses). These other financing sources (uses) are usually recorded only at the end of the fiscal year.

### E. BUDGETS

The district uses the following budget practices:

1. Budgets are prepared and adopted by the district annually. The budgetary calendar for the fiscal year begins July 1 and ends June 30 of the following year. The budget for the fiscal year ending June 30, 1998, and prior years, never exceeded \$ 250,000, so the district did not have to advertise for a public hearing on the budget. The budget was adopted on June 17, 1997.
2. The district's operations are financed with self-generated revenues and any excess of revenues over expenditures at the end of the fiscal year are retained for use in subsequent year.
3. The district does not use encumbrance accounting.
4. The budget is prepared on an accrual basis.
5. The budget was amended during the year and all amendments are reflected in the budget comparison.

### F. ENCUMBRANCES

The district does not use encumbrance accounting, nor is the budget formally integrated into the accounting records.

### G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits, and those investments with original maturities of 90 days or less. Under state law, the district may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

## NOTES TO FINANCIAL STATEMENTS

### II. INVESTMENTS

Investments are limited by Louisiana Revised Statutes (RS) 33:2955 and the district's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

### I. INVENTORIES

The district has no inventories.

### J. PREPAID ITEMS

The district does not have any prepaid items.

### K. FIXED ASSETS

Fixed assets are recorded as expenditures at the time of purchase or construction, and the related assets are reported in the general fixed asset account group. No depreciation has been provided on general fixed assets. All fixed assets are recorded at historical cost.

### L. COMPENSATED ABSENCES

The district has the following policy relating to vacation and sick leave: The earning of vacation and sick leave is based on the equivalent of full time state service. It is credited at the end of each regular pay period of 80 hours of regular duty. Each full time employee earned 6.456 hours of vacation and 6.456 hours of sick leave every 80 hour pay period.

The district has adopted a vacation policy that provides that annual vacation in excess of 20 days must be taken in the calendar year in which it is earned. Annual leave must be applied for by the employee and may be used only when approved by the district. Upon retirement or resignation, annual unused leave up to 300 hours is paid to employees at the employee's current rate of pay. The employee is not paid for any unused sick leave.

The district's recognition and measurement criteria for compensated absences follows:

GASB Statement No. 16 provides that vacation and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned if both of the following conditions are met.

## NOTES TO FINANCIAL STATEMENTS

- a. The employee's rights to receive compensation are attributable to services already rendered.
- b. *It is probable that the employer will compensate the employee for the benefits through paid time off or some other means, such as cash payments at termination or retirement.*

*The district's policy on sick leave does not qualify sick leave as compensated absences.*

Only the current portion of the liability for compensated absences is reported in the fund. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources.

### M. LONG - TERM OBLIGATIONS

The district has no long-term obligations.

### N. FUND EQUITY

#### Reserves

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

#### Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

### O. TOTAL COLUMNS ON STATEMENTS

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. 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.

## 2. LEVIED PUMPAGE FEES

The authorized and levied pumpage fees are \$3.50 per millions gallons pumped.

## NOTES TO FINANCIAL STATEMENTS

The following are the principal fee payers for the district:

Georgia - Pacific  
Baton Rouge Water Co.  
Exxon USA  
Exxon Chemical  
Entergy  
Parish Water Co.

### 3. CASH AND CASH EQUIVALENTS

At June 30, 1998, the district had cash and cash equivalents totaling \$172,060 as follows:

Demand deposits	\$ 150,721
Interest bearing demand deposits	21,339
Time deposits	<u>-0-</u>
Total	\$ 172,060

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in the Federal Reserve Bank branch in New Orleans. At June 30, 1998, the district has \$172,060 in deposits. These deposits are secured from risk by \$100,00 of federal deposit insurance. The remaining balance of \$72,060 is not secured by the pledge of securities and is a violation of state law.

### 4. INVESTMENTS

The district had no investments during the fiscal year ending June 30, 1998.

### 5. RECEIVABLES

The following is a summary of receivables at June 30, 1998:

Pumpage Fees	\$ 53,824
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## NOTES TO FINANCIAL STATEMENTS

### 6. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Balance</u> <u>6/30/97</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>6/30/98</u>
Land	\$ 0	\$ 11,823	\$ 0	\$ 11,823
Monitoring Wells	62,527	27,191		89,718
Furniture	<u>15,321</u>	<u>1,190</u>		<u>16,511</u>
Totals	<u>\$ 77,848</u>	<u>\$ 40,204</u>	<u>\$ 0</u>	<u>\$ 118,052</u>

### 7. PENSION PLAN

The district does not have a pension plan. However, the executive director and the administrative assistant are members of the Louisiana State Employees Retirement System (LASERS). The employees contribute 7.5% of gross salary and the district contributes 13% of the employee's gross salary to LASERS. Contributions to LASERS for the fiscal year ended June 30, 1998 were \$5,248 by the employees and \$10,058 by the district, which were the required contributions.

### 8. OTHER POSTEMPLOYMENT BENEFITS

The district does not offer any postemployment benefits.

### 9. COMPENSATED ABSENCES

At June 30, 1998, employees of the district have accumulated and vested \$5,456 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, \$5,456 is recorded as an obligation of the general fund, and none is recorded in the general long-term obligations account group.

### 10. LEASES

The district has no capital leases. The district has operating leases of the following nature:

The district leases office space in Baton Rouge.

## NOTES TO FINANCIAL STATEMENTS

The minimum annual commitments under noncancelable operating leases are as follows:

Fiscal year 6/30	Amount
1999	\$ 10,839
2000	10,839
2001	10,839
2002	10,839
2003	<u>5,419</u>
Total	<u>\$ 48,775</u>

### 11. RELATED PARTY TRANSACTIONS

The district had no related party transactions.

### 12. LITIGATION AND CLAIMS

The district was involved in no litigation during or at the end of the fiscal year ended June 30, 1998.

### 13. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

The district made no on-behalf payments.

### 14. GENERAL DISCUSSION - FINDINGS

In the process of compiling the financial statements, preparing the notes to the financial statements, and performing agreed upon procedures, I noticed several instances that I consider to be Findings:

No. 1 - Note number 3 - Cash and Cash Equivalents.

The district had \$172,060 in demand deposits in one bank at June 30, 1998. Only \$100,000 of this amount was covered by FDIC insurance and the balance of \$72,060 was not secured by pledging of securities.

Under state law, all deposits in banks must be secured by FDIC insurance and the balance secured by the pledge of securities owned by the fiscal agent bank.

## NOTES TO FINANCIAL STATEMENTS

The district had never had over \$100,000 in the bank at one time and management was not aware of the legal requirements. Also, the fiscal agent bank did not know that the Capital Area Ground Water Conservation District was a local government and that the funds were public money.

The effect is that the district is in violation of state law.

No. 2 - Agreed upon procedures, item 9 - Meetings.

The district's quarterly meetings were not advertised or the agenda posted on the door of the district's office.

*Louisiana RS 42:1 through 42:12 (the open meetings law) requires meetings to be advertised or a notice of the meeting and an agenda be posted on the door of the office.*

The district's management was not aware of these requirements.

The district was in violation of the open meetings law.

**CAPITAL AREA GROUND WATER CONSERVATION DISTRICT**

**Supplemental Information Schedule  
For the Year Ended June 30, 1998**

**COMPENSATION PAID BOARD MEMBERS**

Board members of the district are not compensated.

**PRIOR AUDIT FINDINGS**

There were no prior audit findings.

**CURRENT YEAR FINDINGS**

*Management's Corrective Action Plan for the current year findings is presented in Schedule 1.*



Management's Corrective Action Plan for Current Year Findings  
For the Year Ended June 30, 1998

REFERENCE NUMBER : 1

Description of Finding : Excess funds not collateralized

Corrective Action Plan : The bank has flagged the account so anytime it goes over \$100,000, securities will be pledged

Name of Contact Person : Don Dial

Anticipated Completion Date : 12/1/98

REFERENCE NUMBER : 2

Description of Finding : Meetings not advertised

Corrective Action Plan : Request the *Advocate* to advertise the meeting each time one is to be held

Name of Contact Person : Don Dial

Anticipated Completion Date : Effective with the 12/8/98 meeting

# GERALD A. WALKER

Certified Public Accountant

Member  
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Society of Louisiana  
CPA's  
Institute of  
Management  
Accountants

## Independent Accountant's Report on applying Agreed-Upon Procedures

To the Management of Capital Area Ground Water Conservation District

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Capital Area Ground Water Conservation District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Capital Area Ground Water Conservation District's compliance with certain laws and regulations during the year ended June 30, 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, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### *Public Bid Law*

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

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

### *Code of Ethics for Public Officials and Public Employees*

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (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 the noted information.

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

Management provided me with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (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 me with a copy of the original budget and the amended budget.

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

I traced the adoption of the original budget to the minutes of the meeting held on June 17, 1997. I traced the adoption of an amendment to the final budget to the minutes of the meeting held on December 9, 1997.

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

I compared the revenues and expenditures of the final budget to the actual revenues and expenditures. Actual revenues exceeded budgeted revenues by 28.54%. Actual expenditures did not exceed budgeted expenditures.

*Accounting and Reporting*

8. Randomly select 6 disbursements made during the period under examination and:  
(a) trace payments to supporting documentation as to proper amount and payee:

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

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

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

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

Inspection of documentation supporting each of the six selected disbursements indicated approval from two of the commissioners authorized to approve disbursements. All of the disbursements were for items approved in the budget.

*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).

For the year ending June 30, 1998, the quarterly meetings were not advertised or the agenda posted on the door.

*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.

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

*Advances and Bonuses*

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

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

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

This report is intended solely for the use of management of Capital Area Ground Water Conservation 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.

*Gerald A. Walker*

Gerald A. Walker, CPA  
November 5, 1998

Louisiana Governmental Audit Guide

LOUISIANA ATTESTATION QUESTIONNAIRE

Gerald A. Walker, CPA  
P. O. Box 598  
Zachary, LA 70791-0598

In connection with your compilation of our financial statements as of June 30, 1998 and for the period 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 regulations 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 6/30/98.

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulation 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 39:43.

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 47:1410.60.

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.

WCD

*Carol A. Spivey*  
*Zofia Kolodreva*

Secretary		Date
Treasurer	8-29-98	Date
President	8/28/98	Date
Chairman		

Note- Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contract with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.