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**HOUSING AUTHORITY OF THE CITY OF HOUMA, LOUISIANA**

**REPORT ON EXAMINATION OF  
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA**

**TWELVE MONTHS ENDED SEPTEMBER 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 APR 07 1999

**ESTES & ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

## TABLE OF CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>
SUMMARY OF AUDITOR'S RESULTS AND SCHEDULE OF FINDINGS AND QUESTIONED COSTS		1
INDEPENDENT AUDITOR'S REPORT		2 - 3
FINANCIAL STATEMENTS		
GENERAL PURPOSE FINANCIAL STATEMENTS (COMBINED STATEMENTS - OVERVIEW)		
Combined Balance Sheet — All Fund Types and Account Groups		4 - 5
Combined Statement of Revenues, Expenditures and Changes in Fund Balances — All Governmental Fund Types		6
Combined Statement of Revenues, Expenditures and Changes in Fund Balances — Budget (GAAP Basis) and Actual — General Fund and Special Revenue Funds		7
Combined Statement of Revenues, Expenditures and Changes in Fund Balances — Budget (GAAP Basis) and Actual — Debt Service and Capital Projects Funds		8
Notes to Financial Statements		9 - 17
Capital Project Fund Types — Combining Balance Sheet		18
Capital Project Fund Types — Combining Statement of Revenues, Expenditures and Changes in Fund Balances		19
Fiduciary Funds — Combining Balance Sheet		20
Fiduciary Funds — Schedule of Changes in Deposits Due to Others		21

**TABLE OF CONTENTS (Continued)**

	<u>EXHIBIT</u>	<u>PAGE</u>
SUPPLEMENTARY INFORMATION		
Balance Sheet	A	22
Statement of Income and Expenses	B	23
Analysis of Surplus	C	24 - 25
Computation of Residual Receipts and Accruing Annual Contribution	D	26 - 27
Statement and Certification of Comp Grants Costs	E(1)	28
Statement of Comp Grant Costs — Uncompleted	E(2)	29
Analysis of General Fund Cash Balance	F	30
Schedule of Expenditures for Federal Awards		31
Report on Compliance Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133		32 - 33
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards		34 - 35
Schedule of Findings and Questioned Costs		36
General Comments		37 - 38

HOUSING AUTHORITY OF THE CITY OF HOUMA  
SUMMARY OF AUDITOR'S RESULTS AND  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of Auditor's Results

- A. We issued an unqualified opinion on the Housing Authority of Houma, Louisiana for the audit of its financial statements for the year ended September 30, 1998.
- B. No reportable conditions in internal control were disclosed by our audit of the financial statements.
- C. The audit did not disclose any noncompliance which is material to the financial statements.
- D. No reportable conditions in internal control were disclosed by our audit over major programs.
- E. We issued an unqualified opinion on compliance for major programs.
- F. Our audit disclosed audit findings that we are required to report under 510(a) of OMB Circular A-133. Our audit procedures also included those of HUD Notice PIH 96-53.
- G. Major programs are as follows, and see Schedule of Federal Expenditures for CFDA numbers and amounts:
  - 1. Low Income Housing
  - 2. Comprehensive Grants
- H. The dollar threshold to distinguish Type A and Type B programs is \$ 300,000.
- I. The Housing Authority of Houma, Louisiana qualified for the year ended September 30, 1998 as a low-risk auditee.

Schedule of Findings and Questioned Costs

- J. There are findings in these financial statements that are required to be reported in accordance with GAGAS.
- K. There are audit findings or questioned costs for Federal awards which shall include audit findings as described in 510(a) of OMB Circular A-133. Our audit procedures also included those of HUD Notice PIH 96-53.

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MEMBER  
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PUBLIC ACCOUNTANTS

Independent Auditor's Report

Board of Commissioners  
Housing Authority of the  
City of Houma  
Houma, Louisiana

Regional Inspector General for Audit  
Office of Inspector General  
Department of Housing and Urban  
Development

We have audited the accompanying general-purpose financial statements and the combining and individual fund and account group financial statements of the Housing Authority of the City of Houma, Louisiana at and for the year ended September 30, 1998, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Housing Authority of the City of Houma, Louisiana' management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and provisions of the Louisiana Governmental Audit Guide. Those standards require that we 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. We believe that our audit provides a reasonable basis for our opinion.

As described in Note A, the authority's policy is to prepare its financial statements on the basis of accounting practices prescribed or permitted by the Department of Housing and Urban Development, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the general-purpose financial statements and the combining and individual fund and account group financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of the City of Houma, Louisiana as of September 30, 1998 and the results of its operations and changes in its surplus for the year then ended, on the basis of accounting described in Note A.



In accordance with *Government Auditing Standards*, we have also issued a report dated March 5, 1999 on our consideration of Housing Authority of the City of Houma's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general-purpose financial statement of the Housing Authority of the City of Houma, taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the general-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general-purpose financial statements taken as a whole.

*Estes and Associates*

Fort Worth, Texas

March 5, 1999

HOUSING AUTHORITY OF THE CITY OF HOUMA

COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
SEPTEMBER 30, 1998

	Governmental Fund Types			Fiduciary Fund Types		Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Trust and Agency	General Fixed Assets	General Long-Term Debt	
<b>ASSETS</b>								
Cash and cash equivalents	\$ 1,558.24	\$	\$	\$	\$			\$ 1,558.24
Investments	643,524.43				43,500.00			687,024.43
Due from:								
Other funds	74,173.51							74,173.51
Other governments			568,259.98					568,259.98
Inventory, at cost								0.00
Prepaid expenditures	36,058.55					22,890,716.40		36,058.55
Property, plant and equipment								22,890,716.40
Amount to be provided for retirement of general long-term debt							4,943,679.22	4,943,679.22
<b>Total Assets</b>	<u>\$ 755,314.73</u>	<u>\$ 0.00</u>	<u>\$ 568,259.98</u>	<u>\$ 0.00</u>	<u>\$ 43,500.00</u>	<u>\$ 22,890,716.40</u>	<u>\$ 4,943,679.22</u>	<u>\$ 29,201,470.33</u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS (Continued)  
SEPTEMBER 30, 1998

	Governmental Fund Types			Fiduciary Fund Types		Account Groups			Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Trust and Agency	General Fixed Assets	General Long-Term Debt		
<b>LIABILITIES AND FUND EQUITY</b>									
<b>LIABILITIES</b>									
Accounts payable	\$ 6,001.57	\$	\$					\$	6,001.57
Due to:									
Tenants				43,500.00					43,500.00
Other funds				74,173.51					74,173.51
Deferred revenue	32,915.85								32,915.85
General obligation bonds payable and other liabilities							4,943,679.22		4,943,679.22
<b>Total Liabilities</b>	<u>38,917.42</u>	<u>0.00</u>	<u>0.00</u>	<u>74,173.51</u>	<u>43,500.00</u>	<u>0.00</u>	<u>4,943,679.22</u>		<u>5,100,270.15</u>
<b>FUND EQUITY</b>									
Investment in general fixed assets						22,890,716.40			22,890,716.40
Fund balances:									
Reserved for capital projects				(74,173.51)					(74,173.51)
Reserved for debt service			568,259.98						568,259.98
Unreserved:									
Undesignated	716,397.31								716,397.31
<b>Total Fund Equity</b>	<u>716,397.31</u>	<u>0.00</u>	<u>568,259.98</u>	<u>(74,173.51)</u>	<u>0.00</u>	<u>22,890,716.40</u>	<u>0.00</u>		<u>24,101,200.18</u>
<b>Total Liabilities and Fund Equity</b>	<u>\$ 755,314.73</u>	<u>\$ 0.00</u>	<u>\$ 568,259.98</u>	<u>\$ 0.00</u>	<u>\$ 43,500.00</u>	<u>\$ 22,890,716.40</u>	<u>\$ 4,943,679.22</u>		<u>\$ 29,201,470.33</u>

The Notes to Financial Statements are an integral part of these statements.



HOUSING AUTHORITY OF THE CITY OF HOUMA

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
ALL GOVERNMENTAL FUND TYPES  
YEAR ENDED SEPTEMBER 30, 1998

	Governmental Fund Types				Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	
<b>REVENUES</b>					
Rentals	\$ 1,143,425.39	\$	\$	\$	\$1,143,425.39
Intergovernmental	845,906.00		567,829.54	230,658.87	1,644,394.41
Interest	28,629.87				28,629.87
Other	82,006.39				82,006.39
<b>Total Revenues</b>	<b>2,099,967.65</b>	<b>0.00</b>	<b>567,829.54</b>	<b>230,658.87</b>	<b>2,898,456.06</b>
<b>EXPENDITURES</b>					
Administration	271,687.42				271,687.42
Utilities	763,228.09				763,228.09
Ordinary maintenance	401,133.56				401,133.56
Protective services	185,211.84				185,211.84
General expenditures	286,701.39				286,701.39
Extraordinary maintenance	13,419.45				13,419.45
Other direct program costs	52,967.56				52,967.56
Capital expenditures	41,584.72			225,476.15	267,060.87
Debt service:					
Principal retirement			305,415.27		305,415.27
Interest			262,454.75		262,454.75
<b>Total expenditures</b>	<b>2,015,934.03</b>	<b>0.00</b>	<b>567,870.02</b>	<b>225,476.15</b>	<b>2,809,280.20</b>
Excess (deficiency) of revenues over (under) expenditures	84,033.62	0.00	(40.48)	5,182.72	89,175.86
<b>OTHER FINANCING SOURCES(USES)</b>					
Operating transfers in					0.00
Operating transfers out					0.00
<b>Total other financing sources(uses)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
FUND BALANCE, beginning of year	632,363.69		568,300.46	(79,356.23)	1,121,307.92
FUND BALANCE, end of year	\$ 716,397.31	\$ 0.00	\$ 568,259.98	\$ (74,173.51)	\$1,210,483.78

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET (GAAP BASIS) AND ACTUAL  
 GENERAL FUND AND SPECIAL REVENUE FUNDS  
 YEAR ENDED SEPTEMBER 30, 1998

	General Fund			Special Revenue Funds		
	Budget	Actual	Over (Under) Budget	Budget	Actual	Over (Under) Budget
<b>REVENUES</b>						
Rentals	\$ 996,970.00	\$ 1,143,425.39	\$ 146,455.39	\$	\$	\$ 0.00
Intergovernmental	845,906.00	845,906.00	0.00			0.00
Interest	35,670.00	28,629.87	(7,040.13)			0.00
Other income	68,240.00	82,006.39	13,766.39			0.00
<b>Total Revenues</b>	<b>1,946,786.00</b>	<b>2,099,967.65</b>	<b>153,181.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES</b>						
Administration	273,260.00	271,687.42	(1,572.58)			0.00
Utilities	696,730.00	763,228.09	66,498.09			0.00
Ordinary maintenance	472,380.00	401,133.56	(71,246.44)			0.00
Protective services	171,000.00	185,211.84	14,211.84			0.00
General expenditures	335,160.00	286,701.39	(48,458.61)			0.00
Extraordinary maintenance	16,870.00	13,419.45	(3,450.55)			0.00
Tenant services	54,790.00	52,967.56	(1,822.44)			0.00
Capital expenditures	51,760.00	41,584.72	(10,175.28)			0.00
<b>Total Expenditures</b>	<b>2,071,950.00</b>	<b>2,015,934.03</b>	<b>(56,015.97)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Excess (deficiency) of revenues over (under) expenditures	\$ (125,164.00)	84,033.62	\$ 209,197.62	\$ 0.00	\$ 0.00	\$ 0.00
Transfer of net income to unreserved deficit						
<b>FUND BALANCES, beginning of year</b>		632,363.69				
<b>FUND BALANCES, end of year</b>		\$ 716,397.31		\$	\$ 0.00	

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 BUDGET (GAAP BASIS) AND ACTUAL  
 DEBT SERVICE AND CAPITAL PROJECTS FUNDS  
 YEAR ENDED SEPTEMBER 30, 1998

	Debt Service Fund			Capital Projects Funds		
	Budget	Actual	Over (Under) Budget	Budget	Actual	Over (Under) Budget
REVENUES						
Intergovernmental	\$567,829.54	\$ 567,829.54	\$ 0.00	\$230,658.87	\$230,658.87	\$ 0.00
Total Revenues	567,829.54	567,829.54	0.00	230,658.87	230,658.87	0.00
EXPENDITURES						
Capital expenditures			0.00	230,658.87	225,476.15	5,182.72
Debt Service:						
Principal retirement	305,415.27	305,415.27	0.00			0.00
Interest	262,454.75	262,454.75	0.00			0.00
Total Expenditures	567,870.02	567,870.02	0.00	230,658.87	225,476.15	5,182.72
Excess (deficiency) of revenues over (under) expenditures	\$ (40.48)	(40.48)	\$ 0.00	\$ 0.00	5,182.72	\$ 5,182.72
Transfer of net income to unreserved deficit						
FUND BALANCES, beginning of year		568,300.46			(79,356.23)	
FUND BALANCES, end of year		\$568,259.98			\$ (74,173.51)	

The Notes to Financial Statements are an integral part of these statements.

# HOUSING AUTHORITY OF THE CITY OF HOUMA

## NOTES TO FINANCIAL STATEMENTS SEPTEMBER 30, 1998

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Housing Authority of Houma, Louisiana (the Authority), a public corporate body, was organized for the purpose of providing decent, safe, and sanitary dwelling accommodations for persons of low income.

The Authority is engaged in the acquisition, modernization, and administration of low-rent housing. In addition, the Authority has administrative responsibility for various other community development programs whose primary purpose is the development of viable urban communities by providing decent housing, a suitable living environment, and economic opportunities principally for persons of low and moderate income.

The Authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the Mayor of the City of Houma, Louisiana. Each member serves a five-year term on a rotating basis. Substantially all of the Authority's revenue is derived from subsidy contracts with the U.S. Department of Housing and Urban Development (HUD). The Annual Contributions Contracts entered into by the Authority and HUD provide operating subsidies for Authority-owned public housing facilities, housing assistance payments for eligible individuals, and receipt of annual debt service requirements for HUD-related long-term debt.

#### (1) Financial Reporting Entity

Generally accepted accounting principles require that the financial statements present the accounts and operations of the Authority and its component units, entities for which the Authority is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the Authority's operations and data from these units, if any, are combined with data of the Authority. Each discretely presented component unit, if any, would be reported in a separate column in the combined financial statements to emphasize that it is legally separate from the Authority. As of September 30, 1998, and for the fiscal year then ended, the Authority had no discretely presented component units or any component units required to be blended in these financial statements.

#### (2) Fund Accounting

The accounts of the Authority are organized on the basis of funds and account groups, 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 comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. The various funds are grouped by type and broad categories in the financial statements as follows:

The Notes to Financial Statements are an integral part of these statements.



HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(Continued)

SEPTEMBER 30, 1998

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(3) Fund Accounting (continued)

GOVERNMENTAL FUNDS

Governmental Funds are those through which most governmental functions of the Authority are financed. The measurement focus is on determination of financial position and changes in financial position rather than on net income determination. The following are the Authority's governmental fund types:

General Fund - The General Fund is the general operating fund of the Authority. The General Fund is used to account for all revenues and expenditures applicable to the general operations of the Authority which are not properly accounted for in another fund. All general operating revenues which are not restricted or designated as to their use by outside sources are recorded in the General Fund.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

Debt Service Fund - The Debt Service Fund is used to account for the accumulation of resources for the payment of interest, principal, and related costs of general long-term debt.

Capital Projects Funds - Capital Projects Funds are used to account for financial resources to be used for the acquisition, construction, or rehabilitation of major capital facilities.

FIDUCIARY FUNDS

Fiduciary Funds are used to account for assets held by the Authority as an agent for individuals, private organizations, other governmental units, and/or other funds. The following is the Authority's fiduciary fund type:

Agency Funds - Agency Funds include Tenant Security Deposit Fund. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of result of operations.

The Notes to Financial Statements are an integral part of these statements.



HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(Continued)

SEPTEMBER 30, 1998

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

ACCOUNT GROUPS

Account groups are used to establish accounting control and accountability for the Authority's general fixed assets and general long-term debt for governmental fund types. These are not "funds." They are concerned only with the measurement of financial position and not with results of operations. The following are the Authority's account groups:

General Fixed Assets Account Group - This account group is established to account for all fixed assets of the Authority.

General Long-Term Debt Account Group - This account group is established to account for all long-term debt of the Authority.

(4) Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses 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. All Governmental and Agency Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Revenues are considered "measurable" when received in cash, except for certain revenues which are accrued when they are both measurable and available or have not been received at the normal time of receipt. Certain grant revenues are accrued when funds are expended. Revenues susceptible to accrual are federal grants, interest on investments, and other miscellaneous revenues which are both measurable and available to finance expenditures of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Agency Funds are custodial in nature and do not measure results of operations. They are clearing accounts whose assets at all times are equally offset by related liabilities.

(5) Budgetary Data

The Authority is required by its HUD Annual Contributions Contracts to adopt annual budgets for the Low-Rent Housing Program, included in the General Fund, and all Assisted Housing (Section 8) Programs, included in Special Revenue Funds. Annual budgets are not required for Capital Projects Funds as their budgets are approved for the length of the project. Both annual and project length budgets require grantor approval.

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(Continued)

SEPTEMBER 30, 1998

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The Authority is under a limited budget review from HUD with the control category of total operating expenditures. If there are no overruns of the total operating expenditures, then HUD does not require budget revisions other than when there are substantial additions to nonroutine expenditures, such as reinstatement of prior-year encumbrances. The Board and HUD must approve fund appropriation increases. Any unused appropriations lapse at year-end. Budgeted amounts are as originally adopted or as amended by the Board and HUD.

The original budget has been amended throughout the year to reflect changes in revenue and expenditure estimates.

The budget is prepared on a statutory (HUD) basis and does not contain a provision for uncollectible tenant receivables. The difference is not considered materially different from generally accepted accounting principles.

(6) Cash and Cash Equivalents

The entity defines cash and cash equivalents to include certificates of deposit, money market funds, savings accounts, and demand deposits.

(7) Tenant Receivables

Receivables for rentals and service charges are reported in the General Fund, net of allowances for doubtful accounts amounting to \$ -0- at September 30, 1998.

(8) Interfund Transactions

During the course of normal operations, the Authority has numerous transactions between funds to provide services, construct assets, and service debt. These transactions are generally reflected as operating transfers except for transactions reimbursing a fund for expenditures made by it for the benefit of another fund. Such transactions are recorded as expenditures in the disbursing fund and as a reduction of expenditures in the receiving fund.

(9) General Fixed Assets

General Fixed Assets have been acquired for general governmental purposes. Assets purchased are recorded as expenditures in the Governmental Funds and capitalized at cost in the General Fixed Assets Account Group. Contributed fixed assets are recorded at estimated fair market value at the time received. Depreciation is not recorded on general fixed assets. Public domain general fixed assets (infrastructure) consisting of certain improvements other than buildings, including roads, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are capitalized along with other general fixed assets.

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS  
(Continued)  
SEPTEMBER 30, 1998

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Costs of completed Modernization projects are reported as construction-in-progress until audited cost certification reports are submitted to HUD, at which time such costs are transferred to the appropriate property categories.

(10) General Long-Term Debt

All long-term indebtedness of the Authority is accounted for in the General Long-Term Debt Account Group and is intended to be paid through the Debt Service Fund.

(11) Compensated Absences

Authority employees accrue personal leave, or compensated absences, by a prescribed formula based on length of service. The cost of this has not been accrued due to immateriality.

(12) Total Columns on Combined Statements

Total columns on the combined 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, results of operations, or changes in financial position in conformity with generally accepted accounting principles, nor is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE B - CASH DEPOSITS WITH FINANCIAL INSTITUTIONS

It is the entity's policy for deposits to be secured by collateral valued at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The entity's deposits are categorized to give an indication of the level of risk assumed by the entity at September 30, 1998. The categories are described as follows:

- Category 1 - Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.
- Category 3 - Uncollateralized.

Cash Deposits, categorized by level of risk, are:

Total Bank Balances	Category		
	1	2	3
\$ <u>688,582.67</u>	\$ <u>688,582.67</u>	\$ <u>0.00</u>	\$ <u>0.00</u>

The Notes to Financial Statements are an integral part of these statements.



HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(Continued)

SEPTEMBER 30, 1998

NOTE C - ACTIVITIES OF THE PHA

At September 30, 1998, the PHA was managing 589 units of low-rent in one project under Program FW — 1184.

NOTE D - CONTINGENCIES

The entity is subject to possible examinations by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refund by the entity to federal grantors and/or program beneficiaries.

NOTE E - PROPERTY, PLANT AND EQUIPMENT

Changes in the general fixed assets account group are as follows:

	<u>Beg. of Period</u>		<u>Additions</u>		<u>Deletions</u>		<u>End of Period</u>
Land, land impvts.	\$ 1,133,244.71	\$		\$		\$	1,133,244.71
Buildings	21,081,097.47						21,081,097.47
Equipment	634,789.50		41,584.72				676,374.22
Total	<u>\$ 22,849,131.68</u>	\$	<u>41,584.72</u>	\$	<u>0.00</u>	\$	<u>22,890,716.40</u>

All land and building are encumbered by a Declaration of Trust in favor of the United States of America as security for obligations guaranteed by the government and to protect other interests of the government.

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS  
(Continued)  
SEPTEMBER 30, 1998

NOTES F - LONG-TERM DEBT

Long-term debt consists of the following:

	<u>Interest Rate</u>	<u>Principal Balance</u>
Bond payable, August 1, 1969 series	5 %	\$ <u>4,943,679.22</u>

The bonds mature in series annually in varying amounts with the final maturity date in 2010. All required debt service to maturity on the bonds, including principal and interest, is payable by HUD under a debt service contract with the entity.

Long-term debt is secured by the land and buildings of the entity.

Changes in long-term debt is as follows:

	<u>Bonds</u>
Balance, beginning of period	\$ 5,249,094.49
Principal retirement	<u>305,415.27</u>
Balance, end of period	\$ <u>4,943,679.22</u>

Schedule retirements of long-term debt is as follows:

1999	\$ 320,134.08
2000	336,692.74
2001	353,251.40
2002	371,649.91
2003	390,048.42
Thereafter	3,171,902.67

The Notes to Financial Statements are an integral part of these statements.



HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(Continued)

SEPTEMBER 30, 1998

NOTE G - RETIREMENT PLAN

The entity provides benefits for all of its full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate after a six months exclusionary period. The employee contributes 6 % and the entity contributes 8 % of the employee's base salary each month. The entity's contributions for each employee (and interest allocated to the employee's account) are vested 20% annually for each year of participation. An employee is fully vested after 5 years of participation.

The entity's total payroll in fiscal year ended September 30, 1998 was \$ 459,596.84. The entity's contributions were calculated using the base salary amount of \$ 217,600.00. Contributions to the plan were \$13,056.00 and \$17,388.00 by the employee and the entity, respectively.

NOTE H - DISCLOSURES ABOUT FAIR VALUE OF FINANCIAL INSTRUMENTS

The following methods and assumptions were used to estimate the fair value of each class of financial instruments for which it is practicable to estimate that value:

Cash and Investments

The carrying amount approximates fair value because of the short maturity of these instruments.

Long Term Debt

It is not possible to estimate the fair value of long term debt owed to the federal government by this governmental entity, a housing authority. The housing authority is unable, by law, to secure long term financing from any other source. FASB 107 describes fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties.

NOTE I - ACCOUNTING FOR THE IMPAIRMENT OF LONG - LIVED ASSETS

The full amount of the carrying value of buildings and land improvements are deemed recoverable from future cash flows.

HOUSING AUTHORITY OF THE CITY OF HOUMA

NOTES TO FINANCIAL STATEMENTS

(Continued)

SEPTEMBER 30, 1998

NOTE J - USE OF ESTIMATES IN THE PREPARATION OF FINANCIAL STATEMENTS

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE K - YEAR 2000 COMPUTER CONVERSION

The PHA utilizes a fee accountant. The fee accountant has assessed the Year 2000 computer conversion issues. The fee accountant has recently purchased new computer hardware and software in anticipation of Year 2000.

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

CAPITAL PROJECT FUND TYPES  
COMBINING BALANCE SHEET  
SEPTEMBER 30, 1998

	Comp Grant and Drug Program					
	CIAP	COMP GRANT 1996	COMP GRANT 1997	COMP GRANT 1998	DRUG PROGRAM	Total
ASSETS						
Total Assets	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LIABILITIES AND FUND EQUITY						
LIABILITIES						
Due to:						0.00
Other funds		63307.66	2,199.00	1,345.00	7,321.85	74,173.51
Total liabilities	0.00	63,307.66	2,199.00	1,345.00	7,321.85	74,173.51
FUND EQUITY						
Reserved for capital projects		(63,307.66)	(2,199.00)	(1,345.00)	(7,321.85)	(74,173.51)
Total fund equity	0.00	(63,307.66)	(2,199.00)	(1,345.00)	(7,321.85)	(74,173.51)
Total liabilities and fund equity	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

CAPITAL PROJECT FUND TYPES  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 SEPTEMBER 30, 1998

	Comp Grant and Drug Programs					Total
	DRUG PROGRAM	COMP GRANT 1995	COMP GRANT 1996	COMP GRANT 1998	COMP GRANT 1998	
REVENUES						
Intergovernmental	\$	\$ 156,588.13	\$ 64,238.74	\$ 9,832.00	\$ 0.00	\$ 230,658.87
Total Revenues	0.00	156,588.13	64,238.74	9,832.00	0.00	230,658.87
EXPENDITURES						
Capital expenditures		97,622.83	114,477.32	12,031.00	1,345.00	225,476.15
Total Expenditures	0.00	97,622.83	114,477.32	12,031.00	1,345.00	225,476.15
Excess (deficiency) of revenues over (under) expenditures	0.00	58,965.30	(50,238.58)	(2,199.00)	(1,345.00)	5,182.72
FUND BALANCE, beginning of year	(7,321.85)	(58,965.30)	(13,069.08)			(79,356.23)
FUND BALANCE, end of year	\$ (7,321.85)	\$ 0.00	\$ (63,307.66)	\$ (2,199.00)	\$ (1,345.00)	\$ (74,173.51)

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF HOUMA

FIDUCIARY FUNDS  
COMBINING BALANCE SHEET  
SEPTEMBER 30, 1998

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	<u>Agency Funds</u>	
	<u>Tenant Security Deposit Funds</u>	<u>Total Fiduciary Funds</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 43,500.00	\$ 43,500.00
Total Assets	<u>\$ 43,500.00</u>	<u>\$ 43,500.00</u>
<b>LIABILITIES</b>		
Due to tenants	\$ 43,500.00	\$ 43,500.00
Total Liabilities	<u>\$ 43,500.00</u>	<u>\$ 43,500.00</u>

The Notes to Financial Statements are an integral part of these statements.





## HOUSING AUTHORITY OF THE CITY OF HOUMA

BALANCE SHEET -- STATUTORY BASIS  
SEPTEMBER 30, 1998ANNUAL CONTRIBUTION CONTRACT  
FW - 1184ASSETS

Cash - Exhibit F	\$	1,558.24
Investments - Note B		687,024.43
Debt amortization funds		568,259.98
Deferred charges		36,058.55
Land, structures and equipment		<u>24,188,871.19</u>
Total Assets	\$	<u>25,481,772.39</u>

LIABILITIES AND SURPLUS

Accounts payable	\$	49,501.57
Deferred credits		32,915.85
Fixed liabilities		<u>4,943,679.22</u>
Total Liabilities		5,026,096.64
Surplus - Exhibit C		<u>20,455,675.75</u>
Total Liabilities and Surplus	\$	<u>25,481,772.39</u>

HOUSING AUTHORITY OF THE CITY OF HOUMA  
 STATEMENT OF INCOME AND EXPENSES — STATUTORY BASIS  
 ANNUAL CONTRIBUTION CONTRACT  
FW — 1184

	Year Ended
	09-30-98
Operating Income	\$ 1,039,914.83
Dwelling rental	103,510.56
Excess utilities	28,629.87
Interest on general fund investments	82,006.39
Other income	1,254,061.65
Total Operating Income - Exhibit D	1,254,061.65
Operating Expenses	271,687.42
Administration	52,967.56
Tenant Expense	753,443.03
Utilities	401,133.56
Ordinary maintenance and operation	286,701.39
General expense	13,419.45
Nonroutine maintenance	185,211.84
Protective services	1,964,564.25
Total Operating Expense - Exhibit D	1,964,564.25
Net Operating Income (Loss)	(710,502.60)
Other Charges	262,454.75
Interest on notes and bonds payable	9,785.06
Prior year adjustments - affecting residual receipts	272,239.81
Total Other Charges	272,239.81
Net Loss - Exhibit C	\$ (982,742.41)

## HOUSING AUTHORITY OF THE CITY OF HOUMA

ANALYSIS OF SURPLUS — STATUTORY BASIS  
TWELVE MONTHS ENDED SEPTEMBER 30, 1998ANNUAL CONTRIBUTION CONTRACT  
FW — 1184Unreserved Surplus

Balance per prior audit at 09-30-97	\$	(21,174,332.73)
Prior audit adjustment recorded in subsequent year		
Net loss for the year ended 09-30-98 - Exhibit B		(982,742.41)
(Provision for) reduction of Operating Reserve for year ended 09-30-98 - Exhibit D		(84,033.62)
Balance at 09-30-98		<u>(22,241,108.76)</u>

Reserved Surplus - Operating Reserve

Balance per prior audit at 09-30-97		527,214.74
Provision for (reduction of) Operating Reserve for the year ended 09-30-98 - Exhibit D		84,033.62
Balance at 09-30-98 - Exhibit F	\$	<u>611,248.36</u>

## HOUSING AUTHORITY OF THE CITY OF HOUMA

ANALYSIS OF SURPLUS – STATUTORY BASIS  
TWELVE MONTHS ENDED SEPTEMBER 30, 1998ANNUAL CONTRIBUTION CONTRACT  
FW – 1184Cumulative HUD Contributions

Balance per prior audit at 09-30-97	\$	34,624,825.73
Adjustment by HUD of annual contributions for year ended 09-30-98		
Annual contribution for year ended 09-30-98 - Exhibit D		567,829.54
Operating subsidy for year ended 09-30-98		845,906.00
Balance at 09-30-98		<u>36,038,561.27</u>

Cumulative HUD Grants

Balance per prior audit at 09-30-97		5,816,316.01
Advances for year ended 09-30-98		<u>230,658.87</u>
Balance at 09-30-98		<u>6,046,974.88</u>
Total Surplus - Exhibit A	\$	<u><u>20,455,675.75</u></u>





## HOUSING AUTHORITY OF THE CITY OF HOUMA

## COMPUTATION OF RESIDUAL RECEIPTS AND ACCRUING ANNUAL CONTRIBUTIONS

ANNUAL CONTRIBUTION CONTRACT  
FW -- 1184

	<u>Year Ended</u>
	<u>09-30-98</u>
<u>Computation of Accruing Annual Contributions</u>	
Fixed annual contribution	\$ <u>567,829.54</u>
Total Annual Contribution - Exhibit C	\$ <u><u>567,829.54</u></u>

HOUSING AUTHORITY OF THE CITY OF HOUMA  
 STATEMENT AND CERTIFICATION OF COMP GRANT COSTS  
 ANNUAL CONTRIBUTION CONTRACT  
FW – 1184

1. The Actual Modernization Costs of are as follows:

	<u>1994</u>	<u>1995</u>
Funds Approved	\$ 574,751.00	\$ 546,612.00
Funds Expended	<u>574,751.00</u>	<u>546,612.00</u>
Excess of Funds Approved	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Funds Advanced	\$ 574,751.00	\$ 546,612.00
Funds Expended	<u>574,751.00</u>	<u>546,612.00</u>
Excess of Funds Advanced	<u>\$ 0.00</u>	<u>\$ 0.00</u>

2. The distribution of costs by project as shown on the Final Statement of Modernization Cost dated October 1, 1997 and April 30, 1998, respectively, accompanying the Actual Modernization Cost Certificate submitted to HUD for approval is in agreement with the PHA's records.
3. All modernization costs have been paid and all related liabilities have been discharged through payment.

HOUSING AUTHORITY OF THE CITY OF HOUMA  
 STATEMENT OF COMP GRANT COSTS — UNCOMPLETED  
 SEPTEMBER 30, 1998

	<u>Project 1998</u>		<u>Project 1996</u>		<u>Project 1997</u>
Funds Approved	\$ 464,495.00	\$	445,635.00	\$	442,913.00
Funds Expended	<u>1,345.00</u>		<u>163,415.79</u>		<u>12,031.00</u>
Excess of Funds Approved	<u>\$ 463,150.00</u>	\$	<u>282,219.21</u>	\$	<u>430,882.00</u>
Funds Advanced	\$ 0.00	\$	100,108.13	\$	9,832.00
Funds Expended	<u>1,345.00</u>		<u>163,415.79</u>		<u>12,031.00</u>
Excess of Funds Advanced	<u>\$ (1,345.00)</u>	\$	<u>(63,307.66)</u>	\$	<u>(2,199.00)</u>

HOUSING AUTHORITY OF THE CITY OF HOUMA  
ANALYSIS OF GENERAL FUND CASH BALANCE  
ANNUAL CONTRIBUTION CONTRACT  
FW – 1184

Composition Before Adjustments

Net operating receipts retained:		
Operating reserves - Exhibit C	\$	611,248.36
Audit adjustments to net operating receipts "backed out"		
Deferred credits		32,915.86
Excess modernization funds - Exhibit E		(66,851.66)
Deficient drug funds		(8,463.51)
Excess development funds - Project 901		105,148.95
Current year imbalance		1,141.66
		<u>675,139.66</u>

Adjustments

Expenses/costs not paid:		
Accounts payable		49,501.57
		<u>49,501.57</u>

General Fund Cash Available	724,641.23
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General Fund Cash:

Invested	(687,024.43)
Applied to deferred charges (prepaid insurance, inventories, etc.)	<u>(36,058.55)</u>

General Fund Cash - Exhibit A	\$ <u><u>1,558.25</u></u>
-------------------------------	---------------------------

- 1/ The Housing Authority of the City Houma contends that the development advances do not reflect the reduction of \$140,001.01, which was returned to HUD and deposited with the fiscal agent in the Advance Amortization Fund of the 6th Consolidated Bond Issue at the City National Bank of Baton Rouge Trust Department. These funds resulted from liquidated damages as a result of the litigation with Alodex Corporation.



HOUSING AUTHORITY OF THE CITY OF HOUMA  
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

YEAR ENDED SEPTEMBER 30, 1998

<u>FEDERAL GRANTOR PROGRAM TITLE</u>	<u>CDFA NO.</u>	<u>GRANT ID NO.</u>	<u>AWARD AMOUNT</u>	<u>PROGRAM EXPENDITURES</u>
U.S. Department of Housing and Urban Development				
Direct Programs:				
Low-Income Housing				
Annual Contribution	14.850	FW- 1184	\$ 567,829.54	\$ 567,829.54
Operating Subsidy	14.850	FW- 1184	845,906.00	845,906.00
Major Program Total 1/			<u>1,413,735.54</u>	<u>1,413,735.54</u>
Comprehensive Grants Program				
Project 1995	14.859	FW- 1184	156,588.13	97,622.83
Project 1996	14.859	FW- 1184	64,238.74	114,477.32
Project 1997	14.859	FW- 1184	9,832.00	12,031.00
Project 1998	14.859	FW- 1184	0.00	1,345.00
Major Program Total			<u>230,658.87</u>	<u>225,476.15</u>
Total HUD			<u>\$ 1,644,394.41</u>	<u>\$ 1,639,211.69</u>

1/ The Department of Housing and Urban Development has guarantees through the Annual Contribution Contract of the Housing Authority of Houma's bonded indebtedness. This bonded indebtedness was \$4,943,679.22 at September 30, 1998.

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MIKE ESTES, CPA/PFS, CFP

Report on Compliance with Requirements Applicable to Each  
Major Program and Internal Control Over Compliance in  
Accordance with OMB Circular A-133

Housing Authority of the  
City of Houma  
Houma, Louisiana

Compliance

We have audited the compliance of the Housing Authority of the City of Houma, Louisiana with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* and HUD Notice PIH 96-53 that are applicable to each of its major federal programs for the year ended September 30, 1998. The Housing Authority of the City of Houma, Louisiana'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 Housing Authority of the City of Houma, Louisiana's management. Our responsibility is to express an opinion on the Housing Authority of the City of Houma, Louisiana's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; 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* and HUD Notice PIH 96-53. Those standards and OMB Circular A-133 require that we 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 Housing Authority of the City of Houma, Louisiana's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Housing Authority of the City of Houma, Louisiana's compliance with those requirements.

In our opinion, the Housing Authority of the City of Houma, Louisiana 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, 1998. The results of our audit procedures disclosed immaterial instances of noncompliance with the requirements referred to above, which are described in the accompanying Schedule of Findings and Questioned Costs.

#### Internal Control Over Compliance

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

Our 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 grants 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. We noted no matters involving the internal control over compliance and its operation that we 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.

*Estes and Associates*

Fort Worth, Texas  
March 5, 1999



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PUBLIC ACCOUNTANTS

Report on Compliance and on Internal Control Over Financial  
Reporting Based on an Audit of Financial Statements Performed in  
Accordance with Government Auditing Standards

Housing Authority of the  
City of Houma  
Houma, Louisiana

We have audited the financial statements of the Housing Authority of the City of Houma, Louisiana as of and for the year ended September 30, 1998, and have issued our report thereon dated March 5, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and provisions of the Louisiana Governmental Audit Guide.

Compliance

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Houma, Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing a opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our audit procedures disclosed immaterial instances of noncompliance with the requirements referred to above, which are described in the accompanying Schedule of Findings and Questioned Costs. We considered these instances of noncompliance in forming our opinion on compliance, which is expressed in the following paragraph.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Housing Authority of the City of Houma, Louisiana's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting 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 misstatements in amounts that would be material in relation to the financial statements being

audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we 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.

*Estes and Associates*

Fort Worth, Texas

March 5, 1999



HOUSING AUTHORITY OF THE CITY OF HOUMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

SEPTEMBER 30, 1998

Status of Prior Audit Findings  
and Current Audit Findings

Prior Audit Findings

None

Current Audit Findings

1> We reviewed eleven low rent tenant files - five from Bayou Towers and six from Senator Circle. Two of the files from Senator Circle were last recertified in November and December 1997.

Recommendation

All tenants should be re-examined at least annually.

Reply

We will comply with the above. Both of the files noted above are scheduled to be re-examined on March 10.

2> \$900.00 was paid in the fiscal year to the Senator Circle Resident Council. The Council has provided a check register but has not provided cancelled checks, invoices, or other supporting documentation to the PHA. The Executive Director has asked for this information.

Recommendation

The PHA is responsible to keep documentation for all disbursements it makes, not only for third parties, but to review for themselves. No future disbursements should be made to the Resident council until this \$900.00 is supported.

Subsequent disbursements to the Council should be made only after the prior disbursement is supported.

Reply

We will comply with the above.

See General Comments

HOUSING AUTHORITY OF THE CITY OF HOUMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
SEPTEMBER 30, 1998

General Comments

Eviction Fees

The PHA collects and remits a fixed amount to the City Court for fees. The City Court of Houma, for the fiscal year, charged \$10.00 for a Notice to Quit, and \$53.00 for a Rule to Show Cause.

The PHA collected these amounts (no markup) and deposited them in a designated bank account. Disbursements from this account were made to the City Court.

We totaled, for the year, A> the PHA's collection sheets, B> the deposits to the designated account and C> disbursements to the City Court from the designated account. All three amounts only slightly varied.

Utility Charges

PHA maintenance men read the meters at Senator Circle. On a test basis, we traced back from utility charges per the rental register to the sheets where the calculations were noted. The maintenance person only enters the month's meter reading. Office personnel enter the prior month reading, the factor from the utility company, the standard amount allowed, and calculate the excess utilities.

No exceptions were noted in our tests.

In addition we received a letter from Edward Lawson, Manager of the Terrebonne Parish Consolidated Government (TPCG). This letter stated that "on several occasions since 1991, TPCG has been called upon by the Housing Authority to assist with utility meter reader training. This request has always been honored. The most recent training was July 17, 1998."

Other Charges

The PHA has a published list of standard charges that are given to the tenants at move-in. If the dollar amount of the charges change, the tenants are notified. The great majority of the actual number of charges assessed are late charges. The date the rental payment is received is posted to the rental register. Thus, the propriety of late charges can be reviewed from the rental register.

Other than late charges, \$931.58 of other charges (billed to 4 tenants) were reviewed. Only one \$6.88 error was noted.

HOUSING AUTHORITY OF THE CITY OF HOUMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
SEPTEMBER 30, 1998

The principal portion of these late charges fit the following pattern:

- A> A tenant was set to be evicted, and a rental credit would be issued for the portion of the month the tenant would not be in the PHA - this is necessary since the rental register picks up the full months' rent if the tenant is in the PHA on the first day of the month.
- B> Excess utilities and the prorated rent would be recouped from the \$75.00 security deposit. The unrecouped portion would be charged off if the tenant actually moved.
- C> The tenant paid the eviction court costs and was able to stay in the complex after all.
- D> The other charges, in the next month, would include the remainder of the rent, the previously unrecouped excess utility charges, and the late fee.