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Village of Varnado, Louisiana

Compilation Report

Year Ended 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.

AUG 04 1999

Release Date _____

Village of Varnado, Louisiana

General Purpose Financial Statements
As of and for the Year Ended December 31, 1998
With Supplemental Information Schedules

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Transmittal Letter

**General Purpose Financial Statements
With Supplemental Information Schedules**

December 31, 1998

Office of Legislative Auditor
Attention: Ms. Dorothy Milner
1600 North Third Street
Post Office Box 94397
Baton Rouge, Louisiana 70804-9397

Dear Ms. Milner:

In accordance with Louisiana Revised Statute 24:514, enclosed are the general purpose financial statements, with supplemental information schedules, for the Village of Varnado, Louisiana as of and for the year ended December 31, 1998. The report includes all funds under the control and authority of the Village. The accompanying general purpose financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dennis Magee".

Dennis Magee, Mayor
Village of Varnado, Louisiana

Enclosure

BRUCE HARRELL & CO.
CERTIFIED PUBLIC ACCOUNTANTS
A Professional Accounting Corporation

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MEMBERS
American Institute of CPAs
Society of Louisiana CPAs

Accountant's Compilation Report

The Honorable Mayor, Dennis Magee
and Members of the Board of Aldermen
Village of Varnado, Louisiana

We have compiled the accompanying general purpose financial statements of the Village of Varnado, Louisiana, as of and for the year ended December 31, 1998, as listed in the table of contents, in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, 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 June 24, 1999, on the results of our agreed-upon procedures.



Bruce Harrell & Company, CPAs
A Professional Accounting Corporation

June 24, 1999

Village of Varnado

Exhibit A

Combined Balance Sheet
All Fund Types And Accounts Groups
December 31, 1998

	Governmental Fund Type		Account Group	Total (Memo Only)
	General Fund	Special Revenue Fund	General Fixed Assets	
Assets				
Cash and Cash Equivalents	\$ 62,494	\$ 941	\$ -	\$ 63,435
Taxes Receivable	3,239	-	-	3,239
Due From Other Governments	9,935	-	-	9,935
Fixed Assets	-	-	72,032	72,032
Total Assets	<u>\$ 75,668</u>	<u>\$ 941</u>	<u>\$ 72,032</u>	<u>\$ 148,641</u>
Liabilities and Equity				
Liabilities:				
Accounts Payable	\$ 763	\$ -	\$ -	\$ 763
Interfund Payables	-	-	-	-
Total Liabilities	<u>763</u>	<u>-</u>	<u>-</u>	<u>763</u>
Equity:				
Investment in General Fixed Assets	-	-	72,032	72,032
Fund Balance:				
Unreserved - Undesignated	74,905	941	-	75,846
Total Equity	<u>74,905</u>	<u>941</u>	<u>72,032</u>	<u>147,878</u>
Total Liabilities and Equity	<u>\$ 75,668</u>	<u>\$ 941</u>	<u>\$ 72,032</u>	<u>\$ 148,641</u>

See accountant's compilation report.

The accompanying notes are an integral part of these statements.

Village of Varnado, Louisiana

Exhibit B

Combined Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund Types
For the Year Ended December 31, 1998

	General Fund	Special Revenue Fund	Total (Memo Only)
Revenues			
Fines	\$ 4,010	\$ -	\$ 4,010
Franchise Fees	1,769	-	1,769
Occupational Licenses	6,658	-	6,658
Property Taxes	1,996	-	1,996
Beer Taxes	5,661	-	5,661
Tobacco Taxes	1,276	-	1,276
Garbage Tax	6,019	-	6,019
FEMA	8,514	-	8,514
Interest	2,472	-	2,472
Miscellaneous	22	-	22
Sales Taxes	-	21,455	21,455
Total Revenues	<u>38,397</u>	<u>21,455</u>	<u>59,852</u>
Expenditures			
General and Administrative	13,730	-	13,730
Public Safety	13,864	-	13,864
Streets and Sanitation	-	29,888	29,888
Capital Outlay	-	-	-
Total Expenditures	<u>27,594</u>	<u>29,888</u>	<u>57,482</u>
Excess Revenues (Expenditures)	<u>10,803</u>	<u>(8,433)</u>	<u>2,370</u>
Other Financing Sources (Uses)			
Operating Transfer - In (Out)	(8,380)	8,380	-
Total Other Financing Sources (Uses)	<u>(8,380)</u>	<u>8,380</u>	<u>-</u>
Excess of Revenues and Other Financing Sources Over Expenditures and Other (Uses)	2,423	(53)	2,370
Fund Balance, Beginning of Year	<u>72,482</u>	<u>994</u>	<u>73,476</u>
Fund Balance, End of Year	<u>\$ 74,905</u>	<u>\$ 941</u>	<u>\$ 75,846</u>

See accountant's compilation report.

The accompanying notes are an integral part of these statements.

Village of Varnado, Louisiana

Exhibit C

Combined Statement of Revenues, Expenditures, and Changes in Fund Balance
Budget (GAAP Basis) and Actual
Governmental Fund Types
For the Year Ended December 31, 1998

	General Fund			Special Revenue Fund		
	Budget	Actual	Variance: Favorable (Unfavorable)	Budget	Actual	Variance: Favorable (Unfavorable)
Revenues						
Fines	\$ 4,500	\$ 4,010	\$ (490)	\$ -	\$ -	\$ -
Franchise Fees	300	1,769	1,469	-	-	-
Occupational Licenses	6,000	6,658	658	-	-	-
Property Taxes	1,600	1,996	396	-	-	-
Beer Taxes	2,050	5,661	3,611	-	-	-
Tobacco Taxes	950	1,276	326	-	-	-
Garbage Tax	6,000	6,019	19	-	-	-
FEMA	-	8,514	8,514	-	-	-
Interest	1,600	2,472	872	-	-	-
Miscellaneous	-	22	22	-	-	-
Sales Taxes	-	-	-	20,000	21,455	1,455
Total Revenues	<u>23,000</u>	<u>38,397</u>	<u>15,397</u>	<u>20,000</u>	<u>21,455</u>	<u>1,455</u>
Expenditures						
General and Administrative	11,000	13,730	(2,730)	-	-	-
Public Safety	10,500	13,864	(3,364)	-	-	-
Streets and Sanitation	-	-	-	19,000	29,888	(10,888)
Capital Outlays	1,500	-	1,500	1,000	-	1,000
Total Expenditures	<u>23,000</u>	<u>27,594</u>	<u>(4,594)</u>	<u>20,000</u>	<u>29,888</u>	<u>(9,888)</u>
Excess Revenue (Expenditure)	<u>-</u>	<u>10,803</u>	<u>10,803</u>	<u>-</u>	<u>(8,433)</u>	<u>(8,433)</u>
Other Financing Sources (Uses)						
Operating Transfer - In (Out)						
Total Other Financing Sources (Uses)	<u>(8,380)</u>	<u>(8,380)</u>	<u>-</u>	<u>8,380</u>	<u>8,380</u>	<u>-</u>
Excess of Revenues and Other Financing Sources Over Expenditures and Other (Uses)	<u>(8,380)</u>	<u>2,423</u>	<u>10,803</u>	<u>8,380</u>	<u>(53)</u>	<u>(8,433)</u>
Fund Balance, Beginning of Year	<u>72,482</u>	<u>72,482</u>	<u>-</u>	<u>994</u>	<u>994</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ 64,102</u>	<u>\$ 74,905</u>	<u>\$ 10,803</u>	<u>\$ 9,374</u>	<u>\$ 941</u>	<u>\$ (8,433)</u>

See accountant's compilation report.

The accompanying notes are an integral part of these statements.

Village of Varnado, Louisiana

Notes to the Financial Statements As of and for the Year Ended December 31, 1998

INTRODUCTION

The Village of Varnado is the governing authority for the Village of Varnado and is a political subdivision of the State of Louisiana. The village is operated under a Mayor-Board of Alderman form of government. The Mayor and aldermen serve four-year terms that expire on January 1, 2001.

Louisiana Revised Statute 33:321 gives the village various powers in regulating and directing affairs of the village and its inhabitants. The more notable of these is the power to make regulations for its own government; to regulate the construction and maintenance of roads, bridges, and drainage systems; to regulate the sale of alcoholic beverages; and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the village. Funding to accomplish these tasks is provided by ad valorem taxes, fines, beer and alcoholic beverage permits, state revenue sharing, and various other state and federal grants.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A BASIS OF PRESENTATION

The accompanying financial statements of the Village of Varnado 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

As the municipal governing authority, for reporting purposes, the Village of Varnado is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (village), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No.14 established criteria for determining which component units should be considered part of the Village of Varnado for financial reporting purposes. The basic criterion for including a potential unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the village to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the village.
2. Organizations for which the village does not appoint a voting majority but are fiscally dependent on the village.

Village of Varnado, Louisiana

Notes to the Financial Statements As of and for the Year Ended December 31, 1998

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the village has determined that there are no component units.

C. FUND ACCOUNTING

The village 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 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 available financial resources.

Governmental Funds

Governmental funds are used to account for all or most of the municipality's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds include:

1. General Fund - the principal fund of the village's office and accounts for the operations of the village's office. Sources of revenue include fines, licenses, permits and property taxes. General operating expenditures are paid from this fund.
2. Special Revenue Fund - used to account for proceeds of the sales tax that are legally restricted to expenditures for specific purposes.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All 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 on 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 all governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Revenues are recognized when they become measurable and available as current assets.

Village of Varnado, Louisiana

**Notes to the Financial Statements
As of and for the Year Ended December 31, 1998**

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that principal and interest on general long-term debt are recognized when due. Purchases of various operating supplies are regarded as expenditures at the time purchased.

E. BUDGET PRACTICES

A budget for the year ending December 31, 1998, was formally adopted in June, 1998.

F. CASH AND CASH EQUIVALENTS AND INVESTMENTS

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 village 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.

G. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds and due to other funds on the balance sheet.

II. INVENTORIES

Purchase of various operating supplies are regarded as expenditures at the time purchased. Inventories of such supplies (if any) are not recorded as assets at the close of the fiscal year.

I. FIXED ASSETS

Fixed assets of governmental funds are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. Public domain or infrastructure are not capitalized. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

J. COMPENSATED ABSENCES

The village has no policy relating to vacation and sick leave.

K. FUND EQUITY

Reserves

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

Village of Varnado, Louisiana

**Notes to the Financial Statements
As of and for the Year Ended December 31, 1998**

Designated Fund Balance

Designated fund balance represents tentative plans for future use of financial resources.

L. TOTAL COLUMN ON BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

2. CASH AND CASH EQUIVALENTS

At December 31, 1998, the village has cash and cash equivalents (book balances) totaling \$63,435, as follows:

	General Fund	Special Revenue Fund	Total
Demand Deposits	\$ 2,354	\$ 941	\$ 3,295
Savings Account	60,140	-	60,140
Total	\$ 62,494	\$ 941	\$ 63,435

These deposits are stated at cost, which approximates market. Under state law, these deposits (or resulting bank balances) 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 a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1998, the village has \$63,578 in deposits (collected bank balances). The \$63,578 consists of interest bearing accounts and non-interest bearing accounts. The interest bearing accounts and the non-interest bearing accounts have balances at December 31, 1998 in the amounts of \$59,831 and \$3,747, respectively. Each group is secured from risk by \$100,000 of federal deposit insurance.

3. INVESTMENTS

At December 31, 1998, the village had no investments.

4. RECEIVABLES

The receivables of \$3,239 at December 31, 1998, are as follows:

	General Fund
Franchise Tax Receivable	\$ 1,278
Property Tax Receivable	1,961
Total	\$ 3,239

Village of Varnado, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

5. DUE FROM OTHER GOVERNMENTAL UNITS

The amounts due from other governmental units of \$9,935 at December 31, 1998, are as follows:

	<u>General Fund</u>
Due From State of Louisiana	
Tobacco Tax Receivable	\$ 319
Beer Tax Receivable	1,102
FEMA Receivable	8,514
Total	<u>\$ 9,935</u>

6. PROPERTY, PLANT AND EQUIPMENT

A summary of changes in general fixed assets follows:

	<u>Balance 01/01/98</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/98</u>
Land	\$ 1,128	\$ -	\$ -	\$ 1,128
Building & Parking Area	4,000	-	-	4,000
Vehicles & Equipment	66,904	-	-	66,904
Total	<u>\$ 72,032</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 72,032</u>

7. RELATED PARTIES

There were no related party transactions for the year ended December 31, 1998.

8. AMOUNTS PAID ELECTED OFFICIALS

	<u>Amount</u>
Dennis Magee, Mayor	\$ 400
Lloyd Fornca, Alderman	300
George Jones, Alderman	300
Rhonda Gunnell, Alderwoman	300
Leroy Seal, Chief of Police	2,300
Total	<u>\$ 3,600</u>

Supplemental Information Schedules

General Fixed Assets - To account for fixed assets purchased with governmental funds.

Village of Varnado, Louisiana
Schedule of General Fixed Assets
December 31, 1998

Schedule 1

General Fixed Assets, at Cost

Land	\$ 1,128
Building and Parking Area	4,000
Furniture and Fixtures	-
Vehicles and Equipment	66,904
Total General Fixed Assets	<u>\$ 72,032</u>

Investment in General Fixed Assets

General Fund	\$ 62,985
Special Revenue Fund	9,047
Total Investment in General Fixed Assets	<u>\$ 72,032</u>

See accountant's compilation report.

The accompanying notes are an integral part of these statements.

Village of Varnado, Louisiana

Schedule 2

Schedule of Changes in General Fixed Asstes
Year Ended December 31, 1998

	<u>Land</u>	<u>Buildings and Parking Area</u>	<u>Furniture and Fixtures</u>	<u>Vehicles and Equipment</u>	<u>Total</u>
General Fixed Assets Beginning of Year	\$ 1,128	\$ 4,000	\$ -	\$ 66,904	\$ 72,032
Additions					
General Fund	-	-	-	-	-
Special Revenue Fund	-	-	-	-	-
Total Additions	-	-	-	-	-
Deletions					
General Fund	-	-	-	-	-
Special Revenue Fund	-	-	-	-	-
Total Deletions	-	-	-	-	-
General Fixed Assets End of Year	\$ 1,128	\$ 4,000	\$ -	\$ 66,904	\$ 72,032

See accountant's compilation report.

The accompanying notes are an integral part of these statements.

BRUCE HARRELL & CO.

CERTIFIED PUBLIC ACCOUNTANTS

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MEMBERS
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Society of Louisiana CPAs

Independent Accountant's Report on Applying Agreed-upon Procedures

The Honorable Mayor, Dennis Magee
and Members of the Board of Aldermen
Village of Varnado, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Village of Varnado, Louisiana and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Varnado, Louisiana'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).

There were no purchases during the year that were subject to the public bid law.

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 interest of all board members and employees, as well as their immediate families.

Management provided us 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 us with the required list including the noted information.

4. Determine whether any of those employees included in the list obtained from management in agreed-upon procedures (3) were also included on the list obtained from management in agreed-upon procedures (2) as immediate family members.

None of the employees from the list obtained from management in agreed-upon procedures (3) were also included on the list obtained from management in agreed-upon procedures (2).

BRUCE HARRELL & CO.

CERTIFIED PUBLIC ACCOUNTANTS

A Professional Accounting Corporation

Page 2

Budgeting:

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

The Village adopted the prior year revenues and expenditures for the original budgets of the general and special revenue funds.

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

We traced the adoption of the original budget in a meeting held June 1, 1998, which indicated the board unanimously passed the budget. No amendments were referenced in the minutes.

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%.

The Village's revenues did not exceed budget amounts by more than 5%, but the Village's expenditures did exceed budget amounts by more than 5%.

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,

Examination of supporting documentation for each of six selected disbursements found that payment was for proper amounts to the correct payees.

- (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 documentation supporting each of six selected disbursements indicated approval from the board of aldermen.

Meetings:

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised by LSA-RS 42:1 through 42:12 (the open meetings law).

The village properly complied with the requirements of the open meetings law.

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.

Inspection of all bank deposit slips for the period under examination showed that none of the deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

BRUCE HARRELL & CO.

CERTIFIED PUBLIC ACCOUNTANTS

A Professional Accounting Corporation

Page 3

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.

No payments to employees appear to be bonuses, advances, or gifts.

Our prior year report dated May 29, 1998 did not include any comments or unresolved matters.

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 the Village of Varnado, Louisiana 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.



Bruce Harrell and Company, CPAs
A Professional Accounting Corporation

June 24, 1999

LOUISIANA ATTESTATION QUESTIONNAIRE

(For Attestation Engagements of Government)

December 31, 1998

Bruce Harrell & Company, CPAs
602 5th Street
P O Box 45
Kentwood, LA 70444

In connection with your compilation of our financial statements as of December 31, 1998 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 June 24, 1999.

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 [X] 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 [X] 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 [X] 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 [X] 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 [X] No []

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

Yes [X] No []

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

Yes [X] No []

Meetings

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

d 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 [X] 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 [X] No []

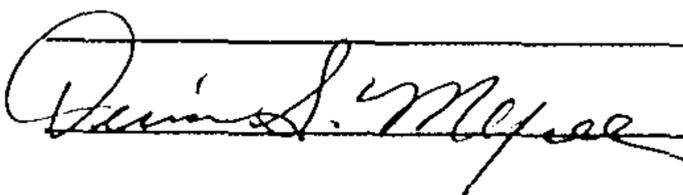
We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

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

Mayor _____ Date



~~President~~ 6/24/99 _____ Date