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**Bossier Parish Police Jury  
Benton, Louisiana  
Primary Government Financial Statements**

**As of and For the Year Ended December 31, 1998  
With Supplemental Information Schedules**

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Release Date AUG 04 1999

Bossier Parish Police Jury  
Benton, Louisiana

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Benton, Louisiana

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## Independent Auditors' Report

Bossier Parish Police Jury  
Benton, Louisiana

We have audited the accompanying primary government financial statements of the Bossier Parish Police Jury, as of and for the year ended December 31, 1998, as listed in the table of contents. These financial statements are the responsibility of the Bossier Parish Police Jury's management. Our responsibility is to express an opinion on these 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. 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.

A primary government is a legal entity or body politic and includes all funds, organizations, institutions, agencies, departments, and offices that are not legally separate. Such legally separate entities are referred to as component units. In our opinion, the primary government financial statements present fairly, in all material respects, the financial position of the primary government of the Bossier Parish Police Jury, as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

However, the primary government financial statements, because they do not include the financial data of component units of the Bossier Parish Police Jury, do not purport to, and do not, present fairly the financial position of the Bossier Parish Police Jury, as of December 31, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

The year 2000 supplementary information on page 25 is not a required part of the primary government financial statements but is supplementary information required by the Government Accounting Standards Board. We have applied certain limited procedures, which consisted of principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and do not express an opinion on it. In addition, we do not provide assurance that the Police Jury is or will become year 2000 compliant, that the Police Jury's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the Police Jury does business are or will become year 2000 compliant.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 17, 1999 on our consideration of the Bossier Parish Police Jury's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was made for the purpose of forming an opinion on the primary government financial statements taken as a whole. The accompanying supplemental information schedules listed in the table of contents and shown on pages 26-33, are presented for the purpose of additional analysis and are not a required part of the primary government financial statements of the Bossier Parish Police Jury. The accompanying schedule of expenditures of federal awards, shown on pages 34-35, 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 also not a required part of the primary government financial statements of the Bossier Parish Police Jury. Such information has been subjected to the auditing procedures applied in the audit of the primary government financial statements and, in our opinion, is fairly stated in all material respects in relation to the primary government financial statements taken as a whole.



Cook & Morehart  
Certified Public Accountants  
June 17, 1999

Bossier Parish Police Jury  
Benton, Louisiana  
Combined Balance Sheet - All Fund Types and Account Groups  
Primary Government  
December 31, 1998

	Governmental Fund Types				Fiduciary Fund Types		Account Groups			Totals- Memorandum Only
	General	Special Revenue	Debt Service	Capital Projects	Agency Fund	General Fixed Assets	Long-Term Debt	General		
								Assets	Debt	
<b>Assets and Other Debits</b>										
Cash and cash equivalents	\$ 2,108,625	\$ 7,850,578	\$ 554,500	\$ 3,952,790	\$ 462,709	\$	\$	\$	\$ 14,929,202	
Receivables	842,551	4,575,596		120,097					5,538,244	
Due from other fund	16,599								16,599	
Land, buildings, equipment, and improvements						23,006,801			23,006,801	
Amount available in debt service funds								554,500	554,500	
Amount to be provided for retirement of general long-term debt										554,500
<b>Total assets and other debits</b>	<b>\$ 2,967,775</b>	<b>\$ 12,426,174</b>	<b>\$ 554,500</b>	<b>\$ 4,072,887</b>	<b>\$ 462,709</b>	<b>\$ 23,006,801</b>	<b>\$ 5,193,948</b>	<b>\$ 5,748,448</b>	<b>\$ 49,239,294</b>	
<b>Liabilities, Fund Equity, and Other Credit</b>										
<b>Liabilities:</b>										
Accounts payable	\$ 67,303	\$ 783,561	\$	\$ 510,799	\$	\$	\$	\$	\$ 1,361,663	
Due to other fund		16,599							16,599	
Intergovernmental payable				462,709					462,709	
Certificates of indebtedness								5,655,000	5,655,000	
Compensated absences								93,448	93,448	
<b>Total liabilities</b>	<b>67,303</b>	<b>800,160</b>	<b>800,160</b>	<b>510,799</b>	<b>462,709</b>	<b>5,748,448</b>	<b>5,748,448</b>	<b>5,748,448</b>	<b>7,589,419</b>	
<b>Fund Equity and Other Credit:</b>										
Investment in general fixed assets						23,006,801			23,006,801	
<b>Fund balances:</b>										
Reserved - debt service			554,500						554,500	
Unreserved:										
Undesignated	2,900,472	11,626,014		3,562,088					18,088,574	
<b>Total fund equity</b>	<b>2,900,472</b>	<b>11,626,014</b>	<b>554,500</b>	<b>3,562,088</b>		<b>23,006,801</b>			<b>41,649,875</b>	
<b>Total liabilities, fund equity and other credit</b>	<b>\$ 2,967,775</b>	<b>\$ 12,426,174</b>	<b>\$ 554,500</b>	<b>\$ 4,072,887</b>	<b>\$ 462,709</b>	<b>\$ 23,006,801</b>	<b>\$ 5,748,448</b>	<b>\$ 5,748,448</b>	<b>\$ 49,239,294</b>	

The accompanying notes are an integral part of this statement.



Bossier Parish Police Jury  
Benton, Louisiana  
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
Primary Government  
All Governmental Fund Types  
For the Year Ended December 31, 1998

	General	Special Revenue	Debt Service	Capital Projects	Totals- Memorandum Only
<b>Revenues:</b>					
Ad valorem taxes	\$ 588,756	\$ 3,722,544	\$	\$	\$ 4,311,300
Sales tax		2,893,138			2,893,138
Licenses and permits	439,115	7,980			447,095
Intergovernmental revenues	1,813,860	3,423,245		432,067	5,669,172
Fees, charges, and commissions for services	9,621	1,148,588		1,508,719	2,666,928
Fines and forfeitures		851,836			851,836
Use of money and property	169,512	317,877	8,354	208,518	704,261
Other revenues	57,003	107,314			164,317
Total revenues	<u>3,077,867</u>	<u>12,472,522</u>	<u>8,354</u>	<u>2,149,304</u>	<u>17,708,047</u>
<b>Expenditures:</b>					
<b>Current:</b>					
<b>General government:</b>					
Legislative	157,428				157,428
Judicial	212,948	1,050,058			1,263,006
Elections	53,515				53,515
Finance and administrative	717,115	133,517			850,632
Other	635,233				635,233
Public safety	610,925	1,187,608			1,798,533
Public works	93,711	3,935,214			4,028,925
Health and welfare	91,717	1,811,931			1,903,648
Culture and recreation		1,749,673			1,749,673
Economic development	48,570				48,570
Capital projects				3,788,193	3,788,193
<b>Debt service:</b>					
Principal retirement			575,000		575,000
Interest and other charges			270,602		270,602
Total expenditures	<u>2,621,162</u>	<u>9,868,001</u>	<u>845,602</u>	<u>3,788,193</u>	<u>17,122,958</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>456,705</u>	<u>2,604,521</u>	<u>(837,248)</u>	<u>(1,638,889)</u>	<u>585,089</u>
<b>Other financing sources (uses):</b>					
Operating transfers in		600,768	858,000	1,076	1,459,844
Operating transfers out	(556,844)	(903,000)			(1,459,844)
Sale of property				326,520	326,520
Total other financing sources (uses)	<u>(556,844)</u>	<u>(302,232)</u>	<u>858,000</u>	<u>327,596</u>	<u>326,520</u>
<b>Excess (deficiency) of revenues and other over expenditures and other uses</b>	<u>(100,139)</u>	<u>2,302,289</u>	<u>20,752</u>	<u>(1,311,293)</u>	<u>911,609</u>
<b>Fund balances at beginning of year</b>	2,984,012	9,340,324	533,748	4,873,381	17,731,465
<b>Residual equity transfer</b>	16,599	(16,599)			
<b>Fund balances at end of year</b>	<u>\$ 2,900,472</u>	<u>\$ 11,626,014</u>	<u>\$ 554,500</u>	<u>\$ 3,562,088</u>	<u>\$ 18,643,074</u>

The accompanying notes are an integral part of this statement.

Bossier Parish Police Jury  
Benton, Louisiana  
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
Primary Government  
Budget (Cash Basis) and Actual - General and Special Revenue Funds  
For the Year Ended December 31, 1998

	General Fund			Special Revenue Fund		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>						
Ad valorem taxes	\$ 560,000	\$ 557,994	\$ (2,006)	\$ 3,390,200	\$ 3,454,338	\$ 64,138
Sales tax				2,800,000	2,849,754	49,754
Licenses and permits	387,250	430,580	43,330	6,000	7,980	1,980
Intergovernmental revenues	1,235,648	1,496,494	260,846	3,828,613	3,482,752	(345,861)
Fees, charges, and commissions for services	9,440	9,621	181	1,083,200	1,152,433	69,233
Fines and forfeitures				865,000	842,343	(22,657)
Use of money and property	138,000	169,512	31,512	282,000	317,877	35,877
Other revenues	49,950	57,746	7,796	6,790	150,273	143,483
<b>Total revenues</b>	<b>2,380,288</b>	<b>2,721,947</b>	<b>341,659</b>	<b>12,261,803</b>	<b>12,257,750</b>	<b>(4,053)</b>
<b>Expenditures:</b>						
<b>Current:</b>						
<b>General government:</b>						
Legislative	165,600	157,224	8,376			
Judicial	227,810	207,752	20,058	1,063,900	1,031,110	32,790
Elections	76,900	53,295	23,605			
Finance and administrative	989,035	999,080	(10,045)	376,594	125,966	250,628
Other	670,520	600,520	70,000			
Public safety	60,967	21,406	39,561	1,316,310	1,207,760	108,550
Public works	93,800	89,064	4,736	4,364,150	3,980,686	383,464
Health and welfare	96,660	93,708	2,952	2,030,168	1,384,009	646,159
Culture and recreation				1,783,868	1,732,368	51,500
Economic development	46,215	47,075	(860)			
<b>Total expenditures</b>	<b>2,427,507</b>	<b>2,269,124</b>	<b>158,383</b>	<b>10,934,990</b>	<b>9,461,899</b>	<b>1,473,091</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(47,219)</b>	<b>452,823</b>	<b>500,042</b>	<b>1,326,813</b>	<b>2,795,851</b>	<b>1,469,038</b>
<b>Other financing sources (uses):</b>						
Operating transfers in				595,900	555,768	(40,132)
Operating transfers out	(550,900)	(556,844)	(5,944)	(903,000)	(903,000)	
<b>Total other financing sources (uses)</b>	<b>(550,900)</b>	<b>(556,844)</b>	<b>(5,944)</b>	<b>(307,100)</b>	<b>(347,232)</b>	<b>(40,132)</b>
<b>Excess (deficiency) of revenues and other over expenditures and other uses</b>	<b>(598,119)</b>	<b>(104,021)</b>	<b>494,098</b>	<b>1,019,713</b>	<b>2,448,619</b>	<b>1,428,906</b>
Fund balances at beginning of year	2,184,000	2,184,988	988	5,323,145	5,430,308	107,163
Residual equity transfer		28,343	28,343		(28,343)	(28,343)
<b>Fund balances at end of year</b>	<b>\$ 1,585,881</b>	<b>\$ 2,109,310</b>	<b>\$ 523,429</b>	<b>\$ 6,342,858</b>	<b>\$ 7,850,584</b>	<b>\$ 1,507,726</b>

The accompanying notes are an integral part of this statement.



Bossier Parish Police Jury  
 Benton, Louisiana  
 Combined Statement of Revenues, Expenditures, and Changes in Fund Balances  
 Primary Government  
 Budget (Cash Basis) and Actual - Debt Service and Capital Projects Funds  
 For the Year Ended December 31, 1998

	Debt Service Fund			Capital Projects Funds		
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:						
Intergovernmental revenues	\$	\$	\$	\$ 606,700	\$ 478,155	\$ (128,545)
Fees, charges, and commissions for services				1,442,400	1,508,351	65,951
Other				326,000	326,520	520
Use of money and property	8,000	8,354	354	176,000	208,518	32,518
<b>Total revenues</b>	<b>8,000</b>	<b>8,354</b>	<b>354</b>	<b>2,551,100</b>	<b>2,521,544</b>	<b>(29,556)</b>
Expenditures:						
Capital projects				4,264,800	3,262,034	1,002,766
Debt service:						
Principal	575,000	575,000				
Interest and other charges	282,020	270,602	11,418			
<b>Total expenditures</b>	<b>857,020</b>	<b>845,602</b>	<b>11,418</b>	<b>4,264,800</b>	<b>3,262,034</b>	<b>1,002,766</b>
Excess (deficiency) of revenues over expenditures	(849,020)	(837,248)	11,772	(1,713,700)	(740,490)	973,210
Other financing sources (uses):						
Operating transfers in	858,000	858,000		111,000	112,076	1,076
Operating transfers out				(111,000)	(111,000)	
<b>Total other financing sources (uses)</b>	<b>858,000</b>	<b>858,000</b>			<b>1,076</b>	<b>1,076</b>
Excess (deficiency) of revenues and other over expenditures and other uses	8,980	20,752	11,772	(1,713,700)	(739,414)	974,286
Fund balances at beginning of year	533,000	533,748	748	4,690,500	4,692,017	1,517
<b>Fund balances at end of year</b>	<b>\$ 541,980</b>	<b>\$ 554,500</b>	<b>\$ 12,520</b>	<b>\$ 2,976,800</b>	<b>\$ 3,952,603</b>	<b>\$ 975,803</b>

The accompanying notes are an integral part of this statement.

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998

## INTRODUCTION

The Bossier Parish Police Jury is the governing authority for Bossier Parish and is a political subdivision of the State of Louisiana. The Police Jury is governed by 12 jurors representing the various districts within the parish. The jurors serve four-year terms that expire in January, 2000.

Louisiana Revised Statute (R.S.) 33:1236 gives the police jury various powers in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are 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 parish. Funding to accomplish these tasks is provided by ad valorem taxes, sales tax, 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 Bossier Parish Police Jury 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 governing authority of the parish, for reporting purposes, the Bossier Parish Police Jury is the financial reporting entity for Bossier Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with police jury are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 established criteria for determining which component units should be considered part of the Bossier Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury 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 police jury.

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
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.

**Blended Component Unit** – Component units that are legally separate from the police jury, but are so intertwined with the police jury that they are, in substance, the same as the police jury are blended component units. For a component unit to be blended, the organization's board and the police jury must be substantively the same, or the organization must provide services entirely or almost entirely to the police jury. The following component units are reported as part of the police jury and *blended* with the appropriate police jury funds:

**Bossier Parish Library.** Bossier Parish Library does not possess all the corporate powers necessary to make them a legally separate entity and the police jury holds the Library's corporate powers. Therefore, we conclude that they are part of the police jury and their financial statements should be blended with those of the police jury.

**Discrete Component Units** – Component units that are legally separate from the police jury, but are financially accountable to the police jury, or whose relationship with the police jury are such that exclusion would cause the police jury's financial statements to be misleading or incomplete are discretely presented. The police jury has identified the following discrete component units:

**Bossier Parish Sheriff's Office, Bossier Parish Clerk of Court, Bossier Parish Tax Assessor, and the District Attorney for the Twenty-Sixth Judicial District.** Even though these are independently elected officials and are legally separate from the police jury, they are fiscally dependent on the police jury. The officials are fiscally dependent because the police jury has approval authority over the officials' capital budget. The police jury has approval authority over the officials' capital budget because the office space for the officials is furnished by the police jury, major capital purchases for the officials are included in the police jury's overall budget, and title to real property is in the name of the police jury. By using the fiscal dependency criterion, we conclude that these organizations are component units of the police jury.

**Bossier Parish Communications District Number One.** This entity was created by the police jury. The Communications District is governed by a Board of Commissioners which are appointed by the police jury. The police jury is financially accountable for the communication district because it appoints a voting majority of the governing board and has the ability to impose its will on them.

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

**Other Special Districts**

There are a number of special districts located in Bossier Parish (fire and ambulance) that each provide services to a limited number of parish citizens. The police jury appoints all board members of those districts which do not include a municipality within their boundaries. Therefore, the police jury can impose its will on these districts. While these districts are responsible for obtaining voter approval for the levy of taxes or debt issuance, all related Louisiana State Bond Commission approvals must be obtained through the police jury. The police jury appoints two of the five board members of those districts which include a municipality and therefore cannot impose its will on these entities. However, it would be misleading to include some like districts in the financial statements while excluding others. These agencies are:

East-Central Bossier Parish Fire Protection District No. 1  
South Bossier Parish Fire Protection District No. 2  
Ivan Fire Protection District No. 3  
Benton Fire Protection District No. 4  
Northeast Bossier Parish Fire Protection No. 5  
Bossier Parish Emergency Medical Services District  
Bossier Parish Fire District No. 6

Complete financial statements of the individual component units may be obtained from their respective administration offices or from the Bossier Parish Police Jury at the Bossier Parish Courthouse in Benton, Louisiana.

*The police jury has chosen to issue financial statements of the primary government (police jury) only; therefore, none of the previously listed discrete component units are included in the accompanying financial statements.*

GASB Statement No. 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the primary government's (police jury) financial statements are not a substitute for the reporting entity's financial statements. The accompanying primary government financial statements have been prepared in conformity with generally accepted accounting principles as applied to governmental units. These financial statements are not intended to and do not report on the reporting entity but rather are intended to reflect only the financial statements *of the primary government (police jury).*

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

**Other Related Organizations**

Considered in the determination of component units of the reporting entity were the following:

Cypress-Black Bayou Recreation and Water Conservation District and Shreveport-Bossier Convention and Tourist Bureau. The police jury appoints only one (1) board member and has no significant contact or influence to the recreation district and tourist bureau.

The police jury appoints two (2) of seven (7) board members of the Caddo-Bossier Port Commission but has no significant contact or influence within the Port Commission.

The police jury appoints the board members of the Industrial Development Board of the Parish of Bossier, Inc., but does not have the ability to impose its will and no financial benefit/burden relationship exists between them.

The police jury is currently providing office space for the Bossier Parish Indigent Defender Board. The police jury is not legally required to do so. Also, the police jury does not have the ability to impose its will and no financial benefit/burden relationship exists between the police jury and the Indigent Defender Board.

It was determined that these governmental entities are not component units of the Bossier Parish Police Jury reporting entity because of the reasons listed above.

**C. Fund Accounting**

The police jury 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.

Funds of the police jury are classified into two categories: governmental and fiduciary. In turn, each category is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

(Continued)



Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

**Governmental Funds:**

Governmental funds are used to account for all or most of the police jury'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 general operating fund of the police jury and accounts for all financial resources, except those required to be accounted for in other funds.
2. **Special Revenue Funds** — account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. In addition, the general fund of the blended component unit is reported as a special revenue fund.
3. **Debt Service Funds** — account for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term debt account group.
4. **Capital Projects Funds** — account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

**Fiduciary Funds:**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the police jury. Fiduciary funds include:

1. **Agency funds** — account for assets that the police jury holds on behalf of the Twenty-Sixth Judicial District Attorney as his agent. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**Account Groups:**

**General Fixed Assets Account Group** — account for fixed assets used in governmental fund type operations for control purposes.

**General Long-Term Debt Account Group** — account for long-term liabilities to be financed from governmental funds.

(Continued)



Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

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 and agency funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

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

Sales tax revenues are recorded in the year the taxes are collected by the collecting agents.

Fines, forfeitures, fees, and court costs are recognized in the period they are collected by the Bossier Parish Sheriff.

Federal and state grants are recorded when the police jury is entitled to the funds, except for certain federal grants which require funds not expended to be returned to the funding source. On those grants revenue is recognized only upon expending those funds. Grant funds received but not expended is reflected in the financial statements as deferred revenue.

Racetrack license permit revenue is recorded when the police jury is entitled to the funds.

The statutory transfer from the clerk of court, which represents excess funds of the clerk of court at the end of each four-year term, is recorded when due (which is every four years if the clerk has excess funds).

Interest income on time deposits is recorded when the time deposits have matured and the interest is available. Interest income on interest bearing demand deposits is recorded at the end of each month when credited by the bank.

Substantially all other revenues are recorded when they become available to the police jury.

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for accumulated vacation and sick leave, which are recognized when paid, and principal and interest on general long-term obligations, which are not recognized until due.

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid, the sale of assets, proceeds from the sale of bonds, and long-term loan proceeds are accounted as other financing sources (uses). Other financing sources (uses) are recorded when the underlying event occurs.

E. Budgets

The police jury uses the following budget practices:

Proposed budgets for the ensuing year are prepared by the Secretary–Treasurer during October of each year. During the month of November, the finance committee reviews the proposed budgets and makes changes as it deems appropriate. The availability of the proposed budgets for public inspection and the date of the public hearing on the budgets are then advertised in the official journal. Prior to its regular December meeting, the police jury holds a public hearing on the proposed budgets in order to receive comments from the public and other interested parties. Changes are made to the proposed budgets based on the public hearing and the desires of the police jury as a whole. The budgets are then adopted during the police jury's regular December meeting or a special meeting held no later than 15 days prior to the beginning of the fiscal year, and notice is published in the official journal.

The police jury receives periodic budget comparison statements during the year that are used as a tool to control the operations of the parish. The Secretary–Treasurer presents necessary budget amendments to the police jury during the year when, in their judgment, actual operations differ materially from those anticipated in the original budgets. During a regular or special meeting, the police jury reviews the proposed amendments, makes changes as it feels necessary, and formally adopts the amendments. The adoption of the amendments is included in the police jury minutes published in the official journal.

The police jury exercises budgetary control at the functional level. Within functions, the Secretary–Treasurer has the authority to make amendments of up to 5%, as necessary. The police jury does not recognize encumbrances; therefore, encumbrances are not reflected for either budget or accounting purposes. Unexpended appropriations lapse at year end and must be reappropriated in the next year's budget to be expended.

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

The availability of proposed budgets and the date of public hearing for the 1998 budgets were published in the official journal on November 27, 1997. The 1998 budget hearings were held, and the budgets adopted at the jury meeting on December 10, 1997. Notice of adoption of the budgets was subsequently advertised in the official journal.

For the year ended December 31, 1998, the police jury adopted budgets on a cash basis for the General Fund, all special revenue funds, all debt service funds, and all capital projects funds.

Budget comparison statements included in the accompanying financial statements include the original adopted budgets and all subsequent amendments. The following schedule reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the statement of revenues, expenditures and changes in fund balances (budget basis) with the amounts shown on the statement of revenues, expenditures and changes in fund balances (GAAP basis):

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Debt Service Fund</u>	<u>Capital Projects Funds</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses (budget basis)	\$( 104,021)	\$ 2,448,619	\$ 20,752	\$( 739,414)
Adjustments:				
Revenue accruals – net	( 49,216)	235,559	–	( 337,544)
Expenditures accruals – net	<u>53,098</u>	<u>( 381,889)</u>	<u>–</u>	<u>( 234,335)</u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$( 100,139)</u>	<u>\$ 2,302,289</u>	<u>\$ 20,752</u>	<u>\$( 1,311,293)</u>

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

F. Encumbrances

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not employed. However, outstanding purchase orders are taken into consideration before expenditures are incurred to assure that applicable appropriations are not exceeded.

G. Cash and Cash Equivalents and Investments

Cash includes amounts in petty cash, 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 police jury may deposit funds in demand deposits, *interest bearing demand deposits, money market accounts, 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.*

Investments are limited by R.S. 33:2955 and the police jury'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.

H. Short-Term Interfund Receivable/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 or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

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. Capital projects not completed by the end of the year are classified as construction in progress in the general fixed assets account group. Public domain or infrastructures are not capitalized. Interest costs incurred during construction are not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost. If actual historical cost is not available then they are valued at estimated historical cost, based on the actual historical cost of like items.

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

J. **Compensated Absences**

Employees of the police jury earn from 5 to 15 days of vacation leave each year, depending on their lengths of service. Employees may carry no more than one-half of their normal yearly benefit forward to the next benefit year. Upon termination of employment, employees will be paid for unused vacation time that they are eligible for according to the police jury policy.

Employees of the police jury will accrue sick leave benefits which are calculated on the basis of a "benefit year" at the rate of 6 days per year. Unused sick leave will be allowed to accumulate without limit. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Employees of the library earn from 6 to 24 days of vacation leave each year, depending on their professional status. Three days of vacation leave may be carried forward into the following year. Employees have the option of receiving compensation or credit applied to retirement for days carried forward and any current-year unused vacation leave. Employees earn 12 days of sick leave each year that may be accumulated to a maximum of 48 days. Accumulated sick leave is used in the employee's retirement benefit computation. Accumulated sick leave is forfeited upon termination of employment.

K. **Long-Term Obligations**

Long-term obligations expected to be financed from governmental funds are reported in the general long-term debt account group. Expenditures for principal and interest payments for long-term obligations *are recognized in the governmental funds when due.*

L. **Interfund Transactions**

Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

(Continued)



Bossier Parish Police Jury  
 Benton, Louisiana  
 Notes to Financial Statements  
 December 31, 1998  
 (Continued)

M. Sales Taxes

During 1995 a special election was held in which a 1 ½% sales tax was passed in the Rural Sales Tax District of the Parish of Bossier, State of Louisiana. The sales tax is to be used for opening, operating, constructing and maintaining the public roads, bridges and drainage facilities.

N. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

O. 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. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

(2) Levied Taxes

The following is a summary of authorized and levied ad valorem taxes for the primary government for the year ended December 31, 1998:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Parishwide taxes:			
General maintenance:			
Outside municipalities	4.00	3.54	Statutory
Within municipalities	2.00	1.77	Statutory
Road maintenance	2.48	2.48	2007
Library	8.31	8.31	2005
Health unit maintenance	.82	.82	2007
Correctional facilities	3.00	2.77	2001

The differences between authorized and levied millages are the result of the reassessment of taxable property required by Article 7, Section 23 of the Louisiana Constitution of 1974.

(Continued)



Bossier Parish Police Jury  
 Benton, Louisiana  
 Notes to Financial Statements  
 December 31, 1998  
 (Continued)

(3) Cash and Cash Equivalents

At December 31, 1998, the police jury has cash and cash equivalents (book balances) totaling \$14,929,202 as follows:

Petty cash	\$	650
Interest-bearing demand deposits		1,976,030
Time deposits		12,952,522
		\$ 14,929,202

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the 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 police jury has \$15,339,945 in deposits (collected bank balances). These deposits are secured from risk by \$627,473 of federal deposit insurance and \$14,712,472 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

(4) Construction in Progress

The police jury entered into a contract to construct the new youth shelter on December 18, 1996. The construction contract was for \$1,760,900. Construction costs incurred as of December 31, 1998, of \$1,643,755, are included in the general fixed asset account group, as construction in progress.

The police jury entered into a contract to construct a library history center on November 12, 1997. The construction contract was for \$1,714,288. Construction costs incurred as of December 31, 1998, of \$1,550,728, are included in the general fixed asset account group, as construction in progress.

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

(5) Receivables

The following is a summary of receivables at December 31, 1998:

Class of Receivable	General Fund	Special Revenue Funds	Debt Service	Capital Projects	Total
Ad valorem taxes	\$ 609,698	\$ 3,872,438	\$ -	\$ -	\$ 4,482,136
Sales and use taxes	-	223,990	-	-	223,990
Intergovernmental	206,848	330,317	-	1,213	538,378
Fees, charges, and commissions for services	26,005	91,116	-	116,884	234,005
Fines and forfeitures	-	55,848	-	-	55,848
Other	-	1,887	-	2,000	3,887
<b>Total</b>	<b>\$ 842,551</b>	<b>\$ 4,575,596</b>	<b>\$ -</b>	<b>\$ 120,097</b>	<b>\$ 5,538,244</b>

(6) Fixed Assets

The changes in general fixed assets follow:

	Balance January 1, 1998	Additions	Retirements	Remove Component Unit Previously Reported	Balance December 31, 1998
General fixed assets:					
Land	\$ 3,360,692	-	( 420,820)	-	\$ 2,939,872
Buildings	9,146,908	-	-	-	9,146,908
Improvements other than buildings	657,080	-	-	-	657,080
Machinery, furniture and equipment	5,145,215	757,297	( 605,251)	-	5,297,261
Library books, etc.	1,585,634	269,174	( 83,611)	-	1,771,197
Construction in progress	1,097,614	2,096,869	-	-	3,194,483
	<b>\$20,993,143</b>	<b>3,123,340</b>	<b>( 1,109,682)</b>	<b>-</b>	<b>\$ 23,006,801</b>

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

(7) Pension Plan

*Plan Description.* Substantially all employees of the Bossier Parish Police Jury are members of the Parochial Employees Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the police jury are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

*Funding Policy.* State statute requires covered employees to contribute a percentage of their salaries to the plan. As provided by R.S. 11:103, the employer contributions are determined by an actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary and the Bossier Parish Police Jury is required to contribute at an actuarially determined rate. The current rate is 7.75% of annual covered payroll. Contributions to the System include one-fourth of one% (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The Bossier Parish Police Jury's contributions to the System under Plan A for the years ending December 31, 1998, 1997, and 1996, were \$232,878, \$247,079, and \$206,777, respectively, equal to the required contributions for each year.

(Continued)

Bossier Parish Police Jury  
 Benton, Louisiana  
 Notes to Financial Statements  
 December 31, 1998  
 (Continued)

(8) Other Postemployment Benefits

The Bossier Parish Police Jury provides certain continuing health care benefits for its retired employees. Substantially all of the police jury's employees become eligible for these benefits if they reach normal retirement age while working for the police jury. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the police jury. The police jury recognizes the cost of providing these benefits as an expenditure when paid during the year.

The premiums paid to the insurance company for group hospitalization coverage in 1998 were \$806,717. Of this amount, \$645,374 (80%) was paid by the police jury. Of this expenditure, \$67,231 was for 25 retirees, with the remaining \$578,143 paid for active employees.

(9) Accounts and Salaries Payable

The payables of \$799,040 at December 31, 1998, are as follows:

<u>Class of Payable</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Projects Funds</u>
Salaries	\$ 12,306	\$ 43,260	\$ -
Accounts	<u>54,997</u>	<u>740,301</u>	<u>510,799</u>
	<u>\$ 67,303</u>	<u>\$ 783,561</u>	<u>\$ 510,799</u>

(10) Compensated Absences

At December 31, 1998, employees of the police jury have accumulated and vested \$93,448 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. This total amount is recorded in the general long-term debt account group. The amount expected to be paid from current resources is not significant. The cost of leave privileges, computed in accordance with the above codification, is recognized as a current-year expenditure within the various funds when leave is actually taken.

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

(11) Changes in General Long-Term Obligations

The following is a summary of the long-term obligation transactions for the year ended December 31, 1998:

	1997	Additions	Retirements	1998
Certificates of Indebtedness	\$ 6,230,000	\$ -	\$ 575,000	\$ 5,655,000
Compensated Absences	181,827	-	88,379	93,448
	\$ 6,411,827	\$ -	\$ 663,379	\$ 5,748,448

Certificates of indebtedness are comprised of the following issues:

<p>Series 1996, original amount \$5,000,000 for rural road construction due in annual installments of \$410,000 to \$605,000, through January 1, 2006; interest rates range from 3.9% to 4.8%; repayment of debt is paid from sales tax revenue from the Highway Fund</p>	\$ 4,165,000
<p>Series 1996A, original amount \$1,785,000 for construction of a Library History Center, due in annual installments of \$145,000 to \$220,000 through March 1, 2006; interest rates range from 3.95% to 5.0%; repayment of debt is paid from ad valorem taxes from the Library Fund</p>	<u>1,490,000</u>
	\$ 5,655,000

(Continued)

Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

At December 31, 1998, the police jury has accumulated \$554,500 in the debt service funds for future debt requirements. The annual requirements to amortize all certificates outstanding at December 31, 1998, including interest of \$1,118,910 are as follows:

<u>Fiscal Year</u>	<u>Series 1996</u>	<u>Series 1996A</u>	<u>Total</u>
1999	\$ 623,350	\$ 221,859	\$ 845,209
2000	624,008	224,816	848,824
2001	623,340	222,277	845,617
2002	621,560	224,270	845,830
2003	623,525	225,665	849,190
2004	618,950	226,350	845,300
2005	622,670	226,250	848,920
2006	<u>619,520</u>	<u>225,500</u>	<u>845,020</u>
	<u>\$ 4,976,923</u>	<u>\$ 1,796,987</u>	<u>\$ 6,773,910</u>

(12) Changes in Agency Funds

The following provides changes in assets and liabilities of the Twenty-Sixth Judicial District Attorney Agency Fund for the year ended December 31, 1998:

	<u>Balance January 1, 1998</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance December 31, 1998</u>
<u>Assets</u>				
Cash	\$ 445,141	\$ 1,019,578	\$ 1,002,010	\$ 462,709
Total Assets	<u>\$ 445,141</u>	<u>\$ 1,019,578</u>	<u>\$ 1,002,010</u>	<u>\$ 462,709</u>
<u>Liabilities</u>				
Intergovernmental payable	\$ 445,141	\$ 1,019,578	\$ 1,002,010	\$ 462,709
Total Liabilities	<u>\$ 445,141</u>	<u>\$ 1,019,578</u>	<u>\$ 1,002,010</u>	<u>\$ 462,709</u>

(Continued)



Bossier Parish Police Jury  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 1998  
(Continued)

(13) *Criminal Court Fund*

R.S. 15:571.11 requires that one-half of any balance remaining in the criminal court fund at year end be transferred to the parish General Fund. The following details the amount due at December 31, 1998:

Balance due at January 1, 1998	\$ 28,343
Amount due for 1998	<u>16,599</u>
Total	44,942
Remitted during 1998	<u>( 28,343)</u>
Balance due at December 31, 1998	<u>\$ 16,599</u>

(14) *Litigation and Claims*

At December 31, 1998 the police jury is involved in numerous lawsuits. In the opinion of legal counsel for the police jury, the potential loss on all claims and lawsuits will not be significant to the police jury's financial statements.

Bossier Parish Police Jury  
Benton, Louisiana  
Supplementary Information Schedule  
Year 2000 Disclosure  
(Unaudited)  
December 31, 1998

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The policy jury has completed an inventory of computer systems that may be affected by the year 2000 issue that are critical to conducting operations of the police jury. Management of the policy jury has identified the following system requiring 2000 remediation: accounting system and communications equipment. Management of the policy jury has contacted outside vendors for remediation, testing and validation. The approximate cost for updating these systems is an insignificant amount. The anticipated installation date is before *December 31, 1999*.

Bossier Parish Police Jury  
Benton, Louisiana  
Supplemental Information Schedules  
As of and for the Year Ended December 31, 1998

Special Revenue Funds

*Highway Fund*

The Highway Fund accounts for the maintenance of parish highways, streets, and bridges. Financing is provided by parish transportation funds, ad valorem taxes, sales taxes, and state revenue sharing funds. In addition, the fund receives revenues from state grants, interest on investments and miscellaneous fees. Expenditures are restricted by Louisiana Revised Statute 48:753.

*Library Fund*

The Library Fund was established in accordance with Louisiana Revised Statute 25:211. The library is governed by a board of control consisting of five members appointed by the police jury. The president of the police jury is an ex-officio member. The Library Fund accounts for the operation and maintenance of the parish library. Financing is provided by ad valorem taxes, state revenue sharing, state library grants, and self-generated revenues.

*Health Unit Fund*

The Health Unit Fund accounts for the maintenance and operation of the parish health unit. Financing is provided by a special parishwide ad valorem tax and interest earnings.

*Criminal Court Fund*

The Criminal Court Fund was created by Section 571.11 of Title 15 of the Louisiana Revised Statutes of 1950, which provides that fines and forfeitures imposed by district courts and district attorney conviction fees in criminal cases be transferred to the parish treasurer and deposited in a special criminal court fund account to be used for the expenses of the criminal court of the parish. Expenditures are made from the fund on motion of the district attorney and approval of the district judge. The statute also requires that one-half of the surplus (fund balance) remaining in the fund at December 31 of each year be transferred to the parish General Fund.

(Continued)

**Bossier Parish Police Jury  
Benton, Louisiana  
Supplemental Information Schedules  
As of and for the Year Ended December 31, 1998  
(Continued)**

**Detention Center Fund**

The Detention Center Fund accounts for the maintenance and operation of the detention center, which is a secure confinement facility providing temporary care for children under 17 years of age who are charged with delinquent offenses. These children are held pending their court cases. Financing is provided by the police jury and the City of Bossier City.

**Johnny Jones Regional Shelter Fund**

The Johnny Jones Regional Shelter Fund accounts for the maintenance and operation of the regional shelter, which provides a temporary facility for juvenile status offenders until their disposition can be decided. Financing is provided by federal and state grants, interest earnings and donations. Effective January, 1998 the operations of the Youth Shelter were transferred to Bossier Office of Community Services.

**Correctional Facilities Fund**

The Correctional Facilities Fund accounts for the operation and maintenance of correctional facilities in Bossier Parish, including the furnishing of transportation and medical care for prisoners. Financing is provided by ad valorem tax revenue.

**Road Trust Fund**

The Road Trust Fund accounts for 50% of the parish riverboat boarding fees from one area casino, with any interest earned to be dedicated to roads, bridges, and drainage.

**Section 8 Fund**

The Section 8 Fund accounts for the operation of a Section 8 Housing Subsidy Program funded by the United States Department of Housing and Urban Development. The program provides housing assistance payments to participating owners on behalf of eligible tenants to provide decent, safe and sanitary housing for low-income families at rents they can afford. Housing assistance payments are used to make up the difference between the approved rent due to the owner for the dwelling unit and the occupant family's required contribution toward the rent.

Bossier Parish Police Jury  
 Benton, Louisiana  
 Special Revenue Funds  
 Combining Balance Sheet  
 December 31, 1998

Johnny Jones

	Highway	Library	Health Unit	Criminal Court	Detention Center	Regional Shelter	Correctional Facilities	Road Trust Fund	Section 8 Fund	Total
<b>Assets</b>										
Cash and cash equivalents	\$ 3,441,605	\$ 806,690	\$ 430,459	\$ 2,510	\$ 551	\$ 150	\$ 910,125	\$ 1,736,101	\$ 522,387	\$ 7,850,578
Receivables	1,114,505	2,319,556	248,629	55,847	13,387		745,943	77,729		4,575,596
<b>Total assets</b>	<b>\$ 4,556,110</b>	<b>\$ 3,126,246</b>	<b>\$ 679,088</b>	<b>\$ 58,357</b>	<b>\$ 13,938</b>	<b>\$ 150</b>	<b>\$ 1,656,068</b>	<b>\$ 1,813,830</b>	<b>\$ 522,387</b>	<b>\$ 12,426,174</b>
<b>Liabilities and Fund Equity</b>										
<b>Liabilities:</b>										
Account payable	\$ 50,399	\$ 127,462	\$ 6,637	\$ 25,159	\$ 5,822	\$ (280)	\$ 65,354	\$ 503,008	\$ 783,561	
Due to other fund				16,599						16,599
<b>Total liabilities</b>	<b>50,399</b>	<b>127,462</b>	<b>6,637</b>	<b>41,758</b>	<b>5,822</b>	<b>(280)</b>	<b>65,354</b>	<b>503,008</b>	<b>800,160</b>	
<b>Fund Equity:</b>										
<b>Fund balances - unreserved:</b>										
Undesignated	4,505,711	2,998,784	672,451	16,599	8,116	430	1,590,714	1,813,830	19,379	11,626,014
<b>Total fund equity</b>	<b>4,505,711</b>	<b>2,998,784</b>	<b>672,451</b>	<b>16,599</b>	<b>8,116</b>	<b>430</b>	<b>1,590,714</b>	<b>1,813,830</b>	<b>19,379</b>	<b>11,626,014</b>
<b>Total liabilities and fund equity</b>	<b>\$ 4,556,110</b>	<b>\$ 3,126,246</b>	<b>\$ 679,088</b>	<b>\$ 58,357</b>	<b>\$ 13,938</b>	<b>\$ 150</b>	<b>\$ 1,656,068</b>	<b>\$ 1,813,830</b>	<b>\$ 522,387</b>	<b>\$ 12,426,174</b>

Bossier Parish Police Jury  
Benton, Louisiana  
Special Revenue Funds  
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances  
For the Year Ended December 31, 1998

Johnny Jones

	Highway	Library	Health Unit	Criminal Court	Detention Center	Regional Shelter	Correctional Facilities	Road Trust Fund	Section 8 Fund	Total
Revenues										
Ad valorem taxes	\$ 642,368	\$ 2,152,335	\$ 212,396	\$	\$	\$	\$ 715,445	\$	\$	\$ 3,722,544
Sales tax	2,893,138									2,893,138
Licenses and permits	7,980									7,980
Intergovernmental revenues	1,350,229	153,921	42,603		127,156				1,749,336	3,423,245
Fees, charges, and commissions for service		15,745		115,219	23,807		3,542	990,275		1,148,588
Fine and forfeitures		27,142		824,694						851,836
Use of money and property	145,668	60,433	15,872				42,791	44,072	9,041	317,877
Other revenues	26,408	74,875				6,031				107,314
Total revenues	5,065,791	2,484,451	270,871	939,913	150,963	6,031	761,778	1,034,347	1,758,377	12,472,522
Expenditures:										
Current:										
General government:										
Judicial				1,050,058						1,050,058
Finance and administrative	38,339	66,465	6,558				22,155			133,517
Public safety					335,665		851,943			1,187,608
Public works	3,935,214									3,935,214
Health and welfare			42,777			11,800			1,757,354	1,811,931
Culture and recreation		1,749,673								1,749,673
Total expenditures	3,973,553	1,816,138	49,335	1,050,058	335,665	11,800	874,098	1,757,354		9,868,001
Excess (deficiency) of revenues over expenditures	1,092,238	668,313	221,536	(110,145)	(184,702)	(5,769)	(112,320)	1,034,347	1,023	2,604,521
Other financing sources (uses)										
Operating transfers in	45,000			115,000	190,000	768	250,000			600,768
Operating transfers out	(633,000)	(225,000)					(45,000)			(903,000)
Total other financing sources	(588,000)	(225,000)		115,000	190,000	768	250,000	(45,000)		(302,232)
Excess (deficiency) of revenues and other sources over expenditures	504,238	443,313	221,536	4,855	5,298	(5,001)	137,680	989,347	1,023	2,302,289
Fund balances at beginning of year	4,001,473	2,555,471	450,915	28,343	2,818	5,431	1,453,034	824,483	18,356	9,340,324
Residual equity transfer				(16,599)						(16,599)
Fund balances at end of year	\$ 4,505,711	\$ 2,998,784	\$ 672,451	\$ 16,599	\$ 8,116	\$ 430	\$ 1,590,714	\$ 1,813,830	\$ 19,379	\$ 11,626,014



**Bossier Parish Police Jury  
Benton, Louisiana  
Supplemental Information Schedules  
As of and for the Year Ended December 31, 1998**

**Capital Projects Funds**

**General Capital Projects Fund**

The General Capital Projects Fund was created to account for boarding fee funds received from two of the riverboats in Bossier Parish. This money is to be utilized for Capital Projects, but a specific project has not yet been determined.

**Library History Construction Fund**

The Library History Construction Fund was created to account for the construction of a Library History Center in Bossier Parish. Financing of the construction is provided by the issuance of certificates of indebtedness.

**Rural Road Construction Fund**

The Rural Road Construction Fund was created to account for the construction of rural roads in Bossier Parish. Financing of the construction is provided by issuance of certificates of indebtedness.

**Industrial Park Construction Fund**

The Industrial Park Construction Fund accounts for financial resources used to acquire and construct facilities at the industrial park.

**Youth Shelter Building Fund**

The Youth Shelter Building Fund accounts for financial resources used to construct a building for the youth shelter.

Schedule 3

Bossier Parish Police Jury  
 Benton, Louisiana  
 Capital Projects Fund  
 Combining Balance Sheet  
 December 31, 1998

	General Capital Projects	Rural Road Construction	Industrial Park Construction	LCDBG Street Improvements	Total
<b>Assets</b>					
Cash and cash equivalents	\$ 2,241,745	\$ 1,121,871	\$ 588,987	\$ 187	\$ 3,952,790
Receivables	39,155	77,729	2,000	1,213	120,097
<b>Total assets</b>	<u>\$ 2,280,900</u>	<u>\$ 1,199,600</u>	<u>\$ 590,987</u>	<u>\$ 1,400</u>	<u>\$ 4,072,887</u>
<b>Liabilities and Fund Equity</b>					
Liabilities - accounts payable	\$ 53,534	\$ 455,865	\$	\$ 1,400	\$ 510,799
Fund Equity - fund balances - unreserved, undesignated	<u>2,227,366</u>	<u>743,735</u>	<u>590,987</u>		<u>3,562,088</u>
<b>Total liabilities and fund equity</b>	<u>\$ 2,280,900</u>	<u>\$ 1,199,600</u>	<u>\$ 590,987</u>	<u>\$ 1,400</u>	<u>\$ 4,072,887</u>

Bossier Parish Police Jury  
Benton, Louisiana  
Capital Projects Fund

Combining Schedule of Revenues, Expenditures and Changes in Fund Balance  
For the Year Ended December 31, 1998

	General Capital Projects	Library History Construction	Rural Road Construction	Industrial Park Construction	Youth Shelter Building	LCDBG Street Improvements	Total
Revenues							
Intergovernmental revenues	\$	\$	\$	\$	\$	\$	\$
Fees, charges, and commissions for services	482,110		990,275	28,000	8,334		1,508,719
Use of money and property	82,531	60,625	46,439	18,923			208,518
Total revenues	564,641	60,625	1,036,714	46,923	147,365	293,036	2,149,304
Expenditures							
Capital projects	219,558	1,734,800	1,249,633	1,960	289,206	293,036	3,788,193
Total expenditures	219,558	1,734,800	1,249,633	1,960	289,206	293,036	3,788,193
Excess (deficiency) of revenues over expenditures	345,083	(1,674,175)	(212,919)	44,963	(141,841)		(1,638,889)
Other financing sources (uses):							
Operating transfers in (out)	111,000		(111,000)		1,076		1,076
Sale of property				326,520			326,520
Total other financing sources (uses)	111,000		(111,000)	326,520	1,076		327,596
Excess (deficiency) of revenues and other sources over expenditures and other uses	456,083	(1,674,175)	(323,919)	371,483	(140,765)		(1,311,293)
Fund balance at beginning of year	1,771,283	1,674,175	1,067,654	219,504	140,765		4,873,381
Fund balances at end of year	\$ 2,227,366	\$	\$ 743,735	\$ 590,987	\$	\$	\$ 3,562,088

Bossier Parish Police Jury  
Benton, Louisiana  
Schedule of Compensation Paid Policy Jurors  
December 31, 1998

Schedule 5

	<u>Amount</u>
Brad Cummings, President	\$ 10,750
Charles T. Scarborough	9,600
Jerome L. Darby	9,450
W. Wayne Hammack	9,600
Ted Cook	9,550
Rick L. Avery	9,600
Edwin T. Shell	9,600
Jimmy Cochran	9,600
Henry Mitchell	9,600
Jessie Williams	9,600
Bill Altimus	9,600
Hank Meachum	9,650
 Total	 <u>\$ 116,200</u>

The schedule of compensation paid to police jurors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the police jurors is included in the legislative expenditures of the General Fund. In accordance with Louisiana Revised Statute 33:1233, the police jury has elected the monthly payment method of compensation. Under this method, the president receives \$900 per month, and the other jurors receive \$800 per month.

Bossier Parish Police Jury  
 Benton, Louisiana  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended December 31, 1998

<u>Federal Grantor / Pass-Through Grantor / Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Grantor's Number</u>	<u>Expenditures</u>
<u>U.S. Department of Health and Human Services</u>			
Direct Program:			
Runaway and Homeless Youth Shelter	93.623	06CY0449/03	\$ 44,037
<u>U.S. Department of the Interior</u>			
Direct Program – Payment in-Lieu-of Taxes			
	12.112		19,788
<u>U.S. Department of Housing and Urban Development</u>			
Direct Program:			
Low-Income Housing Assistance Program	14.857		1,757,354
Passed through Louisiana Division of Administration, Office of Community Development			
Community Development Block Grant	14.228	107-800273	293,036
Community Development Block Grant	14.228	107-700118	589,554
Total U.S. Department of Housing and Urban Development			<u>2,639,944</u>
<u>Federal Emergency Management Agency</u>			
Passed through Louisiana Military Department, Office of Emergency Preparedness			
Disaster Assistance	83.516	7636-017-0001	13,792



Bossier Parish Police Jury  
 Benton, Louisiana  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended December 31, 1998  
 (Continued)

<u>Federal Grantor / Pass-Through Grantor / Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Grantor's Number</u>	<u>Expenditures</u>
<u>U.S. Department of Transportation</u>			
Passed through Louisiana Department of Transportation and Development			
Public Transportation for Non-Urbanized Areas			
Section 18 Capital Assistance (SPN 741-99-0010 & 736-09-0003)	20.509	LA-18-X010/LA-18-X011 & LA-18-X013	\$ 1,814
Section 18 Operating Assistance (Fy 6-30-98) (SPN 741-08-0204)	20.509	LA-18-X015	24,014
Section 18 Operating Assistance (Fy 6-30-99) (SPN 741-08-0205)	20.509	LA-18-X016	<u>27,472</u>
Total U.S. Department of Transportation			<u>53,300</u>
<u>U.S. Department of Justice</u>			
Direct Program:			
Local Law Enforcement Block Grants Program	16.592	98-LB-VX-4257	<u>23,000</u>
<b>Total Federal Expenditures</b>			<b>\$ <u>2,793,861</u></b>

NOTE 1: The accompanying schedule of expenditures of federal awards is prepared on the accrual basis of accounting.

# COOK & MOREHART

*Certified Public Accountants*

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CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED 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*

Bossier Parish Police Jury  
Benton, Louisiana

We have audited the primary government financial statements of Bossier Parish Police Jury as of and for the year ended December 31, 1998, and have issued our report thereon dated June 17, 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.

Compliance

As part of obtaining reasonable assurance about whether Bossier Parish Police Jury'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 an 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 tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Bossier Parish Police Jury'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 solely for the information and use of management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Cook & Morehart", with a long, sweeping flourish extending to the right.

Cook & Morehart  
Certified Public Accountants  
May 15, 1998

# COOK & MOREHART

*Certified Public Accountants*

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SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

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

Bossier Parish Police Jury  
Benton, Louisiana

### Compliance

We have audited the compliance of Bossier Parish Police Jury with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 1998. Bossier Parish Police Jury's major federal programs are identified in the summary of auditor's results action 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 Bossier Parish Police Jury's management. Our responsibility is to express an opinion on Bossier Parish Police Jury's compliance based on our audit.

We conducted our audit 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*. 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 test basis, evidence about Bossier Parish Police Jury'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 Bossier Parish Police Jury's compliance with those requirements.

In our opinion, Bossier Parish Police Jury 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 December 31, 1998.

### Internal Control Over Compliance

The management of Bossier Parish Police Jury is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Bossier Parish Police Jury'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 the 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 solely for the information and use of management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Cook & Morehart", with a long, sweeping flourish extending to the right.

Cook & Morehart  
Certified Public Accountants  
June 17, 1999



Bossier Parish Police Jury  
Benton, Louisiana

Summary of Schedule of Prior Audit Findings  
December 31, 1996

There were no findings or questioned costs in the audit for the year ended December 31, 1997.

Schedule of Finding and Questioned Costs  
December 31, 1998

**A. Summary of Audit Results**

1. The auditor's report expresses an unqualified opinion on the financial statements of Bossier Parish Police Jury.
2. No reportable conditions are reported in the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Bossier Parish Police Jury were disclosed during the audit.
4. No reportable conditions are reported in the Report on Compliance With Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133.
5. The auditor's report on compliance for the major federal award programs for Bossier Parish Police Jury expresses an unqualified opinion.
6. The audit findings relative to the major federal award programs for Bossier Parish Police Jury are reported in Part C. of this Schedule.
7. The programs tested as major programs included: 1) Low-Income Housing Assistance Program, CFDA #14.857, and 2) Community Development Block Grant, CFDA #14.228.
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. Bossier Parish Police Jury qualifies as a low-risk auditee.

**B. Findings – Financial Statements Audit: None**

**C. Findings and Questioned Costs – Major Federal Award Programs Audit: None**

**Bossier Parish Police Jury  
Benton, Louisiana  
Summary Schedule of Prior Year Audit Findings  
Schedule For Louisiana Legislative Auditor  
December 31, 1998**

**There were no findings, questioned costs, or management letter comments in the prior audit for the year ended December 31, 1997.**

**Corrective Action Plan For Current Year Audit Findings  
Schedule For Louisiana Legislative Auditor  
December 31, 1998**

**There were no findings, questioned costs, or management letter comments for the current audit for the year ended December 31, 1998.**