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VILLAGE OF NOBLE
Noble, Louisiana

**General Purpose Financial Statements
With Accountant's Compilation Report
And Agreed-Upon Procedures Report
As of and For the Year Ended
December 31, 1998
With Supplemental Information Schedules**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date MAR 3 1 1999

VILLAGE OF NOBLE
Noble, Louisiana

General Purpose Financial Statements
With Accountant's Compilation Report
and Agreed-Upon Procedures Report
As of and For the Year Ended
December 31, 1998
With Supplemental Information Schedules

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M. Carleen Dumas
CERTIFIED PUBLIC ACCOUNTANT

369 DONALDSON ROAD • CALHOUN, LOUISIANA 71225 • TELEPHONE 318/644-5726

Accountant's Compilation Report

MAYOR AND BOARD
OF ALDERMEN
VILLAGE OF NOBLE
Noble, Louisiana

I have compiled the accompanying general purpose financial statements and supplemental information schedules, as listed in the foregoing table of contents, of the Village of Noble as of December 31, 1998, and for the year then ended, in accordance with standards established by *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 and schedules information that is the representation of management of the Village of Noble. I have not audited or reviewed the accompanying general purpose financial statements and schedules 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, I have issued a report dated March 5, 1999, on the results of my agreed-upon procedures.



Calhoun, Louisiana
March 5, 1999

**GENERAL PURPOSE FINANCIAL STATEMENTS
(OVERVIEW)**

VILLAGE OF NOBLE
Noble, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, December 31, 1998

	GOVERNMENTAL FUND TYPE - GENERAL FUND	PROPRIETARY FUND TYPE - WATER SYSTEM ENTERPRISE FUND	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
ASSETS				
Current assets:				
Cash	\$26,431	\$2,666		\$29,097
Receivables	2,078	2,252		4,330
Total current assets	<u>28,509</u>	<u>4,918</u>	NONE	<u>33,427</u>
Restricted assets - cash		26,801		26,801
Land, buildings, water system plant, and equipment (net of accumulated depreciation)		22,977	\$37,307	60,284
TOTAL ASSETS	<u><u>\$28,509</u></u>	<u><u>\$54,696</u></u>	<u><u>\$37,307</u></u>	<u><u>\$120,512</u></u>
LIABILITIES AND FUND EQUITY				
Liabilities:				
Current liabilities:				
Accounts payable		\$3,381		\$3,381
Notes payable - current		1,861		1,861
Total current liabilities	NONE	<u>5,242</u>	NONE	<u>5,242</u>
Long-term notes payable		10,994		10,994
Total liabilities	NONE	<u>16,236</u>	NONE	<u>16,236</u>
Fund Equity:				
Investment in general fixed assets			\$37,307	37,307
Retained earnings:				
Reserved for notes payable		2,400		2,400
Unreserved - undesignated		36,060		36,060
Total retained earnings	NONE	<u>38,460</u>	NONE	<u>38,460</u>
Fund balance - unreserved - undesignated	\$28,509			28,509
Total Fund Equity	<u>28,509</u>	<u>38,460</u>	<u>37,307</u>	<u>104,276</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>\$28,509</u></u>	<u><u>\$54,696</u></u>	<u><u>\$37,307</u></u>	<u><u>\$120,512</u></u>

See accountant's compilation report and accompanying notes.

VILLAGE OF NOBLE
Noble, Louisiana
GOVERNMENTAL FUND TYPE

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

	GENERAL FUND	LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT CAPITAL PROJECTS FUND	TOTAL (MEMORANDUM ONLY)
REVENUES			
Taxes:			
Ad valorem	\$2,105		\$2,105
Franchise	4,540		4,540
Licenses and permits	11,328		11,328
Intergovernmental:			
Federal funds		\$18,815	18,815
State funds	1,217		1,217
Traffic fines	16,923		16,923
Use of money and property - interest earnings	408		408
Other revenue	80		80
Total revenues	<u>36,601</u>	<u>18,815</u>	<u>55,416</u>
EXPENDITURES			
General government:			
Current:			
Personal services	10,950		10,950
Operating services	16,163		16,163
Materials and supplies	474		474
Other	4,208		4,208
Facilities acquisition and construction		18,815	18,815
Capital outlay	4,257		4,257
Total expenditures	<u>36,052</u>	<u>18,815</u>	<u>54,867</u>
EXCESS OF REVENUES OVER EXPENDITURES	549	NONE	549
FUND BALANCES AT BEGINNING OF YEAR	<u>27,960</u>	NONE	<u>27,960</u>
FUND BALANCES AT END OF YEAR	<u><u>\$28,509</u></u>	<u><u>NONE</u></u>	<u><u>\$28,509</u></u>

See accompanying notes and accountant's compilation report.

VILLAGE OF NOBLE
Noble, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

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

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Taxes:			
Ad valorem	\$1,850	\$2,105	\$255
Franchise	3,900	4,540	640
Licenses and permits	11,350	11,328	(22)
Intergovernmental - state funds	1,200	1,217	17
Traffic fines	18,000	16,923	(1,077)
Use of money and property - interest earnings	450	408	(42)
Other revenue		80	80
Total revenues	<u>36,750</u>	<u>36,601</u>	<u>(149)</u>
EXPENDITURES			
General government:			
Current:			
Personal services	12,000	10,950	1,050
Operating services	16,000	16,163	(163)
Materials and supplies	7,500	474	7,026
Travel and other	8,500	4,208	4,292
Capital outlay	<u>3,000</u>	<u>4,257</u>	<u>(1,257)</u>
Total expenditures	<u>47,000</u>	<u>36,052</u>	<u>10,948</u>
EXCESS OF REVENUES OVER EXPENDITURES	(10,250)	549	10,799
FUND BALANCES AT BEGINNING OF YEAR	<u>27,960</u>	<u>27,960</u>	
FUND BALANCES AT END OF YEAR	<u>\$17,710</u>	<u>\$28,509</u>	<u>\$10,799</u>

See accompanying notes and accountant's compilation report.

VILLAGE OF NOBLE
Noble, Louisiana
PROPRIETARY FUND TYPE -
WATER SYSTEM ENTERPRISE FUND

Statement of Revenues, Expenses,
and Changes in Retained Earnings
For the Year Ended December 31, 1998

OPERATING REVENUES	\$20,025
Water sales	2,816
Other	<u>22,841</u>
Total operating revenue	
OPERATING EXPENSES	387
Postage	520
Telephone	1,557
Utilities	10,624
Repairs and maintenance	1,847
Insurance	736
Chemicals	4,343
Management expense	603
Bad debt expense	2,178
Depreciation	548
Other operating expenses	<u>23,343</u>
Total operating expenses	<u>(502)</u>
OPERATING INCOME (Loss)	
NON-OPERATING REVENUES (Expenses)	503
Interest income	(525)
Interest expense	<u>(22)</u>
Total non-operating revenues (expenses)	<u>(524)</u>
NET INCOME (Loss)	
RETAINED EARNINGS AT BEGINNING OF YEAR	<u>38,984</u>
RETAINED EARNINGS AT END OF YEAR	<u><u>\$38,460</u></u>

See accountant's compilation report and accompanying notes.

VILLAGE OF NOBLE
Noble, Louisiana
PROPRIETARY FUND TYPE -
WATER SYSTEM ENTERPRISE FUND

Statement of Cash Flows
For the Year Ended December 31, 1998

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating Income (Loss)	<u>(\$502)</u>
Adjustments to Reconcile Operating Income to Net Cash	
Provided by Operating Activities:	
Depreciation	2,178
Decrease in accounts receivable	213
Increase in accounts payable	<u>2,231</u>
Total adjustments	<u>4,622</u>
Net cash provided by operating activities	<u>4,120</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Principal paid on notes payable	(1,818)
Interest paid on notes payable	<u>(525)</u>
Net cash used by capital and related financing activities	<u>(2,343)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest earnings	<u>503</u>
NET INCREASE IN CASH	2,280
CASH AT BEGINNING OF YEAR	<u>27,187</u>
CASH AT END OF YEAR	<u><u>\$29,467</u></u>

See accountant's compilation report and accompanying notes.

VILLAGE OF NOBLE
Noble, Louisiana

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Village of Noble was incorporated on March 12, 1901, under the provisions of the Lawrason Act. The village is governed by the mayor-board of aldermen form of government. The mayor and aldermen serve four-year terms which expire on December 31, 1999. The village has a chief of police and a part-time employee.

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the Village of Noble 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 established governmental accounting and financial reporting principles.

B. REPORTING ENTITY

As the governing authority of the village, for reporting purposes, the Village of Noble is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the village), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the 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.

GASB Statement 14 established criteria for determining which, if any, component units should be considered part of the Village of Noble 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, which includes:

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

VILLAGE OF NOBLE

Noble, Louisiana

Notes to the financial statements (Continued)

- 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.
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 that should be considered as part of the village reporting entity.

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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds

Governmental funds are used to account for all or most of the village's general activities, including the collection and disbursement of legally restricted monies and the acquisition or construction of general fixed assets. Governmental funds of the village include the following:

VILLAGE OF NOBLE

Noble, Louisiana

Notes to the financial statements (Continued)

General Fund

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

**Louisiana Community Development
Block Grant Capital Projects Fund**

The Louisiana Community Development Block Grant Capital Projects fund is used to account for a federal grant from the United States Department of Housing and Urban Development, passed through the State of Louisiana Office of Community Development for water system improvements.

Proprietary Funds

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which, together with the maintenance of equity, is an important financial indicator. Proprietary funds include:

Water System Enterprise Fund

The Water System Enterprise Fund is used to account for operation of the village water system. The use of enterprise funds is appropriate where the intent of the governing body is that the cost (expenses, including depreciation) of providing services to customers in the village on a continuing basis be financed or recovered primarily through user charges.

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 generally are included on the balance sheet. Operating statements

VILLAGE OF NOBLE

Noble, Louisiana

Notes to the financial statements (Continued)

for these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used for reporting all governmental fund types. The village uses the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Franchise taxes and intergovernmental revenues are recorded when the village is entitled to the funds.

Interest income on bank deposits is recorded when the interest has been earned and the amount is determinable.

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

Based on the above criteria, ad valorem taxes, franchise taxes and intergovernmental revenues have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

The Water System Enterprise Fund is accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and liabilities associated with the operation of this fund are included on the balance sheet. The Water System Enterprise Fund uses the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized at the time liabilities are incurred. Water sales are recognized in the period the service is provided to the customer. Salaries and other expenses are recognized when incurred.

VILLAGE OF NOBLE

Noble, Louisiana

Notes to the financial statements (Continued)

E. BUDGET PRACTICES

A proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is formally adopted by the mayor and board of aldermen at the December board meeting each year. The budget is established and controlled by the mayor and board of aldermen at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is not employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts and all subsequent amendments.

F. CASH

Cash includes amounts in demand deposits and interest-bearing demand deposits. Under state law, the village may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with banks organized under the laws of the State of Louisiana and the laws of any other state in the union, or the laws of the United States.

G. 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 asset account group. Public domain or infrastructures are not capitalized. All purchased fixed assets are valued at cost where historical records are available and at estimated cost where no historical records are available. Approximately 70 per cent of fixed assets are valued at actual cost, while the remaining 30 per cent are valued at estimated cost based on the actual cost of like items. No depreciation has been provided on general fixed assets.

The fixed assets used in the proprietary fund type operations are included on the balance sheet of the fund net of accumulated depreciation. Depreciation of all exhaustible fixed assets used by the proprietary fund type operations is charged as an expense against operations. Depreciation is computed using the straight-line method over estimated useful lives as follows:

Water tank and lines	40 years
Water well	25 years
Water meters and other equipment	10-20 years

VILLAGE OF NOBLE

Noble, Louisiana

Notes to the financial statements (Continued)

H. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from proprietary fund operations are accounted for within the fund.

I. RESTRICTED ASSETS

Certain resources of the Water System Enterprise Fund set aside in connection with the revenue bonds are classified as restricted assets on the balance sheet because their use is limited.

**J. TOTAL COLUMN ON THE
COMBINED STATEMENTS**

The total columns on the combined statements are captioned Memorandum Only (overview) to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position nor results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. CASH

At December 31, 1998, the village has cash (book balances) totaling \$55,898, as follows:

Demand deposits:	
Non-interest bearing	\$13,168
Interest bearing	<u>42,730</u>
Total	<u>\$55,898</u>

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. Cash (bank balances) at December 31, 1998, are \$74,721, and are fully secured from risk by federal deposit insurance.

3. LEVIED TAXES

See accountant's compilation report.

VILLAGE OF NOBLE
 Noble, Louisiana
 Notes to the financial statements (Continued)

For the year ended December 31, 1998, a 5.10 mill tax authorized by the Village of Noble for general operating purposes was levied on property with assessed valuations totaling \$411,360.

4. RECEIVABLES

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

	<u>General Fund</u>	<u>Water Enterprise Fund</u>	<u>Total</u>
Taxes:			
Ad valorem	\$842		\$842
Franchise	932		932
Intergovernmental revenues - state funds - tobacco tax	304		304
Accounts		\$2,252	2,252
Less: allowance for uncollectible accounts	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>
Total	<u>\$2,078</u>	<u>\$2,252</u>	<u>\$4,330</u>

5. FIXED ASSETS

The following schedule presents changes in general fixed assets for the year ended December 31, 1998:

	<u>Buildings</u>	<u>Furniture and Equipment</u>	<u>Total</u>
Balance, January 1, 1998	\$27,086	\$6,014	\$33,100
Additions		4,257	4,257
Retirements		(50)	(50)
Balance, December 31, 1998	<u>\$27,086</u>	<u>\$10,221</u>	<u>\$37,307</u>

A summary of proprietary fund type property, plant, and equipment at December 31, 1998, follows:

See accountant's compilation report.

VILLAGE OF NOBLE
 Noble, Louisiana
 Notes to the financial statements (Continued)

	<u>Basis</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>
Land	\$75		\$75
Water wells, pumps and lines	59,177	(\$41,581)	17,596
Other equipment	13,220	(7,914)	5,306
Total	<u>\$72,472</u>	<u>(\$49,495)</u>	<u>\$22,977</u>

6. CHANGES IN LONG-TERM DEBT

On April 7, 1966, the village obtained a loan in the amount of \$47,600, from the Farmers Home Administration to construct the village water system. The note bears interest at 3.75 per cent. Debt service payments are made from the Water System Enterprise Fund. The following is a summary of long-term debt transactions for the year ended December 31, 1998:

Note payable at January 1, 1998	\$14,673
Retirements	<u>(1,818)</u>
Note payable at December 31, 1998	<u>\$12,855</u>

The annual requirements to amortize the note payable at December 31, 1998, including interest of \$1,792, are as follows:

Year	
1999	\$2,343
2000	2,343
2001	2,343
2002	2,343
2003	2,343
2004 - 2005	<u>2,932</u>
Total	<u>\$14,647</u>

7. RETAINED EARNINGS - RESERVED

The terms of the Farmers Home Administration note payable described in Note 5 above, requires the village to establish a reserve account to accumulate funds for the purpose of repairing or replacing any damage to the water system which may be caused by unforeseen catastrophes, for making extensions or improvements to the system, and when necessary for the purpose of making payments of principal and interest. The loan agreement requires that the village deposit \$40 per month into the reserve account

VILLAGE OF NOBLE

Noble, Louisiana

Notes to the financial statements (Continued)

until there is a balance of \$2,400 in the account. The village is to maintain this reserve balance by replacing any withdrawals made from the account.

8. MANAGEMENT AGREEMENT

On October 3, 1991, the Village of Noble entered into an agreement with Utility Data Service Corporation (UDS) for operation and management of the water system. The agreement provides a fee structure for various activities performed by UDS in the operation of the village's water treatment and distribution system. For the year ended December 31, 1998, the village paid UDS \$4,343, for the management and operation of the water system. Additionally, the village paid to UDS, \$10,624, for the year ended December 31, 1998 for repairs and maintenance to the water system.

9. LITIGATION, CLAIMS, AND RISK OF LOSS

The village is not involved in any litigation at December 31, 1998, nor is it aware of any unasserted claims. The village maintains commercial insurance to provide protection against losses resulting from the damage or destruction of property or liability claims against the village. There were no significant reductions in insurance coverage during the year ended December 31, 1998, and no claims and litigation costs were incurred.

10. FEDERAL COMPLIANCE CONTINGENCIES

During the year ended December 31, 1998, the village received federal grant funds from the United States Department of Housing and Urban Development through the State of Louisiana Office of Community Development. These grant funds are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with the conditions of the grant. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

11. YEAR 2000 ISSUE

The Year 2000 Issue is the result of shortcomings in many electronic data-processing systems and other equipment that may adversely affect the village's operations in the year 1999 and beyond. As discussed in Note 8 above, the village has contracted with UDS for operation and maintenance of the water system. As of December 31, 1998, UDS has conducted a review of its computer systems to identify the systems that could be affected by the Year 2000 Issue and has begun implementing a Year 2000 compliance plan. UDS expects its Year 2000 compliance plan to be completed on a timely basis. The village maintains its General Fund and Louisiana Community Development Block Grant Capital

VILLAGE OF NOBLE

Noble, Louisiana

Notes to the financial statements (Continued)

Projects Fund accounting records on a computer system. The village is aware of the Year 2000 issue and expects to have its computer systems compliant by the end of 1999. However, there is no assurance that the systems of other governmental agencies or companies on which the village relies will be timely converted or that any such failure to convert by a governmental agency or other company would not have an adverse effect on the village's operations.

SUPPLEMENTAL INFORMATION SCHEDULES

See accountant's compilation report.

VILLAGE OF NOBLE
Noble, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULE
As of and For the Year Ended December 31, 1998

COMPENSATION PAID ALDERMEN

The schedule of per diem paid aldermen is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the aldermen is included in personal services expenditures of the General Fund. The aldermen receive \$60 per meeting attended.

PRIOR YEAR FINDINGS

The follow-up and corrective action taken on all prior year findings is presented in the summary schedule of prior year findings (Schedule 2).

CURRENT YEAR FINDINGS

The corrective action plan for current year findings is presented in Schedule 3.

VILLAGE OF NOBLE
Noble, Louisiana

Schedule of Per Diem Paid Aldermen
For the Year Ended December 31, 1998

Paul Campbell	\$600
Terry Ebarb	720
Jerry Williams	<u>720</u>
Total	<u><u>\$2,040</u></u>

VILLAGE OF NOBLE
Noble, Louisiana

Summary Schedule of Prior Year Findings
For the Year Ended December 31, 1998

Reference Number	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken
Procedure 4	1997	The village paid a member of an aldermen's immediate family for contract labor.	Yes
Procedure 7	1997	Actual General Fund expenditures exceeded budgeted expenditures by more than 5%.	Yes
Procedure 8	1997	One disbursement was not adequately supported.	Yes
Procedure 9	1997	The village did not publish or post agendas for meetings.	Yes

VILLAGE OF NOBLE
Noble, Louisiana

Corrective Action Plan
For Current Year Findings
For the Year Ended December 31, 1998

<u>Reference Number</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completion Date</u>
Procedure 6	The village did not adopt its General Fund budget prior to January 1, 1998.	The village was unable to adopt its 1998 budget prior to January 1, 1998, due to a lack of a quorum at the December 1997 meeting. The 1999 General Fund budget was adopted prior to January 1, 1999.	Gary Rivers, Mayor	N/A

**Independent Accountant's Report on Applying
Agreed-Upon Procedures**

The following independent accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

M. Carleen Dumas
CERTIFIED PUBLIC ACCOUNTANT

369 DONALDSON ROAD • CALHOUN, LOUISIANA 71225 • TELEPHONE 318/644-5726

**Independent Accountant's Report
On Applying Agreed-Upon Procedures**

MAYOR AND BOARD
OF ALDERMEN
VILLAGE OF NOBLE
Noble, Louisiana

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Village of Noble and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Village of Noble'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, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for 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).

A review was made of all disbursements for the year. There were no disbursements exceeding \$15,000 made during the year.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

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

Management provided me with the required list.

4. Determine whether any of the employees included in the listing obtained from management in procedure number 3 above were also included in the listing obtained from management in procedure number 2 above as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

Budgeting

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

Management provided me with a copy of the original General Fund budget for 1998 and subsequent amendment.

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

I traced the adoption of the original budget to the minutes of a meeting held January 22, 1998. The adoption of the General Fund budget amendment was traced to the December 14, 1998, meeting 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 5% or more.

I compared the revenues and expenditures of the General Fund budget to actual revenues and expenditures. Actual revenues exceeded budgeted revenues. Actual expenditures did not exceed budgeted expenditures.

Accounting and Reporting

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

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

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

The six selected payments were properly coded to the correct fund and general ledger account.

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

Inspection of documentation supporting each of the six selected disbursements indicated approval from the proper authorities.

Meetings

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

The village posted the agenda for meetings at the town hall at least 24 hours prior to the time of the meeting.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I reviewed all bank deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

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

A reading of the minutes of the board meetings and an examination of payroll records indicated no payments which may constitute bonuses, advances, or gifts.

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Prior year findings are included in the accompanying schedule of prior year findings.

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

This report is intended solely for the use of management of the Village of Noble 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.



Calhoun, Louisiana
March 5, 1999

Louisiana Attestation Questionnaire

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the *Louisiana Governmental Audit Guide*.

M. Carleen Dumas
Certified Public Accountant
369 Donaldson Rd.
Calhoun, La 71225

Mrs. Dumas,

In connection with your compilation of our financial statements of the Village of Noble 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 regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on information available to us as of 1/31/99.

PUBLIC BID LAW

1. The provisions of the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

Yes [] No [] N/A []

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. No employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of LSA-RS 42:1101-1124.

Yes [] No [] N/A []

3. 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 which would constitute a violation of LSA-RS 42:1119.

Yes [] No [] N/A []

BUDGETING

4. We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:43.

Yes [] No [] N/A []

ACCOUNTING AND REPORTING

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

Yes [] No [] N/A []

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

Yes [] No [] N/A []

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

Yes [] No [] N/A []

MEETINGS

8. We have complied with the provisions of the Opening Meetings Law, LSA-RS 42:1-12.

Yes [] No [] N/A []

DEBT

9. We have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes [] No [] N/A []

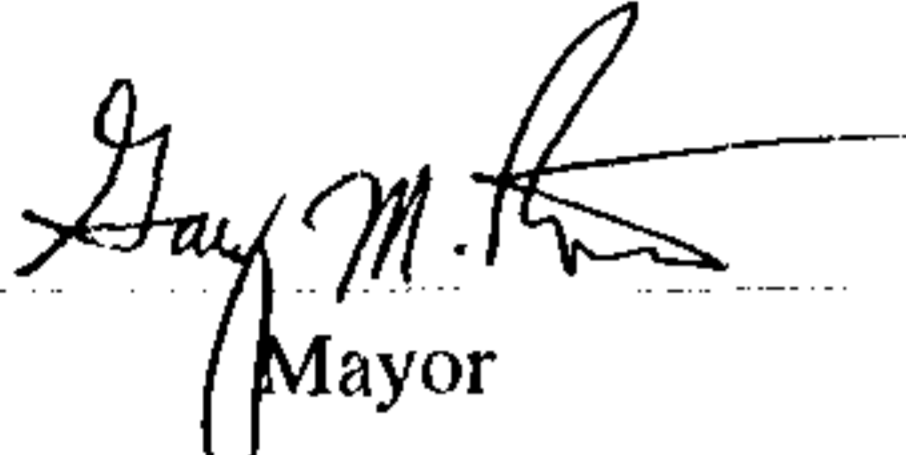
ADVANCES AND BONUSES

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

Yes [] No [] N/A []

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 non-compliance which may occur subsequent to the issuance of your report.



Mayor

2/6/99

Date