

RECEIVED
LEGISLATIVE AUDITOR
99 JUN -7 AM 11:27

OFFICIAL
FILE COPY

DO NOT SEND OUT

(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

JACKSON PARISH COMMUNICATION DISTRICT

JACKSON PARISH, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS
AND ACCOUNTANTS' COMPILATION REPORT
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 1998

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

Release Date ~~JUN 09 1999~~ ¹⁶

KENNETH D. FOLDEN & CO.
CERTIFIED PUBLIC ACCOUNTANTS

302 EIGHTH STREET, JONESBORO, LA 71251
(318) 259-7316
FAX (318) 259-7315

JACKSON PARISH COMMUNICATION DISTRICT
Jackson Parish, Louisiana

General Purpose Financial Statements
As of and for the Year Ended December 31, 1998

CONTENTS

	Statement	Page No.
ACCOUNTANTS' COMPILATION REPORT		1
Component Unit Financial Statements:		
Combined Balance Sheet, All Fund Types and Account Groups	A	2
Governmental Fund -		
For the Year Ended December 31, 1998 -		
Statement of Revenues, Expenditures, and Changes in Fund		
Balances - Budget (GAAP Basis) and Actual	B	3
Notes to the Financial Statements		4-7
INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING		
AGREED-UPON PROCEDURES		8-10
LOUISIANA ATTESTATION QUESTIONNAIRE		11-12

Kenneth D. Folden & Co.

Kenneth D. Folden, CPA

Certified Public Accountants

Ted W. Sanderlin, CPA

Members
Society of Louisiana
Certified Public Accountants

302 Eighth Street
Jonesboro, LA 71251
(318) 259-7316
FAX (318) 259-7315

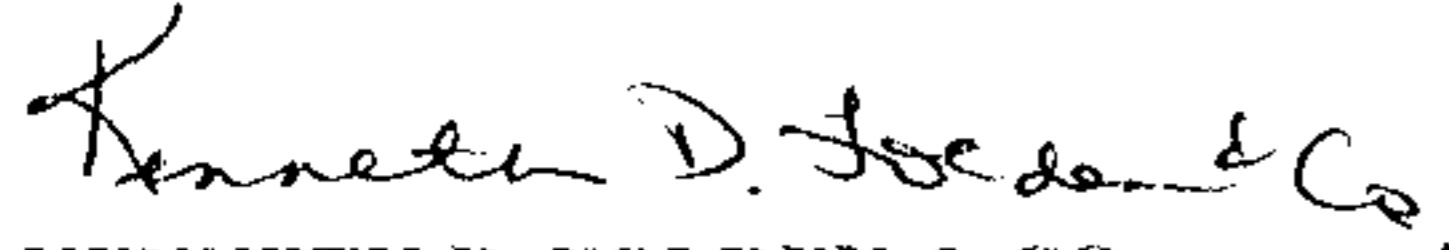
Members
American Institute of
Certified Public Accountants

ACCOUNTANTS' COMPILATION REPORT

Chris Young, Chairman
and Members of the Board of Commissioners
Jackson Parish Communication District
P. O. Box 610
Jonesboro, LA 71251

We have compiled the accompanying general purpose financial statements of the Jackson Parish Communication District in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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



KENNETH D. FOLDEN & CO.
Certified Public Accountants

Jonesboro, Louisiana
March 11, 1999

JACKSON PARISH COMMUNICATION DISTRICT
Jackson Parish, Louisiana

ALL FUND TYPES AND ACCOUNT GROUP
COMBINED BALANCE SHEET, DECEMBER 31, 1998

	GOVERNMENTAL FUND TYPE- GENERAL FUND	GENERAL FIXED ASSETS ACCOUNT GROUP	TOTAL (MEMORANDUM ONLY)
ASSETS AND OTHER DEBITS			
Assets:			
Cash and cash equivalents	\$ 76,538	\$	\$ 76,538
Accounts receivable	5,895		5,895
Land, buildings and equipment		12,348	12,348
TOTAL ASSETS AND OTHER DEBITS	\$ 82,433	\$ 12,348	\$ 94,781
LIABILITIES, EQUITY, AND OTHER CREDITS			
Liabilities			
Payroll taxes and withholdings payable	\$ 265	\$	\$ 265
Accounts payable	425		425
Total Liabilities	690	NONE	690
Equity:			
Investments in general fixed assets		12,348	12,348
Fund balance -			
Unreserved - undesignated	81,743		81,743
Total Equity	81,743	12,348	94,091
TOTAL LIABILITIES AND FUND EQUITY	\$ 82,433	\$ 12,348	\$ 94,781

See Accountants' Compilation Report

JACKSON PARISH COMMUNICATION DISTRICT
Jackson Parish, 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

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Revenues			
Telephone surcharges	\$ 57,000	\$ 65,089	\$ 8,089
Interest	1,600	1,660	60
Miscellaneous	175	346	171
Total revenues	<u>58,775</u>	<u>67,095</u>	<u>8,320</u>
Expenditures:			
Current:			
Advertising	250	220	30
Travel	4,800	4,800	
Salaries	6,000	6,000	
Payroll taxes	459	459	
Office supplies	500	4,855	(4,355)
Telephone	3,000	2,888	112
Equipment rental	29,580	30,092	(512)
Repairs and maintenance	500		500
Road signs	2,000		2,000
Miscellaneous	3,000		3,000
Capital outlay		510	(510)
Mapping	1,000		1,000
Total expenditures	<u>51,089</u>	<u>49,824</u>	<u>1,265</u>
EXCESS OF REVENUES OVER EXPENDITURES	7,686	17,271	9,585
FUND BALANCE AT BEGINNING OF YEAR	<u>64,000</u>	<u>64,472</u>	472
FUND BALANCE AT END OF YEAR	<u>\$ 71,686</u>	<u>\$ 81,743</u>	<u>\$ 10,057</u>

See Accountants' Compilation Report

JACKSON PARISH COMMUNICATION DISTRICT

Jackson Parish, Louisiana

Notes to the Financial Statements

As of and for the Year Ended December 31, 1998

INTRODUCTION

The Jackson Parish Communication District (District) was established in April 1990 by the Jackson Parish Police Jury, as provided by Louisiana Revised Statutes 33:9101 to 33:9106. The District was created for the establishment and operation of a parishwide enhanced Emergency 911 System. The District is governed by a Board of Commissioners, which has seven appointed members. Commissioners are residents of the District and consist of the Jackson Parish Sheriff, Jackson Parish Hospital Administrator, Jonesboro Police Chief, Jonesboro Fire Chief, and three at-large appointments. All appointments serve terms of four years. The members of the Board of Commissioners do not receive compensation.

On October 6, 1990, the voters of Jackson Parish passed a proposition for the collection of a telephone surcharge to provide funding for the operation of the District.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

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

B. REPORTING ENTITY

Governmental Accounting Standards Board Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. 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.
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.

Based on above, the Jackson Parish Communication District is deemed to be a separate governmental reporting entity. The Jackson Parish Communication District has no component units.

JACKSON PARISH COMMUNICATION DISTRICT
Jackson Parish, Louisiana
Notes to the Financial Statements (Continued)

B. REPORTING ENTITY (Continued)

Considered in the determination of component units of the reporting entity were the Jackson Parish Police Jury, Sheriff, Clerk of Court, Assessor, and School Board and the District Attorney and Judges for the Second Judicial District. It was determined that these governmental entities are not component units of the Jackson Parish Communication District reporting entity because they have separately elected governing bodies, are legally separate, and are fiscally independent of the Jackson Parish Communication District.

C. FUND ACCOUNTING

The District uses a fund 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 financial resources.

Funds of the District are classified as one category: governmental. This category is divided into one fund type. A description of this fund classification and the fund type follows:

Governmental Funds

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

General Fund--the general operating fund of the District and accounts for all financial resources, except those required to be accounted for in other funds.

D. BASIS OF ACCOUNTING

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

Revenues

Monthly telephone surcharges are collected by the various telephone companies operating within the parish. These companies then remit the surcharges less a one-percent administrative fee to the District the following month. Amounts collected by the telephone companies for December and remitted in January are recognized as receivable.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. The encumbrance method of accounting and reporting is not utilized.

JACKSON PARISH COMMUNICATION DISTRICT

Jackson Parish, Louisiana

Notes to the Financial Statements (Continued)

2. CASH AND CASH EQUIVALENTS

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 District has \$79,003 in deposits (collected bank balances). These deposits are secured from risk by \$79,003 of federal deposit insurance.

3. FIXED ASSETS

The changes in general fixed assets follow:

	Balance January 1, 1998	Additions	Deletions	Balance December 31, 1998
Furniture and equipment	\$ 11,838	\$ 510	\$	\$ 12,348
Total	\$ 11,838	\$ 510	NONE	\$ 12,348

4. PENSION PLANS

The District contributes to the Social Security System for its part-time employee. The District does not participate in any other pension or retirement plans.

5. LITIGATION AND CLAIMS

The District is not involved in any litigation at December 31, 1998.

Kenneth D. Folden & Co.

Kenneth D. Folden, CPA

Certified Public Accountants

Ted W. Sanderlin, CPA

Members
Society of Louisiana
Certified Public Accountants

302 Eighth Street
Jonesboro, LA 71251
(318) 259-7316
FAX (318) 259-7315

Members
American Institute of
Certified Public Accountants

Independent Accountant's Report on Applying Agreed-Upon Procedures

Chris Young, Chairman
and Members of the Board of Commissioners
Jackson Parish Communication District
P. O. Box 610
Jonesboro, LA 71251

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Jackson Parish Communication District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Jackson Parish Communication District's compliance with certain laws and regulations during the year ended December 31, 1998 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

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

No expenditure was made during the year for materials and supplies exceeding \$5,000 nor any expenditure was made for public works exceeding \$50,000.

Code of Ethics for Public Officials and Public Employees

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

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

Prior year finding - Management did not provide us with a complete listing. As stated above, management did provide us a complete listing for the current year; this finding is considered cleared.

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

Management provided us with the required name of their sole employee.

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

The name of the sole employee (Director) provided by management in procedure (3) did not appear on the listing provided by management in procedure (2).

Budgeting

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

Management provided us with a copy of the original budget for the year ended December 31, 1998. The budget was amended once during the year.

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

We traced the adoption of the original budget, for the year ended December 31, 1998, to the minutes of a meeting held on November 25, 1997, which indicated that the budget had been approved by all of the commissioners. We traced the amendments to the minutes of a meeting held on November 23, 1998, which indicated that the amended budget had been approved by all of the commissioners.

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

We compared the revenues and expenditures of the final budgets to actual revenues and expenditures. Actual revenues for the year did exceed budgeted amounts by more than 5%. Actual expenditures did not exceed budgeted expenditures.

Accounting and Reporting

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

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

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

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

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

The six selected disbursements were traced to the district's minute book where they were approved by the commissioners.

Meetings

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

The Jackson Parish Communication District is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. Management has informed us that these documents were properly posted.

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.

We inspected copies of all bank deposit slips 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 district for the year indicated no approval for the payments noted. We also inspected payroll records and noted no instances which would indicate payments to the employee which would constitute bonuses, advances, or gifts.

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

This report is intended solely for the use of management of the Jackson Parish Communication District and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



KENNETH D. FOLDEN & CO.
Certified Public Accountants

Jonesboro, Louisiana
March 11, 1999

LOUISIANA ATTESTATION QUESTIONNAIRE

JANUARY 25, 1999 Date

Kenneth D. Folden & Co., CPAs
302 Eighth Street
Jonesboro, LA 71251 (Auditors)

In connection with your compilation of our financial statements as of December 31, 1998 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of January 25, 1999 (date).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [x] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [x] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [x] No []

Budgeting

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

Yes [x] No []

Accounting and Reporting

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

Yes [x] No []

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

Yes [x] No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.
Yes [] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.
Yes [] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.
Yes [] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.
Yes [] No []

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

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Chris Waldworth Jr Secretary 01-25-99 Date
Wally Paul Treasurer 01-25-99 Date
Christopher P. Young President 01-25-99 Date

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