

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION

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JUN 11 1999

LEGISLATIVE AUDITOR

CADDO SOIL AND WATER CONSERVATION DISTRICT
SHREVEPORT, LOUISIANA

REPORT NO. 98-98-05-07

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 23 1999

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 1998

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION

REPORT NO. 98-05-07

CADDO SOIL AND WATER CONSERVATION DISTRICT
SHREVEPORT, LOUISIANA

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LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION

November 16, 1998

Board of Supervisors
Caddo Soil and Water Conservation District
P. O. Box 7278
Shreveport, Louisiana 71137-7278

Gentlemen:

We have audited the accompanying Balance Sheet of the Caddo Soil and Water Conservation District, as of June 30, 1998, and the related Statements of Revenue, Expenditures and Changes in Fund Balance for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Our audit was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary. 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 statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly in all material respects the financial position of the Caddo Soil and Water Conservation District as of June 30, 1998, and the results of its operations and changes in its fund balance for the year then ended, in conformity with generally accepted accounting principles applied on a consistent basis.

Sincerely,



Mark A. Tillman
Audit Director

MAT: bt

cc. State Soil and Water Conservation Committee
Legislative Auditor

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION

REPORT NO. 98-05-07

REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

Management of the Caddo Soil and Water Conservation District is responsible for the District's compliance with state and local regulations. As part of our audit, we selected and tested transactions and records to determine the extent to which the Caddo Soil and Water Conservation District complied with material laws and regulations of the State of Louisiana.

Our testing of transactions and records disclosed the following finding: Flow Thru (Program) Funds were expended but not reflected in the District Budget.

EXHIBIT A

AUDITED COMBINED BALANCE SHEET

	GENERAL FUND	SPEC. REVENUE FUND	GENERAL FIXED ASSETS	FUND BALANCE 1998	FUND BALANCE 1997
ASSETS					
Cash	\$15,486.86	\$0.00		\$15,486.86	\$28,547.67
Petty Cash	\$0.00	\$0.00		\$0.00	\$0.00
Accounts Receivable	\$0.00	\$0.00		\$0.00	\$699.27
Due From Other Fund	\$0.00	\$0.00		\$0.00	\$0.00
Money Market	\$0.00	\$0.00		\$0.00	\$0.00
Investment in Stock	\$48.20	\$0.00		\$48.20	\$48.20
Prepaid Insurance	\$789.68	\$0.00		\$789.68	\$388.58
Prepaid Maintenance	\$0.00	\$0.00		\$0.00	\$0.00
Furniture & Equipment			\$5,064.56	\$5,064.56	\$1,550.61
TOTAL ASSETS	\$16,324.74	\$0.00	\$5,064.56	\$21,389.30	\$31,234.33
LIABILITIES					
Accounts Payable	\$0.00	\$0.00		\$0.00	\$0.00
Accrued Salaries	\$366.00	\$0.00		\$366.00	\$588.00
Accrued FICA	\$25.70	\$0.00		\$25.70	\$44.98
Accrued Retirement	\$0.00	\$0.00		\$0.00	\$0.00
Accrued Leave	\$742.00	\$0.00		\$742.00	\$537.80
Due To LDOAF	\$1,382.84	\$0.00		\$1,382.84	\$0.00
TOTAL LIABILITIES	\$2,516.54	\$0.00	\$0.00	\$2,516.54	\$1,170.78
FUND EQUITY					
Fund Balance-Res.-Group Insurance	\$0.00			\$0.00	\$0.00
Fund Balance-Res.-Other Insurance	\$789.68			\$789.68	\$388.58
Fund Balance-Res.-Maintenance	\$0.00			\$0.00	\$0.00
Fund Balance-Special Revenue				\$0.00	\$15,483.07
Fund Balance-Unreserved	\$13,018.52			\$13,018.52	\$12,641.29
Investments in G. F. A.			\$5,064.56	\$5,064.56	\$1,550.61
TOTAL FUND EQUITY	\$13,808.20	\$0.00	\$5,064.56	\$18,872.76	\$30,063.55
TOTAL LIABILITIES & FUND EQUITY	\$16,324.74	\$0.00	\$5,064.56	\$21,389.30	\$31,234.33

The accompanying notes are an integral part of this statement.

EXHIBIT B

STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE

	GENERAL FUND 1998	SPECIAL REVENUE	TOTAL FUND 1998	TOTAL FUND 1997
REVENUE				
BMP	\$0.00	\$0.00	\$0.00	\$2,000.00
DNR	\$0.00	\$0.00	\$0.00	\$0.00
Flags	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$385.29	\$0.00	\$385.29	\$338.36
Local	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
Rentals	\$0.00	\$0.00	\$0.00	\$0.00
Revegetation	\$0.00	\$0.00	\$0.00	\$0.00
Seedlings	\$0.00	\$0.00	\$0.00	\$0.00
State Funds	\$32,562.38	\$0.00	\$32,562.38	\$28,322.98
Water Quality 319	\$0.00	\$77,891.08	\$77,891.08	\$16,699.88
TOTAL REVENUE	\$32,947.67	\$77,891.08	\$110,838.75	\$47,361.22
EXPENDITURES				
Advertising	\$0.00	\$0.00	\$0.00	\$0.00
Area Meeting	\$0.00	\$0.00	\$0.00	\$67.47
Awards, Contests, Promotions	\$343.84	\$0.00	\$343.84	\$398.38
Bank Charges	\$18.60	\$4.30	\$22.90	\$0.00
Board Meetings-per diem	\$1,820.00	\$0.00	\$1,820.00	\$1,750.00
Board Meetings-mileage	\$462.28	\$0.00	\$462.28	\$384.64
Dues & Subscriptions	\$800.00	\$0.00	\$800.00	\$275.00
Equipment Purchase	\$3,526.94	\$0.00	\$3,526.94	\$0.00
Field Materials/Supplies	\$0.00	\$0.00	\$0.00	\$420.28
Flow Thru (Program) Funds	\$0.00	\$92,674.24	\$92,674.24	\$0.00
Insurance-group health	\$0.00	\$0.00	\$0.00	\$0.00
Insurance-other	\$1,224.27	\$0.00	\$1,224.27	\$1,176.48
Insurance-unemployment	\$23.38	\$0.00	\$23.38	\$51.98
Miscellaneous	\$0.00	\$0.00	\$0.00	\$2.64
Newsletter	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Plants	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$64.00	\$64.00	\$128.00	\$304.30
Rent	\$0.00	\$0.00	\$0.00	\$0.00
Rentals & Leases	\$104.00	\$0.00	\$104.00	\$0.00
Salaries	\$18,110.04	\$1,013.25	\$19,123.29	\$23,554.09
FICA	\$1,367.51	\$77.53	\$1,445.04	\$1,767.60
Retirement	\$0.00	\$0.00	\$0.00	\$0.00
Telephone	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$3,211.78	\$0.00	\$3,211.78	\$845.37
Trees	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$31,076.64	\$93,833.32	\$124,909.96	\$30,998.23
Excess (deficiency) of Revenue over Expenditures	\$1,871.03	(\$15,942.24)	(\$14,071.21)	\$16,362.99

The accompanying notes are an
integral part of this statement.

EXHIBIT C

STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE

	GENERAL FUND 1998	SPEC. REVENUE FUND	TOTAL FUND 1998	TOTAL FUND 1997
Fund Balance-Unreserved Beginning of the Year	\$12,641.29	\$15,483.07	\$28,124.36	\$11,719.70
Excess (deficiency) of Revenue over Expenditures	\$488.19	(\$15,942.24)	(\$15,454.05)	\$16,362.99
Less: Prior Period Adjustment	\$290.14	\$0.00	\$290.14	\$0.00
Less: Establish F. B.-Reserved for Other Insurance	(\$401.10)	\$0.00	(\$401.10)	\$41.67
Less: Establish F. B.-Reserved for Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance-Unreserved End of the Year	<u>\$13,018.52</u>	<u>(\$459.17)</u>	<u>\$12,559.35</u>	<u>\$28,124.36</u>
OTHER FINANCING SOURCES				
Fund Balance-Reserved for Group Insurance (Beg. Balance)	\$0.00	\$0.00	\$0.00	\$0.00
Plus: Paid-in by Supervisors	\$0.00	\$0.00	\$0.00	\$0.00
Less: Paid-out by District	\$0.00	\$0.00	\$0.00	\$0.00
Less: Prior Period Correction	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance Reserved for Group Insurance (Ending Balance)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Fund Balance-Reserved for Other Insurance (Beg. Balance)	\$388.58	\$0.00	\$388.58	\$430.25
Plus: Paid-in	\$1,625.37	\$0.00	\$1,625.37	\$1,134.81
Less: Paid-out	(\$1,224.27)	\$0.00	(\$1,224.27)	(\$1,176.48)
Fund Balance Reserved for Other Insurance (Ending Balance)	<u>\$789.68</u>	<u>\$0.00</u>	<u>\$789.68</u>	<u>\$388.58</u>
Fund Balance-Reserved for Maintenance (Beg. Balance)	\$0.00	\$0.00	\$0.00	\$0.00
Plus: Paid-in	\$0.00	\$0.00	\$0.00	\$0.00
Less: Paid-out	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance Reserved for Maintenance (Ending Balance)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

The accompanying notes are an
integral part of this statement.

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION

REPORT NO. 98-05-07

CADDO SOIL AND WATER CONSERVATION DISTRICT

SHREVEPORT, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 1998

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Caddo Soil and Water Conservation District was created by the Louisiana Legislature. The District primarily assists farmers and other land users in the wise use of their lands and the prevention of erosion of farm and urban land and the pollution of waters in the state. The governing board of supervisors administers the operations and responsibilities of the District in accordance with Louisiana Statutes. The board is comprised of five members.

In April 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November, 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent pronouncements are recognized as generally accepted accounting principles for state and local governments.

The financial statements of the Caddo Soil and Water Conservation District are prepared in accordance with the standards established by the GASB. GASB Codification Section 2100 established criteria for determining the governmental reporting entity to be the Caddo Soil and Water Conservation District. The accompanying statements present information only as to the transactions of the District.

A. FUND ACCOUNTING

The financial statements of the Caddo Soil and Water Conservation District

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are presented as if the accounts were organized on the basis of funds and account groups, each of which would be considered a separate accounting entity. Since the District has financial resources which are required to be accounted for in other funds, a general fund and a special revenue fund were both employed.

During the fiscal year ending June 30, 1998, the Soil and Water Conservation District began receiving funds which it considers Special Revenue Funds and the financial records have been prepared accordingly.

B. FIXED ASSETS

Fixed assets used in the governmental fund type operations are accounted for in the General Fixed Assets account group, rather than the *Governmental Fund*. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

This account group is not a "fund." It is concerned with the measurement of financial position, not with measurement of operations.

C. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The records are maintained on a cash basis and the accompanying financial statements have been converted to a modified accrual basis of accounting using the following practices:

(1) Revenue

State Funds are recorded when the District is entitled to the funds.

Newsletter sponsors and equipment rental are recorded in the year earned.

Interest income on time deposits is recorded when the deposits have matured and the income is available.

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Rents and royalties are recorded in the year earned.

Subsequently all other revenues are recorded when received.

(2) Expenditures

Expenditures were recognized in the accounting period in which the liabilities are both measurable and incurred.

D. BUDGETARY PRACTICES

A budget was submitted to the Office of Soil and Water Conservation, Louisiana Department of Agriculture and Forestry. State Funding for the year was based upon the allocation procedures established in the program rules and regulations.

E. ANNUAL AND SICK LEAVE

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. Unused annual and sick leave accumulates without limit. The number of hours of unused annual leave for which an employee may receive a lump sum payment upon termination from District employment may not exceed 300 hours.

At June 30, 1998 (fiscal close), the Caddo Soil and Water Conservation District had accumulated and vested \$742.00 in leave privileges, required to be accrued under SFAS 43. Current year expenditures for salary and leave privileges total \$19,123.29.

**F. PENSION PLAN
SOCIAL SECURITY BENEFITS**

Substantially all employees of the Caddo Soil and Water Conservation District

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are members of the Social Security System. The Employee contribution was 7.65% of gross salary from July 1, 1997, through June 30, 1998. The District contributed an additional 7.65% of gross salary from July 1, 1997, through June 30, 1998. The District does not guarantee the benefits granted by the Social Security System.

2. CHANGES IN GENERAL FIXED ASSETS

The General Fixed Assets of the Caddo Soil and Water Conservation District had a net increase of \$3,513.95 for the year ended June 30, 1998.

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4. COMPENSATION PAID TO BOARD MEMBERS

The schedule of compensation paid to the Caddo Soil and Water Conservation District Supervisors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the Caddo Soil and Water Conservation District Supervisors is included in the general administrative expenditures of the General Fund. Members of the governing board receive compensation pursuant to Louisiana Revised Statute 3:1207.

PER DIEM/MILEAGE PAID TO BOARD MEMBERS
FOR THE YEAR ENDING JUNE 30, 1998

BOARD MEMBER	MEETINGS REIMBURSED	PER DIEM	MILEAGE	TOTAL AMOUNT
Garland Colvin	9	\$ 315.00	\$ 79.56	\$ 394.56
Virginia Hopper	12	\$ 420.00	\$ 99.84	\$ 519.84
Leroy Kirby III	10	\$ 350.00	\$ 83.20	\$ 433.20
Michael Ryan	9	\$ 315.00	\$ 37.44	\$ 352.44
George Rye	12	\$ 420.00	\$162.24	\$ 582.24
	TOTALS	\$1,820.00	\$462.28	\$2,282.28

TOTAL NUMBER OF BOARD MEETINGS DURING THE YEAR WAS 12