

OFFICIAL
FILE COPY

DO NOT SEND OUT

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

99802208
5665

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA

Annual Financial Statements
With Accountant's 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 APR 07 1999.

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA

Annual Financial Statements
With Accountant's Compilation Report
As of and for the Year Ended
December 31, 1998

C O N T E N T S

	<u>Statement</u>	<u>Page No.</u>
Transmittal Letter		1
Affidavit		2
Accountant's Compilation Report		3
Annual Financial Statements		
Combined Balance Sheet	A	5
Statement of Revenues, Expenditures and Change in Fund Balance	B	6
Notes to the Financial Statements		7

ANNUAL FINANCIAL STATEMENTS

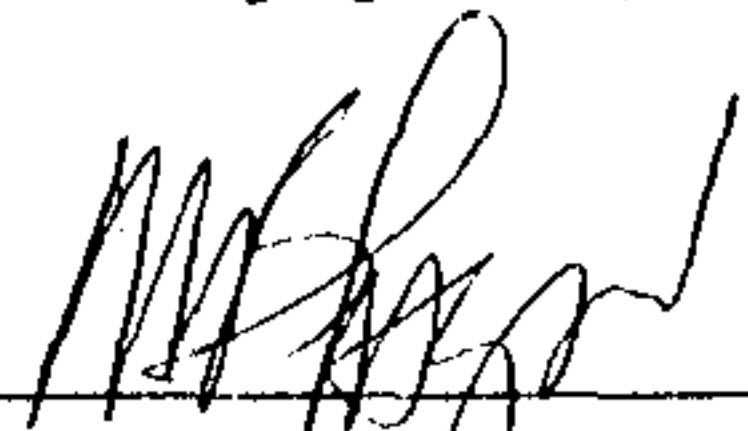
March 31, 1999

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

Dear Ms. Sanders:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for City Marshal Michael B. Cazes, Port Allen, Louisiana, as of and for the fiscal year ended December 31, 1998. The report includes all funds under the control and oversight of City Marshal Michael B. Cazes, Port Allen, Louisiana. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Very truly yours,



Michael B. Cazes

City Marshal Michael B. Cazes
Port Allen, Louisiana

ANNUAL SWORN FINANCIAL STATEMENTS AND
CERTIFICATION OF REVENUES \$50,000 OR LESS

The annual sworn financial statements are required by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 Days after the close of the fiscal year. The certification of revenues \$50,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(1)(1)(c)(1).

AFFIDAVIT

Personally came and appeared before the undersigned authority, City Marshal Michael B. Cazes, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the City Marshal Michael B. Cazes, Port Allen, Louisiana, as of December 31, 1998, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

In addition, Michael B. Cazes, who, duly sworn, deposes and says that the City Marshal Michael B. Cazes, Port Allen, Louisiana, received \$50,000 or less in revenues and other sources for the fiscal year ending December 31, 1998, and, accordingly, is not required to have an audit for the previously mentioned fiscal year-end.

Sworn to and subscribed before me, this 31st day of March, 1999.

Betty Clayton
NOTARY PUBLIC

Officer _____
Address _____

Telephone No. _____

PHIL T. GRAHAM
CERTIFIED PUBLIC ACCOUNTANT

7732 GOODWOOD BOULEVARD, SUITE F • BATON ROUGE, LOUISIANA 70806
TELEPHONE: 504/928-4865 FAX: 504/928-4866

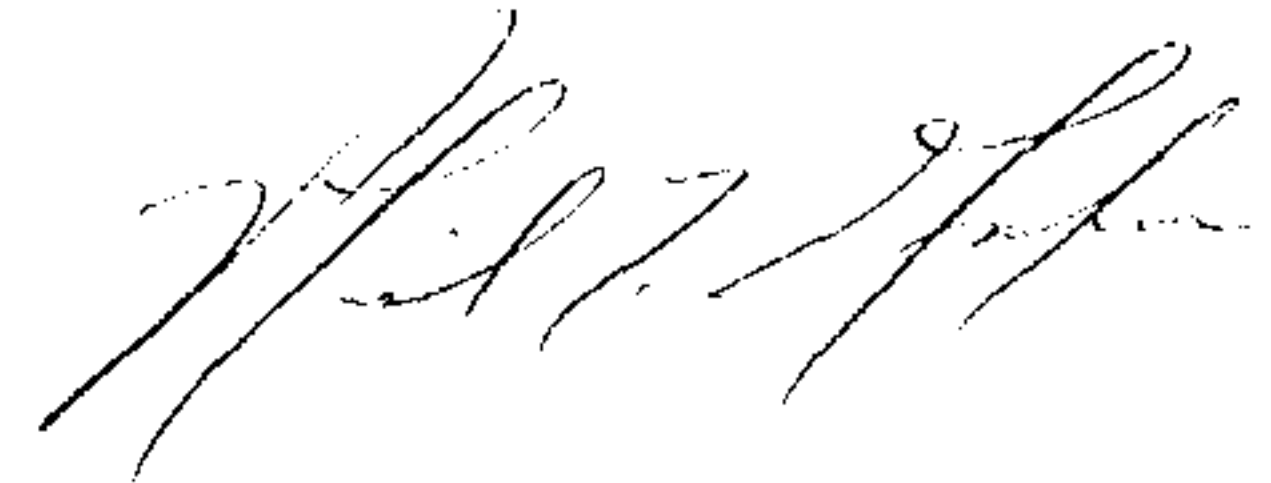
March 31, 1999

Accountant's Compilation Report

Honorable Michael B. Cazes,
City Marshall of Port Allen
Port Allen, Louisiana

I have compiled the accompanying annual financial statements of the Port Allen City Marshal's office, component unit of the City of Port Allen, as of and for the year ended December 31, 1998, 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 financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or any other form of assurance on them.



ANNUAL FINANCIAL STATEMENTS
(OVERVIEW)

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA
COMBINED BALANCE SHEET
FOR THE YEAR ENDED DECEMBER 31, 1998

	GOVERNMENTAL	ACCOUNT GROUPS		TOTAL
	FUND TYPE	GENERAL	GEN LONG TERM	(MEMORANDUM
	<u>GENERAL FUND</u>	<u>FIXED ASSETS</u>	<u>DEBT</u>	<u>ONLY)</u>
<u>Assets and Other Debits</u>				
Cash & cash equivalents	\$ 738			\$ 738
Revenue receivable	1,344			1,344
Office equipment		\$ 21,368		21,368
Funds to be provided			1,842	1,842
Total Assets and Other Debits	<u>2,082</u>	<u>21,368</u>	<u>1,842</u>	<u>25,292</u>
<u>Liability, Fund Equity and Other Debits</u>				
Liabilities				
Notes payable			1,842	1,842
<u>Fund Equity:</u>				
Investment in general fixed assets		21,368		21,368
Fund balances (unreserved)	<u>2,082</u>			<u>2,082</u>
	<u>\$ 2,082</u>	<u>\$ 21,368</u>	<u>\$ 1,842</u>	<u>\$ 25,292</u>

See accompanying notes and Accountant's compilation report.

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGE IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 1998

	1998
<u>REVENUES</u>	
City court fines	\$ 23,561
Law enforcement grant	913
Miscellaneous income	412
	\$ 24,886
<u>EXPENDITURES</u>	
General governmental:	
Deputy Marshal fees paid	13,626
Secretarial fees paid	2,871
Auto expense	450
Seminars and conventions	2,389
Repairs and maintenance	0
Payroll taxes	961
Office expense and supplies:	
Office expense	359
Professional services	0
Dues and subscriptions	360
Legal and accounting	1,250
Miscellaneous	66
Capital outlay	885
Debt Service:	
Interest expense	235
Principle payments	2,256
Total Expenditures	25,708
<u>EXCESS (DEFICIT) OF REVENUE OVER EXPENDITURES</u>	<u>(822)</u>
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>2,904</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 2,082</u>

See accompanying notes and Accountant's compilation report.

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City Marshal is a component unit of the City of Port Allen, Port Allen, Louisiana. The City Marshal's office receives its revenue from City Court fines. The City Marshal's portion of these fines are received and deposited monthly. In 1998, the City Marshal also received a Law Enforcement Grant and other miscellaneous revenue. The accompanying financial statements present information only on the City Marshal component unit fund and do not present information on the City of Port Allen or any of the other governmental units that comprise the City of Port Allen.

B. Basis of Presentation

The accompanying financial statements of the City Marshal Michael B. Cazes, Port Allen, Louisiana, have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for established governmental accounting and financial reporting principles.

C. Fund Accounting

The City Marshal 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

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (CONTINUED)

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 City Marshal are classified as governmental funds. Governmental funds account for the City Marshal'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 of the City Marshal include:

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

D. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is 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. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

City court fines are recorded when earned. Other income is recorded when received.

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (CONTINUED)

Expenditures

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

E. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits. Under state law, the Marshal may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principle offices in Louisiana.

F. Fixed Assets

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized in the general fixed assets account group. No depreciation has been provided on general fixed assets. Fixed assets are valued at historical cost. The account group is not a fund; it is concerned only with the measurement of financial position and does not involve measurement of the results of operations.

G. Vacation and Sick Leave

Currently all Deputy Marshal services and secretarial services are provided on a contract type basis with fees paid to the individuals when services are provided. The Marshal's office does not have any employees under this arrangement and consequently does not have any vacation or sick leave obligation.

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES. (CONTINUED)

H. Long-Term Obligations

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group.

Expenditures for principle and interest payments for long-term obligations are recognized in the General Fund when due.

I. Fund Equity

Reserves:

Reserves represent those portions of fund equity not appropriate for expenditure or legally segregated for a specific purpose.

Designated Fund Balance:

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

J. Total Columns on Statements

The total columns on the 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 or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

K. Budget Practices

The City Marshal does not prepare an annual budget.

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES. (CONTINUED)

L. Cash and Cash Equivalents

At December 31, 1998, City Marshal Michael B. Cazes has cash equivalents with totals as follows:

Demand Deposits	\$	738
-----------------	----	-----

These deposits are stated at cost, which approximates market.

M. Changes in General Fixed Assets

Balance at January 1, 1998	\$	20,483
Additions		885
Deductions		<u>None</u>
Balance at December 31, 1998	\$	<u>21,368</u>

N. Long-Term Debt

Long-term debt consists of the following:

Note payable to Iberville Bank in monthly installments of \$207.54, including principle and interest at 7.55%, final payment due October, 1999, secured by equipment.

\$ 1,842

Notes Payable	<u>Beginning</u>	<u>Issued</u>	<u>Retired</u>	<u>Ending</u>
	<u>\$ 4,098</u>	<u> </u>	<u>\$ 2,256</u>	<u>\$ 1,842</u>

CITY MARSHAL MICHAEL B. CAZES
PORT ALLEN, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 1998

NOTE #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES. (CONTINUED)

Maturities of long-term debt over the next five years are as follows:

Year Ending
December 31, 1999

1,842
\$ 1,842

O. Litigation and Claims

There is no litigation pending against City Marshal Michael B. Cazes, Port Allen, Louisiana, at December 31, 1998.

P. Receivables

The receivables represent court fines due from the city as of December 31, 1998. The total amount of these fines are considered collectible; therefore, no provisions have been made for bad debt.

Q. Related Party Transactions

The West Baton Rouge Council provides accounting and administrative services to the City Marshal. The City Marshal's salary is paid by the City of Port Allen. In addition to salary, the Marshal recieved \$450 auto allowance during the year.