

**VILLAGE OF PIONEER
Pioneer, Louisiana**

**General Purpose Financial Statements
With Accountant's Compilation Report
And Agreed-Upon Procedures Report
As of and for the Year Ended
June 30, 1999
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 SEP 08 1999

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VILLAGE OF PIONEER
Pioneer, Louisiana

General Purpose Financial Statements
With Accountant's Compilation Report
And Agreed-Upon Procedures Report
As of and for the Year Ended
June 30, 1999
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 PIONEER
Pioneer, 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 Pioneer as of June 30, 1999, 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 Pioneer. I have not audited or reviewed the accompanying general purpose financial statements 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 August 17, 1999, on the results of my agreed-upon procedures.



Calhoun, Louisiana
August 17, 1999

GENERAL PURPOSE FINANCIAL STATEMENTS

VILLAGE OF PIONEER
Pioneer, Louisiana
ALL FUND TYPES AND ACCOUNT GROUP

Combined Balance Sheet, June 30, 1999

	GOVERNMENTAL FUND TYPE - GENERAL FUND	PROPRIETARY FUND TYPE - SEWER ENTERPRISE FUND	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
ASSETS				
Cash	\$4,227	\$16,868		\$21,095
Receivables (net of allowance for doubtful accounts)	8,451	1,155		9,606
Meter deposits	200			200
Sewer system plant and equipment (net of accumulated depreciation)		630,334		630,334
Buildings and equipment			\$231,857	231,857
TOTAL ASSETS	\$12,878	\$648,357	\$231,857	\$893,092
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts payable	\$1,445	\$805		\$2,250
Payroll taxes payable	451	249		700
Customer meter deposits		1,257		1,257
Total Liabilities	1,896	2,311	NONE	4,207
Fund Equity:				
Investment in general fixed assets			\$231,857	231,857
Contributed capital (net of accumulated depreciation on fixed assets acquired with federal grant)		628,031		628,031
Retained earnings - unreserved		18,015		18,015
Fund balance - unreserved - undesignated	10,982			10,982
Total Fund Equity	10,982	646,046	231,857	888,885
TOTAL LIABILITIES AND FUND EQUITY	\$12,878	\$648,357	\$231,857	\$893,092

See accompanying notes and accountant's compilation report.

VILLAGE OF PIONEER
Pioneer, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended June 30, 1999

REVENUES	
Taxes - franchise	\$3,944
Occupational licenses	775
Insurance licenses	11,591
Intergovernmental:	
Federal grant	11,000
State funds	21,553
Use of money and property - interest earnings	63
Other revenues	<u>3,024</u>
Total revenues	<u>51,950</u>
EXPENDITURES	
General government - current:	
Personal services and related benefits	7,070
Operating services	28,623
Materials and supplies	1,025
Capital outlay	<u>20,155</u>
Total expenditures	<u>56,873</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(4,923)</u>
OTHER FINANCING SOURCES	
Transfers from Sewer Enterprise Fund	10,735
Sale of fixed assets	<u>5,166</u>
Total other financing sources	<u>15,901</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	10,978
FUND BALANCES AT BEGINNING OF YEAR	<u>4</u>
FUND BALANCES AT END OF YEAR	<u><u>\$10,982</u></u>

See accompanying notes and accountant's compilation report.

VILLAGE OF PIONEER
Pioneer, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures,
and Changes in Fund Balances - Budget
(Cash Basis) and Actual
For the Year Ended June 30, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Taxes - franchise	\$3,890	\$3,890	
Occupational licenses	775	775	
Insurance licenses	11,145	11,154	9
Intergovernmental:			
Federal grants	11,000	11,000	
State funds	15,440	15,440	
Use of money and property - interest earnings	63	63	
Other revenues	2,940	2,840	(100)
Total revenues	<u>45,253</u>	<u>45,162</u>	<u>(91)</u>
EXPENDITURES			
General government - current:			
Personal services and related benefits	8,462	7,516	946
Operating services	28,651	28,868	(217)
Materials and supplies	991	991	
Capital outlay	20,155	20,155	
Total expenditures	<u>58,259</u>	<u>57,530</u>	<u>729</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(13,006)</u>	<u>(12,368)</u>	<u>638</u>
OTHER FINANCING SOURCES			
Sale of fixed assets	5,166	5,166	
Transfer from Sewer Enterprise Fund	3,225	3,225	
Total other financing sources	<u>8,391</u>	<u>8,391</u>	<u>NONE</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	<u>(4,615)</u>	<u>(3,977)</u>	<u>638</u>
CASH AT BEGINNING OF YEAR	<u>8,204</u>	<u>8,204</u>	
CASH AT END OF YEAR	<u><u>\$3,589</u></u>	<u><u>\$4,227</u></u>	<u><u>\$638</u></u>

See accompanying notes and accountant's compilation report.

VILLAGE OF PIONEER
Pioneer, Louisiana
PROPRIETARY FUND TYPE -
SEWER ENTERPRISE FUND

Statement of Revenues, Expenses,
and Changes in Retained Earnings
For the Year Ended June 30, 1999

OPERATING REVENUES	
Sewer fees	\$13,409
Other income	5
Total operating revenues	<u>13,414</u>
OPERATING EXPENSES	
Salaries	4,606
Payroll taxes	440
Utilities	1,167
Customer refunds	74
Repairs	1,215
Legal and accounting	150
Insurance	533
Supplies and chemicals	1,457
Bank charges	29
Collection fees	1,609
Other dues and fees	200
Lab fees	368
Depreciation	14,929
Total operating expenses	<u>26,777</u>
OPERATING LOSS	<u>(13,363)</u>
NON-OPERATING REVENUES (EXPENSES)	
Interest income	116
Transfers to General Fund	(10,735)
Total non-operating revenues (expenses)	<u>(10,619)</u>
NET INCOME (Loss)	(23,982)
Adjustment for depreciation on fixed assets <i>acquired with federal grant</i>	<u>14,549</u>
NET DECREASE IN RETAINED EARNINGS	(9,433)
RETAINED EARNINGS AT BEGINNING OF YEAR	<u>27,448</u>
RETAINED EARNINGS AT END OF YEAR	<u><u>\$18,015</u></u>
See accompanying notes and accountant's compilation report.	

VILLAGE OF PIONEER
Pioneer, Louisiana
PROPRIETARY FUND TYPE -
SEWER ENTERPRISE FUND

Statement of Cash Flows
For the Year Ended June 30, 1999

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating Loss	(<u>\$13,363</u>)
Adjustments to Reconcile Operating Loss to Net Cash Provided (Used) by Operating Activities:	
Depreciation	14,929
Increase in accounts receivable	(39)
Increase in customer deposits	245
Increase in taxes payable	3
Increase in accounts payable	179
Total adjustments	<u>15,317</u>
Net cash provided by operating activities	<u>1,954</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Transfer to General Fund	(3,225)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest earnings	<u>116</u>
NET DECREASE IN CASH	(1,155)
CASH AT BEGINNING OF PERIOD	<u>18,023</u>
CASH AT END OF PERIOD	<u><u>\$16,868</u></u>

See accompanying notes and accountant's compilation report.

VILLAGE OF PIONEER
Pioneer, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 1999

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Village of Pioneer was incorporated under the provisions of the Lawrason Act on May 12, 1911. The village operates under a Mayor-Board of Aldermen form of government. The mayor and aldermen serve four-year terms which expire on December 31, 2002. The mayor and board of aldermen serve the village without benefit of compensation. The village has three part-time employees and a chief of police.

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the Village of Pioneer 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. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

B. REPORTING ENTITY

As the municipal governing authority, for reporting purposes, the Village of Pioneer 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.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Village of Pioneer 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

See accountant's compilation report.

VILLAGE OF PIONEER

Pioneer, Louisiana

Notes to the Financial Statements (Continued)

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
 - 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 are part of the 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 that comprises its assets, liabilities, fund equity, revenues, and expenditures. 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 debt) 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

See accountant's compilation report.

VILLAGE OF PIONEER

Pioneer, Louisiana

Notes to the Financial Statements (Continued)

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 specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds include:

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.

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 the Sewer Enterprise Fund which is used to account for the operations of the village's sewer system. The operations are financed and operated in a manner similar to private business enterprise, where the intent of the village is that the cost (expenses, including depreciation) of providing service to the general public 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 of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets. The modified accrual basis of accounting is used for reporting all governmental fund types. The governmental funds use the following practices in recording revenues and expenditures:

See accountant's compilation report.

VILLAGE OF PIONEER

Pioneer, Louisiana

Notes to the Financial Statements (Continued)

Revenues

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 are received by the village.

Based on the above criteria, 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.

Other Financing Sources

Transfers between funds which will not be repaid and the proceeds from the sale of general fixed assets are accounted for as other financing sources and are recorded when the underlying events occur.

The Sewer 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 all liabilities associated with the operation of the fund are included on the balance sheet. The Sewer Enterprise Fund uses the accrual basis of accounting. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.

E. BUDGET PRACTICES

A proposed budget for the General Fund, prepared on the cash basis of accounting, is presented to the board of aldermen in June each year. The budget then is legally adopted by the board of aldermen and amended during the year as necessary. Budgets are established and controlled by the board at the object level of expenditure. Appropriations

See accountant's compilation report.

VILLAGE OF PIONEER

Pioneer, Louisiana

Notes to the Financial Statements (Continued)

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 statements include the original adopted budget amounts and subsequent amendments.

Statement C in the accompanying financial statements presents comparisons of the legally adopted General Fund budget with actual data on the budgetary basis. Because accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with GAAP, a reconciliation of resultant basis, timing, and perspective differences in the excess (deficiency) of revenues over expenditures for the year ended June 30, 1999 is presented below:

Excess (deficiency) of revenues and other sources over expenditures as reported on Statement C (budget basis)	(\$3,977)
Receivable adjustments	6,788
Interfund loan adjustment	7,510
Accounts and payroll taxes payable adjustment	<u>657</u>
Excess of revenues and other sources over expenditures as reported on Statement B (GAAP basis)	<u>\$10,978</u>

F. CASH

Cash includes amounts in interest-bearing demand deposits. Under state law, the village 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.

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 infrastructure general fixed assets such as roads, sidewalks, bridges, and drainage systems are not capitalized. No depreciation has been provided on general fixed assets. All general fixed assets at June 30, 1999 are valued at actual cost.

See accountant's compilation report.

VILLAGE OF PIONEER

Pioneer, Louisiana

Notes to the Financial Statements (Continued)

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 the estimated useful lives as follows:

Sewer system	50 years
Equipment	10 years

H. VACATION AND SICK LEAVE

The village has only part-time employees. There is no vacation or sick leave granted; therefore, there is no liability for compensated absences.

I. CONTRIBUTED CAPITAL

Grants, entitlements, or shared revenues that are restricted for the acquisition or construction of capital assets are recorded as contributed capital. Contributed capital is amortized based on the depreciation recognized on that portion of the assets acquired from such contributions. This depreciation is closed to the contributed capital account and is reflected as an adjustment to net income.

J. TOTAL COLUMN ON THE COMBINED STATEMENT

The total column on the combined statement is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does 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 June 30, 1999, the village has cash in interest-bearing demand deposits (book balances) totaling \$21,095. These deposits are stated at cost, which approximates market. Under state law, these deposits,

See accountant's compilation report.

VILLAGE OF PIONEER

Pioneer, Louisiana

Notes to the Financial Statements (Continued)

or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. Deposit balances at June 30, 1999, are fully secured by federal deposit insurance.

3. RECEIVABLES

The following is a summary of receivables at June 30, 1999:

	General Fund	Sewer Enterprise Fund	Total
	<u> </u>	<u> </u>	<u> </u>
Franchise taxes	\$640		\$640
Intergovernmental revenue - state funds	6,270		6,270
Insurance licences	437		437
Accounts	1,104	\$1,327	2,431
Allowance for doubtful accounts	NONE	(172)	(172)
Total	<u>\$8,451</u>	<u>\$1,155</u>	<u>\$9,606</u>

The allowance for doubtful accounts of \$172 is an estimate of the June 1999 sewer fee billing that will not be collected.

4. FIXED ASSETS

The following presents changes in general fixed assets for the year ended June 30, 1999:

	Balance at July 1, 1998	Additions	Retirements	Balance at June 30, 1999
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Buildings and improvements	\$24,800			\$24,800
Other improvements	88,740			88,740
Office equipment	5,368			5,368
Equipment	110,026	\$20,155	(\$17,232)	112,949
Total	<u>\$228,934</u>	<u>\$20,155</u>	<u>(\$17,232)</u>	<u>\$231,857</u>

A summary of proprietary fund type property, plant, and equipment at June 30, 1999, follows:

See accountant's compilation report.

VILLAGE OF PIONEER
Pioneer, Louisiana
Notes to the Financial Statements (Continued)

	<u>Basis</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>
Sewer system	\$727,450	(\$99,418)	\$628,032
Equipment	3,798	(1,496)	2,302
Total	<u>\$731,248</u>	<u>(\$100,914)</u>	<u>\$630,334</u>

5. PENSION PLAN

The employees of the village are members of the Social Security System. In addition to the employee contributions withheld at 7.65 per cent of gross salary, the village contributes an equal amount to the Social Security System. The village does not guarantee the benefits granted by the Social Security System.

6. CONTRIBUTED CAPITAL

In 1988, the village received a grant totaling \$727,450 from the United States Department of Housing and Urban Development to finance the construction of the village sewer system. The grant amount, shown as contributed capital on the balance sheet, is reduced each year by the amount of depreciation expense recognized on fixed assets constructed or acquired with the grant funds. At June 30, 1999, accumulated depreciation on these assets is \$99,418.

7. LITIGATION, CLAIMS, AND RISK OF LOSS

The village is not involved in any pending or threatened litigation, claims, or assessments at June 30, 1999. The village maintains commercial insurance to provide protection against losses resulting from the damage or destruction of property or liability claims against the village.

8. 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. The village does not rely on computer systems in its day to day operations. 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.

See accountant's compilation report.

SUPPLEMENTAL INFORMATION SCHEDULES

See accountant's compilation report.

VILLAGE OF PIONEER
Pioneer, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULE
As of and For the Year Ended June 30, 1999

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 1).

CURRENT YEAR FINDINGS

The corrective action plan for current year findings is presented in Schedule 2.

See accountant's compilation report.

VILLAGE OF PIONEER
Pioneer, Louisiana

Summary Schedule of Prior Year Findings
For the Year Ended June 30, 1999

Reference Number	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken	Planned Corrective Action
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There were no prior year findings.

See accountant's compilation report.

VILLAGE OF PIONEER
Pioneer, Louisiana

Corrective Action Plan
For Current Year Findings
For the Year Ended June 30, 1999

Reference Number	Description of Finding	Corrective Action Planned	Name of Contact Person	Anticipated Completion Date
Procedure 9	Agendas for meeting were not posted or advertised.	Agendas for meetings will be posted at the village hall at least 24 hours prior to the time of the meeting.	Harold Sandidge, Mayor	September 1999

See accountant's compilation report.

**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 PIONEER
Pioneer, Louisiana

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Village of Pioneer and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Pioneer's compliance with certain laws and regulations during the year ended June 30, 1999, 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 was one disbursement exceeding \$15,000 for the purchase of fixed assets. This disbursement was made in accordance with the public bid law.

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.

The village provided a list of the immediate family members of the mayor, two of the alderwomen

Village of Pioneer
Independent Accountant's Report on
Applying Agreed-Upon Procedures
June 30, 1999

and all the employees, as well as the outside business interests of these individuals. One of the alderwomen declined to provide a listing of her immediate family members; however, she stated that the village does not do business with any of her immediate family members.

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.

One of the employees included on the list of employees provided by management in agreed-upon procedure (3) was also included on the listing obtained from management in agreed-upon procedure (2) as an immediate family member. However, the employee was hired by the village prior to 1980.

Budgeting

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

Management provided me with a copy of the original budget and the final amended budget for the year ended June 30, 1999.

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 June 1, 1998. I traced the adoption of the final amended budget to the minutes of a meeting held June 7, 1999.

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 final amended budget to actual revenues and expenditures. Budgeted revenues exceeded actual revenues by less than 5%. Actual expenditures were less than budgeted expenditures.

Accounting and Reporting

Village of Pioneer
Independent Accountant's Report on
Applying Agreed-Upon Procedures
June 30, 1999

8. Randomly select 6 disbursements made during the period under examination and;

(a) trace payments to supporting documentation as to correct amount and payee;

I examined supporting documentation for the 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 disbursements were properly posted 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 was unaware of this requirement and did not post or advertise the agenda for meetings at least 24 hours before 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 deposit slips for the period under examination and noted no deposits that 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.

Village of Pioneer
Independent Accountant's Report on
Applying Agreed-Upon Procedures
June 30, 1999

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.

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 Pioneer 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
August 17, 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 Pioneer of June 30, 1999 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 June 30, 1999.

PUBLIC BID LAW

1. 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 [] No [] N/A []

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. 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 [] No [] N/A []

3. 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 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. It is true that 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 39:1410.60 - 1410.65.

Yes No N/A

ADVANCES AND BONUSES

10. It is true that 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 noncompliance which may occur subsequent to the issuance of your report.

Harold S. Sandridge
Mayor

8-9-99
Date