

*Michel Labuso, Jr.*  
*Certified Public Accountant*  
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Ascension-St. James Airport and  
Transportation Authority  
Executive Department  
State of Louisiana

**Independent Accountant's Compilation Report**

I have compiled the general purpose financial statements of the Ascension-St. James Airport and Transportation Authority as of June 30, 1998 and for year then ended, in accordance with standards for Accounting and Review Services established 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 the Ascension-St. James Airport and Transportation Authority management. 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.

December 1, 1998

*Michel Labuso*

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 Jan 0 1999

ASCENSION-ST. JAMES AIRPORT AND  
 TRANSPORTATION AUTHORITY  
 EXECUTIVE DEPARTMENT  
 STATE OF LOUISIANA  
 ALL FUND TYPES AND ACCOUNT GROUP  
 COMBINED BALANCE SHEET, JUNE 30, 1998

	GOVERNMENTAL FUND TYPES		ACCOUNT GROUP	TOTAL
	GENERAL	CAPITAL PROJECTS	FIXED ASSETS	MEMORANDUM ONLY
<b>ASSETS</b>				
Cash	\$ 69,839	\$ -	\$ -	\$ 69,839
Interfund receivable	360,415	-	-	360,415
General fixed assets	<u>-</u>	<u>-</u>	<u>6,590,449</u>	<u>6,590,449</u>
<b>Total assets</b>	<b><u>\$ 430,254</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 6,590,449</u></b>	<b><u>\$ 7,020,703</u></b>
<b>LIABILITIES &amp; FUND EQUITY:</b>				
<b>LIABILITIES:</b>				
Accrued expenses	\$ 137	\$ -	\$ -	\$ 137
Interfund payable	-	360,415	-	360,415
Note payable	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>250,000</u>
<b>Total liabilities</b>	<b><u>250,137</u></b>	<b><u>360,415</u></b>	<b><u>-</u></b>	<b><u>610,552</u></b>
<b>FUND EQUITY:</b>				
Investment in general fixed assets	-	-	6,590,449	6,590,449
Fund balances-unreserved	<u>180,117</u>	<u>(360,415)</u>	<u>-</u>	<u>(180,298)</u>
<b>Total fund balance (deficit)</b>	<b><u>180,117</u></b>	<b><u>(360,415)</u></b>	<b><u>6,590,449</u></b>	<b><u>6,410,151</u></b>
<b>Total liabilities &amp; fund equity</b>	<b><u>\$ 430,254</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 6,590,449</u></b>	<b><u>\$ 7,020,703</u></b>

ASCENSION-ST. JAMES AIRPORT AND  
 TRANSPORTATION AUTHORITY  
 EXECUTIVE DEPARTMENT  
 STATE OF LOUISIANA  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES  
 FOR THE YEAR ENDED JUNE 30, 1998

	GOVERNMENTAL FUNDS		TOTAL
	GENERAL	CAPITAL PROJECTS	MEMORANDUM ONLY
<b>REVENUES:</b>			
Hangar rentals & fees	\$ 76,357	\$ -	\$ 76,357
Interest	424	-	424
Commissions	6,337	-	6,337
State Reimbursement	10,000	-	10,000
Miscellaneous	170	-	170
Total revenues	93,288	-	93,288
<b>EXPENDITURES:</b>			
Utilities	10,851	-	10,851
Compensation	7,363	-	7,363
Aviation consultant	6,000	-	6,000
Site maintenance	11,700	-	11,700
Compensation paid to board members	6,125	-	6,125
Office supplies	2,334	-	2,334
Professional fees	1,950	-	1,950
Miscellaneous	3,211	-	3,211
Equipment	5,432	-	5,432
Total expenditures	54,966	-	54,966
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	38,322		38,322
<b>FUND BALANCE, beginning of year</b>	141,795	(360,415)	(218,620)
<b>FUND BALANCE, end of year</b>	\$ 180,117	\$ (360,415)	\$ (180,298)

**Michel Latuso, Jr.**  
**Certified Public Accountant**

114 E. Ascension Street  
Gonzales, LA 70737  
Phone (504) 647-2824 Fax (504) 644-4989

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

Ascension-St. James Airport and  
Transportation Authority  
Executive Department  
State of Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Ascension-St. James Airport and Transportation Authority and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Ascension-St. James Airport and Transportation Authority compliance with certain laws and regulations during the year ended June 30, 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 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 expenditures were made during the year for materials and supplies exceeding \$5,000 and no expenditures 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 me with the required list.

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 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.

None of the employees included on the list of employees provided by management [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure.

#### *Budgeting*

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

Management provided me with a copy of the original budget. There were no amendments to the budget during the year.

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

I traced the adoption of the amendment to the budget to the minutes of a meeting held on June 25, 1997. The motion passed with no opposition

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%.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues were 19.1% increase and Actual expenses were 29.82% decrease. The increase in revenue was due to 10,000.00 State Reimbursement. The decrease in expenses was mostly due to decrease in site maintenance.

#### *Accounting and Reporting*

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

I 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

All of the 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 approvals from the Board of Commissioners. In addition, each of the disbursements were traced to the district's minute book where they were approved by the full Commission.

#### *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).

Ascension-St. James Airport and Transportation Authority is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. For special meeting notice is required to be posted at Ascension & St. James Courthouse and the press to be notified 24 hours prior to meeting. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

#### *Debts*

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

I 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. I also inspected payroll records for the year and noted no instances which would indicate payments to employees which would 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 Ascension-St.James Airport and Transportation Authority 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.

December 1, 1998

Michael Sater

# Louisiana Regional Airport

operated by  
Ascension - St. James  
Airport and Transportation Authority

ST 11/10 10:18

Shafter Kling,  
Chairman  
37236 Highway 74  
Geismar, LA 70734

December 1, 1998

Dale Hymel  
Vice Chairman  
Post Office Box 1508  
Gramercy, LA 70052

Michel Latuso, Jr.  
Certified Public Accountant  
114 East Ascension St.  
Gonzales, La. 70737

Eileen Jasmin  
Secretary  
1228 Old Vacherie Rd.  
Vacherie, LA 70090

Jerry Thibeau  
Treasurer  
41271 LA Highway 933  
Prairieville, LA 70769

In connection with your compilation of our financial statements as of June 30, 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.

Robert Jackson  
Member  
11361 Stevenson Rd.  
Geismar, LA 70734

These representations are based on the information available to us as of October 15, 1998.

Curtis DeRoche  
Member  
Post Office Box 334  
Gramercy, LA 70052

## Public Bid Law

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

Yes[x] No[ ]

Judy McLane  
Member  
18439 Greenbriar  
Prairieville, LA 70769

## 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[ ]

Oliver Cooper  
Member  
8143 King View Street  
St. James, LA 70086

Joseph Sagona, Jr.  
Member  
3111 Hwy. 1, South  
Donaldsonville, LA 70346

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 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, 44:31, and 44:36.

Yes No

We have filed our annual financial statements 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 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.

Eileen R. Jansen Secretary 12-16-98 Date  
Jerry R. Thibeau Treasurer 12-16-98 Date  
Shafta Bling President 12-16-98 Date