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LEGISLATIVE AUDITOR

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FINANCIAL STATEMENTS

HOUSING AUTHORITY OF THE CITY OF HAMMOND

HAMMOND, LOUISIANA

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.

DECEMBER 31, 1998

Release Date MAY 12 1999

HOUSING AUTHORITY OF THE CITY OF HAMMOND

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TRANSMITTAL LETTER

**GENERAL PURPOSE FINANCIAL STATEMENTS
WITH SUPPLEMENTAL INFORMATION SCHEDULES**

March 30, 1999

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

Dear Ms. Milner:

In accordance with Louisiana Revised Statute 24:514, enclosed are the general purpose financial statements, with supplemental information schedules, for the Housing Authority of the City of Hammond as of and for the year ended December 31, 1998. The report includes all funds under the control and authority of the housing authority. The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,


Executive Director

Enclosure

INFORMATION FURNISHED BY THE AUDITOR

**TOM E. BREWSTER
CERTIFIED PUBLIC ACCOUNTANT
P. O. BOX 2900
PENSACOLA, FLORIDA 32513**

Board of Commissioners
Housing Authority of the
City of Hammond
411 West Coleman Avenue
Hammond, Louisiana 70401

U.S. Department of Housing
and Urban Development
Area Field Office
Hale Boggs Federal Building
501 Magazine St., 9th Floor
New Orleans LA 70130

INDEPENDENT AUDITOR'S REPORT

I have audited the financial statements listed in the Table of Contents of the Housing Authority of the City of Hammond, Louisiana, as of and for the year ended December 31, 1998. These financial statements are the responsibility of the Housing Authority's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that I 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 statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As discussed in Note I, the Authority prepares its financial statements on the basis of accounting practices prescribed or permitted by the U.S. Department of Housing and Urban Development, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of the City of Hammond, Louisiana, as of December 31, 1998, and the results of its operations for the year then ended on the basis of accounting described in Note I.

In accordance with Government Auditing Standards, I have also issued a report dated March 30, 1999 on my consideration of the Housing Authority's internal control structure and a report dated March 30, 1999 on its compliance with laws and regulations.

A handwritten signature in black ink, appearing to read "Tom E. Brewster". The signature is written in a cursive style with a prominent horizontal stroke across the middle.

CERTIFIED PUBLIC ACCOUNTANT
Pensacola, Florida
March 30, 1999

**BREWSTER & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
P.O. BOX 2900
PENSACOLA, FLORIDA 32513**

Board of Commissioners
Housing Authority of the
City of Hammond
411 W. Coleman Ave., Rm 3
Hammond, Louisiana 70401

**REPORT ON COMPLIANCE AND ON INTERNAL
CONTROL OVER FINANCIAL REPORTING BASED
ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDITING STANDARDS***

I have audited the financial statements of the Hammond Housing Authority, as of and for the year ended December 31, 1998, and have issued my report thereon dated March 30, 1999. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Hammond Housing Authority's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, and the *PIH Compliance Supplement 96-32 and 97-30*, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Hammond Housing Authority's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being

audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the management and federal awarding agencies. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink, appearing to read "Tom E. Brewster". The signature is written in a cursive style with a large, prominent initial "T".

CERTIFIED PUBLIC ACCOUNTANT
Pensacola, Florida
March 30, 1999

**BREWSTER & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
P.O. BOX 2900
PENSACOLA, FLORIDA 32513**

Board of Commissioners
Housing Authority of the
City of Hammond
411 W.Coleman Ave., Rm 3
Hammond, Louisiana 70401

REPORT ON COMPLIANCE WITH REQUIRE-
MENTS APPLICABLE TO EACH MAJOR
PROGRAM AND INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE
WITH OMB CIRCULAR A-133

Compliance

I have audited the compliance of the Hammond Housing Authority with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* and the *PIH Compliance Supplement 96-32 and 97-30* that are applicable to each of its major federal programs for the year ended December 31, 1998. The Hammond Housing Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Hammond Housing Authority's management. My responsibility is to express an opinion on the Hammond Housing Authority's compliance based on my audit.

I conducted my audit of compliance in accordance with generally accepted auditing standards," the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States", and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining on a test basis, evidence about the Hammond Housing Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on the Hammond Housing Authority's compliance with those requirements.

In my opinion, the Hammond Housing Authority complied in all material respects with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 1998.

Internal Control Over Compliance

The management of the Hammond Housing Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing my audit, I considered the Hammond Housing Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures

for the purpose of expressing my opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

My consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over compliance and its operation that I consider to be a material weaknesses.

This report is intended for the information of the management, and federal awarding agencies. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink, reading "Tom E. Brewster". The signature is written in a cursive, slightly slanted style.

CERTIFIED PUBLIC ACCOUNTANT
Pensacola, Florida
March 30, 1999

HOUSING AUTHORITY OF THE CITY OF HAMMOND

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

DECEMBER 31, 1998

Section I - Summary of Auditor's Results

Financial Statement

Type of auditor's report issued: unqualified

Internal control over financial reporting:

- Material weakness(es) identified? Yes No
- Reportable condition(s) identified that are not considered to be material weaknesses? Yes No

Noncompliance material to financial statements noted? Yes No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? Yes No
- Reportable condition(s) identified that are not considered to be material weakness(es)? Yes None reported

Type of auditor's report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510 (a) of Circular A-133? Yes No

HOUSING AUTHORITY OF THE CITY OF HAMMOND

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

DECEMBER 31, 1998

Identification of major programs.

CFDA Number(s)

Name of Federal Program or Cluster

14.850

Conventional Public Housing Program

14.857

Section 8 Rental Certificate Program

14.855

Section 8 Rental Voucher Program

Dollar threshold used to distinguish
between type A and type B programs:

\$300,000.00

Auditee qualified as low-risk auditee?

 Yes

 X No

Section II - Financial Statement Findings

The current audit, for the year ended December 31, 1998, disclosed no financial statement findings and/or noncompliance with HUD rules and regulations, contracts and equivalents.

Section III - Federal Award Findings and Questioned Costs

The current audit for the year ended December 31, 1998, disclosed no Federal Awards Findings, Questioned Costs, and/or noncompliance with HUD rules and regulations, contracts and equivalents.

LOUISIANA AUDIT REQUIREMENTS

The PHA completed the Louisiana Systems Survey and Compliance Questionnaire and provided us with a copy for audit testing as required. No exceptions were noted.

Louisiana state reporting law (LSA - R.S. 24:514) requires, and the Legislative Auditor has suggested "that housing authorities prepare their basic financial statements in compliance with generally accepted accounting principles and include the required HUD statements as supplemental schedules. This approach would allow housing authorities to demonstrate compliance with state law and federal regulations." The PHA prepared its annual financial statements in accordance with HUD requirements, but it did not compile generally accepted financial statements as specified by the state reporting law. The consequences of this non-compliance with Louisiana law, if any, is not known.

INFORMATION FURNISHED BY THE HOUSING AUTHORITY

**GENERAL PURPOSE FINANCIAL STATEMENT
COMBINED BALANCE SHEET,
ALL FUND TYPES AND ACCOUNT GROUPS**

Schedule A

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
 COMBINED BALANCE SHEET AND FUND TYPES AND ACCOUNT GROUPS
 AS OF DECEMBER 31, 1998

Assets and Other Debits	Governmental Fund Types				Fiduciary Fund Types	Account Groups		Totals [Memorandum Only] 1998
	General	Special Revenue	Debt Service	Capital Projects		Agency and Expendable Trust	General Fixed Assets	
CURRENT ASSETS:								
Cash	\$90,445.24	\$148,094.29			\$3,000.00			\$241,539.53
Tenant Accounts Receivable	1,816.00	1,224.00						3,040.00
Other Accounts Receivable	92,261.24	149,318.29			3,000.00			244,579.53
Total Current Assets								
INVESTMENTS:								
General Fund								
Total Investments								
PREPAID EXPENSES:								
Refundable Deposits	950.00							950.00
Prepaid Insurance	3,436.96	2,183.76						5,620.72
Prepaid Interest								
Total Prepaid Expenses	4,386.96	2,183.76						6,570.72
DEBT SERVICE FUNDS:								
Debt Service Fund								
HUD Annual Contributions Receivable								
Total Debt Service Funds								
FIXED ASSETS:								
Land, Structures, & Equipment						\$656,627.31		656,627.31
CIAP						656,627.31		656,627.31
Total Fixed Assets								
OTHER DEBITS:								
Amount to be Provided for Retirement of								
General Long Term Debt							\$469,804.86	469,804.86
Total Other Debits								469,804.86
TOTAL ASSETS AND OTHER DEBITS	\$96,648.20	\$151,502.05			\$3,000.00	\$656,627.31	\$469,804.86	\$1,377,582.42

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
 COMBINED BALANCE SHEET AND FUND TYPES AND ACCOUNT GROUPS
 AS OF DECEMBER 31, 1998

	Governmental Fund Types				Fiduciary Fund Types	Account Groups		Totals [Memorandum Only] 1998
	General	Special Revenue	Debt Service	Capital Projects		General Fixed Assets	General Long-Term Debt	
Liabilities, Fund Equity, & Other Credits								
ACCOUNTS PAYABLE:								
Tenant Security Deposits		\$44,130.46			\$3,000.00			\$3,000.00
HUD		1,224.00						44,130.46
Other								1,224.00
Total Accounts Payable		45,354.46			3,000.00			48,354.46
ACCRUED LIABILITIES:								
- Payments in Lieu of Taxes								
Total Accrued Liabilities								
DEFERRED CREDITS:								
Prepaid Contribution		36,936.00						36,936.00
Other Deferred Credits								
Total Deferred Credits		36,936.00						36,936.00
FIXED LIABILITIES:								
Permanent Notes Payable - HUD							\$469,804.86	469,804.86
Notes Payable - FFB								
Bonds Issued								
Bonds Retired								
Total Fixed Liabilities							469,804.86	469,804.86
Total Liabilities		82,290.46			3,000.00		469,804.86	555,095.32

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
 COMBINED BALANCE SHEET AND FUND TYPES AND ACCOUNT GROUPS
 AS OF DECEMBER 31, 1998

	Governmental Fund Types				Fiduciary	Account Groups		Totals
	General	Special Revenue	Debt Service	Capital Projects	Fund Types Agency and Expendable Trust	General Fixed Assets	General Long-Term Debt	[Memorandum Only] 1996
FUND EQUITY:								
Operating Reserve		\$69,211.59						69,211.59
Investments in Fixed Assets						\$656,627.31		656,627.31
Reserve for Debt Service								
Cumulative Grants - CIAP								
Cumulative Grants - PHDEP								
Owners Equity	\$96,648.20							96,648.20
<i>Total Fund Equity</i>	96,648.20	69,211.59				656,627.31		822,487.10
OTHER CREDITS:								
Other Credits								
<i>Total Other Credits</i>								
TOTAL FUND EQUITY & OTHER CREDITS	96,648.20	69,211.59				656,627.31		822,487.10
TOTAL LIABILITIES, FUND EQUITY, & OTHER CREDITS	\$96,648.20	\$151,502.05			\$3,000.00	\$656,627.31	\$469,804.86	\$1,377,582.42

**GOVERNMENTAL FUNDS:
COMBINED STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES
IN FUND BALANCES**

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 YEAR ENDED DECEMBER 31, 1998

	Governmental Fund Types				Fiduciary	Totals
	General	Special Revenue	Debt Service	Capital Projects	Fund Types	Memorandum Only
Revenue					Expendable Trust	1998
RENTAL INCOME:						
Dwelling Rent						
Excess Utilities	\$58,466.00					\$58,466.00
<i>Total Rental Income</i>	<u>58,466.00</u>					<u>58,466.00</u>
NON-RENTAL INCOME:						
Interest on General Funds	2,165.92					2,165.92
Other	1,432.50					1,432.50
<i>Total Non-rental Income</i>	<u>3,598.42</u>					<u>3,598.42</u>
OTHER INCOME:						
Federal Sources						
Grants - CIAP						
Grants - PHDEP						
Annual Contributions						
Operating Subsidies						
<i>Total Other Sources</i>		<u>\$491,796.28</u>				<u>491,796.28</u>
		491,796.28				491,796.28
TOTAL REVENUE	<u>\$62,064.42</u>	<u>\$491,796.28</u>				<u>\$553,860.70</u>

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 YEAR ENDED DECEMBER 31, 1998

Expenditures	Governmental Fund Types				Fiduciary Fund Types	Totals
	General	Special Revenue	Debt Service	Capital Projects		
						1998
ADMINISTRATIVE:						
Administrative Salaries	\$9,800.04					\$9,800.04
Travel	245.35					245.35
Accounting and Audit Costs	1,100.00					1,100.00
Sundry	1,131.45					1,131.45
Total Administrative	12,276.84					12,276.84
TENANT SERVICES:						
Salaries - Tenant Services						
Recreation, Publications, etc.						
Travel - Tenant Service Coordinator						
Total Tenant Services						
UTILITIES:						
Water	68.40					68.40
Electricity	1,524.53					1,524.53
Gas						
Labor						
Other Utilities Expense	3,090.84					3,090.84
Total Utilities	4,683.77					4,683.77
ORDINARY MAINTENANCE:						
Labor	4,800.00					4,800.00
Materials	867.24					867.24
Contract Costs	9,979.24					9,979.24
Total Ordinary Maintenance	\$15,646.48					\$15,646.48

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 YEAR ENDED DECEMBER 31, 1998

Expenditures (cont.)	Governmental Fund Types				Fiduciary Fund Types	Totals
	General	Special Revenue	Debt Service	Capital Projects		
						1998
GENERAL:						
Insurance	\$4,700.00					4,700.00
Payment in Lieu of Taxes						
Interest	4,765.32					4,765.32
Employee Benefit Contributions	542.63					542.63
Collection Losses						
Other General Expenses	1,250.00					1,250.00
<i>Total General</i>	<u>11,257.95</u>					<u>11,257.95</u>
NON-ROUTINE ITEMS:						
Non-routine Maintenance						
<i>Total Non-routine Items</i>						
OTHER EXPENDITURES:						
Debt Service						
Principal						
Interest						
Section 8 Payments		\$486,358.95				486,358.95
<i>Total Other Expenditures</i>		<u>486,358.95</u>				<u>486,358.95</u>
SUBTOTAL EXPENDITURES	<u>43,865.04</u>	<u>486,358.95</u>				<u>530,223.99</u>

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 YEAR ENDED DECEMBER 31, 1998

	Governmental Fund Types				Fiduciary	Totals
	General	Special Revenue	Debt Service	Capital Projects	Fund Types	Memorandum Only
					Expendable	1998
					Trust	
SURPLUS CREDITS / CHARGES:						
Prior Year Adjustments						
Total Surplus Credits / Charges						
CAPITAL OUTLAY:						
Modernization						
Replacement of Non-expendable Equipment	\$1,267.27					1,267.27
Property Betterment and Additions						
Total Capital Outlay	1,267.27					1,267.27
TOTAL EXPENDITURES	45,132.31	\$486,358.95				531,491.26
Excess of Revenues Over (Under)						
Expenditures	16,932.11	5,437.33				22,369.44
OTHER FINANCING SOURCES:						
Rental Assistance Subsidy						
Total Other Financing Sources						
Excess of Revenues and Other Sources						
Over (Under) Expenditures	\$16,932.11	\$5,437.33				\$22,369.44

**GOVERNMENTAL FUNDS:
COMBINED STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES
IN FUND BALANCES**

-

BUDGET (GAAP BASIS) AND ACTUAL

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES
BUDGET (GAAP Basis) & ACTUAL - GENERAL & SPECIAL REVENUE FUNDS
YEAR ENDED DECEMBER 31, 1998

	General Fund			Special Revenue Fund			
	Revenue	Budget	Actual GAAP Basis	Variance- Favorable [Unfavorable]	Budget	Actual- GAAP Basis	Variance- Favorable [Unfavorable]
RENTAL INCOME:							
Dwelling Rent	\$59,400.00	\$59,400.00	\$58,466.00	(\$934.00)	0.00	0.00	0.00
Excess Utilities				0.00			
Total Rental Income	59,400.00	59,400.00	58,466.00	(934.00)	0.00	0.00	0.00
NON-RENTAL INCOME:							
Interest on General Funds	2,500.00	2,500.00	2,165.92	(334.08)			
Other	225.00	225.00	1,432.50	1,207.50			
Total Non-rental Income	2,725.00	2,725.00	3,598.42	873.42	0.00	0.00	0.00
OTHER INCOME:							
Intergovernmental							
Total Other Income	0.00	0.00	0.00	0.00	\$532,253.00	\$491,796.28	(\$40,456.72)
TOTAL REVENUE	\$62,125.00	\$62,125.00	\$62,064.42	(\$60.58)	\$532,253.00	\$491,796.28	(\$40,456.72)

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES
BUDGET (GAAP Basis) & ACTUAL - GENERAL & SPECIAL REVENUE FUNDS
YEAR ENDED DECEMBER 31, 1998

	General Fund			Special Revenue Fund		
	Budget	Actual GAAP Basis	Variance- Favorable [Unfavorable]	Budget	Actual- GAAP Basis	Variance- Favorable [Unfavorable]
ADMINISTRATIVE:						
Administrative Salaries	\$9,800.00	\$9,800.04	(\$0.04)			
Travel	200.00	245.35	(45.35)			
Accounting and Audit Costs	1,100.00	1,100.00	0.00			
Sundry	1,350.00	1,131.45	218.55			
Total Administrative	12,450.00	12,276.84	173.16	0.00	0.00	0.00
TENANT SERVICES:						
Salaries - Tenant Services			0.00			
Recreation, Publications, etc.			0.00			
Travel - Tenant Service Coordinator			0.00			
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES:						
Water						
Electricity	80.00	68.40	11.60			
Gas	1,700.00	1,524.53	175.47			
Labor			0.00			
Other Utilities Expense	3,044.00	3,090.00	(46.00)			
Total Utilities	4,824.00	4,682.93	141.07	0.00	0.00	0.00
ORDINARY MAINTENANCE:						
Labor	4,800.00	4,800.00	0.00			
Materials	600.00	867.24	(267.24)	\$0.00		
Contract Costs	9,260.00	9,979.24	(719.24)			
Total Ordinary Maintenance	\$14,660.00	\$15,646.48	(\$986.48)	0.00	0.00	0.00

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES
 BUDGET (GAAP Basis) & ACTUAL - GENERAL & SPECIAL REVENUE FUNDS
 YEAR ENDED DECEMBER 31, 1998

Expenditures (cont.)	General Fund			Special Revenue Fund		
	Budget	Actual- GAAP Basis	Variance- Favorable [Unfavorable]	Budget	Actual- GAAP Basis	Variance- Favorable [Unfavorable]
GENERAL:						
Insurance	\$5,150.00	\$4,700.00	\$450.00			
Payment in Lieu of Taxes						
Interest	4,765.00	4,765.32	(0.32)			
Employee Benefit Contributions	530.00	542.63	(12.63)			
Collection Losses						
Other General Expenses	1,250.00	1,250.00	0.00			
Total General	11,695.00	11,257.95	437.05	0.00	0.00	0.00
NON-ROUTINE ITEMS:						
Non-routine Maintenance						
Total Non-routine Items	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL EXPENDITURES	\$43,629.00	\$43,864.20	(\$235.20)	0.00	0.00	0.00

HOUSING AUTHORITY OF THE CITY OF HAMMOND, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, & CHANGES IN FUND BALANCES
BUDGET (GAAP Basis) & ACTUAL - GENERAL & SPECIAL REVENUE FUNDS
YEAR ENDED DECEMBER 31, 1998

	General Fund			Special Revenue Fund		
	Budget	Actual- GAAP Basis	Variance- Favorable [Unfavorable]	Budget	Actual- GAAP Basis	Variance- Favorable [Unfavorable]
SURPLUS CREDITS / CHARGES:						
Prior Year Adjustments					\$563.87	(563.87)
Total Surplus Credits / Charges	0.00	0.00	0.00	0.00	563.87	(563.87)
CAPITAL OUTLAY:						
Replacement of Non-expendable Equipment	\$1,100.00	\$1,267.27	(\$167.27)			
Property Betterments & Additions	0.00		0.00			
Total Capital Outlay	1,100.00	1,267.27	(167.27)	0.00	0.00	0.00
OTHER EXPENDITURES:						
Sec 8				\$456,288.00	413,559.40	42,728.60
HAP				72,025.00	69,235.68	2,789.32
Admin Fees				540.00		540.00
Hard to House Fees				3,400.00	3,000.00	400.00
Audits Costs						0.00
Other Project Proceeds						
Interest	0.00					
Total Other Expenditures	0.00	0.00	0.00	532,253.00	485,795.08	46,457.92
TOTAL EXPENDITURES	44,729.00	45,131.47	(402.47)	532,253.00	486,358.95	45,894.05
Excess of Revenues Over (Under) Expenditures	17,396.00	16,932.95	(463.05)	0.00	5,437.33	(5,437.33)

**HOUSING AUTHORITY OF THE CITY OF HAMMOND
HAMMOND, LOUISIANA**

Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

INTRODUCTION

The Housing Authority of the City of Hammond (authority) was created pursuant to the U.S. Housing Act of 1937 to engage in the acquisition, development, and administration of a low income housing program to provide safe, sanitary, and affordable housing to the citizens of Hammond, Louisiana. The Housing Authority must comply with Louisiana State reporting laws (LSA - R.S. 24:513 and 24:514) which requires financial statements to be prepared in accordance with generally accepted accounting principles (GAAP).

The authority is administered by a five member board appointed by the Mayor. Members of the board serve staggered-year terms.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low rent housing programs in the United States. Accordingly, HUD has entered into an annual contributions contract with the authority for the purpose of assisting the authority in financing the acquisition, construction, and leasing of housing units and to make annual contributions (subsidies) to the authority for the purpose of maintaining this low rent character.

The authority participates in Section 8 housing assistance payment programs. The Section 8 program provides assistance to low-income persons seeking housing by subsidizing rents between tenants and owners of existing private housing.

Jackson Square Court is also a program of the Hammond Housing Authority. The Hammond Housing Authority, through the United States Department of Agriculture - Farmers Home Administration, built dwelling units to be rented to elderly and handicapped low-income citizens. Construction activities began in January 1982, and initial leasing commenced November 1982.

At December 31, 1998, the authority manages Farmer's Home public housing units and provides assistance to Section 8 housing units.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the authority 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

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the authority is legally separate and fiscally independent, the authority is a separate governmental reporting entity.

The authority is a related organization of the City of Hammond, Louisiana since the Mayor appoints a voting majority of the authority's governing board. The City of Hammond is not financially accountable for the authority as it cannot impose its will on the authority and there is no potential for the authority to provide financial benefit to, or impose financial burdens on, the City of Hammond. Accordingly, the authority is not a component unit of the financial reporting entity of the City of Hammond.

The authority includes all funds, account groups, activities, et cetera, that are within the oversight responsibility of the authority.

Certain units of local government over which the authority exercises no oversight responsibility, such as the parish police jury, school board, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the authority. In addition, the accompanying financial statements do not include various tenant associations which are legally separate entities.

C. FUND ACCOUNTING

The authority 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.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is an financial reporting device designed to provide accountability for certain assets and liabilities that not recorded in the funds because they no not directly affect net expendable financial resources.

Funds of the authority are classified into three categories: governmental, proprietary and fiduciary, as applicable. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund types follow:

Governmental Funds

Governmental funds account for all or most of the authority'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 obligations. Governmental funds include:

1. General Fund - the general operating fund of the authority accounts for all financial resources, except those required to be accounted for in other funds. The General Fund includes transactions of the low rent housing assistance programs.
2. Special revenue funds - account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Special revenue funds contain transactions of the various Section 8 Housing Assistance Programs administered by the authority.
3. Debt service funds - account for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group. Debt service funds contain current year payments of principal and interest on project notes, federal financing bonds, and bonds payable (if applicable).
4. Capital projects funds - account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds. Capital projects funds contain transactions relating to active modernization and development programs.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

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Fiduciary Funds

Fiduciary funds account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the authority.

The Tenants Security Deposits Agency Fund consists of various tenant security deposit accounts.

Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

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 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 and agency funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Operating subsidies and the annual contributions received from HUD are recorded when available and measurable. Federal restricted grants are recorded when reimbursable expenditures have been incurred.

Rental income is recorded in the month earned.

Interest earnings on time deposits are recorded when the time deposits have matured and the interest is available. Interest income on interest bearing demand deposits is recorded each month when credited by the bank to the account.

Substantially all other revenues are recorded when they become available to the PHA.

Expenditures

Salaries are recorded as expenditures when paid. Purchases of various operating supplies are recorded as expenditures in the accounting period they are purchased.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

Compensated absences are recognized as expenditures when leave is actually taken or when employees (or heirs) are paid for accrued leave upon retirement or death, while the cost of leave privileges not requiring current resources is recorded in the general long term obligations account group.

Principal and interest on general long term debt are recognized when due.

Substantially all other expenditures are recognized when the related fund liability has been incurred.

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid (or any other types, such as capital lease transactions, sale of fixed assets, debt extinguishment, long-term debt proceeds, et cetera) are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

Deferred Revenues

The authority reports deferred revenues on its combined balance sheet. Deferred revenues arise when resources are received by the authority before it has a legal claim to them, as when grant monies are received before the incurrence of qualifying expenditures. In subsequent periods, when the authority has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

E. BUDGETS

The authority uses the following budget practices:

1. The authority adopted budgets for the Farmers Home Program in the General Fund and the Section 8 Certificate and Voucher Programs in the Special Revenue Funds.
2. The budgets are prepared on the modified accrual basis of accounting. All appropriations lapse at year end.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

3. Encumbrances are not recognized within the accounting records for budgetary purposes.
4. Formal budget integration (within the accounting records) is employed as a management control device.
5. The Executive Director is authorized to transfer amounts between line items within any fund, with the exception of salaries, provided such does not change the total of any function. However, when actual revenues within a fund fail to meet budgeted revenues by 5% or more, a budget amendment is adopted by the authority in an open meeting. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

F. ENCUMBRANCES

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not employed. However, outstanding purchase orders are taken into consideration before expenditures are incurred in order to assure that applicable appropriations are not exceeded.

G. CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits and interest bearing demand deposits. Cash equivalents include amounts in time deposits and cash with fiscal agents. Under state law, the authority 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 principal offices in Louisiana.

H. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

I. INVENTORIES

All purchased inventory items are valued at cost. Acquisition of materials and supplies are accounted for on the purchase method, that is, the expenditure is charged when the items are purchased. Housing Authorities of less than 500 units do not record the inventory in the general ledger.

J. FIXED ASSETS

Fixed assets of governmental funds are recorded as expenditures at the time they are purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

K. COMPENSATED ABSENCES

The authority has the following policy relating to vacation and sick leave:

The authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Employees may accumulate up to 300 hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

The cost of current leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the governmental funds when leave is actually taken or when employees (or heirs) are paid for accrued leave upon retirement or death, while the cost of leave privileges not requiring current resources is recorded in the General Long Term Obligations Account Group. Leave benefits are based on accrued leave benefits or employees with ten (10) years service to a maximum of 25 days at their current annual salary.

L. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from governmental funds are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental funds when due.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

M. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific future use.

N. INTERFUND TRANSACTIONS

Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

O. TOTAL COLUMNS ON COMBINED STATEMENTS

The total columns on the combined 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, results of operations, or changes in financial position 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 AND CASH EQUIVALENTS

At December 31, 1998, the authority has cash and cash equivalents (book balances) as follows:

Demand deposits	\$	165,993.04
Interest-bearing demand deposits		75,546.49
Money market accounts		0.00
Time deposits		<u>0.00</u>
Total	\$	<u>241,539.53</u>

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

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 authority has \$241,539.53 in deposits (collected bank balances). These deposits are secured from risk by \$166,539.53 of federal deposit insurance and \$75,000.00 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the authority that the fiscal agent has failed to pay deposited funds upon demand.

3. RECEIVABLES

The receivables of \$3,040.00 at December 31, 1998, are as follows:

General Fund Local Sources:

Tenants	\$	0.00
Other		<u>3,040.00</u>
Total	\$	<u>3,040.00</u>

4. FIXED ASSETS

The changes in general fixed assets are as follows:

Land, Structures, and Equipment		
Balance December 31, 1997	\$	647,358.62
Additions		9,268.69
Deletions		<u>0.00</u>
Balance December 31, 1998	\$	<u>656,627.31</u>

Fixed assets are mortgaged to HUD pursuant to the Annual Contributions Contract as collateral for obligations owed to the U.S. Government.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

5. RETIREMENT SYSTEMS

The authority provides benefits for all of its full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate after a six months exclusionary period. The employee contributes up to ten percent and the entity contributes eight percent of the employee's base salary each month. The entity's contributions for each employee (and interest allocated to the employee's account) are vested twenty percent annually for each year of participation. An employee is fully vested after five years of participation.

The entity's total payroll in fiscal year ended December 31, 1998 was \$53,000.00. The entity's contributions were calculated using the base salary amount of \$50,000.00. Contributions to the plan were \$1,736.52 and \$2,060.88 by the employee and the entity, respectively.

ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$53,101.00 at December 31, 1998, are as follows:

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total</u>
HUD	\$ 0.00	\$ 44,130.46	\$ 44,130.46
Other	<u>0.00</u>	<u>1,224.00</u>	<u>1,224.00</u>
Total	\$ <u>0.00</u>	\$ <u>45,354.46</u>	\$ <u>45,354.46</u>

7. COMPENSATED ABSENCES

At December 31, 1998, employees of the authority have accumulated and vested \$4,765.32 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. This amount is not expected to be paid from current available resources.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

DECEMBER 31, 1998

8. CHANGES IN AGENCY FUND DEPOSITS DUE OTHERS

A summary of changes in agency fund deposits due other follows:

Agency Funds: Tenants Security Deposits		
Balance, December 31, 1997	\$	2,886.00
Reductions- Net		<u>114.00</u>
Balance December 31, 1998	\$	<u>3,000.00</u>

9. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended December 31, 1998:

Compensated Absences:		
Balance December 31, 1997	\$	0.00
Balance December 31, 1998	\$	0.00

Long-term Debt

The Authority has executed a "Housing Reserve Note" payable to the United States Department of Agriculture - Farmers Home Administration, for \$659,140.00 dated January 22, 1982, at 13.25% annual interest, payable \$1,424.00 monthly.

Long-term Debt:	<u>Interest</u> <u>Rate</u>	<u>Principal</u> <u>Balance</u>
Housing Reserve Note	13.25%	\$ 469,804.86

Long-term debt is secured by the land and buildings of the entity.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

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10. INTERFUND ASSETS/LIABILITIES

Interfund receivables/payables at December 31, 1998 are as follows: NONE

11. COMMITMENTS AND CONTINGENCIES

The authority participates in a number of federally assisted grant programs. Although the current grant programs have been audited in accordance with the Single Audit Act of 1994 through December 31, 1998, these programs are still subject to cognizant agency program compliance audits and reviews.

12. GOING CONCERN

The authority receives a major portion of its funding from HUD and the Department of Agriculture. While it is unlikely to happen, discontinuation of these funding sources would seriously affect the authority's ability to continue operations.

HOUSING AUTHORITY OF THE CITY OF HAMMOND

SCHEDULE OF EXPENDITURES OF FEDERAL FINANCIAL AWARDS

DECEMBER 31, 1998

<u>PROGRAM</u>	<u>CFDA NO.</u>	<u>EXPENDITURES</u>
<i>U.S. Dept. of Housing and Urban Development:</i>		
Section 8 Rental Certificate Program	14.857	\$ 418,904.90
Section 8 Rental Voucher Program	14.855	69,217.00
<i>U.S. Dept. Of Agriculture</i>		
Farmers Home Administration	10.415	<u>39,635.00</u>
Total Expended Federal Awards		\$ <u>527,756.90</u>

**Notes to the Schedule of Expenditures of Federal Awards
for the Year December 31, 1998**

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Housing Authority of the City of Hammond, and is presented on the *modified accrual basis of accounting*. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the *general-purpose* financial statements.