

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana**

**Financial Statements  
With Accountant's Compilation Report  
As of and for the Two Years Ended  
December 31, 2003  
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 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 6.2.04

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana**

**Financial Statements  
With Accountant's Compilation Report  
As of and for the Two Years Ended December 31, 2003  
With Supplemental Information Schedules**

**C O N T E N T S**

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*M. Carleen Dumas*  
CERTIFIED PUBLIC ACCOUNTANT

369 DONALDSON ROAD • CALHOUN, LOUISIANA 71225 • TELEPHONE 318/644-5726

**Accountant's Compilation Report**

BOARD OF DIRECTORS  
INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana

I have compiled the accompanying financial statements and supplemental information schedules, as listed in the foregoing table of contents, of the Industrial Development Board of the Parish of Caldwell, Inc., as of December 31, 2003, and for each of the years in the two year period 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. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any form of assurance on them.

I am not independent with respect to the Industrial Development Board of the Parish of Caldwell, Inc., for the two years ended December 31, 2003.

*Carleen Dumas*

Calhoun, Louisiana  
March 24, 2004

**FINANCIAL STATEMENTS**

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana**

Statement of Financial Position  
December 31, 2003

**ASSETS**

Current assets - cash	\$151,152
Land and equipment (net of accumulated depreciation)	<u>163,089</u>
<b>TOTAL ASSETS</b>	<b><u><u>\$314,241</u></u></b>

**LIABILITIES AND NET ASSETS**

## Liabilities:

## Current liabilities:

Accounts payable	\$11,441
Current portion of note payable	<u>18,000</u>
Total current liabilities	29,441
Long-term liabilities - loan payable	<u>19,000</u>
Total liabilities	<u>48,441</u>

## Net Assets:

Unrestricted net assets	264,978
Temporarily restricted	<u>822</u>
Total net assets	<u>265,800</u>

<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u><u>\$314,241</u></u></b>
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See accompanying notes and accountant's compilation report.

## Statement B

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana**

**Statement of Activities - By Years  
For the Two Years Ended December 31, 2003**

	<u>2003</u>	<u>2002</u>
<b>UNRESTRICTED NET ASSETS</b>		
<b>Support and Revenue:</b>		
Caldwell Parish Police Jury	\$80,041	\$73,522
State funds:		
Sales tax dedication	599	778
State grant	65,454	12,818
Interest income	1,864	1,209
Leases	2,870	1,852
Other	52	
Total unrestricted support and revenue	<u>150,880</u>	<u>90,179</u>
<b>Expenses:</b>		
Contract labor	1,200	1,200
Main Street expenses	40,598	43,781
Fees	743	1,363
Telephone	2,768	2,761
Utilities	5,356	4,454
Office expense	499	562
Depreciation	325	685
Interest expense	4,050	5,250
Lease payments	1,650	1,650
Other operating expenses	3,968	50
Total expenses	<u>61,157</u>	<u>61,756</u>
Increase in unrestricted net assets	89,723	28,423
<b>TEMPORARILY RESTRICTED NET ASSETS</b>		
Change in temporarily restricted net assets	<u>NONE</u>	<u>NONE</u>
<b>INCREASE IN NET ASSETS</b>	89,723	28,423
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<u>176,077</u>	<u>147,654</u>
<b>NET ASSETS AT END OF YEAR</b>	<u>\$265,800</u>	<u>\$176,077</u>

The accompanying notes are an integral part of this statement.

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana**

**Statement of Cash Flows - By Years -  
For the Two Years Ended December 31, 2003**

	<u>2003</u>	<u>2002</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Increase in net assets	\$89,723	\$28,423
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Depreciation	325	685
Increase (decrease) in operating liabilities:		
Accounts payable	<u>7,182</u>	<u>(4,480)</u>
Net cash provided by operating activities	97,230	24,628
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Principal paid on loan	<u>(17,000)</u>	<u>(16,000)</u>
<b>NET INCREASE IN CASH</b>	80,230	8,628
<b>CASH AT BEGINNING OF YEAR</b>	<u>70,922</u>	<u>62,294</u>
<b>CASH AT END OF YEAR</b>	<u><u>\$151,152</u></u>	<u><u>\$70,922</u></u>

The accompanying notes are an integral part of this statement.

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana**

Notes to the Financial Statements  
As of and for the Two Years Ended December 31, 2003

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Industrial Development Board of the Parish of Caldwell, Inc., is a nonprofit corporation domiciled in Columbia, Louisiana, and organized under the provisions of Louisiana Revised Statutes (LSA-RS) 51:1151-1165. The board is governed by a fifteen member board of directors, appointed by the Caldwell Parish Police Jury. Board members serve without compensation. As provided by LSA-RS 51:1152, the corporation was created for the purpose of promoting the health, welfare and safety of the citizens of the parish by reducing, controlling, abating and preventing environmental pollution and promoting the economic development and stability of the parish by securing and retaining private industrial, commercial, and other enterprises resulting in higher employment.

**A. FINANCIAL STATEMENT PRESENTATION**

Financial statement presentation follows the recommendations of the Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Industrial Development Board of the Parish of Caldwell, Inc., is required to report information regarding its financial position and activities according to three classes of net assets; unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets based upon the existence or absence of donor-imposed restrictions. In addition, the Industrial Development Board of the Parish of Caldwell, Inc., is required to present a statement of cash flows.

**B. BASIS OF ACCOUNTING**

The accompanying financial statements are prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.

**C. ESTIMATES**

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



INDUSTRIAL DEVELOPMENT BOARD  
 OF THE PARISH OF CALDWELL, INC.  
 Columbia, Louisiana  
 Notes to the Financial Statements (Continued)

**D. FIXED ASSETS**

Fixed assets acquired by the Industrial Development Board of the Parish of Caldwell, Inc., are capitalized at cost. The depreciation of equipment is provided over the estimated useful life of five years on a straight-line basis. Depreciation expense for the years ended December 31, 2003 and 2002, was \$325 and \$685, respectively.

**E. CONTRIBUTIONS**

In accordance with SFAS No. 116, *Accounting for Contributions Received and Contributions Made*, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

**F. CASH**

At December 31, 2003, the Industrial Development Board of the Parish of Caldwell, Inc., has cash in demand deposits (book balances) totaling \$151,152. At December 31, 2003, the board's bank balances were insured by \$107,370 of FDIC insurance. \$43,932 of the board's bank balances were unsecured at December 31, 2003.

**G. INTEREST COSTS**

The following provides disclosure on interest costs for the two years ended December 31, 2003:

	<u>2003</u>	<u>2002</u>
Total interest cost expensed	\$4,050	\$5,250
Total interest cost capitalized	<u>NONE</u>	<u>NONE</u>
Total interest costs incurred	<u>\$4,050</u>	<u>\$5,250</u>

**H. FUNCTIONAL ALLOCATION OF EXPENSES**

The Industrial Development Board of the Parish of Caldwell, Inc.'s, only activity is to promote economic development in the parish. All costs incurred by the Industrial Development Board of the Parish of Caldwell, Inc., are incurred for this purpose; therefore, it is not feasible to allocate expenses between program services and support services.

See accountant's compilation report.

INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana  
Notes to the Financial Statements (Continued)

**2. LAND AND EQUIPMENT**

A summary of land and equipment at December 31, 2003, is as follows:

Land	\$162,968
Equipment	9,293
Less accumulated depreciation	<u>(9,172)</u>
Total	<u>\$163,089</u>

**3. TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets at December 31, 2003 consist of the following unexpended grants:

Gateway grant	\$22
Levee Riverwalk Greenery grant	<u>800</u>
Total	<u>\$822</u>

**4. INCOME TAX STATUS**

The Industrial Development Board of the Parish of Caldwell, Inc., is exempt from federal income taxes under Section 501(c)(6) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made in these financial statements.

**5. CONCENTRATION OF REVENUE**

The Industrial Development Board of the Parish of Caldwell, Inc., received approximately 53% and 82%, respectively, of its funding from the Caldwell Parish Police Jury for the two years ended December 31, 2003 and 2002.

**6. LOAN PAYABLE**

In November 2000, the Caldwell Parish Police Jury issued \$85,000 in certificates of indebtedness. On November 29, 2000, the Caldwell Parish Police Jury transferred the proceeds of the certificates to the Industrial Development Board of the Parish of Caldwell, Inc. The board used these funds for improvements made to leased property in accordance with the terms of a lease agreement. The board will repay the Caldwell Parish Police Jury the principal and interest due on the certificates of indebtedness in accordance with the following debt service schedule:

See accountant's compilation report.

INDUSTRIAL DEVELOPMENT BOARD  
 OF THE PARISH OF CALDWELL, INC.  
 Columbia, Louisiana  
 Notes to the Financial Statements (Continued)

<u>Payment Date</u>	<u>Principal Due</u>	<u>Interest Rate</u>	<u>Interest Due</u>	<u>Total Debt Service</u>
March 2004	\$18,000	7.50%	\$2,775	\$20,775
March 2005	19,000	7.50%	1,425	20,425
	<u>\$37,000</u>		<u>\$4,200</u>	<u>\$41,200</u>

The following is a summary of loan payable transactions for the two years ended December 31, 2003:

Loans payable at January 1, 2002	\$70,000
Additions:	
Year ending December 31, 2002	NONE
Year ending December 31, 2003	NONE
Reductions:	
Year ending December 31, 2002	(16,000)
Year ending December 31, 2003	(17,000)
Loan payable at December 31, 2003	<u>\$37,000</u>

See accountant's compilation report.

**SUPPLEMENTAL INFORMATION SCHEDULES**

See accountant's compilation report.

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana  
SUPPLEMENTAL INFORMATION SCHEDULES  
For the Two Years Ended December 31, 2003**

**PRIOR AUDIT FINDINGS**

The follow-up and corrective action taken on all prior audit findings is presented in the summary schedule of prior audit findings (Schedule 1).

**CURRENT YEAR FINDINGS**

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

See accountant's compilation report.

INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana

Summary Schedule of Prior Audit Findings  
For the Two Years Ended December 31, 2003

<u>Reference Number</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken</u>	<u>Additional Explanation</u>
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There were no prior year audit findings for the two years ended December 31, 2001.

See accountant's compilation report.

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana**

**Corrective Action Plan  
For Current Year Findings  
For the Two Years Ended December 31, 2003**

<u>Reference Number</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completion Date</u>
N/A	Bank balances were not fully secured at December 31, 2003.	Bank will pledge securities to secure deposits.	Ronnie Darden, Treasurer	5/01/04
2002 - 3a	One invoice that was examined contained a \$150 error that resulted in an overpayment to the vendor.	We discovered this error and the vendor has reimbursed the board for these expenses.	Ronnie Darden, Treasurer	N/A
2002 - 3b	Project cost report for the six months ended 12/31/02 included expenses paid by other agencies.	We will refund prorata share of expenses paid by other agencies.	Ronnie Darden, Treasurer	06/01/04
2002 - 4	Notice of meetings and agendas were not properly posted during 2002.	We will post a notice of meetings at the board's principal office at least twenty four hours prior to the meeting.	Ronnie Darden, Treasurer	05/01/04
2003 - 3a	One invoice that was examined contained a \$195 error that resulted in an overpayment to the vendor.	We discovered this error and the vendor has reimbursed the board for these expenses.	Ronnie Darden, Treasurer	N/A
2003 - 3b	Project close out report incorrectly reported final grant award expenditures.	We will refund prorata share of expenses paid by other agencies.	Ronnie Darden, Treasurer	06/01/04

See accountant's compilation report.

**INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CALDWELL, INC.  
Columbia, Louisiana**

**Corrective Action Plan  
For Current Year Findings  
For the Two Years Ended December 31, 2003**

<u>Reference Number</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completion Date</u>
2003 - 4	Notice of meetings and agendas were not properly posted during 2003.	We will post a notice of meetings at the board's principal office at least twenty four hours prior to the meeting.	Ronnie Darden, Treasurer	05/01/04

See accountant's compilation report.



# HILL, INZINA & COMPANY

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors  
Industrial Development Board of the Parish of Caldwell, Inc.  
Columbia, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Industrial Development Board of the Parish of Caldwell, Inc., the Legislative Auditor (State of Louisiana), and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about the Board's compliance with certain laws and regulations during the year ended December 31, 2003, 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 and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we 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.

Our applied procedures, together with any findings, follow:

### *Federal, State, and Local Awards*

1. Determine the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.
2. For each federal, state, and local award:
  - a. Randomly select six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements in total will be selected.
  - b. Trace the six disbursements to supporting documentation as to proper amount and payee.
  - c. Determine if the six disbursements were properly coded to the correct fund and general ledger account.
  - d. Determine whether the six disbursements received approval from proper authorities.
  - e. For federal awards, determine whether the disbursements comply with the applicable specific program compliance requirements summarized in the Compliance Supplement (or contained in the grant agreement, if the program is not included in the Compliance Supplement) and for state and local awards, determine whether the disbursements comply with the grant agreement, relating to activities allowed or

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unallowed, eligibility, and reporting.

3. For the programs selected for testing in item (2) that have been closed out during the period under review, compare the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

- Our review of the Board's grant expenditures during the period under review disclosed expenditures of federal awards of \$11,311 and \$22,477 expended of a state award.
- Only four disbursements from grant award funds were made during the period under review. We examined supporting documentation for each of the four disbursements and found that the payments were for the proper amounts and made payable to the correct payees; were properly coded to the correct fund and general ledger account; received approval from the Board by the treasurer signing the checks; and were made in accordance with the stipulations of the grant agreements.

We noted that one of the four disbursements was made payable for the total amount due as documented on the invoice but a \$195 addition error on the invoice was not noticed and corrected by the Board before payment. This overpayment did not specifically affect the reporting of grant expenditures by the Board to the grantor agency as all amounts reported on the final close-out report were incorrect.

- The four disbursements included one state program that was closed out during the period under review. We compared the close-out report for this program with the Board's financial records and found that the Board incorrectly reported the final grant award expenditures for the twelve month grant period ended June 30, 2003, to be the same as the revised budgeted expenditures for the project. The actual grant expenditures should have been reported less amounts paid by other parties.

#### *Meetings*

4. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

- The Board is only required to post on the door of the Board's meeting location or to publish a notice of each meeting and the accompanying agenda. Management asserted that agendas were not prepared and no postings were made of meeting dates, times, and locations.

*Comprehensive Budget*

5. For all grants exceeding \$5,000, determine that each applicable federal, state, or local grantor agency/agencies was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants specific goals and objectives and measures of performance.
  - The Board provided comprehensive budgets to the applicable federal and state grantor agencies for the awards mentioned previously. These budgets specified the anticipated uses of the funds, the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

*Prior Comments and Recommendations*

6. Review any prior year suggestions, recommendations, and/or comments and indicate the extent to which such matters have been resolved.
  - No prior year suggestions, recommendations, and/or comments were cited per our review of the Board's compilation report prepared as of and for the year ended December 31, 2002.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Industrial Development Board of the Parish of Caldwell, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Hill, Arzoo & Co.*  
April 21, 2004

# HILL, INZINA & COMPANY

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors  
Industrial Development Board of the Parish of Caldwell, Inc.  
Columbia, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Industrial Development Board of the Parish of Caldwell, Inc., the Legislative Auditor (State of Louisiana), and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about the Board's compliance with certain laws and regulations during the year ended December 31, 2002, 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 and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we 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.

Our applied procedures, together with any findings, follow:

### *Federal, State, and Local Awards*

1. Determine the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.
2. For each federal, state, and local award:
  - a. Randomly select six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements in total will be selected.
  - b. Trace the six disbursements to supporting documentation as to proper amount and payee.
  - c. Determine if the six disbursements were properly coded to the correct fund and general ledger account.
  - d. Determine whether the six disbursements received approval from proper authorities.
  - e. For federal awards, determine whether the disbursements comply with the applicable specific program compliance requirements summarized in the Compliance Supplement (or contained in the grant agreement, if the program is not included in the Compliance Supplement) and for state and local awards, determine whether the disbursements comply with the grant agreement, relating to activities allowed or

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unallowed, eligibility, and reporting.

3. For the programs selected for testing in item (2) that have been closed out during the period under review, compare the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

- Our review of the Board's grant expenditures during the period under review disclosed no expenditures of federal awards and \$23,112 expended of a state award.
- Only five disbursements from grant award funds were made during the period under review. We examined supporting documentation for each of the five disbursements and found that the payments were for the proper amounts and made payable to the correct payees; were properly coded to the correct fund and general ledger account; received approval from the Board by the treasurer signing the checks; and were made in accordance with the stipulations of the grant agreement.

We noted that one of the five disbursements was made payable for the total amount due as documented on the invoice but a \$150 addition error on the invoice was not noticed and corrected by the Board before payment. The \$150 overpayment was not included in the reporting of the project's costs to the funding agency.

Also, the Board in reporting the grant award expenditures for the first six months of the grant period ended December 31, 2002, reported the costs of the project to include amounts actually paid by other parties. We recommend that this matter be promptly addressed and that the excess costs reported incorrectly be refunded to the funding agency or to the other paying parties.

- We noted no projects nor did the Board disclose any projects closed out during the period under review.

#### *Meetings*

4. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

- The Board is only required to post on the door of the Board's meeting location or to publish a notice of each meeting and the accompanying agenda. Management asserted that agendas were not prepared and no postings were made of meeting dates, times, and locations.

### *Comprehensive Budget*

5. For all grants exceeding \$5,000, determine that each applicable federal, state, or local grantor agency/agencies was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants specific goals and objectives and measures of performance.
  - o The Board provided a comprehensive budget to the applicable state grantor agency for the award mentioned previously. The budget specified the anticipated uses of the funds, the duration of the project, and plans showing specific goals and objectives that included measures of performance.

### *Prior Comments and Recommendations*

6. Review any prior year suggestions, recommendations, and/or comments and indicate the extent to which such matters have been resolved.
  - o No prior year suggestions, recommendations, and/or comments were cited per our review of the Board's compilation report prepared as of and for the two years ended December 31, 2001.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Industrial Development Board of the Parish of Caldwell, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Hill, Arpina & Co.*  
April 21, 2004

Cindy I. Haynes, CPA  
Hill, Inzina, & Co., CPAs  
P.O. Box 631  
Bastrop, La 71221-0631

Mrs. Haynes,

In connection with your agreed-upon procedures engagement for the Industrial Development Board of Caldwell Parish, Inc., as of and for the two years ended December 31, 2002 and 2003, 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 3-25-2004.

#### FEDERAL STATE, AND LOCAL AWARDS

We have detailed for you the amount of federal, state and local award expenditures for each year, by grant and grant year.

Yes [] No [ ] N/A [ ]

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate federal, state, and grantor officials.

Yes [] No [ ] N/A [ ]

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes [] No [ ] N/A [ ]

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes [] No [ ] N/A [ ]

## OPEN MEETINGS

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1-12 (the open meetings law).

Yes [] No [  ] N/A [  ]

## BUDGET

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Yes [] No [  ] N/A [  ]

## PRIOR YEAR COMMENTS

We have resolved all prior year recommendations and/or comments.

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 federal, state, and local grants, to include the applicable 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 will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

  
Treasurer

3-25-04  
Date