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### SOUTH ST. LANDRY COMMUNITY LIBRARY DISTRICT SUNSET, LOUISIANA FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2003

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 5 · 12 · 04

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#### JOHN S. DOWLING & COMPANY A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

John S. Dowling, CPA 1904-1984

Retired

Harold Dupre, CPA 1996 John Newton Stout, CPA 1998 Dwight Ledoux, CPA 1998 Joel Lanclos, Jr., CPA 2003

#### INDEPENDENT AUDITOR'S REPORT

Board of Directors South St. Landry Community Library District Sunset, Louisiana

We have audited the accompanying general purpose financial statements of the South St. Landry Community Library District, a component unit of the St. Landry Parish Police Jury, as of and for the year ended December 31, 2003, as listed in the table of contents. These general purpose financial statements are the responsibility of the South St. Landry Community Library District's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the South St. Landry Community Library District, as of December 31, 2003, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated April 28, 2004, on our consideration of the South St. Landry Community Library District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit. "Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document."

Opelousas, Louisiana 70571-1549

John S. Dowling + Company Opelousas, Louisiana April 28, 2004

P. O. Box 1549

#### GENERAL PURPOSE FINANCIAL STATEMENTS

# SOUTH ST. LANDRY COMMUNITY LIBRARY DISTRICT SUNSET, LOUISIANA COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS DECEMBER 31, 2003

	GOVERNMENTAL	ACCOUN	T GROUPS		
	FUND TYPE	GENERAL	GENERAL	TO'	TALS
	GENERAL	FIXED	LONG-TERM		dum Only)
	FUND	ASSETS	DEBT	2003	2002
A O O D D O					
<u>ASSETS</u> Cash	40				
	\$29,670			\$29,670	\$32,097
Investments	14,106			14,106	27,843
Ad valorem taxes receivable, net of					
allowance for	<b>.</b>				
uncollectibles	76,560			76,560	72,734
State revenue sharing receivable	20.400				
Accrued interest	19,423	·		19,423	19,544
receivable	<b>A</b>				
Land and buildings	<b>4</b>	¢1.62 406		4	22
Furniture and		\$162,496		162,496	160,801
equipment		112,728		112 700	04 00=
Books, subscriptions		112,720		112,728	84,287
and software		190,182		190,182	205,979
₩~*~~	100 500		<del></del>		
<u>Total assets</u>	<u>139,763</u>	<u>465,406</u>	<u>-0-</u>	<u>605,169</u>	<u>603,307</u>
LIABILITIES AND EQUITY					
LIABILITIES					
Accounts payable and					
and accrued expenses	\$3,473			\$3,473	
Compensated absences	, - ,			42/17	
payable	1,088			1,088	
<u>Total</u>					
<u>liabilities</u>	<u>4,561</u>	<u>-0-</u>	<u>-0-</u>	4,561	<u> </u>
EQUITY					
Investment in general					
fixed assets		\$465,406		465,406	6451 067
Fund balance		<b>4</b> 103, 100		402,400	\$451,067
Reserved					22,313
Unreserved -					. 22,313
undesignated	135,202			135,202	129,927
Total equity	135,202	465,406	<del>-0-</del>	600,608	603,307
	<del></del>				<u> </u>
<u>Total</u>					•
<u>liabilities</u>					
and equity	<u>139,763</u>	<u>465,406</u>	<u>-0-</u>	605,169	<u>603,307</u>
			<del></del>		

The accompanying notes are an integral part of these statements.

### SOUTH ST. LANDRY COMMUNITY LIBRARY DISTRICT SUNSET, LOUISIANA

### COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUND TYPE - GENERAL FUND FOR THE YEAR ENDED DECEMBER 31, 2003

		TOTALS
		(Memorandum
		Only)
	2003	2002
REVENUES		•
Ad valorem taxes	\$90,899	\$84,750
Intergovernmental		
State revenue sharing	18,875	19,616
Grant income		
State Aid to Libraries		9,800
Department of Education	52,000	80,000
Interest earned	1,310	1,426
Miscellaneous		
Donations of fixed assets	30,625	
Donations - other	618	200
Library fines, fees	1,164	2,158
Insurance claim reimbursement	<u>8,126</u>	
Total revenues	<u>203,617</u>	<u>197,950</u>
EXPENDITURES		
Current		
Office supplies	3,621	4,102
Legal and accounting	7,675	6,430
Insurance	7,385	4,197
Utilities	8,720	6,109
	84,815	47,639
Wages	•	3,672
Payroll taxes	3,708	3,072
Compensated absences	1,088	7,236
Repairs and maintenance	4,559	•
Miscellaneous	3,779	2,131
Bank charges	94	91 445
Subscriptions	706	445
Tax election		9,509
Grant expenditures		10.000
Community services		10,762
Department of Education (includes capital		
outlay of \$32,490)	41,823	77,687
State Aid to Libraries (includes capital outlay		
of \$657)	7,152	9,329
Capital outlay		
Books and software	43,835	
Building improvements	1,695	1,049
Debt service		
Bond payment		16,000
Interest expense		<u>1,040</u>
Total expenditures	<u>220,655</u>	207,428
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(17,038)	(9,478)
FUND BALANCE, beginning of year	152,240	<u>161,718</u>
FUND BALANCE, end of year	<u>135,202</u>	<u>152,240</u>

The accompanying notes are an integral part of these statements.

### SOUTH ST. LANDRY COMMUNITY LIBRARY DISTRICT SUNSET, LOUISIANA

### COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GOVERNMENTAL FUND TYPE - GENERAL FUND BUDGET (CASH BASIS) AND ACTUAL

FOR THE YEAR ENDED DECEMBER 31, 2003

		2003		TOTALS
			VARIANCE	(Memorandum
			FAVORABLE	Only)
	BUDGET	ACTUAL	(UNFAVORABLE)	2002
	<del></del>		<del></del>	
REVENUES				
Taxes				
Ad valorem taxes	\$84,316	\$87,073	\$2,757	\$80,123
Intergovernmental	,	• •		
State revenue sharing	18,996	18,996		12,987
Grant income	•			
State Aid to Libraries				9,800
Department of Education	52,000	52,000		80,000
Interest earned	1,308	1,327	19	1,404
Miscellaneous	•			
Donations		618	618	200
Library fines, fees	1,758	1,164	(594)	2,158
Insurance claim reimbursement	4,700	8,126	<u>3,426</u>	
Total revenues	163,078	169,304	<u>6,226</u>	186,672
		•		
EXPENDITURES				
Current				
Office supplies	2,878	3,621	(743)	4,102
Legal and accounting	7,675	7,675		6,430
Insurance	7,735	7,385	350	4,197
Utilities	8,324	8,718	(394)	6,109
Wages	84,722	84,815	(93)	47,639
Payroll taxes	3,703	3,708	(5)	3,672
Repairs and maintenance	4,878	4,559	319	7,236
Miscellaneous	2,877	4,441	(1,564)	2,121
Bank charges		94	(94)	91
Subscriptions	2,916	706	2,210	445
Tax election expense				9,509
Grant expenditures				
Community services				10,762
Department of Education	40,973	41,822	(849)	77,687
State Aid to Libraries	9,797	7,153	2,644	9,329
Capital outlay				
Building improvements	1,695	1,695		1,049
Books and software	3,323	12,548	(9,225)	
Debt service			•	
Bond payment				16,000
Interest		<del></del>		1,040
<u>Total expenditures</u>	<u>181,496</u>	<u>188,940</u>	( <u>7,444</u> )	207,418
EXCESS (DEFICIENCY) OF REVENUES	•		\	100 mac)
OVER (UNDER) EXPENDITURES	<u>(18,418</u> )	(19,636	) <u>(1,218</u> )	(20,746)
FUND BALANCE, beginning of year		59,940		<u>80,686</u>
FUND BALANCE, end of year		40,304		<u>59,940</u>

The accompanying notes are an integral part of these statements.

#### NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The South St. Landry Community Library District was established in compliance with Louisiana Revised Statutes 25:295-299 to provide and operate a library for the area including Sunset, Grand Coteau and Cankton, Louisiana.

The Library District is governed by a board of commissioners, composed of seven members, one each appointed by the mayors of Sunset, Grand Coteau and Cankton and four appointed by the St. Landry Parish Police Jury. The members of the Board serve without pay.

The accompanying general purpose financial statements of the South St. Landry Community Library District 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.

#### A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the St. Landry Parish Police Jury is the financial reporting entity for St. Landry Parish.

The financial reporting entity consists of (a) the primary government (police jury) (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the St. Landry Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

- 1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
- 2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
- 3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The South St. Landry Community Library District is considered to be a component unit of the police jury because the police jury appoints four members of the Library's seven member Board and has the ability to impose its will on the Library. The accompanying financial statements present information only on the funds maintained by the Library and do not present information on the police jury.

#### NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

#### B. FUND ACCOUNTING

The Library 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 governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

The General Fund of the Library is classified as a governmental fund. Governmental funds account for the Library's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt.

#### C. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The 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 the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues, including grant revenues, are recognized when they become measurable and available as net current assets. Revenues are recorded as received in cash except at year-end. Accruals are made at year-end for revenues of a material amount that are measurable and collectible soon enough after year-end to be used to pay liabilities of the current period.

Revenues from local sources consist primarily of property taxes. Property tax revenues and revenues received from the State of Louisiana are recognized when susceptible to accrual. Miscellaneous revenues are recorded as revenue when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available.

Purchases of various operating supplies are regarded as expenditures at the time purchased. The costs of governmental fund-type inventories are recorded as expenditures when purchased and items on hand at year-end, if any, are not recorded as assets, unless material. Expenditures for insurance and similar services which extend over more than one accounting period are accounted for as expenditures of the period of acquisition.

#### NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

#### D. BUDGETS

Budgets are adopted on a cash basis. Operating appropriations lapse at year-end.

The revenues, expenditures and fund balance shown on pages 3 and 4 are reconciled with the amounts reflected in the budget comparison as follows:

#### 2003

REVENUES		
Page 3 -	Revenues	\$203,617
Add:	Property tax received	87,073
	State revenue sharing received	18,996
	Interest income received	1,327
Less:	Current property tax	(90,899)
	Current year state revenue sharing revenue	(18,875)
	Current year interest income	(1,310)
	Current donation of fixed asset	<u>(30,625</u> )
Page 4 -	Revenues	<u>169,304</u>
EXPENDITURE	<u>s</u>	
Page 3 -	Expenditures	\$220,655
Add:	Expenditures paid	188,940
Less:	Current year expenditures	( <u>220,655</u> )
Page 4 -	Expenditures	<u>188,940</u>
FUND BALANC	<u>'E</u>	
Page 3 -	Fund balance	\$135,202
Add:	Current year payables	1,088
Less:	Current year receivables	<u>(95,986</u> )
Page 4 -	Fund balance	40,304

#### E. <u>ENCUMBRANCES</u>

Encumbrance accounting is not used by the Library District.

#### F. CASH AND INVESTMENTS

Cash includes amounts in demand deposits. Investments, if any, are stated at cost, which approximates market.

Under state law, the Library may invest in United States bonds, treasury notes, certificates or other obligations of the United States of America, or time certificates of deposit in state banks organized under Louisiana law and national banks having their principal office in Louisiana.

#### G. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the General Fixed Assets Account Group. The Library has no public domain or infrastructure outlays. Interest costs incurred during construction are not capitalized. No depreciation has been provided on general fixed assets. Fixed assets are valued at either historical cost or estimated fair market value at the date of acquisition.

#### NOTE (1) - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

#### H. COMPENSATED ABSENCES

The Library pays full-time employees for vacation and sick leave. There is a written policy on the number of days earned per year which is based on years of employment. Employees are compensated for vacation days upon termination, however, sick days are forfeited upon termination.

#### I. LONG-TERM DEBT

Long-term obligations expected to be financed from governmental funds are reported in the General Long-term Debt Account Group. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental funds when due.

#### J. RETIREMENT

Employees of the Library contribute to the Social Security Retirement System.

#### K. TOTAL COLUMNS

Total columns on the general purpose financial 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 cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

#### L. <u>INVENTORY</u>

The Library practices the policy of recording materials and supplies as expenditures when acquired. The Library does not record any of these items as inventory because the amount of the items in stock is insignificant.

#### NOTE (2) - PROPERTY TAXES RECEIVABLE

Property taxes receivable at December 31, consist of taxes levied for the calendar year. The tax is collected by an intermediary government and remitted on a monthly basis. The tax is due to the intermediary government on or before December 31 and becomes delinquent on January 1. The taxes are generally collected in December of the current year and January and February of the ensuing year. The millage rate was 5.75 in 2003.

The Library District was required to remit 3.01880 of the total ad valorem taxes per the tax roll to the pension fund. This amount is determined by the legislative auditor each year. Since the sheriff collects all taxes for the parish, the tax collected in the first month is reduced by the sheriff for the pension fund amount owed and the remainder is remitted to the taxing district. Therefore, the ad valorem tax receivable and revenue are shown net of pension fund distributions. A schedule of tax receivable is as follows:

		Pension Fund Requirements	Allowance for Uncollectible Taxes	in Current	Tax <u>Receivable</u>
2003	\$95,147	\$423	\$4,030	\$14,134	\$76,560

An estimated allowance for uncollectible property tax has been set up based on prior years' experience.

#### NOTE (3) - CASH

The book and bank balances of the Library at December 31, 2003 are as follows:

	2003		
	Book	Bank	
Petty cash	\$100		
Demand deposits	7,201	\$8,466	
Savings account	22,328	22,325	
Insurance account	41	41	
<u>Total</u>	<u>29,670</u>	<u>30,832</u>	

These deposits are stated at cost which approximates market. At December 31, 2003, the bank balance of cash of \$30,832 is fully secured by federal depository insurance.

#### NOTE (4) - INVESTMENTS

Investments at December 31, 2003 consist of one certificate of deposit at the Bank of Sunset. It is fully secured by federal depository insurance.

#### NOTE (5) - CHANGES IN GENERAL FIXED ASSETS

The following is a summary of changes in general fixed assets for the year ended December 31, 2003:

	Balance January 1, 2003	Add Purchases	itions Donations	Retirements Sales and Discards	Balance December 31, 2003
Land and buildings Furniture and	\$160,802	\$1,695			\$162,497
equipment Books and	84,286	39,434		\$10,993	112,727
software	205,979	6,923	\$ <u>30,625</u>	<u>53,345</u>	<u>190,182</u>
<u>Total</u>	<u>451,067</u>	48,052	<u>30,625</u>	<u>64,338</u>	<u>465,406</u>

#### NOTE (6) - GRANT EXPENDITURES

	Expenditures	Appropriation to Fixed Assets
Department of Education		
Audio/video equipment	\$10,610	\$9,375
Professional fees	600	• •
Services	19,569	19,569
Supplies/resources	11,044	3,546
State Aid to Libraries		
Software	5,858	657
Training and travel	1,294	<del></del>
<u>Total</u>	<u>48,975</u>	<u>33,147</u>

#### NOTE (7) - TORNADO DAMAGE

During the year ended December 31, 2003 the Library's building and its contents incurred a great deal of damage from a tornado. Due to the reconstruction and repairs of the building, the Library was unable to operate for several months.

Insurance claim reimbursements and expenditures related to the tornado damage at December 31, 2003 are as follows:

Insurance claim reimbursements received	\$275,384
Expenditures	
Preservation of property	(8,004)
Debris removal	(18,923)
Moving costs	(20,323)
Computer costs	(9,483)
Building repair costs	(188,248)
Miscellaneous	(1,533)
Payroll	<u>(20,744</u> )
Net insurance claim reimbursement	8,126
Capital outlay	<u>(9,893</u> )
Net costs as of December 31, 2003	(1,767)

#### RELATED REPORTS

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Russell J. Stelly, CPA Chizal S. Fontenot, CPA James L. Nicholson, Jr., CPA G. Kenneth Pavy, II, CPA Darren J. Cart, CPA Michael A. Roy, CPA Lisa T. Manuel, CPA

#### JOHN S. DOWLING & COMPANY A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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

John S. Dowling, CPA 1904-1984

Retired

Harold Dupre, CPA 1996 John Newton Stout, CPA 1998 Dwight Ledoux, CPA 1998 Joel Lanclos, Jr., CPA 2003

Board of Directors South St. Landry Community Library District Sunset, Louisiana

We have audited the general purpose financial statements of the South St. Landry Community Library District, as of and for the year ended December 31, 2003, and have issued our report thereon dated April 28, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 South St. Landry Community Library District's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 our audit, and accordingly, we do not express such an opinion. The results of our 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 our audit, we considered the South St. Landry Community Library District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over 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 general purpose 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 solely for the information of management and the appropriate regulatory agencies and is not intended to be and should not be used by anyone other than these specified parties.

Opelousas, Louisiana 70571-1549

John S. Dowling + Company Opelousas, Louisiana April 28, 2004

P. O. Box 1549

## SOUTH ST. LANDRY COMMUNITY LIBRARY DISTRICT SUNSET, LOUISIANA SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED DECEMBER 31, 2003

#### A. <u>SUMMARY OF AUDIT RESULTS</u>

- 1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the South St. Landry Community Library District.
- 2. No instances of noncompliance relating to the financial statements of the South St. Landry Community Library District were disclosed during the audit.
- 3. No reportable conditions relating to the audit of the financial statements are reported in the Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
- 4. There was no single audit required under OMB Circular A-133.

#### B. 2003 FINDINGS - FINANCIAL STATEMENT AUDIT

No findings.

### SOUTH ST. LANDRY COMMUNITY LIBRARY DISTRICT SUNSET, LOUISIANA SCHEDULE OF PRIOR YEAR FINDINGS FOR THE YEAR ENDED DECEMBER 31, 2003

SECTION 1 - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS
No findings.

SECTION II - FEDERAL AWARDS

No findings.

SECTION III - MANAGEMENT LETTER

No findings.