

Seaturber 25, 1997

John F. Hornbach Legislative Fincal Officer Legislative Fincal Officer State Capitol PO Box 44097 Bates Rosen, Lookiarus 20014

2:E4 52/07

In planning and performing our and/or of the fluenchist intervents of the Lagitative Trivi-Office, State of Loadistan, for the year entrol June 30, 1997, we maniferentithe Legislature Flucial Offici's loarnal control investors to determine our andring procedures for the pargons of coproviding an optimic on the fluencial suscenses and net to periode assumance on the lawrend entrol investor.

Boower, delag our molt, we became ansare of a metric that is an opportunity to stranghoning learnal controls and operating efficiency. The text doesnot below assumations one convention and suggestione regarding, this metric, This kitere does no affect our report table September 25, 1997, on the financial streaments of the Lighten or fiscal OFEs.

Cerk Moharacancah.

The ratio collaboration productions coupling that appears for all diffusions on a property of the second s

We will review the status of this common theing can next and suggerment. We have about discussed this common and suggestion with meloan personal, and we will be pleased to discuss k in facture detail as your convenience, so perform additional studies of this watter, or to assist you is implementing this recommendation.

Present Saller Harper & Alterd. L.L.C.

PROVIDET, SALTER, HARPER &: ALFORD, L.L.C.

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Independent Auditor's Conversats on Resolution Fair Ended June 30, 1997 Of Drive Andr Flatfaur

The compliance finding on page 11 was not reported in the prior year's usely. There were to other prior year add fieldings for which the Legislative Fiscal Office has not implemented the corrective action recommended. bern pliced in oparation, and wa assured control risk is under to determine our modure; precedents for the perspone of expressing per ophision on the financial assurances and reals provide an ophision on the internal control interance. Accordingly, see do not express such an emission.

One revelention of the internal control streams and/a too accountly disclose. In statistic is the internal control streams for major the remaind version and maturietabilished by the American involve of major dispositor and enternalcial streams in a speaker control in the length or the stream of the stream of the subsets in a speaker control in the stream of the stream of the enternal stream and the stream of the stream of the stream of the streams is the guardian way only and set of the decreted within a stream proof is employed in the strend count of professing that any guard factories. We add the employed in the strend count of professing that any guard factories. We add the employed is the strend count of professing that any guard factories. We add the employed is the strend count of professing that any guard factories. We add the employed workshows no defined after.

We also noted other matters involving the internal cutorial structure and its operation (1), we have reported to the management of the Legislative Facal Office in a separate letter durat Sectoreber 25, 1997.

This report is intended for the information of management, the Legislative Audion, and tw-Legislative Bodgeney Control Control. However, this report is a nature of public recycl. and its detribution is not limited.

PROVOST, SALTER, HARPER & ALFORD, L.L.C.

Prosont, Seller, Hayner & Altona, L.L.C.

Sectember 25, 1997



INDEPTYDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF FINANCIAL STATISMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITOR STANDARDS

Hanorable Randy Ewing, Co Chair Hanorable Hantington R Downey, Iv., Co Chair Legislative Budgetury Control Council State of Louisiana Baton Roop, Louisiana

We have and/od the fearning automents of the Legislative Frend Office, Surr of Legislana, at of and for the year inded Ame 20, 1997 and have issued our report during, dated Spyteolog 25, 1997.

We conducted our and/i is accordance with generally accepted and/ing stargers's and forwareness chacking. Standards, issued by the Comparison General of the United Stati-These standards and according to the start of the start of the start of the start of the descent of the financial internation are fixed on the and to obtain reasonable associated above whether the financial internations are fixed on the internation.

The management of the Laplace Tando Office as reporting the sensibility or property interpretation transmission. It is the property interpretation of the reporting the reporting of the sensitivity of the sensitivity of terminal order strategy phases and property. The departure of the interprettation of sensitivity and the sensitivity of the sensitivity of terminal order strategy phases and property of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensitivity of the sensitivity of the sensitivity of terminal sensiti

In planning and performing our audit of the financial statements of Legislative Fig. 7 Office for the year ended Jane 30, 1997, we obtained an understanding of the interval control structure. With respect to the interval control structure, we obtained an understanding of the finalism of relevant collects and recording and whether they have

Exclusion free and Sold BE REP REPORTED AND ADDRESS AND ADDRESS ADDRESS.

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LEGISLATIVE FISCAL OFFICE

Schedule of Compliance Finding and Recommendation

June 33, 1997

Finding, Noncompliance with the Loubians Performance Audit Program.

Condition. The Legislative Fiscal Office is not in compliance with the Louisiana Parlianance Acate Propage.

Chirtyle, Nevired Stratte 24 522 D(2) mmu that "All state agencies shall develop specific pools and objectives for each of their programs to include measures of performance. They shall injust as program goals not objectives in developing annual holgers and shall submit such information to be Lephelatre on a period the appropriate poolses.

Effect. The Legislative Final office is not in compliance with the Bryded Statutus of the Scare of London-

Contr. Management was unaware of this requirement.

Economicalistics. Management should evaluate the requirements of Revised Statute 24 572 and develop goals and objectives for its programs accordingly.

disfine <u>Represes</u>. The Lapiditive Fiscal Office was summare of this sequisations. However, we are in the present of antaliability goals and objectives for our programs which will include measures of performance.



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITOR STANDARDS

Honorable Bardy Eving, Co-Chair Honorable Humington B. Downer, Jr., Co-Chair Legislative Budgatary Control Council, State of Louisiana Humin Research Louisiana

We have another the financial anternets of the Legislative Fiscal Office, Since of Louisians, as of and for the year ended lose 50, 1997, and have includ our seport theorem during Sectoreber 25, 1997.

We conducted our audit is accordance with generally accepted auditing intander's and forevenuese it ducking (Shundard), issued by the Comproduct General of the United Statu-Theor standards repair that we plan and perform the audit to obtain reasonable assurance about whether the function interprets are fore of matricely instantees.

Compliance with here, regulations, coretants and gamma applicable to the Lagiabiane (1), as Differs to the responsibility of the Lagiabiere Frond Office's messageness. As part of obtaining messarily applicable association is the shadeher the Samial statements, are differed from the distance of the statement of the Lagiabier. The office of the shadeher shade of the fluxeshade association of the Lagiabier to and Child to applicable with such of the fluxeshade instances where the provide an equinic on rescale compliance such and provide statement was not to provide an equinic on rescale compliance such such environment. Accordingly, we do not experiment to experime the fluxeshade of the statement of the fluxeshade instances and the regulation. Such and the statement of the fluxeshade instances are not not provide an equinic on the statement of the fluxeshade instances are not not provide an equinic on the statement of the fluxeshade instances and the statement of the fluxeshade instances are not not provide an equinic on the transformer. Accordingly, not not response to the control of the statement of the statem

The results of our tests disclosed one instance of nencompliance that is required to be repeated under Government Auditing Neurolands. This instance of noncompliance is described by the necomposition achieved to for compliance for the and necommutations.

We considered this instance of more mpliance in forming our opinion on whether the Lagitative Trund Office, String of Localisms' in functional anternation are parameted fields, in all material respects, in conforming with generality accepted accessing principles, and two report does not effect on report along Segment 25, 1997, on these function internations

This report is intereded for the information of management, the Legislative Auditor, and the Legislative Budgetary Control Counsil. However, this report is a matter of public record and its distribution is not forwird.

PROVOST SALTER BARPER #: ALFORD 1.1.C.

Prescil, Suller, Marger & Altend, L.L. C.

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All assesses of compression defined state the phy, all property and rights percenter lowly house assesses, or did increme attributes to base assesses a property or rights are used vision made available to the employee or aiket basefailing) solely the property met rights or (the Stimcoldana tening meteries in the provision of basefail and/or the data. Legiter obtains tening entry of the State's general restlation. Participants' rights under the plan are property to these of proof the State's general restlation. Participants' rights under the plan are property by these of proteations of the state of the state of the state of the state of the data and the state of the state.

It in the opinion of the State's legal counted that the State has no liability for boson under the plan has does have the doty of the care that would be required of an ordinary protect to once. The State behaves that is a solidarly that is will use the assats to anishly the cloims of percent confirms in the form.

5. Other Carls

The State of Louisians, drough other appropriations, provides office space, militi-s and parameters for the office fieldsties, all of which are not included in the scenery-symp framework intervents.

5. Polor Period Adjustments

An error, resolving in the avantations of provisedy reported liabilities and express of the prior year were constrained this year, resulting in the informing changes to find balance as of Ann 30, 100% and the related Statistical Othereners, Dependences and Changes in Fund Balance for the year three inded.

	Faul Balance	Debtivery of National		
As previously reported Occustorous of Rabilities	\$ 24,809	\$ 16.559 21.89		
As postable	8. 24.000	\$ 02.375		

Neare to Financiel Statements, Continued

Asso 14, 1997

3. Purniture, Fistarei and Equipenent

At Jose 30, 1997, the Legislative Fiscal Office had an investory totalog \$188,804 of faction, factors and optigment of movelle property. The following summarizes transactions during the vert

	ly 1, 1996		without .						
Familiare, focuses and equipment 5	227,487	5	4,255	5	41,993	5	10.003		

4. Cash in Early

	Carrying Enfance	Bank Evidence	FDIC	Disdand Collawood	
Cash is back	\$ 24.448	\$ 102,271	\$ 100,000	\$ HC221	

5. Litization, Claims and Similar Contineencies

Lesses arising free Higgstice, claims and similar configencies are considered state. Indifferand are part by special appropriations randol by the Lowinian Lapitance. Any applicable Higgston, claims and similar contingencies are not recognized in the accompanying frame in supremen.

6. Deferred Compensations Plan

The State of Louisiana offare its employees a deferred compensation plan counted in accordance, with Internal Revenue Coda Section 457. The plan, available to all state employees, previous there to defer a period of their salary used thrate years. The deferred compensation is not available to environment on the salary used thrate years. The deferred compensation is not

News to Fasancial Statements, Continued

Ame 33, 1997

Textikeness, employers new compensative lower far hears worked in cazers of 40 loss or prsoch work. The compensative lower range has ned attacking to strand or fast lower. At low 20, 1997, the combined studi of annual lower and interve and interpretative process of up to 200 lowers, for which employees could be paid upon mitigations or redenous-compendin law encodence with the Conflictation of Deventmential Accounting and Fixnesial Reporting Standards Section C00.115, result 1116.291.

The following are the charges in composition absences (and general long term obly effort) during the year.

Balance, July 1, 1996	Not Charge	Balance, Jone 30, 1997
8 27.354	1 284-00	1 106.184

Zené Caberen an Rubinez Sterg. The total colors on the halance their overview is capitored "Memorynebus Obj" to indicate their is presented only to Enditate Research adaption. Due is this caberen does not present Premial predicts in conformity with generally accepted accounting wincinders. Public is not do an comparable to a consolitation.

2. Retirement Sustem

Pair <u>Deputy</u>, S., Schmachi, A., explorem of motion of the Fixed Office party on a discretistic start for stephene features of pairs. IAMBDA, even share, mark/sectorized details benefit pairs in plan elementer by a separate Baset of Transac. LAMBDA years instrument, duality and enviror benefits is respectively, eligible motiopyres. Busicitamentation of avoided by sint source. Detection are parameted by the Sint et Louison work of the classics. Consideration of 1918. LAMSES terms a paired in a source of the classics. Consideration of 1918. LAMSES terms is paired in fascilia input-the technic framework and response applyments. The Direction of the classics of the classics of the structure of 1918. LAMSES terms is placed and the provision of the pairs, Dorison and Pairs 2018. Direction of 1912. 2005.

Easide_Difference in the second or the Lapitative Yound Office are required by size as more to second to "Note of the second or Note of the second coverage of

Netry to Fixercial Statements, Continued

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Research. The governmental find is accurated for using the modified accural lock of accounting. The recentures are recognized when they become measurable and available. The recenture scattering that is accurate are more appropriations.

Expendences. Expenditures are generally recognized under the modified second basis of accounting when the related field liability is incurred.

Statument C is not intended to reflect operations of the Legislative Fiscal Office is accordance with generally accepted accounting principles in that encomberances are scoredol as a supportation when percentance reflex user learned.

The annexem is intended to compare the annual budget, which is not prepared in accordance with generally accepted accounting principles with comparable expenditures for the period.

Find Auron, The accompanying internation reflect furthers, finders and explored to the logistative Final Office and fielded by the lightitize appropriation, in data projectors. These assets are recended at easi in the General Fixed Asset Account Group. Fixed assets are not descentioned.

The accompanying statements do not include the value of land and buildings previded with us coars to the Legislative Fixed Office by the State of Louisians. These assets are recorded with the second theoremist intercoment of the State of Louisians.

Badgement, Danting, The Englishter Final Office is repeated to solve in the Explored Diagnets Control Control is noticed or the formation approximate for the manage fractor to The Direct Pool geoperations constant laws for Nor Do Laphberry and next to the Cocourses as the Observed Food, Barriston and Andre and Bayerines must be approved to the Laphberry Double State and the State and State S

Learn Bruylla, Accendiated weaki menal, aka di compensatori lusar at responsi o ri-Borrett Long-Teer Objection Accence Googo within the accompanying financia itasseversitre COTee's ereptoyees anona subsistate anonate of annual and aki luma at varying roses a auditate by the OTEe's percent menal. Upon responsible or entimeters used anonat lacer or up to 100 heres as per al so englyperes at the englybore's summariant ratio of potressory in computing environment and the englyperes and have net contained as variable sources in experimenter benefits.

Netry to Flyancial Supersonts

JANE 39, 1997

1. Summary of Significant Accounting Policies

The Legislarize Fiscal Office, counted by Tide 24, Chapters 601 through 605 of the Locoletus Revised Statutes provides research and technical assistance concurring flucal matters for the Legislative banch of government.

Government accounting principles and previous an providanced and analytical by the Government discounting Randonki Rand (GMR) or RAGNI has insuand a Coefficience of Government discounting and Francisco Reporting Standards. This coefficients and sub-sport (GMS) processments for recoording the gassitud accessed previousless for not on the local provements. The accompanying Baascial statements have been prepared in according to the state of the statementer set.

Presented Reparting Endorg, Applications of Section 1100 of the OARD California of the sportnermet operating only (in chains to the Lagishere Fixed Office) to be the Sector California of the Locations. The sectorspace of the statistical succession of the Lagishere Fixed Office controls of sectors in devices of the Gammar Fixed and accounts gamps of the Sector of the Annual V. The sectorspace of the Gammar Fixed and accounts, which include the activity construct in the incomparison.

EastLanguadga, The Lephatele Formit Office can find accounting dependences of our balancing accounting to reflect the sources and uses of available to measures and the backaray, contrastore photod we more faults by the Loadsiana Lephanez. The find and account proceparameted in the accounting familia interacts, and in described below, comprise the Growerd front de account process of the Lephathy Famil Office.

Covernmental Enal Light

General Final: The General Fand is used to account for all of the Legislative First-Office's general activities, including the acquisition of general fand assess and the servicing of general long term dolt. It is used to account for all activities of the First-Office.

decrement (Design). The account groups are a reporting device designed to provide accounts day for certain long-term assess and faddition that are not recorded in the factobecause days do not device affect are consolible accutation for accutowance days do not device the affect are consolible. Accutation for accutomatic days are deviced with a first are consolible. Accutation for accutomatic days are accutated as a second days and the for accutation of the second second days are accutated as a second days are accutated for accutation of the second days are accutated as a second day are accutated as a second day and the second days are accutated as a second days are accutated as a second days are accutated as a second day are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second day of the second days are accutated as a second days are accutated as a second day of the second days are accutated as a second days a

Design of decrementing. Basis of accounting refere to when revenues and expenditures are reception and reported in the framework. Basis of accounting relates to the their sy of the resourcework much manufactors of the measurement focus and indi-

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Statement of Revenues, Expenditures and	Year Ended June 30, 1997
Ovinger in Fund Balance	
Budget (Legal Basis) and Actual - General Faud	

	Radget	Actual	Variance Favorable (Unferenable)		
Recenses					
State appropriations	\$ 1,202,733	\$1,282,733	5		
Exernélises					
Personal services	1.097,100	1.893.508	0.495		
Travel	24.000	28,668	14,8085		
Operating services	60,500	63.635	(3.175)		
Supplies	10,133	9,900	233		
Capital outlay	51,000	36,199	20,801		
Tetal openditures	1,202,733	1,199,882	10,851		
Evens of Havemann Over Expenditures		39,851	10,851		
Other Heasting Use Transfer to State Transary, greend field		09.850	(10,651)		
Escens of Revenues Over Expenditures and Other Fissuring Usa					
Pond Deficit Brginning					
Ending	3 .	s .	ş .		

See Notes to Financial Statements.

LEGISLATIVE FISCAL OFFICE	Materian S
Statunent of Revenues, Expenditures and Ownges in Fand Belance Generational Fand Type - General Fand	Year Ended Jame 50, 1997
Ferene	
State appropriations	8 1.297.733
Expenditures	
Personal services	1.859.580
Travel	29.685
Operating services	63,635
Supplies	5,590
Capital earlay	A4,889
Trail expenditures	L112.452
Inficiency of Revenues Over Expenditures	(13.149)
Other Financing Use	
Transfer to State Transay, general fund	(19.457)
Deficiency of Nevennes Over Expenditures And Other Financing	(24/89)
Fand Belleis	
Degining.	24/89
Ending	

Iver Notes to Financial Renovation

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LEGISLATIVE FISCAL OFFICE Conbant Inforce New - Find Type and Account Groups

ASSETS AND OTHER DENT		Governmental Fund Type General		General Food Apets		Group Group Long-Term Obligation		Totals Ofenorantes Data	
Austi	_								
Cash in hask	- 8	24,648	- 8						
Desarcted appropriation		24,000						24,010	
Aronant to be provided for									
componented absences						326,224		16,294	
Total Assets and Other Debit	\$	48,448	\$	192,904	\$	106,094		MAG	

Account perable	5	37,597	5			4	11.94
Due to shire industry		11.851					10,851
					100.004		
Componented abrances					206,294		16,99
Tatal liabilities		18,449			106,294		191,912
Fund Easity and Other Crudit							
Fund balance							
Tetal And equity and other could				192,01			195,854
Total Liablities, Fand Equity and Other Credit	5	48,445	\$	189,804	\$ 306,394		311,615



INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS.

Henorable Randy Envirg, Co-Chair Henorable Homington B. Downer, Jr., Co-Chair Legislative Bedgeney Control Council State of Lookinea Baton Reage, Lookinea

We have added the incompanying financial autometric of the Legislative Proof DBriv. Since of Londman, as of and for the year ended lase 30, 1997, as based in the table of contents. These financial summaries are the responsibility of the Legislative Proof DBriv's management. Our responsibility is to response an option on these financial intervence herein on our andi-

We conducted nor multi-in secondaries with generally accepted making secondaries and Generation 4 dollary disturbation, insuce the the Comparison Concern of the Used acceptor. These matched empirical trainers are not relaterable interactions and the secondaries of the secondaries of the secondaries of the secondaries consisting as a two basis, relations assessing the accessing provides acceptor affected materians, and a solid value trainers and restorations for acceptor propriors relatively multi-train acceptor and provide the provide function operation. We before the provide provide the provide function of provident acceptors, and provide the provide function of provident acceptors.

An eliscassical in Note 1, the ferancial statewests of the Legislative Fiscal Office, State of Louisians, are intended to present the ferancial position and results of operations, of an's that pertine if the ferancial intendim calls of the form of Leuisians.

In our opinion, the financial statements referred to above present fieldy, in all material respects, the financial position of the topints/we Fixed Differ. State of Louisiana, as of Ame 20, 1997, and the results of its operations for the year than anded in cardinasity with generality acceled accessing principles.

In accentance with Government Andring Numberly, we have also insued a superi deal Supervision 23, 1997 on our considention of the Legislative Fiscal Office, Same of Lookiana's internal ecored structure and a report them Supervise 25, 1997 on a compliance with laws and regulation.

PROVOST SALTER HARPER &: ALFORD 1.1.C.

Provent, Suller, Harper & Wind, L.L.C. September 23, 1999

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LEGISLATIVE FISCAL OFFICE STATE OF LOUISIANA

FINANCIAL STATEMENTS

June 30, 1997

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