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LAFOURCHE PARISH GAME AND FISH

MANAGEMENT COMMISSION

LOCKPORT, LOUISIANA

FINANCIAL REPORT

December 31, 1998

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 3-17-99

Lafourche Parish Game & Fish Management Commission

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Management's Corrective Action Plan

MAR 09 1999

LEGISLATIVE COUNCIL

- 1998-1 Finding
Requirement of LRS 39:1303.
- Corrective Action Plan
Board will compare actual revenues and expenditures to budgeted revenues and expenditures. Amendments to budget will be made when revenue is projected to be 5% below budgeted revenues and expenditures are projected to be 5% over budgeted amount.
- 1998-2 Finding
Minutes incomplete and not properly signed.
- Corrective Action Plan
Detailed minutes of all meetings will be maintained and properly signed by authorized person.
- 1998-3 Finding
Supportive documentation.
- Corrective Action Plan
Expenditures will not be paid without authorized receipts.

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Schedule of Prior Year Findings by Management For the year ended December 31, 1998

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

N/A

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

N/A

SECTION III MANAGEMENT LETTER

1997-1
Budget requirement of LRS 39:1303

Unresolved and reference
to current year finding -
1998-1.

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Ann J. Hebert

Certified Public Accountant
901 Ridgefield Road
Thibodaux, Louisiana

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To the Board
Lafourche Parish Game and Fish Management Commission
Lockport, Louisiana

I have compiled the accompanying general purpose financial statements of Lafourche Parish Game and Fish Management Commission, a component unit of the Lafourche Parish Council, as of and for the year ended December 31, 1998, in accordance with 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 information that is the representation of management of the Lafourche Parish Game and Fish Management Commission. I have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Respectfully submitted,

Ann J. Hebert

Ann T. Hebert
Certified Public Accountant

February 22, 1999

LAFOURCHE PARISH GAME AND FISH MANAGEMENT COMMISSION
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

December 31, 1998

	Governmental Fund Type General	Account Group General Fixed Asset
ASSETS		
Cash and cash equivalents	\$ 18,989	\$ -
Fixed assets	-	7,317
Total assets	\$ 18,989	\$ 7,317
 LIABILITIES		
Payroll taxes payable	\$ 180	\$ -
Total liabilities	180	-
 FUND EQUITY		
Investment in general fixed assets	-	7,317
Fund balance - Unreserved	18,809	-
Total fund equity	18,809	7,317
Total liabilities and fund equity	\$ 18,989	\$ 7,317

The accompanying notes are an integral part of this statement.

LAFOURCHE PARISH GAME AND FISH MANAGEMENT COMMISSION

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL

Year ended December 31, 1998

	Budget	Actual	Variance- favorable (unfavorable)
Revenues:			
Land Leases	\$ 6,000	\$ 3,768	\$ (2,232)
Alligator tag commissions	7,500	4,886	(2,614)
Use of money and property - Interest earned	130	1,158	1,028
Total revenues	<u>13,630</u>	<u>9,812</u>	<u>(3,818)</u>
Expenditures:			
General government -			
Administrative	3,150	5,343	(2,193)
Salary	4,500	3,300	1,200
Levee/Canal Maintenance	5,500	14,131	(8,631)
Advertisement	100	35	65
Capital Outlay	-	-	-
Total expenditures	<u>13,250</u>	<u>22,809</u>	<u>(9,559)</u>
Excess (deficiency) of revenues over expenditures	380	(12,997)	(13,377)
Fund balance, beginning	<u>31,806</u>	<u>31,806</u>	-
Fund balance, ending	<u>\$ 32,186</u>	<u>\$ 18,809</u>	<u>\$ (13,377)</u>

The accompanying notes are an integral part of this statement.

LAFOURCHE PARISH GAME AND FISH MANAGEMENT COMMISSION

NOTES TO FINANCIAL STATEMENTS

December 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES -

The accounting and reporting policies of the Lafourche Parish Game and Fish Management Commission (the Commission) conform to generally accepted accounting principles as applicable to governments.

The following is a summary of certain significant accounting policies:

a. Reporting Entity:

The Commission is a component unit of the Lafourche Parish Council.

The Commission has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

b. Fund Accounting:

The government 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, 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.

Governmental Funds

Governmental funds are those through which most governmental functions of the Commission are financed. The acquisition, use and balances of the Commission's expendable financial resources and the related liabilities are accounted for through Governmental funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following is the Governmental fund of the Commission:

General Fund - The General fund is the general operating fund of the Commission. It is used to account for all financial resources except those that are required to be accounted for in another fund.

c. Basis of Accounting:

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting related to the timing of the measurements made, regardless of the measurement

LAFOURCHE PARISH GAME AND FISH MANAGEMENT COMMISSION

NOTES TO FINANCIAL STATEMENTS

December 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

c. Basis of Accounting:- Continued

focus applied.

All Governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Lease revenue is due and collected in December of each year for campsite leases. The associated lease period runs from January through December of the following year. Interest income on investments is recorded as revenue when the investments have matured and the income is available. Miscellaneous revenues are recorded as revenues when received in cash by the Commission because they are generally not measurable until actually received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

d. Operating Budgetary Data:

As required by the Louisiana Revised Statutes 39:1303, the Board of Commissioners (the Board) is required to adopt a budget for the Commission's General fund. The Board, as allowed by state law, does not obtain public participation in the budgetary process. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the Board. All budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

The General fund budget is adopted on a basis materially consistent with generally accepted accounting principles.

e. Vacation and Sick Leave:

The Commission has one part time employee. There is no accumulated unpaid vacation at December 31, 1998.

The Commission does not have a sick leave policy.

f. Encumbrances:

Encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledgers, is not utilized by the Commission.

LAFOURCHE PARISH GAME AND FISH MANAGEMENT COMMISSION

NOTES TO FINANCIAL STATEMENTS

December 31, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

g. Fixed Assets:

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized in the general fixed assets account group. All fixed assets are valued at historical cost.

NOTE 2 - CASH AND INVESTMENTS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of state or national banks having their principal office in Louisiana or any other federally insured investment.

State law also requires that deposits of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes the FDIC/FSLIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the accounts of the political subdivision.

During the year the Commission's investments consisted solely of cash held in banks. The Commission's cash at December 31, 1998, is not in excess of the FDIC insurance.

NOTE 3 - COMPENSATION OF BOARD MEMBERS -

The Commission did not pay per diem to any of its Board Members during the twelve months ended December 31, 1998.

NOTE 4 - CHANGES IN GENERAL FIXED ASSETS -

A summary of changes in general fixed assets for the year ended December 31, 1998, follows:

	Balance January 1, 1998	Additions	Balance December 31, 1998
Office equipment	\$ 7,317	\$ -	\$ 7,317
Total general fixed assets	\$ 7,317	\$ -	\$ 7,317

Ann J. Hebert

Certified Public Accountant
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Schedule of Current Year Findings
and Questioned Cost

- 1998-1 Finding
As required by the Louisiana Revised Statutes 39:1303, the Board of Commissioners is required to amend the budget when revenues or expenditures are more than five percent under (in regards to revenues) or five percent over (in regards to expenditures) in comparison to the budget.
- Revenues for the year ended December 31, 1998 were twenty-eight percent under the budgeted revenues. Expenditures for the year ended December 31, 1998 were seventy-two percent over budgeted expenditures.
- Recommendation
Board should compare actual revenue and expenditures periodically through out the year and make approved amendments to budget as required.
- 1998-2 Finding
Minutes considered incomplete and not properly authorized.
- Recommendation
Detailed minutes should be maintained and signed by authorized person.
- 1998-3 Finding
Supporting documentation for some expenditures were missing.
- Recommendation
No expenditure should be paid with out an authorized receipt which should be marked paid with check number and date.

Summary of Prior Year Findings

- 1997-1 Finding
As required by the Louisiana Revised Statutes 39:1303, the Board of Commissioners is required to amend the budget when revenues or expenditures are more than five percent under (in regards to revenues) or five percent over (in regards to expenditures) in comparison to the budget.
- Revenues for the year ending December 31, 1997 were nine percent under the budgeted revenues.