

**Boarding Authority of the City of Eunice
Eunice, Louisiana**

**Annual Financial Report
As of and 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 reports available for public inspection at the State House office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date: 7-28-04

**Housing Authority of the City of Seattle
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Green, Huggins & Williamson, LLC

3730 Knight Street, Suite 9
Shreveport, LA 71105

www.ghwcpa.com

INDEPENDENT AUDITORS' REPORT

Tom Green, CPA
Curtis E. "Curt" Huggins, CPA
Ralph E. Williamson, CPA

Telephone: (504) 373-2200
Facsimile: (504) 373-2201

Board of Commissioners
Housing Authority of the City of Bossier
Bossier, Louisiana

We have audited the accompanying basic financial statements of the Housing Authority of the City of Bossier, Louisiana, as of and for the year ended December 31, 2003, as listed in the foregoing table of contents. These basic financial statements are the responsibility of the Housing Authority's management. Our responsibility is to express an opinion on these basic 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 in Government Auditing Standards issued by the Comptroller General of the United States of America. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority, as of December 31, 2003, and the results of its operations and cash flows 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 June 30, 2004, on our consideration of the Housing Authority'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.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplemental information listed in the table of contents is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Also, the accompanying other information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements of the Housing Authority. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

GREEN, HUGGINS & WILLIAMSON, LLC
Shreveport, Louisiana
June 30, 2004

HOUSING AUTHORITY OF THE CITY OF BIRMINGHAM

ENTERPRISE FUNDS
Combined Balance Sheet
December 31, 2003

Statement A

ASSETS	
Current Assets	
Cash and cash equivalents	\$ 103,000
Investments	188,100
Accounts receivable (net of allowance for doubtful accounts of \$4)	2,400
Prepaid items and other assets	8,048
Inventory	<u>4,148</u>
Total Current Assets	<u>305,700</u>
Restricted Assets	
Tenant deposits	8,900
Fixed Assets	
Land, buildings, and equipment (net)	<u>1,073,000</u>
TOTAL ASSETS	<u>\$ 1,395,600</u>

(CONTINUED)

HOUSING AUTHORITY OF THE CITY OF BUNGE

ENTERPRISE FUNDS
Combined Balance Sheet
December 31, 2003

Statement A

LIABILITIES AND FUND EQUITY

LIABILITIES

Current Liabilities

Accounts payable	\$	8,307
Accrued wages and payroll taxes		8,738
Intergovernmental payable		<u>78,208</u>
Total Current Liabilities		95,253

Current Liabilities Payable From Current Restricted Assets

Deposits due others		4,000
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Measured Liabilities

Compressed airways payable		<u>4,251</u>
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Total Liabilities		<u>103,504</u>
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FUND EQUITY

Contributed Capital		548,000
Retained earnings:		
Measured		<u>718,612</u>
Total Fund Equity		<u>1,266,612</u>

TOTAL LIABILITIES AND FUND EQUITY	\$	<u>1,370,116</u>
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(CONCLUDED)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

HOUSING AUTHORITY OF THE CITY OF BURKE

ENTERPRISE FUNDS

Combined Statement of Revenues, Expenses,
and Changes in Fund Equity
For the Year Ended December 31, 2003

Statement 2

OPERATING REVENUES

Dwelling rental	\$	182,447
Other		<u>0</u>
Total revenues		<u>182,447</u>

OPERATING EXPENSES

Administration		139,248
Tenant services		1,138
Utilities		8,908
Ordinary maintenance & operations		101,847
General expenses		44,828
Depreciation		<u>34,801</u>
Total operating expenses		<u>269,868</u>
Increase (decrease) from Operations		<u>(87,421)</u>

Nonoperating revenues (expenses)

Interest earnings		1,480
Federal grants		<u>260,730</u>
Total nonoperating revenues (expenses)		<u>262,210</u>

NET INCOME (Loss)

		174,789
Depreciation on fixed assets acquired by contributions		<u>(42,894)</u>
Increase (decrease) in retained earnings	\$	<u>131,895</u>

(CONTINUED)

HOUSING AUTHORITY OF THE CITY OF BURKE

ENTERPRISE FUNDS
 Combined Statement of Revenues, Expenses,
 and Changes in Fund Equity
 For the Year Ended December 31, 2003

Statement B

RETAINED EARNINGS	
Beginning Balance, as previously reported	\$ (7,271,549)
Adjustment (Note 12)	<u>1,893,000</u>
Beginning balance, as revised	<u>481,559</u>
Ending Balance	<u>715,012</u>
CONTRIBUTED CAPITAL	
Beginning Balance, as previously reported	2,490,129
Adjustment (Note 12)	<u>(7,899,589)</u>
Beginning Balance, as revised	<u>690,540</u>
Depreciation transferred from retained earnings	<u>243,993</u>
Ending Balance	<u>934,533</u>
FUND EQUITY, END OF YEAR	\$ 1,289,545

(CONCLUDED)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

HOUSING AUTHORITY OF THE CITY OF BUREAU

Enterprise Funds
Combined Statement of Cash Flows
For the Year Ended December 31, 2000

Statement C

	<u>TOTAL</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Operating Income (Loss)	\$ (281,220)
Adjustments to reconcile net income (loss) to net cash provided by operating activities:	
Depreciation	74,881
(Increase) decrease in accounts receivable - other	8,153
(Increase) decrease in accounts receivable - accrued interest	147
(Increase) decrease in accounts receivable - tenants dwelling units	(748)
(Increase) decrease in prepaid items	(178)
(Increase) decrease in inventory	(2,844)
Increase (decrease) in accounts payable - vendors	115,252
Increase (decrease) in accrued wages and payroll taxes payable	228
Increase (decrease) in accrued compensated absences	(124)
Increase (decrease) in trust security deposits	(775)
(Increase) decrease in investments	(28)
	<u>(243,899)</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Proceeds from federal operating grants	<u>388,780</u>
	<u>388,780</u>
NET CASH PROVIDED (USED) FROM NONCAPITAL FINANCING ACTIVITIES	
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Payments to acquire, construct, or improve capital assets	<u>(645,218)</u>
	<u>(645,218)</u>
NET CASH PROVIDED (USED) ON CAPITAL AND RELATED FINANCING ACTIVITIES	
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment income (interest income)	<u>1,462</u>
	<u>1,462</u>
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>8,927</u>
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>121,865</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 130,792</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Housing Authority of the City of Seattle
Notes to the Basic Financial Statements
December 31, 2020

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Housing Authority of the City of New Orleans
Notes to the Basic Financial Statements
December 31, 2003

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Housing Authority of the City of New Orleans have been prepared in conformity with accounting principles generally accepted in the United States of America (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. BASIS OF PRESENTATION

Housing Authorities are chartered as public corporations under the laws (LSA-R.S. 40:291) of the state of Louisiana for the purpose of providing safe and sanitary dwelling accommodations. This creation was contingent upon the local governing body of the city declaring a need for the Housing Authority to function in such city. The Housing Authority is governed by a five-member Board of Commissioners. The members, appointed by the Honorable Mayor of the City of New Orleans, serve a staggered term of five years.

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

The Housing Authority had 186 units in management as projects LA692-18.

Program	Contract Number	Number of Units
PHA Owned Housing	PH - 288	186

B. REPORTING ENTITY

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

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

The Housing Authority includes all funds, activities, or others, that are within the oversight responsibility of the Housing Authority.

Certain units of local government over which the Housing Authority exercises no oversight responsibility, such as the school board, parish police jury, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Housing

**Housing Authority of the City of Bunkie
Notes to the Basic Financial Statements
December 31, 2003**

Authority. In addition, the accompanying financial statements do not include various trust associations which are legally separate entities.

C. FUNDS

The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

All funds of the Housing Authority are classified as proprietary. Proprietary funds account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which, together with the maintenance of equity, is an important financial indicator.

Proprietary funds are accounted for on the flow of economic resources measurement basis and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The Housing Authority has elected, pursuant to GASB Statement No. 26, to apply all GASB pronouncements and only FASB pronouncements issued before November 30, 1989.

D. BUDGETS

General Budget Policy: The following summarizes the budget activities of the Housing Authority during the year ended December 31, 2003:

The Housing Authority adopted budgets for all HUD-funded programs. The budget is controlled by fund at the function level. All appropriations lapse at year-end. Budgets are prepared on the modified accrual basis of accounting.

The Executive Director is authorized to transfer amounts between line items within any fund, with the exception of salaries, provided such does not change the total of any function.

Encumbrances: Encumbrances are not recognized within the accounting records for budgetary control purposes.

Encumbrance accounting, under which purchase orders are recorded in order to insure that portions of the applicable appropriation, is not employed. However, outstanding purchase orders are taken into consideration before expenditures are incurred in order to insure that applicable appropriations are not exceeded. In addition, the monthly budget reports are reviewed to ensure compliance with the budget, and where necessary, revisions to the budget are made.

E. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law,

Housing Authority of the City of New Orleans
Notes to the Basic Financial Statements
December 31, 2002

The Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the Housing Authority may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at the lower of market or cost.

F. INVESTMENTS

Investments are limited by R.S. 33:2933 and the Housing Authority's investment policy. If the original maturities of investments exceed 90 days they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are reported/recorded at per GASB Statement No. 30:

Investments in nonparticipating interest-bearing contracts, such as nonnegotiable certificates of deposit with nonrecourse terms that do not consider market rates, are reported using a cost-based measure.

The Housing Authority reported at amortized cost money market investments participating interest-bearing investment contracts that have a remaining maturity at time of purchase of one year or less.

Definitions:

Interest-bearing investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

Money market investments are short-term, highly liquid debt instruments that include U. S. Treasury obligations.

G. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES

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

H. INVENTORY AND PREPAID ITEMS

All inventory items are valued at cost using first-in, first-out method. Inventory is recorded using the purchase method. At year end the amount of inventory is recorded for annual financial reporting.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. Prepaid expenses consist of prepaid insurance.

Housing Authority of the City of Rankin
Notes to the Basic Financial Statements
December 31, 2003

I. FIXED ASSETS

Fixed assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	20 years
Building improvements	15 years
Furniture and fixtures	5 to 7 years
Computers	3 years

J. COMPENSATED AGENCIES

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

K. FUND EQUITY

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

L. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

NOTE 2 - CASH, CASH EQUIVALENTS, AND INVESTMENTS

At December 31, 2003, the Housing Authority has cash, cash equivalents, and investments as follows:

Demand deposits	\$130,577
Time deposits	183,181
Total	<u>\$313,758</u>
Cash and cash equivalents	\$183,960
Investments	183,181
Cash and cash equivalents - restricted	6,865
Total	<u>\$374,006</u>

Under state law, these deposits (or the matching bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the

Housing Authority of the City of Hankin
Notes to the Basic Financial Statements
December 31, 2003

Federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2003, the Housing Authority's carrying amount of deposits was \$213,700 and the bank balance was \$232,140. Of the bank balance, \$100,181 was covered by federal depository insurance (GAAP Category 1). The remaining \$131,959 was collateralized with securities held by the pledging financial institution's trust department or agent but not in the Housing Authority's name (GAAP Category 2).

Even though the pledged securities are considered unsecuritized (Category 2) under the provisions of GAAP Statement 3, Louisiana Revised Statute 38:1219 imposes a statutory requirement on the custodial bank to ascertain and sell the pledged securities within ten days of being notified by the Housing Authority that the fiscal agent has failed to pay deposited funds upon demand. Investments during the year were solely in time deposits at banks.

NOTE 3 - RECEIVABLES

The receivables at December 31, 2003, are as follows:

Class of Receivables	
Rentals	\$2,018
Other	58
Grants	84
Total	<u>\$2,160</u>

No allowance for doubtful accounts was established because the Housing Authority expects to collect these balances in full.

NOTE 4 - FIXED ASSETS

The changes in fixed assets are as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Land	\$ 64,742	\$ 0	\$ 0	\$ 64,742
Site improvements	193,193	0	0	193,193
Buildings	2,128,536	365,462	0	2,493,998
Furniture and equipment	183,542	13,779	0	197,321
Construction in progress	288,172	159,540	365,462	132,250
Total	<u>2,857,285</u>	<u>538,779</u>	<u>365,462</u>	<u>3,030,602</u>
Less: accumulated depreciation				
Site improvements	153,207	3,043	0	156,250
Buildings	1,676,893	54,946	0	1,731,839
Furniture and equipment	124,432	12,540	0	136,972
Total	<u>1,954,532</u>	<u>70,529</u>	<u>0</u>	<u>2,025,061</u>
Fixed assets, net	<u>\$ 902,753</u>	<u>\$ 468,250</u>	<u>\$ 365,462</u>	<u>\$ 1,075,000</u>

Housing Authority of the City of Bunkie
Notes to the Basic Financial Statements
December 31, 2003

NOTE 3 - RETIREMENT SYSTEM

The Housing Authority participates in a defined contribution retirement plan. The plan was established January 1, 1992. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. The plan is a single employer defined contribution plan and is administered by the Housing Authority of the City of Bunkie.

Under a defined contribution plan, benefits depend entirely on amounts contributed to the plan plus investment earnings. The employer is required to make monthly contributions equal to 8 percent of each participant's effective compensation. The Housing Authority's contribution for each employee and income allocated to the employee's account is vested immediately.

The Housing Authority's total payroll for year ended December 31, 2003, was \$110,080. The Housing Authority's contributions were calculated using the base salary amount of \$38,875. The Housing Authority made the required contributions of \$7,894 for the year ended December 31, 2003, of which \$7,894 was paid by the Housing Authority and \$0 was paid by employees.

NOTE 4 - COMPENSATED AGENCIES

At December 31, 2003, employees of the Housing Authority have accumulated and vested \$4,028 of employee leave benefits, which was computed in accordance with GASB Codification Section 650. These amounts are recorded as liabilities in the funds from which payments will be made.

NOTE 5 - COMMITMENTS AND CONTINGENCIES

Litigation At December 31, 2003 and June 30, 2004 the Housing Authority was involved in various lawsuits. It is not possible to determine the likelihood of a loss at this time. However in the event the Housing Authority does not prevail, the Housing Authority has insurance that would cover the loss.

Construction Projects There are certain major construction projects in progress at December 31, 2003. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the need is incurred.

Grant Disallowances The Housing Authority participates in a number of federally assisted grant programs. Although the grant programs have been audited in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 through December 31, 2003, these programs are still subject to compliance audits. Housing Authority management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

NOTE 6 - RISK MANAGEMENT

The Housing Authority is exposed to various risks of loss related to theft; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Housing Authority carries commercial insurance.

Housing Authority of the City of Bunkin
Notes to the Basic Financial Statements
December 31, 2003

NOTE 9 - CAFETERIA PLAN

The Housing Authority adopted a cafeteria plan July 30, 2001 under Internal Revenue code 125 for all eligible employees. The plan agreement allows employees to elect various benefits. If qualified benefits are chosen, they are deductible from gross income to the extent allowed by law.

NOTE 10 - CONTRIBUTED CAPITAL ADJUSTMENT

The Housing Authority had not adjusted contributed capital to reflect the depreciation expense that applies to the fixed assets that were purchased with contributed capital. The cumulative amount of the required adjustments to the contributed capital amount through December 31, 2003 is \$1,858,568. The cumulative adjustment was recorded at the beginning of the fiscal year ended December 31, 2003 and resulting in an increase in beginning retained earnings of \$1,858,568 and a decrease in contributed capital of \$1,858,568, which is reflected in Statement II.

Housing Authority of the City of Boston

SUPPLEMENTAL INFORMATION

Housing Authority of the City of Seattle

ACTUAL CAPITAL FUND
COST CERTIFICATE
December 31, 2003

1. The actual Capital Fund costs are as follows:

	PROJECT LA-9809625010
Funds Approved	\$208,594
Funds Expended	<u>208,594</u>
Excess of Funds Approved	\$_____0
Funds Advanced	\$208,594
Funds Expended	<u>208,594</u>
Excess of Funds Advanced	\$_____0

2. The distribution of costs by project as shown on the final schedule of Capital Fund expenditures dated December 23, 2003, accompanying the actual Capital Fund cost certificate submitted to HUD for approval is in agreement with the Housing Authority's records, with the exception of Dwelling Structure Funds in the amount of \$50,180 that was expended on an unbudgeted addition to the main office.

3. All Capital Fund costs have been paid and all related liabilities have been discharged through payment.

Housing Authority of the City of Boston

ACTUAL CAPITAL FUND
COST CERTIFICATE
December 31, 2003

1. The actual Capital Fund costs are as follows:

	PROJECT <u>LA 427622000</u>
Funds Approved	\$204,453
Funds Expended	<u>204,453</u>
Excess of Funds Approved	\$_____0
Funds Advanced	\$204,453
Funds Expended	<u>204,453</u>
Excess of Funds Advanced	\$_____0

2. The distribution of costs by project as shown on the final schedule of Capital Fund expenditures dated March 24, 2005, accompanying the actual Capital Fund cost certificate submitted to HUD for approval is in agreement with the Housing Authority's records.

3. All Capital Fund costs have been paid and all related liabilities have been discharged through payment.

HOUSING AUTHORITY OF THE CITY OF BURKE

**Financial Data Schedule
For the Year Ended December 31, 2003**

Line Item	Account Description	Public Housing		Total
		Low Rent Public Housing	Capital Fund Program	
111	Cash - Unrestricted	\$103,662	\$0	\$103,662
114	Cash - Tenant Security Deposits	\$6,865	\$0	\$6,865
100	Total Cash	\$110,527	\$0	\$110,527
122	Accounts Receivable - HUD Other Projects	\$0	\$94	\$94
123	Accounts Receivable - Miscellaneous	\$0	\$0	\$0
126	Accounts Receivable - Tenants - Dwelling Units	\$2,019	\$0	\$2,019
128	Allowance for Doubtful Accounts - Dwelling Units	\$0	\$0	\$0
129	Allowance for Doubtful Accounts - Other	\$0	\$0	\$0
129	Accrued Interest Receivable	\$52	\$0	\$52
	Total Receivables, net of allowances for doubtful			
120	accounts	\$2,071	\$94	\$2,165
131	Investments - Unrestricted	\$103,191	\$0	\$103,191
142	Prepaid Expenses and Other Assets	\$0,048	\$0	\$0,048
143	Inventories	\$4,148	\$0	\$4,148
145	Allowance for Obsolete Inventories	\$0	\$0	\$0
144	Interprogram Due From	\$84	\$0	\$84
150	Total Current Assets	\$228,062	\$94	\$228,156
161	Land	\$94,742	\$0	\$94,742
162	Buildings	\$2,128,026	\$282,482	\$2,410,508
163	Furniture, Equipment & Machinery - Dwellings	\$88,580	\$0	\$88,580
	Furniture, Equipment & Machinery -			
164	Administration	\$107,328	\$0	\$107,328
165	Leasehold Improvements	\$182,198	\$0	\$182,198
166	Accumulated Depreciation	(\$1,667,518)	(\$21,088)	(\$1,688,606)
167	Construction in Progress	\$0	\$182,250	\$182,250
	Total Fixed Assets, Net of Accumulated			
160	Depreciation	\$276,275	\$486,324	\$1,072,099
169	Total Non-Current Assets	\$276,275	\$486,324	\$1,072,099
180	Total Assets	\$504,337	\$486,324	\$1,001,245

HOUSING AUTHORITY OF THE CITY OF DURKEE

**Financial Data Schedule
For the Year Ended December 31, 2000**

Line Item	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	Total
312	Accounts Payable - < 90 Days	\$6,327	\$0	\$6,327
321	Accrued Wage/Payroll Taxes Payable	\$2,848	\$0	\$2,848
	Accrued Compensated Absences - Current			
322	Portion	\$3,792	\$0	\$3,792
333	Accounts Payable - Other Government	\$13,308	\$0	\$13,308
343	Tenant Security Deposits	\$8,995	\$0	\$8,995
347	Interprogram Due To	\$0	\$64	\$64
319	Total Current Liabilities	\$35,270	\$64	\$35,334
354	Accrued Compensated Absences - Non-Current	\$4,254	\$0	\$4,254
359	Total Noncurrent Liabilities	\$4,254	\$0	\$4,254
308	Total Liabilities	\$39,524	\$64	\$39,588
504	Net HUD-FHA Contributions	\$540,588	\$0	\$540,588
508	Total Contributed Capital	\$540,588	\$0	\$540,588
511	Total Reserved Fund Balance	\$0	\$0	\$0
512	Undesignated Fund Balance/Retained Earnings	\$715,385	\$485,324	\$1,200,709
513	Total Equity/Net Assets	\$715,385	\$485,324	\$1,200,709
608	Total Liabilities and Equity/Net Assets	\$965,137	\$485,388	\$1,450,525

HOUSING AUTHORITY OF THE CITY OF BURKE

Financial Data Schedule
For the Year Ended December 31, 2020

Line Item	Account Description	Public Housing		Total
		Low Rent Public Housing	Capital Fund Program	
700	Net Tenant/Rental Revenue	\$180,899	\$0	\$180,899
704	Tenant Revenue - Other	\$1,814	\$0	\$1,814
700	Total Tenant Revenue	\$182,447	\$0	\$182,447
706	HLD/PHA Operating Grants	\$188,288	\$27,188	\$188,240
706	Capital Grants	\$0	\$208,840	\$208,840
711	Investment Income - Unrestricted	\$1,452	\$0	\$1,452
712	Other Revenue	\$0	\$0	\$0
700	Total Revenue	\$381,670	\$235,728	\$618,898

HOUSING AUTHORITY OF THE CITY OF MURDO

**Financial Data Schedule
For the Year Ended December 31, 2000**

Line Item	Account Description	Low Cost Public Housing	Public Housing Capital Fund Program	Total
011	Administrative Salaries	\$80,000	\$0	\$80,000
012	Auditing Fees	\$0,000	\$0	\$0,000
014	Compensated Absences	\$2,000	\$0	\$2,000
015	Employee Benefit Contributions - Administrative	\$20,241	\$0	\$20,241
016	Other Operating - Administrative	\$40,800	\$0	\$40,800
024	Tenant Services - Other	\$1,159	\$0	\$1,159
021	Water	\$048	\$0	\$048
022	Electricity	\$4,775	\$0	\$4,775
023	Gas	\$779	\$0	\$779
026	Other Utilities Expense	\$2,250	\$0	\$2,250
041	Ordinary Maintenance and Operations - Labor	\$50,879	\$0	\$50,879
042	Ordinary Maintenance and Operations - Materials and Other	\$11,000	\$0	\$11,000
043	Ordinary Maintenance and Operations - Contract	\$15,477	\$0	\$15,477
045	Employee Benefit Contributions - Ordinary Maintenance	\$24,400	\$0	\$24,400
061	Insurance Premiums	\$25,521	\$0	\$25,521
065	Payments in Lieu of Taxes	\$15,200	\$0	\$15,200
069	Total Operating Expenses	\$281,226	\$0	\$281,226
Excess Operating Revenue over Operating				
070	Expenses	\$0,000	\$255,725	\$255,000
074	Depreciation Expense	\$82,800	\$21,000	\$74,811
080	Total Expenses	\$247,800	\$21,000	\$268,800
1001	Operating Transfers In	\$27,180	\$0	\$27,180
1002	Operating Transfers Out	\$0	(\$27,180)	(\$27,180)
1010	Total Other Financing Sources (Uses)	\$27,180	(\$27,180)	\$0
Excess (Deficiency) of Operating Revenue Over				
1000	(Under) Expenses	(\$18,640)	\$207,800	\$189,200

HOUSING AUTHORITY OF THE CITY OF BUNGE

**Financial Data Schedule
For the Year Ended December 31, 2020**

Line Item	Account Description	Public Housing		Total
		Low Rent Public Housing	Capital Fund Program	
1100	Capital Outlays - Enterprise Fund	\$0	\$0	\$0
1102	Debt Principal Payments - Enterprise Funds	\$0	\$0	\$0
1103	Beginning Equity	\$794,090	\$288,172	\$1,082,262
1112	Depreciation Add Back	\$(43,884)	\$0	\$(43,884)
1120	Unit Months Available	1,243	0	1,243
1121	Number of Unit Months Leased	1,192	0	1,192

Housing Authority of the City of Berkeley

GENERAL

**SCHEDULE OF COMPENSATION PAID BOARD MEMBERS
For the Year Ended December 31, 2003**

The members of the Board of Commissioners serve without compensation. The members of the Board of Commissioners are as follows:

Larry Riebo, Chairman

Leon Hells, Vice Chairman

Elizabeth Rand

Daniel Molinon

Lola Levy



Green, Huggins & Williamson, LLC

3100 Ridge Street, Suite 6
Shreveport, LA 71202

www.ghwcpa.com

The Green CPA
Certified "Good" Huggins CPA
Huggins & Williamson, CPA

Telephone (504) 313-2200
Facsimile (504) 313-2204

Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Board of Commissioners
Housing Authority of the City of Bossier
Bossier, Louisiana

We have audited the basic financial statements of the Housing Authority of the City of Bossier, as of and for the year ended December 31, 2005, and have issued our report thereon dated June 29, 2006. 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 of America.

Compliance

As part of obtaining reasonable assurance about whether the Housing Authority's financial statements are free of material misstatements, 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 an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 23-F1.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Housing Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters relating to our activities relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Housing Authority's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described in the accompanying schedule of findings and questioned costs as item 23-F1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider the reportable condition described above to be a material weakness.

We also noted another matter involving the internal control over financial reporting, which we have reported to management of the Housing Authority in a separate letter dated June 30, 2004.

This report is intended solely for the information and use of the Board, management, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513 this report is distributed by the Legislative Auditor as a public document.

Green, Huggins & Williamson, L.L.C.

GREEN, HUGGINS & WILLIAMSON, L.L.C.

Shreveport, Louisiana
June 30, 2004



Green, Huggins & Williamson, LLC

3150 Knight Street, Suite 9
Shreveport, LA 71208

www.ghwcpa.com

The Green, CPA
Charles E. "Chuck" Huggins, CPA
Nancy E. Williamson, CPA

Telephone: (225) 233-2222
Facsimile: (225) 233-2281

Report on Compliance with Requirements Applicable to Each Major Program and an Internal Control Over Compliance in Accordance With OMB Circular No. A-133

Board of Commissioners
Housing Authority of the City of Bossier
Bossier, Louisiana

Compliance

We have audited the compliance of the Housing Authority of the City of Bossier, Bossier, Louisiana, with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular No. A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended December 31, 2003. The Housing Authority's major federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Housing Authority's management. Our responsibility is to express an opinion on the Housing Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular No. A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements related to those that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Housing Authority's compliance with those requirements.

As described in item 22-02 in the accompanying schedule of findings and questioned costs, the Housing Authority did not comply with requirements regarding approval by the Federal awarding agency that are applicable to its Capital Fund Program. Compliance with such requirements is necessary, in our opinion, for the Housing Authority to comply with the requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, the Housing Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2003.

Internal Control over Compliance

The management of the Housing Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Housing Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular No. A-133.

We noted certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the Housing Authority's ability to administer a major federal program in accordance with the applicable requirements of laws, regulations, contracts and grants. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items 03-F2 and 03-F3.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However of the reportable conditions described above, we consider item 03-F2 to be a material weakness.

Schedule of Expenditures of Federal Awards

We have audited the basic financial statements of the Housing Authority, as of and for the year ended December 31, 2003, and have issued our report thereon dated June 30, 2004. Our audit was performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular No. A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the Board, management, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513 this report is distributed by the Legislative Auditor as a public document.

Greene, Huggins & Williamson, LLC

GREEN, HUGGINS & WILLIAMSON, LLC

Shreveport, Louisiana
June 30, 2004

Housing Authority of the City of Seattle
 Schedule of Expenditures of Federal Awards
 For the Year Ended December 31, 2003

FEDERAL GRANTOR PASS-THROUGH GRANTOR/PROGRAM NAME	CFDA Number	Pass-Through Account No.	Expenditures
United States Department of Housing and Urban Development:			
Direct Programs			
Public and Indian Housing			
Operating Subsidy	14.833	09F-386	\$135,000
Public Housing Capital Fund Program	14.872	09F-386	<u>258,722</u>
Total			<u>\$393,722</u>

Housing Authority of the City of Bunkie

**Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2005**

NOTE 1 - GENERAL. The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of the Housing Authority of the City of Bunkie, Louisiana (the "Housing Authority"). The Housing Authority reporting entity is defined in note 1(A) to the Housing Authority's basic financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through other government agencies, is included on the schedule.

NOTE 2 - BASIS OF ACCOUNTING. The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in note 1(C) to the Housing Authority's basic financial statements.

NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS. Federal awards revenues are reported in the Housing Authority's basic financial statements as follows:

	<u>Federal Sources</u>
Enterprise funds:	
Public Housing	\$138,000
Capital fund programs	<u>256,770</u>
Total	<u>\$394,770</u>

NOTE 4 - RELATIONSHIP TO FEDERAL FINANCIAL REPORTS. Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with accounting principles generally accepted in the United States of America.

NOTE 5 - MAJOR FEDERAL AWARDS PROGRAMS. The dollar threshold of \$100,000 was used to distinguish between Type A and Type B federal programs. For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures. In accordance with HUD Notice PIH 99-14, "federal awards" do not include Housing Authority operating income from rents or investments (or other non-federal sources). In addition, debt service annual contribution payments made by HUD directly to fiscal agents for holders of Housing Authority bonds or for Housing Authority notes held by the federal financing bank (FFB), are not considered when determining if the Single Audit Act "federal awards expended" threshold is met by the Housing Authority in a fiscal year. In addition, the entire amount of operating activity received during the fiscal year is considered to be "expended" during the fiscal year.

Housing Authority of the City of Boston
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2003

PART I - Summary of the Auditor's Results

Financial Statement Audit

- i. The type of audit report issued was unqualified.
- ii. There was a reportable condition required to be disclosed by Government Auditing Standards issued by the Comptroller General of the United States of America.

The reportable condition disclosed was considered a material weakness as defined by Government Auditing Standards.

- iii. There was an instance of non-compliance considered material, as defined by the Government Auditing Standards, in the financial statements.

Audit of Federal Awards

- iv. There were reportable conditions required to be disclosed by OMB Circular No. A-133.
- v. The type of report the auditor issued on compliance for a major program was qualified.
- vi. The audit disclosed an audit finding which the auditor is required to report under OMB Circular No. A-133, Section 310(a).
- vii. The major federal program is:

CFDA 14.873 Capital Fund Program
- viii. The dollar threshold used to distinguish between Type A and Type B programs as described in OMB Circular No. A-133, Section 310(b) was \$80,000.
- ix. The auditor does not qualify as a low-risk auditor under OMB Circular No. A-133, Section 310.

Housing Authority of the City of Hankin

**Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2003**

PART II - Findings related to the financial statements which are required to be reported in accordance with Government Auditing Standards generally accepted in the United States of America:

Reference # and title: (H-7) Unapproved Expenditures

Entity, title or program/department, specify: Public Housing Capital Fund Program

Criteria or specific requirement: Capital Fund Expenditures should be for items included in the HUD approved budget.

Condition found: The Housing Authority constructed a maintenance facility and an office addition, using funds from the Capital Fund Program that were budgeted for dwelling structure renovations. The office addition was constructed at a cost of \$99,000 using Capital Fund 2003 funding. The maintenance facility was constructed at a cost of \$138,648 using Capital Fund 2003 funding.

Amount of Questioned Costs: \$197,748 expended in years ended December 31, 2003 and December 31, 2004.

Proper accounting for finding, the correction and consequences: The Capital Fund Program budget was \$208,704 for program year 2003 and \$197,777 for program year 2004, a total of \$406,481. The Housing Authority spent \$197,748 of the \$406,481 on nonbudgeting structures.

Possible material effect, cause and effect:

Cause: The Housing Authority changed the Capital Fund Program budget, but did not submit a revised Capital Fund Program budget to HUD for approval.

Effect: The Housing Authority spent Capital Fund Program funds on items that were not in the HUD approved budget.

Recommendation to prevent future occurrences: The Housing Authority should limit Capital Fund Program expenditures to HUD approved items.

Housing Authority of the City of Boston

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2002

PART III - Findings and questioned costs for federal awards which are required to be reported under OMB Circular No. A-133 Section 2.10(a)

Reference and title: 82-02 Unapproved Expenditures

Entity, title or program/department specific: Public Housing Capital Fund Program, CPDA #14.872

Criteria or specific requirement: Capital Fund Expenditures should be for items included in the HUD approved budget.

Condition found: The Housing Authority constructed a maintenance facility and an office addition, using funds from the Capital Fund Program that were budgeted for dwelling structure renovations. The office addition was constructed at a cost of \$50,000 using Capital Fund 2000 funding. The maintenance facility was constructed at a cost of \$138,640 using Capital Fund 2002 funding.

Amount of Questioned Costs: \$188,640 expended in years ended December 31, 2002 and December 31, 2003.

Proper perspective for isolating the seriousness and consequences: The Capital Fund Program budget was \$204,204 for program year 2002 and \$187,771 for program year 2003, a total of \$391,975. The Housing Authority spent \$277,340 of the \$391,975 on non-dwelling structures.

Entity's expected effort, issues and effects:

Cause: The Housing Authority changed the Capital Fund Program budget, but did not submit a revised Capital Fund Program budget to HUD for approval.

Effect: The Housing Authority spent Capital Fund Program funds on items that were not in the HUD approved budget.

Recommendation to prevent future occurrence: The Housing Authority should limit Capital Fund Program expenditures to HUD approved items.

Housing Authority of the City of Seattle

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2005

PART III - Findings and questioned costs for federal awards which are required to be reported under OMB Circular No. A-133 Section 500(a):

Reference # and title: 03-03 **Expenditure of Funds**

Entity-wide or program/account-specific: Public Housing Capital Fund Program, CFDA #14.572

Criteria or specific requirement: Recipients must follow procedures to minimize the time elapsing between the drawdown of funds and the disbursement of funds.

Condition(s) found: The Housing Authority issued a check in amount of \$9,243 for an invoice that had been paid previously. The funds were requested from HUD and after the funding request was submitted, the duplicate payment was discovered and the second check was re-cut. The check was applied to the next expenditures made within the program. The Housing Authority received funds prior to the date of expenditure in the amount of \$9,243. The expenditure was made 69 days after the funds were received.

Amount of Questioned Costs: None

Proper procedures for lodging the occurrence and consequences: The Housing Authority had expenditures by the Capital Fund Program in the amount of \$256,925 for the year ended December 31, 2005.

Proble(s) asserted affect (cause and effect):

Cause: The Housing Authority prepared a check by mistake and drew funds down based upon that check.

Effect: The Housing Authority failed to minimize the time elapsing between the drawdown of funds and the disbursement of funds.

Recommendations to prevent future occurrences: The Housing Authority should issue payment based upon original invoices, and should clearly mark paid invoices as paid so duplicate payments will not be issued. Capital Fund Program draws should be based on actual expenditures.

Housing Authority of the City of Bendin

OTHER INFORMATION

Housing Authority of the City of Newark
Summary Schedule of Prior Audit Findings
December 31, 2002

Reference Aud title: 01-F1 Adequate Control over Financial Reporting and Compliance

Initially occurred: 2002

Finding: The management of the Housing Authority is responsible for establishing and maintaining an effective internal control to ensure compliance with laws, regulations and program requirements.

The operations of the Housing Authority's internal control over financial reporting exhibited the following deficiencies:

- The Board of Commissioners is not receiving for review and analysis on a current basis, complete monthly financial statements to include budget to actual variance reports. Currently, a listing of all cash disbursements is presented to the Board for review on a monthly basis.
- Considering the size of the Housing Authority, the important elements of internal control and segregation of duties cannot always be achieved, to ensure an adequate protection and safeguarding of the Housing Authority's assets.
- Eighteen instances where no evidence of mathematical verification of invoices performed by staff prior to payment of invoices. It is our understanding through discussion with management that while the process is undertaken, no documentation of such was noted during our audit.
- No evidence to support the Executive Director or designee's approval of bank reconciliations prepared by its fee accountant.
- No formalized accounting policy and procedural manual.

Corrective action taken: The Board of Commissioners receives a budget to actual report on semiannual basis and they receive a monthly report of all expenditures. The Housing Authority has segregation of duties with the three people working in the office. Invoices are mathematically verified prior to payment. The Executive Director has designated an employee to review the bank reconciliation on a monthly basis. The Housing Authority uses the procedures as set forth in the HUD manual 1516.

Reference # and title: 02-F2 Procurement Documentation

Initially occurred: 2002

Finding: In accordance with the Housing Authority's procurement policies, all procurements made shall be supported in sufficient detail to justify award by contracting officer.

Our review of twenty-five cash disbursements for the month of October 2002, revealed nine instances where the required documentation to support the basis for any type of procurement process used and resulting conclusions for disbursements under \$5,000 were unavailable. Our discussion with management revealed that while the basis prior was achieved on each instance, the basis for that conclusion was not adequately documented. In addition, it is management's assertion that the travel cost associated with other reader locations exceeds the benefit.

Corrective action taken: The Housing Authority is following its procurement policy for disbursements under \$5,000.

Housing Authority of the City of Hanksville

Summary Schedule of Prior Audit Findings
December 31, 2003

Reference Number: 02-F2 **Disbursements**

Initially occurred: 2001.

Finding: The management of the Housing Authority is responsible for establishing and maintaining a control and monitoring system to insure that all disbursements are in compliance with its policies, laws and regulations and program requirements.

Our review of thirty-one such disbursements revealed six instances where we were unable to ascertain the allowability of costs incurred in connection with the activities managed by the Housing Authority.

In addition, we noted that in accordance with its chart of accounts the "wasteb" account is used to chart in cost at the financial statement level, various expenses such as telephone, office and maintenance supplies, postage, vehicle inspection, meals, etc. Furthermore, the "wasteb" account reflected a transaction that was posted twice to the general ledger.

Corrective action taken: The Housing Authority Board of Commissioners approves all expenditures after determining they are allowable costs, however, the Housing Authority expended Capital Fund Program funds that were not approved by HUD, as reflected in current-year finding 03-F2.

Reference Number: 01-F1 **Internal Control over Financial Reporting**

Initially occurred: 2001.

Finding: The management of the Housing Authority is responsible for establishing and maintaining an effective internal control.

The operations of the Housing Authority's internal control over financial reporting exhibited the following deficiencies:

- Disbursements are made without proper documentation to support the disbursement of funds. Furthermore, these disbursements with invoices were not canceled to depict their status. The previous auditor's review of thirty-three invoices for the month of July 2001, revealed the absence of invoices to support disbursements on seven occasions.
- Lack of a system to facilitate the timely identification and afford the proper accounting treatment for all related party transactions. The previous auditor noted a payment to a relative of the Executive Director in the amount of \$400. The disbursement as previously described, was without the benefit of an invoice or the Housing Authority's procurement process.
- The Housing Authority does not maintain a cash receipt log for all funds received either by mail or from walk-ins. However, the Housing Authority maintains a receipt log for rent collections. The current procedure does not ensure the completeness of all funds collected to include the proper reconciliation in other documents such as bank statements, validated deposit slips, etc.

Corrective action taken: The Housing Authority is requiring proper documentation prior making disbursements, however, see current year finding 03-F1. The Housing Authority had a policy in place to prevent transactions with related parties. The Housing Authority documents all receipts, however, not current year management letter item 03-M1.

Housing Authority of the City of Seattle
Summary Schedule of Prior Audit Findings
December 31, 2000

Reference # and title: 98-23 Lack of Established Policies

Initially occurred: 2001.

Findings: Based on the previous auditor's review and discussion with management, the lack of established policies were noted to address issues such as personal use of telephones (including cellular phones) that incurs charges, automobile use (both business and non-business) and related party transactions. Through discussions with management, the use of both the office and cellular phones of the Housing Authority for personal business was noted. Furthermore, it is the previous auditor's understanding through discussion with management, that charges incurred from such use are reimbursed to the Housing Authority.

Corrective action taken: The Housing Authority has adopted cell phone and related party policies.

Reference # and title: 98-25 Procurement Process

Initially occurred: 2001.

Findings: Review of thirty disbursements revealed eleven instances where the required documentation to support the basis for and the type of procurement process used and resulting conclusions were unavailable.

Corrective action taken: The Housing Authority is following its procurement policy.

Reference # and title: 98-21 Performance Funding System Calculation

Initially occurred: 1999.

Findings: The previous auditor's use work of the Performance Funding System (PFS) information submitted by the Housing Authority to HUD, revealed differences in the rent-roll (\$11,831 per rental register versus \$11,879 per HUD Form 51723) and number of units occupied (188 per rental register versus 194 per HUD Form 51723) used in the calculation of PFS.

In addition, it was noted that the HUD Form 51723A (Calculation of Allowable Utilities Expense Level) submitted was incomplete for 1993 and 1994 water consumption. However, it was noted that the Housing Authority has the consumption and cost information available.

Perman to Section II of the Consolidated Annual Contributions Contract:

"The Housing Authority shall submit a calculation of operating subsidy eligibility in the manner prescribed by HUD regulations in 24 CFR."

Furthermore, based on review of the associated HUD Form 51723, it appears that the report was not submitted to HUD within the required time frame of 90 to 120 days before beginning of fiscal year. It is the previous auditor's understanding through discussion with management, that the delay was the result of outstanding PFS factors due from HUD and needed in the computation of the required subsidy.

Housing Authority of the City of Seattle
Summary Schedule of Prior Audit Findings
December 31, 2003

Corrective action taken: The Housing Authority made a timely submission of the FFS funding request for the year ending December, 31 2004.

Reference # and title: **95-02** **Fixed Asset Schedule**

Initially occurred: 1999.

Findings: Currently, the Housing Authority shares location of its historical records with its tax accountant. In addition, it was noted that, due to the age of its fixed assets, certain original documents are not readily available to include accurate details.

However, it was noted that management continues on a prospective basis, to accumulate and retain the required fixed asset documents.

Corrective action taken: The Housing Authority is maintaining an adequate depreciation schedule.

Housing Authority of the City of New Orleans

Corrective Action Plan for Current-Year Audit Findings
December 31, 2003

Reference Fund title: 82-F1 Unapproved Expenditures

Finding: Capital Fund Expenditures should be for items included in the HUD approved budget. The Housing Authority constructed a maintenance facility and an office addition, using funds from the Capital Fund Program that were budgeted for dwelling structure renovations. The office addition was constructed at a cost of \$29,000 using Capital Fund 2001 funding. The maintenance facility was constructed at a cost of \$118,640 using Capital Fund 2002 funding.

Corrective action planned: The Housing Authority will obtain approval from the HUD prior to implementing any changes to the Capital Fund Program budget.

Person responsible for corrective action:

Fancy McWilliams, Executive Director
Housing Authority of the City of New Orleans
PO Box 1036
New Orleans, LA 70132

Phone: (504) 346-6838
Fax: (504) 346-6844

Anticipated completion date: Immediately

Reference Fund title: 82-F2 Unapproved Expenditures

Finding: Capital Fund Expenditures should be for items included in the HUD approved budget. The Housing Authority constructed a maintenance facility and an office addition, using funds from the Capital Fund Program that were budgeted for dwelling structure renovations. The office addition was constructed at a cost of \$29,000 using Capital Fund 2001 funding. The maintenance facility was constructed at a cost of \$118,640 using Capital Fund 2002 funding.

Corrective action planned: See corrective action planned for finding 82-F1.

Reference Fund title: 82-F3 Expiration of Funds

Finding: Receipts must follow procedures to minimize the time elapsing between the drawdown of funds and the disbursement of funds. The Housing Authority issued a check in amount of \$8,243 for an invoice that had been paid previously. The funds were requested from HUD and after the funding request was submitted, the duplicate payment was discovered and the second check was voided. The draw was applied to the next expenditure made within the program. The Housing Authority received funds prior to the date of expenditure in the amount of \$8,243. The expenditure was made 69 days after the funds were received.

Corrective action planned: The Housing Authority will require that all invoices will be matched paid when check is issued.

Person responsible for corrective action:

Fancy McWilliams, Executive Director
Housing Authority of the City of New Orleans
PO Box 1036
New Orleans, LA 70132

Phone: (504) 346-6838
Fax: (504) 346-6844

Anticipated completion date: Implemented during Year Ended December 31, 2003



Green, Huggins & Williamson, LLC

3100 Knight Street, Suite F
Shreveport, LA 71105

www.ghwcpa.com

The Firm: CPA
Dustin E. "Chief" Huggins, CPA
Najeh E. Williamson, CPA

Telephone: (504) 637-0000
Facsimile: (504) 637-0000

Management Letter

Board of Commissioners
Housing Authority of the City of Bossier
Bossier, Louisiana

In planning and performing our audit of the basic financial statements of the Housing Authority of the City of Bossier, for the year ended December 31, 2003, we considered the Housing Authority's internal control to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit, we noted a certain matter involving internal control and other operational matters that is presented for your consideration. This letter does not affect our report dated June 30, 2004, on the financial statements of the Housing Authority. We will review the status of this comment during our next audit engagement. Our comment and recommendation, all of which have been discussed with appropriate members of management, are intended to improve internal control or result in other operating efficiencies. We will be pleased to discuss this comment in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing the recommendation. Our comment is summarized as follows:

RLM- Rent Collections

Comment: The Housing Authority accepts rent collections in the form of cash, checks, and money orders.

Recommendation: The Housing Authority should consider adopting a policy to limit collections to money orders and checks.

Management's response: The Board of Commissioners has approved a policy limiting payments of rent collections to money orders and personal checks, effective January 1, 2005.

Our audit procedures are designed primarily to enable us to form an opinion on the financial statements and, therefore, may not reveal all weaknesses in policies and procedures that may exist.

This report is intended solely for the information and use of the Board, management, the Office of the Louisiana Legislative Auditor, and federal awarding agencies and pass-through entities and is not intended to be used should not be used by anyone other than these specified parties. Although the intended use of this report may be limited, under Louisiana Revised Statute 34:719 this report is distributed by the Legislative Auditor as a public document.

Green, Huggins & Williamson, LLC

GREEN, HUGGINS & WILLIAMSON, LLC
Shreveport, Louisiana
June 30, 2004