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CITY OF MANSFIELD, LOUISIANA

General-Purpose Financial Statements with Supplemental Statements December 31, 2003

Under provisions of state law, this report is a public document. Copies of the report have been submitted to the mayor 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 7-28-04

Deborah D. Deas, MBA, CPA
123 Jefferson Street
Mansfield, Louisiana 71063
318-872-3667

CITY OF MANFIELD, LOUISIANA
General-Purpose Financial Statements
As of and for the Year Ended December 31, 2000
With Supplemental Information Schedules

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INDEPENDENT AUDITOR'S REPORT

**MAYOR AND BOARD OF ALDERMEN
CITY OF MONROE
Monroe, Louisiana**

I have audited the accompanying general-purpose financial statements of City of Monroe, Louisiana, as of and for the year ended December 31, 2003, as listed in the table of contents. These general-purpose financial statements are the responsibility of City of Monroe, Louisiana, management. My responsibility is to express an opinion on those general-purpose financial statements based on my audit.

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

In my opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Monroe, Louisiana, as of December 31, 2003, and the results of its operations and the cash flows of its proprietary fund types for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, I have also issued my report dated May 24, 2004, on my consideration of City of Monroe, Louisiana's internal control over financial reporting and my 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 my audit.

My audit was performed for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements of the City of Monroe, Louisiana. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is also not a required part of the general-purpose financial statements of City of Monroe, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the general-purpose financial statements taken as a whole.

Deborah D. Dees, CPA

Monroe, Louisiana
May 24, 2004

CITY OF MANFIELD, LOUISIANA
ALL FUND TYPES AND ACCOUNT GROUPS
 Combined Balance Sheet - December 31, 2020

	GOVERNMENTAL FUNDS		PROPRIETARY FUNDS		INTERNAL SERVICE FUNDS		ACCOUNT GROUPS		TOTAL
	GENERAL FUND	PROJECTS FUND	MANFIELD FUND	WATER FUND	SEWER FUND	GENERAL FUND	LONG-TERM DEBTS	RESERVE FUND	
ASSETS AND OTHER DEBITS									
Cash	\$1,037,000		\$18,728		\$1,153				\$1,037,000
Trade and cash equivalents			11,000						11,000
Investments, etc.									403,000
Receivables	550,000		97,000		1,000				648,000
Prepaid items									381,400
Other	14,000		651,000				4,200,000		1,006,000
Investments									445,000
Land, building equipment and improvements							90,000		90,000
Net of accumulated depreciation									60,000
Other Debits - amounts due provided for under									1,000,000
amount of prior or long-term obligations									1,000,000
(Adjustment for insurance made year of									60,000
amortization)									60,000
TOTAL ASSETS AND OTHER DEBITS	\$1,591,000	\$0	\$1,275,728	\$0	\$20,153	\$0	\$4,290,000	\$0	\$1,886,881

CITY OF MANSFIELD, LOUISIANA
ALL FUND TYPES AND ACCOUNT GROUPS
Combined Balance Sheet - December 31, 2003

	GOVERNMENTAL FUNDS		PROPRIETARY FUNDS		FUND TYPE		ACCOUNT GROUPS		TOTAL
	GENERAL FUND	PROJECTS FUND	ENTERPRISE FUND	ASSET FUND	GENERAL FUND	LONG-TERM DEBT	GENERAL FUND	RESERVE	
LIABILITIES, EQUITY, AND OTHER FUNDS									
Liabilities:									
Accounts payable									
Payroll liabilities payable									
Taxes to collect									
Payable from restricted assets									
Customer deposits									
Current portion of bonded bonds payable									
Other payables									
Revised 2003 bonds									
Total Liabilities									
Fund Equity:									
Continued capital									
Investment (reversed fund) assets									
Restricted assets:									
Restricted for debt service									
Unrestricted - unbudgeted									
Total balance - unrestricted - unbudgeted									
Total Restricted Liabilities and Fund Balance									
Total Fund Equity									
TOTAL LIABILITIES AND FUND EQUITY									

The accompanying notes are an integral part of this statement.

CITY OF MANSFIELD, LOUISIANA
GOVERNMENTAL FUND TYPE

Combined Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Year Ended December 31, 2023

	GENERAL FUND	CAPITAL PROJECTS FUND	TOTAL MEMORANDUM ONLY
REVENUES			
Ad valorem taxes	\$ 302,234	\$	\$ 302,234
Sales and use taxes	700,284		700,284
Licenses and permits	493,200		493,200
Intergovernmental revenues			
Federal grants	15,400	111,488	126,888
State grants			
Fire insurance rebate	12,175		12,175
Supplemental pay	47,800		47,800
Video poker revenue	109,948		109,948
Other state grants	46,127		46,127
Fees, charges and commissions for services	28,687		28,687
Fines and forfeitures	161,518		161,518
Use of money and property	5,400		5,400
Other revenues	128,071	887	128,958
Total revenues	<u>2,392,832</u>	<u>112,385</u>	<u>2,505,217</u>
EXPENDITURES			
Current:			
General government:			
Judicial	48,836		48,836
Executive	213,430		213,430
Finance and administrative	493,238	8,843	502,081
Public safety	818,119	161,843	979,962
Public works	341,270		341,270
Culture and recreation	12,096		12,096
Debt service:			
Principal payments	45,893		45,893
Interest	46,155		46,155
Capital outlay	288,287		288,287
Total expenditures	<u>2,262,868</u>	<u>170,686</u>	<u>2,433,554</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(128,194)	1,027	(127,167)
FUND BALANCES AT BEGINNING OF YEAR	<u>1,263,155</u>	<u>-</u>	<u>1,263,155</u>
FUND BALANCES AT END OF YEAR	\$ <u>1,134,961</u>	\$ <u>1,027</u>	\$ <u>1,135,988</u>

The accompanying notes are an integral part of this statement.

CITY OF MANSFIELD, LOUISIANA
GOVERNMENTAL FUND TYPE - GENERAL FUND
Statement of Revenues, Expenditures and Changes in Fund Balances
Budget (GAAP) Basis and Actual
For the Year Ended December 31, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u> <u>Positive</u> <u>(Negative)</u>
REVENUES			
Ad valorem taxes	\$ 200,204	\$ 202,234	\$ (2,000)
Sales and use taxes	155,500	730,264	(5,764)
Licenses and permits	412,800	483,100	(70,300)
Intergovernmental revenues:			
Federal grants		18,403	18,403
State grants			
Fire insurance rebates	60,000	12,170	2,170
Supplemental pay		87,800	87,800
Video poker revenue	100,000	188,848	88,848
Other state grants	15,000	48,121	32,121
Fees, charges and commissions for services	20,040	28,841	881
Fines and forfeitures	127,300	181,510	(54,210)
Use of money and property	10,000	8,403	(1,597)
Other revenues	30,000	128,271	98,271
Total revenues	<u>1,052,204</u>	<u>2,127,832</u>	<u>(85,247)</u>
EXPENDITURES			
Current:			
General government:			
Judicial	40,000	48,000	(2,000)
Executive	207,000	213,400	(6,400)
Finance and administrative	450,750	460,200	(9,450)
Public safety	121,200	87,710	(33,490)
Public works	287,270	287,270	(94,200)
Culture and recreation	0,000	12,000	(8,000)
Debt service	100,000	94,100	5,900
Capital outlay	221,000	200,291	(20,709)
Total expenditures	<u>2,088,210</u>	<u>2,206,981</u>	<u>(118,771)</u>
EXCESS (Deficiency) OF REVENUES			
OVER EXPENDITURES	(331,000)	(129,700)	111,244
FUND BALANCES AT BEGINNING OF YEAR	<u>1,200,100</u>	<u>1,200,100</u>	<u>-</u>
FUND BALANCES AT END OF YEAR	<u>\$ 869,100</u>	<u>\$ 1,070,371</u>	<u>\$ 111,244</u>

The accompanying notes are an integral part of this statement.

CITY OF MANSFIELD, LOUISIANA
PROPRIETARY FUND TYPE - ENTERPRISE FUNDS
 Water and Sewer Funds

Combined Statement of Revenues, Expenditures, and Changes in Retained Earnings
 For the Year Ended December 31, 2000

	<u>Total</u>
OPERATING REVENUES	
Charges for services	\$ 1,488,228
Fees/penalties	28,000
Permits and fees	3,150
Other operating revenues	<u>13,500</u>
Total revenues	<u>1,488,000</u>
OPERATING EXPENSES	
General and administrative	278,000
Depreciation expense	310,400
Billing office	43,000
Tolado plant	378,000
Water department	283,040
Collection system	21,100
Treatment facility	22,500
Capital outlays	
Total operating expenses	<u>1,328,000</u>
OPERATING INCOME (Loss)	<u>159,117</u>
NON-OPERATING REVENUES (Expenses)	
Interest income	17,500
Bond issue cost amortization	(73,400)
Interest expense	(38,338)
Other revenues	<u>1,500</u>
Total non-operating revenues (expenses)	<u>(32,738)</u>
NET INCOME (Loss)	<u>126,379</u>
Add depreciation on fixed assets acquired with contributed capital	127,418
RETAINED EARNINGS AT BEGINNING OF YEAR	<u>540,000</u>
RETAINED EARNINGS AT END OF YEAR	\$ <u>773,797</u>

The accompanying notes are an integral part of this statement.

CITY OF MANSFIELD, LOUISIANA
PROPRIETARY FUND TYPE - ENTERPRISE FUNDS
 Water and Sewer Funds
 Combined Schedule of Cash Flows
 For the Year Ended December 31, 2003

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating income	\$ 123,117
Adjustments to reconcile operating income (loss) to net cash:	
Provided (used) by operating activities:	
Depreciation and amortization	210,405
Decrease (increase) in accounts receivable	9,879
Increase (decrease) in accounts & payroll payable	(11,054)
Increase (decrease) in sales tax payable	(3,297)
Increase in customer deposits	11,050
Total adjustments	<u>206,983</u>
Net cash provided by operating activities	<u>330,100</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Acquisition and construction of capital assets	(58,799)
Principal paid on revenue bonds	(218,000)
Interest paid on revenue bonds	(158,335)
Bond refunding costs paid	(18,988)
Net cash used by capital and related financing activities	<u>(454,122)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest earnings	17,283
Other revenue	1,262
Purchase of investments	<u>(75,254)</u>
Net cash used by investing activities	<u>(56,709)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	(177,431)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	1,150,876
Reclassify prior year LAMP balances to cash equivalents	
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ <u>973,445</u>
Reconciliation of total cash and cash equivalents:	
Assets - Cash and cash equivalents	\$ 445,705
Restricted Assets - Cash	527,740
	<u>\$ 973,445</u>
Noncash transaction:	
Transfer capital asset from account group general fixed assets	\$ 887,537

CITY OF MANSFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2013

The City of Mansfield was incorporated in 1847 under the provisions of Act 128 of the General Assembly of the State of Louisiana. The City operates under a Mayor/Board of Aldermen form of government. The City provides the following services as authorized by its charter: police and fire protection, water and sewerage, streets, sanitation, and general administrative services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A. General Statement

The accounting and reporting policies of the City of Mansfield conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 54:517 and to the guides set forth in the "Louisiana Municipal Audit and Accounting Guide."

The City applies all Governmental Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

B. Financial Reporting Entity

As the municipal governing authority, for reporting purposes, the City of Mansfield is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (municipality), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

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

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

As required by generally accepted accounting principles, these financial statements present only the City of Mansfield (the primary government) and its component units.

CITY OF MANFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Fund Accounting

The accounts of the City are organized on the basis of funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. These fund accounts are comprised of its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which operating activities are conducted. The City uses the following funds and group of accounts.

Governmental Fund Type

General Fund – The general fund is the main operating fund of the City. This fund is used to account for all financial resources not accounted for in other funds.

Capital Projects Fund – The Louisiana Community Development Block Grant (LCDBG) capital projects fund is used to account for federal pass-through grants from the Governor's Office – Division of Administration.

Proprietary Fund

Enterprise Fund – The Enterprise fund is used for activities which are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Trusts Fund

Agency Fund – The International Paper Agency Fund is used to account for the reimbursement to the City by International Paper Company of the cost of operating and maintaining the company's water intake structure located at Toledo Bend Lake. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

D. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

CITY OF MANFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2010

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Basis of Accounting (Continued)

The governmental fund types use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Those revenues susceptible to accrual are property taxes, franchise taxes, charges for services and interest revenue. Fines, permits and license revenues are not susceptible to accrual because generally they are not measurable until received in-cash.

The proprietary fund is accounted for on a flow of economic resources measurement basis and determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The proprietary fund uses the accrual basis of accounting. Revenues are recorded when they are earned, including unfilled water and sewer services which are accrued. Expenses are recorded as the liabilities are incurred.

The preparation of financial statements generally 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 financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

E. Budgetary Control

The Mayor and City Clerk prepare a proposed budget and submit same to the Board of Aldermen no later than fifteen days prior to the beginning of each fiscal year. The proposed budget is reviewed by the board of aldermen and made available to the public. At least ten days after publication of the call for a public hearing the city holds a public hearing on the proposed budget in order to receive comments from citizens. Changes are made to the proposed budget based on the public hearing and the desires of the board of aldermen as a whole. The budget is then adopted through the passage of an ordinance during the December meeting, and notice is published in the official journal.

During the year, the board of aldermen receives monthly budget comparison statements, which are used as tools to control the operations of the City. The City clerk presents necessary budget amendments to the board when he determines that actual operations are differing materially from those anticipated in the original budget. The board in regular session reviews the proposed amendments, makes necessary changes, and formally adopts the amendments. The adoption of amendments is included in the City's minutes. The budget has been amended during the year. The budget is established and controlled by the mayor and board of aldermen at the functional level of expenditures. Unexpended appropriations lapse at year-end and must be reappropriated for the following year to be expended. The mayor and board of aldermen must approve all changes in the budget. The City does not use encumbrance accounting in its accounting system.

CITY OF BANSFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Cash, Cash Equivalents and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and these investments with original maturities of less than six months. Under state law, the City may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other State of the United States, or under the laws of the United States. The City may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

Under state law, the City may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 182 days. All investments are stated at cost.

In accordance with GASB Codification 152.185 the investment in LAMP at December 31, 2003, is not categorized in the three risk categories provided by GASB Codification 152.154 because the investment is in the pool of funds and therefore not encumbered by securities that exist in physical or book entry form. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investment. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 367 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

For purposes of the statement of cash flows, the water and sewer enterprise funds consider all highly liquid deposits (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

G. Interfund Transactions

Legally authorized transfers are treated as operating transfers and are included in the results of operations of both Governmental and Proprietary Funds. Short-term amounts owed between funds are classified as "Due to/from other funds".

H. Fixed Assets

General Fixed Assets Account Group

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, and are recorded as expenditures in the governmental fund types when purchased. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on general fixed assets.

CITY OF BANSFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

H. Fixed Assets (Continued)

General Fixed Assets Account Group (Continued)

The fixed assets used in the proprietary fund type operations are included on the balance sheet of the fund. Depreciation of all exhaustible fixed assets used by the proprietary fund type operations are charged as an expense against operations. Depreciation is computed using the straight line method over the estimated useful lives as follows:

Water treatment plant	20 years
Automotive equipment	3-7 years
Transmission line	20 years
Pumping station	20 years
Office equipment	5-10 years
Water and sewer system	5-20 years

I. Compensated Absences

The City has the following policy relating to vacation and sick leave:

City employees earn from 10 to 20 days of vacation and from 12 to 30 days of sick leave each year. Vacation leave does not accumulate and accrued sick leave does not vest; therefore, no accrual for compensated absences is made as of December 31, 2003.

J. Restricted Assets

The Enterprise Fund, because of certain bond covenants, is required to establish and maintain prescribed amounts of resources (consisting of net cash and cash equivalents) that can be used only to service outstanding debt. The Enterprise Fund also requires customers to place a deposit before service is rendered. These monies are restricted and held until the customer disconnects service.

K. Long-term Obligations

Long-term obligations expected to be financed from the General Fund are reported in the general long-term debt account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due. Long-term obligations expected to be financed from proprietary fund operations are accounted for in those funds.

L. Fund Equity

Contributed capital is recorded in the Enterprise Fund for capital grants restricted for the acquisition or construction of capital assets. Contributed capital is amortized based on the depreciation recognized on that portion of the assets acquired or contributed from such resources. This depreciation is closed to the contributed capital account and is reflected as an adjustment to net income.

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

CITY OF BANGSFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

M. Comparative Data

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data. Certain comparative data have been reclassified to present such amounts in a manner consistent with the current year's presentation.

2. CASH AND CASH EQUIVALENTS

The following is a summary of cash and cash equivalents (book balances) at December 31, 2003:

Demand deposits	\$	831,867
Timed deposits		728,876
US Treasury MIREFAs		627,838
LAMP		81,884
Cash on hand		880
Total cash and cash equivalents	\$	<u>2,271,475</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting 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 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 City has \$1,935,148 in deposits (collected bank balances). These deposits are secured from risk by \$298,800 of federal deposit insurance, \$81,884 LAMP self insured and \$3,238,867 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GAO's Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GAO's Statement No. 3, P.L.S. 35-1289 imposes a statutory requirement on the custodial bank to advance and sell the pledged securities within 18 days of being notified that the fiscal agent bank has failed to pay deposited funds upon demand.

At December 31, 2003, the City held U. S. Treasury Securities with fair values totaling \$687,838. These notes are direct obligations of the United States Government, which are pledged by its full faith and credit.

3. INVESTMENTS

The City is holding investments in certificates of deposit and money market backed treasury securities for a total investment value of \$354,490. The market value for these securities approximates cost. These investments are fully collateralized.

CITY OF MANFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2003

4. LEVIED TAXES

The City levies ad valorem taxes at the rate of 16.92 mills on the dollar of assessed valuation of property. Of the total millage levied, 6.25 mills are authorized by the state and 8.57 mills are approved by the City of Manfield voters. The assessed valuation of property was \$17,726,037 for the year ended December 31, 2003. Net ad valorem taxes levied were \$298,181. The following are the principal taxpayers and related ad valorem tax assessments for the City:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>Percent of Total</u>
Windsor National Bank	Financial	\$ 1,250,040	7.1 %
BellSouth Telecommunications	Utility	775,130	4.4 %
Central LA Electric Co.	Utility	758,790	4.3 %
Community Bank of LA	Financial	568,750	3.2 %
Wentz Manufacturing	Manufacturing	389,870	2.2 %
Manfield Auto World	Retail	350,080	2.0 %
Wal-Mart Louisiana, LLC	Retail	450,900	2.6 %
Devon Plaza Associates	Service	340,705	1.9 %
Bookstines Grocery Co.	Retail	330,000	1.9 %
Bookstines Grocery Co., #91	Retail	327,820	1.9 %
Total		<u>\$ 5,952,177</u>	<u>33.6 %</u>

The City also levies a one percent sales tax for its general operations. Collections for the year ended December 31, 2003 are \$762,073 less \$21,808 for City's share of Sales and Use Tax Commission expenses.

5. RECEIVABLES

The following is a summary of receivables for December 31, 2003:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Enterprise Funds</u>	<u>Agency Fund</u>	<u>Total</u>
Taxes:					
Ad valorem	\$ 75,858	\$ 0	\$ 0	\$ 0	\$ 75,858
State	55,879				55,879
Intergovernmental Revenue					
LCRAIG grant		83,248			83,248
Video sales	18,237				18,237
Fees, chgs. and control	8,821		121,846		130,667
Unbilled receivables			85,281	1,875	87,156
Transfers and balances	34,266				34,266
Total	<u>\$ 192,851</u>	<u>\$ 83,248</u>	<u>\$ 187,127</u>	<u>\$ 1,875</u>	<u>\$ 465,001</u>

Uncollectible amounts are recognized as bad debts by the direct charge-off method at the time information becomes available which indicates the uncollectibility of the particular receivable.

CITY OF MANSFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2003

8. FIXED ASSETS

A summary of changes in general fixed assets for the year ended December 31, 2003:

	Balance, January 1, 2003	Additions	Deletions	Balance December 31, 2003
Land	\$ 103,904	\$ 326,000	\$ -	\$ 430,004
Buildings	456,368	703,937	-	1,160,305
Improvements other than buildings	1,087,090	294,000	-	1,381,090
Office furniture	158,040	-	-	158,040
Equipment	158,637	2,517	-	161,154
Police and fire equipment	600,572	28,810	-	629,382
Vehicles	418,502	33,036	(37,541)	413,997
Construction in progress	1,186,775	182,471	(1,375,244)	-
Total	\$ 4,284,131	\$ 1,526,217	\$ (1,410,785)	\$ 4,399,563

During the year the property at 310 Polk Street was donated to the City for economic development. The property was appraised for \$300,000. This donation is not included in the City's financial statements, but is included as an addition in the general fixed assets.

A summary of proprietary fund type property, plant, and equipment at December 31, 2003, follows:

	Cost	Accumulated Depreciation	Net Book Value
Water:			
Land	\$ 70,361	\$ -	\$ 70,361
Water treatment plant	2,218,380	2,187,466	30,914
Automotive equipment	342,231	328,189	14,042
Transmission line	1,958,602	1,958,602	-
Pumping station	661,602	628,642	132,960
Office equipment	27,080	(26,140)	940
W & S system	610,798	462,400	148,398
Total Water Fund	6,889,054	6,661,627	418,727
Sewer:			
Buildings	3,086	2,780	306
Automotive equipment	66,008	66,000	808
Sewer collection system	3,067,608	1,131,377	1,716,231
Treatment plant	2,171,444	1,955,575	215,869
Total Sewer Fund	5,308,206	3,655,732	1,652,434
Total	\$ 12,197,260	\$ 10,317,359	\$ 1,871,161

CITY OF MONROE, LOUISIANA

Notes to the Financial Statements
December 31, 2013

7. LONG-TERM DEBT

At December 31, 2013, the long-term debt of the City consisted of the following individual issues in the Enterprise Funds:

Water Revenue Refunding Bonds, Series 1997, 7.95%, dated April 1, 1998, in the original amount of \$1,000,000. Scheduled principal and interest payments due annually through April, 2018.	\$ 970,000
Sewer Revenue Bonds, Series 2002 (Refunding 1992 bond) 3.85%, in the original amount of \$1,000,000. Scheduled principal and interest payments due annually through March, 2012.	1,000,000
Sewer Revenue Bonds, Series 1995, 2.95%, dated March 1, 1997, in the original amount of \$345,360. Scheduled principal and interest payments due annually through March 1, 2014.	247,800
Total bonds payable – Enterprise Fund	<u>2,217,800</u>
Less current portion of revenue bonds payable	<u>(718,800)</u>
Revenue bonds payable	\$ <u>1,499,000</u>

Water Revenue Bonds constitute obligations of the City solely secured by a lien on and pledge of the net revenues of the water and sewer system. The revenues of the water and sewer system and the various special funds established by the bond covenants collateralize the Revenue Bonds. The covenants provide that the revenues of the system to be used first to pay operating and maintenance expenses of the system and second to establish and maintain the Revenue bond fund. Remaining revenues may then be used for any lawful purpose.

The annual requirements to service Enterprise Fund debt outstanding as of December 31, 2013, are as follows:

Year ended 12/31	ENTERPRISE FUND OBLIGATIONS					
	WATER FUND			SEWER FUND		
	Principal	Interest	Total Payment	Principal	Interest	Total Payment
2014	38,800	71,914	108,714	83,080	23,562	106,642
2015	38,800	68,271	104,271	120,080	21,390	140,280
2016	40,800	68,640	108,640	134,080	20,284	152,284
2017	40,800	63,231	106,231	158,080	24,800	182,880
2018	45,800	68,834	104,834	142,080	21,324	163,204
2019-2013	300,800	237,825	537,825	690,080	44,768	694,788
2014-2018	470,800	94,375	664,375	27,080	330	27,310
	\$ 970,800	\$ 502,860	\$ 1,473,660	\$ 1,383,080	\$ 194,724	\$ 1,447,724

At December 31, 2013, the City's general long-term debt group includes the following loan:

Louisiana Local Government Environmental Facilities and Community Development Authority 5.47%, dated December 2011 in the original amount of \$1,000,000. Scheduled principal and interest payments due annually through 2018.	\$ <u>910,000</u>
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CITY OF MANFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2003

T. LONG-TERM DEBT (continued)

The annual requirements in service general long-term debt outstanding as of December 31, 2003, are as follows:

Year ending December 31	GENERAL FUND OBLIGATIONS		
	GENERAL FUND		
	Principal	Interest	Total Payment
2004	\$0,000	\$1,510	\$1,510
2005	\$0,000	\$1,510	\$1,510
2006	\$0,000	\$1,510	\$1,510
2007	\$0,000	\$1,510	\$1,510
2008	\$0,000	\$1,510	\$1,510
2009-2012	\$60,000	\$24,000	\$84,000
2014-2016	\$70,000	\$0,000	\$70,000
	\$ 60,000	\$ 25,510	\$ 85,510

8. RESERVED RETAINED EARNINGS

The resolutions authorizing the Water Revenue Bonds requires that the City establish a sinking fund, reserve funds, and a contingency fund and make monthly payments in order to satisfy payments of principal and interest on all bonds payable. All reserve requirements for the bonds have been met and the City has complied with all significant financial requirements as of December 31, 2003.

The bond covenants for the long-term water and sewer revenue bonds require the City to establish the following accounts:

- A. **Waterworks Revenue Bond and Interest Sinking Fund** - The City must transfer into this fund, each month, one-twelfth of the principal and one-sixth of the interest due on the next principal and interest payment date. Such transfers will be fully sufficient to assure the prompt payment of principal and interest installments as they become due and may be used only for such payments.
- B. **Waterworks Revenue Bond Reserve Fund** - The City must transfer into this fund, each month, an amount equal to 5 percent of the amount to be paid into the Sinking Fund and there will have been accumulated in the Reserve Fund an amount equal to the maximum principal and interest requirements in any succeeding maturity year. The maximum amount is \$114,114. Such amounts may be used only for the payment of maturing bonds and interest for which sufficient funds are not on deposit in the Waterworks Revenue Bond and Interest Sinking Fund and as to which there would otherwise be default.
- C. **Waterworks Depreciation and Contingency Fund** - The City must transfer an amount equal to 5 percent of the amount to be paid into the Sinking Fund. These funds may be used for extensions, additions, improvements, and replacements, necessary to properly operate the water system. These funds may also be used to pay principal and interest on the bonds falling due at any time there is not sufficient money for the payment in the other bond funds. However, such funds shall be replaced as soon as possible after making the required payments into the other bond funds.

CITY OF MANFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2000

8. RESERVE/RETAINED EARNINGS (Continued)

- D. Sewer Revenue Bond Sinking Fund - The City must transfer into this fund, each month, an amount equal to the principal and interest accruing on the outstanding principal amount of the bonds for such calendar month. Such transfers will be fully sufficient to assure the prompt payment of principal and interest installments as they become due and may be used only for such payments.
- E. Sewer Revenue Bond Debt Service Reserve Fund - The City must transfer into this fund, each month on or before the 20th, an amount equal to 25 percent of the amount required to be paid into the sinking Fund until there has been accumulated a sum equal to the Reserve Fund Requirement of \$140,135. Such amounts may be used only for the payment of maturing bonds and interest for which sufficient funds are not on deposit in the Sewer Revenue Bond Sinking Fund and as to which there would otherwise be default.
- F. Sewer System Renewal and Replacement Fund - The City must transfer, each month on or before the 20th, an amount equal to 8 percent of the net revenues of the sewer system collected in the prior month until a balance of \$75,000 has been established. Money in this fund may be used for extensions, additions, improvements, and replacements necessary to properly operate the sewer system. These funds may also be used to pay principal and interest on the bonds falling due at any time there is not sufficient money for the payment in the other bond funds. However, such funds shall be replaced as soon as possible after making the required payments into the other bond funds.

The amount of retained earnings reserved for revenue bond retirement is detailed as follows:

Restricted Cash	\$ 851,267
Less:	
Accrued interest payable on revenue bonds	22,409
Current maturities of revenue bonds	119,080
Customer deposits	138,967
Reserve for debt retirement	<u>392,531</u>

9. CONTRIBUTED CAPITAL

The City has received grants from various federal, state, and local agencies to finance the acquisition and construction of the enterprise fund fixed assets. The following is a summary of changes in contributed capital:

	Enterprise Fund
Balance at January 1, 2000	\$ 1,256,408
Transfer of completed sewer collector facility from general fund assets	687,357
Depreciation expense recognized on fixed assets constructed or acquired with grant funds	<u>(137,418)</u>
Balance at December 31, 2000	\$ <u>1,786,418</u>

CITY OF MANSFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2003

12. PENSION PLAN

Substantially all employees of the City of Mansfield are members of either the Municipal Employees' Retirement System of Louisiana or the Municipal Police Employees' Retirement System of Louisiana. The state retirement systems are cost-sharing, multiple-employer, defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA (System)

Plan description. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefits provisions. All employees of the municipality are members of Plan A. All permanent employees working at least thirty-five hours per week who are not covered by another pension plan and are paid wholly or in part from municipal funds are eligible to participate in the System. Elected municipal officials are deemed part-time officials and are not allowed to become or be members of the retirement system. However, this does not apply to municipal officials elected prior to January 1, 1987. Under Plan A employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to three percent of their final average salary for each year of creditable service. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefits accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70808, or by calling (504) 925-4810.

Funding policy. Under Plan A, members are required by state statute to contribute 8.25 percent of their annual covered salary and the City of Mansfield is required to contribute at an actuarially determined rate.

The current rate changed from 8.80 percent to 11.80 percent in June of 2003 for annual covered payroll. Contributions to the system include one-fourth of one percent (one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the City of Mansfield are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:193, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The City of Mansfield's contributions to the System under Plan A for the years ending December 31, 2000, 2001, and 2002 were \$94,431, \$78,370, and \$68,692.

MUNICIPAL POLICE EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA (System)

Plan description. All full-time police department employees engaged in law enforcement are required to participate in the System. Employees who retire at or after age 55, with at least 20 years of creditable service at or after age 50 with at least 12 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to three and one-third percent of their final average salary for each year of creditable service. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate

CITY OF MANSFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2003

10. PENSION PLAN (Continued)

with at least the amount of creditable service stated above, and do not withdraw their contributions, may retire at the ages specified above and receive the benefits accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Municipal Police Employees Retirement System of Louisiana, 6401 United Plaza Boulevard, Baton Rouge, Louisiana 70809-2250, or by calling (504) 828-7411.

Plan members are required by state statute to contribute 7.5 percent of their annual covered salary and the City of Mansfield is required to contribute at an actuarially determined rate. The current rate changed from 9.0 percent to 15.25% in July for annual covered payroll. The contribution requirements of the plan members and the City of Mansfield are established and may be amended by state statute. As provided by Louisiana Revised Statute 1103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The City of Mansfield's contributions to the System for the years ending December 31, 2002, 2003, and 2001, were \$26,708, \$29,478, and \$24,705, respectively, equal to the required contribution for each year.

11. CONTINGENT LIABILITIES

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City carries commercial insurance for all risks of loss, including workers' compensation and employee health and accident insurance. Settlements have not exceeded insurance coverage in any of the past three fiscal years.

The City participates in certain federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. Any liability for reimbursement that may arise as the result of these audits is not believed to be material.

12. CHANGES IN AGENCY FUND BALANCES

A summary of changes of deposits due others in the International Paper Agency Fund follows:

Balance of January 1, 2003	\$ 28,190
Additions	428,878
Reductions	(420,878)
Balance at December 31, 2003	\$ 28,190

13. LITIGATION AND CLAIMS

At December 31, 2003, the city was involved in several lawsuits, which, in the opinion of legal counsel is adequately covered by the city's liability insurance.

14. ON BEHALF PAYMENTS FOR SALARIES

The City recognizes as general fund revenues and expenses supplemental pay made by the State of Louisiana to the City's police and fire employees. For year ended December 31, 2003, the State made contributions of \$67,800.

CITY OF MANSFIELD, LOUISIANA

Notes to the Financial Statements
December 31, 2022

15. OPERATING LEASES

The city has the following operating leases:

A water well is leased from Joel L. Anderson Robicheaux in the amount of \$63.75 per month.
A water well is leased from James Fletcher Guy Farms, LLC based on monthly water usage.
A water well is leased from Paul Wren based on monthly water usage.

A water treatment plant intake pump site is leased for 40 years from February 1, 1978 till January 31, 2018 with the annual rental amount of \$358.

A building at 208 Washington is leased from Niborn Properties, L.L.C. for the amount of \$322.50 per month.

In July, 2023, the City entered into a 99-year lease for 4 acres on Highway 506 to construct and operate a recreational park.

**CITY OF MANSFIELD, LOUISIANA
SUPPLEMENTAL INFORMATION SCHEDULES**

As of and for the Year Ended December 31, 2023

PROPRIETARY FUND TYPE - ENTERPRISE FUNDS

WATER FUND

The Water Enterprise Fund accounts for the operations of the City's water department. Financing is provided primarily by fees from water sales. Major expenses of the fund are personnel services and depreciation.

SEWER FUND

The Sewer Enterprise Fund accounts for the operations of the City's sewer system. Financing is provided primarily by user fees. Major expenses of the fund are personnel services and depreciation.

CITY OF MANSFIELD, LOUISIANA
PROPRIETARY FUND TYPE - ENTERPRISE FUNDS
 Water and Sewer Funds
 Combined Balance Sheet
 For the Year Ended December 31, 2003

	Water Fund	Sewer Fund	Total
ASSETS			
Current assets:			
Cash	\$ 298,407	\$ 118,228	\$ 416,635
Investments	71,000	-	71,000
Receivables	173,158	45,490	218,648
Total current assets	<u>542,565</u>	<u>163,718</u>	<u>706,283</u>
Restricted assets:			
Cash	221,211	115,884	337,095
Investments	81,071	222,471	303,542
Total restricted assets	<u>302,282</u>	<u>338,355</u>	<u>640,637</u>
Property, plant and equipment (net of accumulated depreciation)	426,197	1,157,324	1,583,521
Deferred bond issuance cost (net of amortization)	82,324	90,748	173,072
TOTAL ASSETS	\$ 1,353,369	\$ 1,750,215	\$ 3,103,584
LIABILITIES AND FUND EQUITY			
Liabilities:			
Current liabilities (payable from current assets):			
Accounts payable	\$ 1,128	\$ 1,225	\$ 2,353
Sales tax payable	488	-	488
Payroll withholding/payables	-	-	-
Total current liabilities (payable from current assets)	<u>1,616</u>	<u>1,225</u>	<u>2,841</u>
Current liabilities (payable from restricted assets):			
Customer deposits	138,858	-	138,858
Current portion of long-term debt	26,000	50,000	76,000
Total current liabilities (payable from restricted assets)	<u>164,858</u>	<u>50,000</u>	<u>214,858</u>
Long-term debt - revenue bonds payable	828,000	1,170,000	1,998,000
Trust liabilities	1,114,686	1,324,225	2,438,911
Fund equity:			
Contributed capital	214,270	1,512,145	1,726,415
Retained earnings:			
Reserved for debt service	483,108	258,824	741,932
Unreserved - undesignated	(175,052)	228,718	53,666
Total retained earnings	<u>308,056</u>	<u>487,542</u>	<u>795,598</u>
Total fund equity	<u>522,326</u>	<u>1,999,687</u>	<u>2,522,013</u>
TOTAL LIABILITIES AND FUND EQUITY	\$ 1,817,048	\$ 2,248,878	\$ 4,065,926

The accompanying notes are an integral part of this statement.

CITY OF MANSFIELD, LOUISIANA
PROPRIETARY FUND TYPE - ENTERPRISE FUNDS
 Combined Statement of Revenues, Expenditures, and Changes in Retained Earnings
 For the Year Ended December 31, 2003

	Water Fund	Sewer Fund	Total
OPERATING REVENUES			
Charges for services	\$ 1,400,000	\$ 560,000	\$ 1,400,000
Fees	47,500	10,744	60,000
Permits and fees	2,100		2,100
Other operating revenues	13,000		13,000
Total revenues	<u>1,462,600</u>	<u>570,744</u>	<u>1,460,000</u>
OPERATING EXPENSES			
General and administrative	165,704	119,700	270,000
Depreciation expense	63,221	287,244	350,000
Billing office	41,100	2,744	43,000
Tickets plant	370,000		370,000
Plant department	283,941		283,941
Collection system		27,124	27,124
Treatment facility		22,500	22,500
Total operating expenses	<u>887,911</u>	<u>459,212</u>	<u>1,000,000</u>
OPERATING INCOME (Loss)	<u>574,689</u>	<u>111,532</u>	<u>686,221</u>
NON-OPERATING REVENUES (Expenses)			
Interest income	10,000	6,700	17,000
Bond issue cost amortization	(70,000)	(3,000)	(73,000)
Interest expense	(74,000)	(61,000)	(135,000)
Other interest	1,000		1,000
Total non-operating revenues (expenses)	<u>(33,000)</u>	<u>(57,300)</u>	<u>(90,300)</u>
NET INCOME (Loss)	<u>541,689</u>	<u>54,232</u>	<u>595,921</u>
Net depreciation on fixed assets acquired with contributed capital	10,000	124,231	137,431
RETAINED EARNINGS AT BEGINNING OF YEAR	<u>50,000</u>	<u>444,000</u>	<u>540,000</u>
RETAINED EARNINGS AT END OF YEAR	<u>\$ 100,000</u>	<u>\$ 498,231</u>	<u>\$ 600,000</u>

CITY OF MANSFIELD, LOUISIANA
WATER ENTERPRISE FUND

Schedule of Revenues, Expenses and Changes in Retained Earnings
 (Budget (GAAP) Basis and Actual)
 For the Year Ended December 31, 2003

	Budget	Actual	Variance Positive (Negative)
OPERATING REVENUES			
Charges for services	\$ 881,600	\$ 1,088,890	\$ 207,290
Penalties	34,000	47,325	13,325
Permits and fees	500	2,780	2,280
Other operating revenues	13,000	13,895	895
Total revenues	<u>1,031,100</u>	<u>1,152,790</u>	<u>121,690</u>
OPERATING EXPENSES			
General and administrative:			
Education and certification	4,000	1,789	2,211
Drug test expense	600	388	212
Rentals	10,000	16,417	(6,417)
Group insurance	41,500	50,885	4,875
Liability insurance	28,800	22,188	6,612
Board Administrative fee	700	780	-
Building/lease	3,870	3,880	1,000
Vehicle and property insurance	22,400	19,868	2,532
Workers' compensation insurance	18,800	45,745	2,688
Retirement	42,151	51,484	18,887
Unemployment	800	591	(707)
Uniforms	1,000	808	79
Meals	4,000	3,433	567
Social security	1,800	1,000	800
Postage and freight	8,000	6,028	1,972
Total general and administrative	<u>178,821</u>	<u>193,124</u>	<u>14,303</u>
Depreciation and amortization	<u>220,000</u>	<u>83,221</u>	<u>136,779</u>
Water office:			
Salaries	58,948	50,594	8,354
Oil and gas	289	218	71
Maintenance of equipment	2,889	4,303	(2,024)
Food and supplies	8,000	8,498	(498)
Total water office	<u>69,926</u>	<u>63,613</u>	<u>6,313</u>
Water plant:			
Salaries	171,188	185,012	13,824
Chemicals	72,388	66,908	5,480
Oil and gas	9,888	8,174	1,714
Maintenance of equipment and vehicles	12,000	13,832	(1,832)
Food and supplies	8,500	7,049	1,451
Utilities	52,500	66,588	(14,088)
Water purchased	46,000	43,034	2,966
General plant maintenance	16,000	16,114	(114)
Other expenses	28,800	1,048	27,752
Total Water plant	<u>411,104</u>	<u>437,062</u>	<u>25,958</u>

CITY OF MANSFIELD, LOUISIANA
WATER ENTERPRISE FUND
 Schedule of Revenues, Expenditures and Changes in Retained Earnings
 Budget (GAAP) Basis and Actual
 For the Year Ended December 31, 2003

	Budget	Actual	Variance Positive (Negative)
Water department:			
Salaries	228,154	197,893	40,261
Chemicals	3,800	8,200	(4,400)
Oil and gas	7,000	5,064	1,936
Maintenance of equipment	3,000	3,404	76
Water well repairs	8,000	8,978	878
Tram lines and booster stations	8,000	8,800	800
Auto controls maintenance	8,000	11,275	(3,275)
Tools and supplies	24,000	31,828	(8,828)
Utilities	20,000	20,000	0
Other miscell.	58,000	7,000	51,000
Total water department	<u>365,754</u>	<u>295,841</u>	<u>70,000</u>
Total operating expenses	1,194,202	851,125	343,077
OPERATING INCOME (Loss)	(450,432)	494,840	945,272
NON-OPERATING REVENUES (Expenses)			
Interest income	17,000	10,000	(7,000)
Bond issue cost amortization	-	(10,000)	(10,000)
Interest expense	(107,400)	(74,000)	33,400
Other revenue	<u>300</u>	<u>1,300</u>	<u>300</u>
Total non-operating revenues (expenses)	<u>(89,100)</u>	<u>(72,700)</u>	<u>16,400</u>
NET INCOME (Loss)	(340,248)	422,140	762,388
Acc-depreciation on fixed assets acquired with-contributed capital	15,100	15,100	-
RETAINED-EARNINGS AT BEGINNING OF YEAR	30,000	30,000	-
RETAINED-EARNINGS AT END OF YEAR	<u>\$(145,248)</u>	<u>332,240</u>	<u>377,488</u>

CITY OF MANSFIELD, LOUISIANA
SEWER ENTERPRISE FUND
 Schedule of Revenues, Expenditures and Changes in Retained Earnings
 Budget (GAAP) Basis and Actual
 For the Year Ended December 31, 2003

	Budget	Actual	Variance Positive (Negative)
OPERATING REVENUES			
Charges for services	\$ 250,000	\$ 248,240	\$(1,760)
Fines/fees	10,000	10,744	744
Other operating revenue	800	-	(800)
Total revenues	<u>260,800</u>	<u>257,284</u>	<u>\$(3,516)</u>
OPERATING EXPENSES			
General and administrative:			
Education and certification	1,600	507	\$693
Drug test expense	150	21	129
Group insurance	10,100	8,087	2,013
Liability insurance	7,200	7,640	(440)
Vehicle and property insurance	2,800	1,840	960
Welder's compensation insurance	4,800	1,149	3,651
Retirement	7,700	8,587	(887)
Uniforms	275	158	117
Unemployment expense	288	337	(49)
Medical	1,700	1,807	(107)
Salaries	69,175	63,835	5,340
Other expenses	1,700	1,700	0
Total general and administrative	<u>126,683</u>	<u>118,130</u>	<u>8,553</u>
Depreciation and amortization	50,000	50,000	0
Billing office expense	3,200	2,744	456
Collection system:			
LF station expense	4,000	7,740	(3,740)
Oil and gas	2,500	1,800	700
Maintenance of equipment	1,400	8,765	(7,365)
Fuel and supplies	6,000	7,184	(1,184)
Utilities	8,000	8,880	(880)
Other expenses	10,500	971	9,529
Total collection system	<u>36,400</u>	<u>37,104</u>	<u>\$(704)</u>
Treatment facility:			
Oil and gas	1,000	1,276	(276)
Maintenance of equipment	8,000	7,241	759
Fuel and supplies	3,500	6,658	(3,158)
Utilities	5,000	4,820	20
Sewer monitoring expense	8,000	4,708	3,292
Other expenses	480	480	0
Repairs and maintenance to plant	1,000	400	600
Total treatment facility	<u>27,980</u>	<u>22,583</u>	<u>5,397</u>
Total operating expenses	<u>248,800</u>	<u>232,812</u>	<u>16,988</u>

CITY OF MANSFIELD, LOUISIANA
SEWER ENTERPRISE FUND
 Schedule of Revenues, Expenditures and Changes in Retained Earnings
 Budget (GAAP) Basis and Actual
 For the Year Ended December 31, 2003

	Budget	Actual	Variance Positive (Negative)
OPERATING INCOME (Loss)	113,000	(98,000)	(198,000)
NON-OPERATING REVENUES (Expenses)			
Interest income	8,800	6,795	195
Bond issue cost amortization	-	(3,074)	(3,074)
Interest expense	(183,880)	(93,883)	119,728
Other revenue			
Total non-operating revenues (expenses)	(175,080)	(90,162)	118,888
NET INCOME (Loss)	(62,080)	(121,668)	(15,888)
Add depreciation on fixed assets acquired with contributed capital	124,208	124,205	-
RETAINED EARNINGS AT BEGINNING OF YEAR	444,983	444,983	-
RETAINED EARNINGS AT END OF YEAR	\$ 367,101	\$ 347,520	\$ (19,581)

CITY OF MANSFIELD, LOUISIANA
PROPRIETARY FUND TYPE - ENTERPRISE FUNDS
 Water and Sewer Funds
 Combined Schedule of Cash Flows
 For the Year Ended December 31, 2023

	<u>WATER FUNDS</u>	<u>SEWER FUNDS</u>	<u>TOTAL</u>
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating income (loss)	\$ 121,643	\$ (58,555)	\$ 121,117
Adjustments to reconcile operating income (loss) to net cash			
Provided (used) by operating activities:			
Depreciation and amortization	53,231	237,244	290,465
Decrease (increase) in accounts receivable	8,559	59	8,618
Increase (decrease) in accounts & payroll payables	(18,742)	(942)	(19,684)
Increase (decrease) in sales tax payable	(2,291)		(2,291)
Increase in customer deposits	11,589		11,589
Total adjustments	<u>50,895</u>	<u>236,341</u>	<u>287,232</u>
Net cash provided by operating activities	<u>252,438</u>	<u>177,815</u>	<u>430,253</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Acquisition capital assets	(58,255)	(4,461)	(62,716)
Principal paid on revenue bonds	(50,800)	(155,800)	(206,600)
Interest paid on revenue bonds	(14,361)	(63,861)	(78,222)
Fixed refunding costs paid	<u> </u>	<u>165,195</u>	<u>165,195</u>
Net cash used by capital and related financing activities	<u>(123,416)</u>	<u>(58,927)</u>	<u>(182,343)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest earnings	15,367	6,788	17,352
Other revenue	1,362		1,362
Purchase of investments	<u>(73,871)</u>	<u>(4,183)</u>	<u>(78,054)</u>
Net cash used by investing activities	<u>(57,142)</u>	<u>(3,395)</u>	<u>(60,537)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	61,880	(75,980)	(14,100)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	819,955	314,321	1,134,276
CASH AND CASH EQUIVALENTS AT END OF YEAR:	\$ 881,795	\$ 238,341	\$ 1,120,141
Reconciliation of total cash and cash equivalents			
Assets - Cash and cash equivalents	\$ 295,487	\$ 115,228	\$ 410,728
Restricted Assets - Cash	581,211	118,684	697,895
	<u>\$ 881,795</u>	<u>\$ 233,912</u>	<u>\$ 1,115,741</u>
Noncash transaction			
Transfer capital asset from account group general fixed assets		<u>\$ 541,307</u>	

The accompanying notes are an integral part of this statement.

CITY OF MANSFIELD, LOUISIANA

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

The Schedule of compensation paid board members is presented in compliance with House Concurrent Resolution No. 54 of the 1976 Session of the Louisiana Legislature. Compensation has been set by city council resolution at \$15,000 annually for the mayor and \$5,000 annually for the aldermen. These compensations are included in executive expenditures of the General Fund.

	<u>Compensation</u>	<u>Reimbursed Expenses</u>	<u>Total</u>
Mayor Carl W. McCoy (July-Dec.)	\$ 15,000	\$ 1,794	\$ 16,794
Alderman J. Dudley Kempor	5,000	750	5,750
Alderman Mitchell L. Lewis	5,000	900	5,900
Alderman John Mayweather, Sr.	5,000	635	5,635
Alderman G. B. Hall III	5,000	680	5,680
Alderman Alain Ray Woodley	5,000		5,000
	<u>\$ 40,000</u>	<u>\$ 4,059</u>	<u>\$ 44,059</u>

CITY OF MANSFIELD, LOUISIANA

Schedule of Expenditures of Federal Awards

For the Year Ended December 31, 2003

	Federal CFDA Number	Pass-through Entity Identifying Number	Federal Expenditures
<u>Federal Expenditures/Pass-through Expenditures/Program or Cluster Title</u>			
U. S. Department of Housing and Urban Development Community Development Block Grant	14.205	000-4004	\$ 171,555
United States Department of the Interior Grass Program - Payment in Lieu of Taxes	15.080	509	888
U. S. Department of Justice FY 2003 Local Law Enforcement Block Grant	16.580	2000 1000 2728	<u>15,004</u>
Total Federal Financial Assistance			<u>\$ 187,447</u>

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

Mayor and Board of Aldermen
City of Mansfield
Mansfield, Louisiana

I have audited the accompanying general-purpose financial statements of the City of Mansfield, Louisiana, as of and for the year ended December 31, 2003, as listed in the table of contents, and have issued my report thereon dated May 26, 2004. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the City of Mansfield, Louisiana's financial statements are free of material misstatement, I 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 is not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed one 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 2003-2.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the City of Mansfield, Louisiana's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements, and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters calling to my attention relating to significant deficiencies in the design or operation of internal control over financial reporting that, in my judgment, could adversely affect the City of Mansfield, Louisiana's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items 2003-1 and 2003-2.

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. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, I consider item 2003-1 to be a material weakness. I also noted other matters involving the internal control over financial reporting that I have reported to the management of the City of Mansfield, Louisiana in a separate letter dated May 24, 2004.

This report is intended solely for the information and use of the audit committee, management, others within the organization and federal and state awarding agencies and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Delcath D. Dees, CPA

Delcath D. Dees, CPA
Monroe, Louisiana
May 24, 2004

CITY OF MANFIELD, LOUISIANA
Schedule of Findings and Questioned Costs
For the Year ended December 31, 2003

SUMMARY OF AUDITOR'S RESULTS:**INDEPENDENT AUDITOR'S REPORT:**

1. An unqualified opinion was issued on the general purpose financial statements of City of Mansfield, Louisiana, as of and for the year ended December 31, 2003.
2. The audit disclosed one reportable condition in internal control which is not considered to be a material weakness and is described in the schedule of findings below as item 2000-2. The audit disclosed one reportable condition involving internal control that is also considered to be a material weakness and is described in the schedule of findings below as item 2000-1.
3. The audit disclosed one instance of noncompliance that is required to be reported under Government Auditing Standards, and which is described in the schedule of findings below as item 2000-3.
4. There was a management letter issued.

INTERNAL CONTROL FINDINGS:**2000-1 Financial accounting system**

Finding: The City's financial accounting system fails to provide complete and accurate output consistent with objectives and current needs because of design flaws and the failure to perform necessary tasks.

Conditions: 1) The chart of accounts for the funds is not set up according to appropriate standard practices. 2) Prior period audit adjustments were not made. 3) Meter deposits and sales tax revenues are accounted for in unnecessary separate funds.

Recommendation: A suitable comprehensive chart of accounts should be adopted and implemented. Funds should be set up as appropriate. Fund balances should be adjusted promptly to reconcile with the audited fund balances. Management personnel should be trained further in governmental accounting practices.

2000-2 Police tickets and fines

Finding: Police tickets and citations are not accounted for in numerical sequence. Tickets are not being traced from issuance to final disposition. Bond monies are held as cash in the City's vault until the fine is paid or community service is completed.

Conditions: 1) Police department software was unable to generate a report of citations issued by numerical sequence, therefore tracing ticket issuance to final disposition was too complex to accomplish. 2) In many cases community service is recommended in lieu of payment of a fine. It was found that community service was not being completed but the bond monies did not get forfeited to the City. 3) There was no reconciliation of the bond monies being held to the appropriate court cases.

Recommendation: A report that enumerates police tickets in numeric order should be run periodically and compared to the tickets issued and the final disposition of the ticket. Policy should be set for the length of time bond monies should be held before being relinquished to the City in the event community service is not completed timely. Bond monies should not be held as cash but should be deposited in a restricted account and associated to a listing of the corresponding citations/tickets.

COMPLIANCE FINDING:

2003-3 Budget

Finding: The City of Mansfield, Louisiana, violated LSA-RS 32:1311 budgetary authority and control. The City was more than five percent over budget within certain expense groups in the General Fund.

Condition: The City failed to properly record sales tax commission fees paid and on-behalf supplemental police salary revenue and corresponding expense in the general ledger. Transactions for expenses less than the capitalization policy amount set last July were posted in capital outlays instead of in the appropriate expense accounts and had to be reclassified. Capital outlay expenditures were made, but the budget was not amended to reflect the additions.

Recommendation: The financial accounting system should be updated as in recommendation 2003-1 so that City management has the tools necessary to properly evaluate, control and amend the budget.

CITY OF MANSFIELD, LOUISIANA
Schedule of Prior Audit Findings
For the Year ended December 31, 2003

There was one finding reported in the audit report for the year ended December 31, 2002.

2002-1 The City of Mansfield, Louisiana, violated LSA-RS 50:1311 budgetary authority and control. The City was over five percent over budget within certain expense groups in the General Fund.

The City still appears to be having difficulty in maintaining within the budgeted guidelines. This is listed as current finding 2003-3.

Deborah D. Dees, MBA, CPA



122 JEFFERSON STREET • MONROE, LOUISIANA 71202 • (504) 873-3007 • FAX (504) 873-1207

CERTIFIED PUBLIC ACCOUNTANT

PROCESSED
BY STATE AUDITOR
MAIL - 2 APR 17

The Honorable Curtis McCray, Mayor
Monroel, Louisiana

I have audited the accompanying general purpose financial statements of the City of Monroel as of and for the year ended December 31, 2003. I conducted my 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.

During the course of my examination, I became aware of the following matters which represent material deviations of compliance or suggestions for improved internal control:

Findings 2003-4. There are 47 checks issued before 2003 and another 27 issued before September 30, 2003 that have not cleared the Community Bank clearing account as of December 31, 2003. The amount of these checks total approximately \$5,000.

Recommendation: The City should determine what type of checks these are, and attempt to contact the owners by letter or telephone. If unsuccessful in locating the owner, the City should report any uncashed payroll and utility deposit checks to the Treasurer of the State of Louisiana, Unclaimed Property Division as required by the Louisiana Uniform Unclaimed Property Act of 1987.

I recommend management address the foregoing issue as an improvement to operations and the administration of public programs. I am available to further explain the suggestions.

Deborah D. Dees

Deborah D. Dees, CPA
May 24, 2004

**CITY OF MANSFIELD
AUDIT RESPONSE**

2803-1 FINANCIAL ACCOUNTING SYSTEM (Material Weakness)

1. The chart of accounts is set up just as it has been under two other audit firms and no problem was ever indicated by either firm. This auditor has not identified specific problem areas, she has only said the chart of accounts is not set up according to appropriate standard practices.
2. Prior audit adjustments have not been made because the entries provided by this auditor would have recorded entries which we had already made. After explaining this to the auditor, she never provided adjustments which could be made without causing our accounts to be out-of-balance.
3. Motor deposits and sales tax revenues are accounted for in separate funds. We do not consider these separate funds to be unnecessary. Based on our Sales Tax Preparation of 1983, these funds must be held in a restricted fund until "after paying the reasonable and necessary expenses of collecting and administering the Tax".

2803-2 POLICE TICKETS AND BONDS (Not material weakness)

1. Police department software has been updated to generate a report of citations issued by numerical sequence and will trace tickets from issuance to final disposition.
2. A procedure has been implemented to relinquish Cash Bonds in a timely manner in the event court/county service is not completed.
3. A procedure has been implemented to reconcile cash bonds to the appropriate court cases.
4. Cash bonds will be deposited daily and reconciled to the Cash Bond Reconciliation file and the general ledger accounts.

2803-3 BUDGET (Non-compliance)

1. Sales Tax Commission Fees are properly recorded in the Sales Tax Fund in the general ledger. This auditor wants our separate Sales Tax Fund to be closed and incorporate sales tax into the general fund. We do not consider the Sales Tax Fund as unnecessary.
2. On-behalf of supplemental police and fire salary revenue is not recorded as revenue because these funds are paid by the state directly to the employee and no cash revenue is received by the City of Mansfield. This auditor has not explained the necessity for this or advised how to record this revenue.

**CITY OF MANSFIELD
AUDIT RESPONSE**

p. 2

3. All purchases made from "reserve" funds are budgeted in the Capital Expenditure section of the budget rather than the general operating section of the budget to separate these one-time expenses from operating expenses. Reclassification is required and has been accomplished without problems by previous auditors.
4. Mansfield's TOTAL REVENUE and TOTAL EXPENSES by FUND were within the 5% requirement. A single line item may have exceeded by 5%, but the FUND was within 5%.