



Bourgeois Bennett

**INDEPENDENT ACCOUNTANT'S REPORT ON**  
**APPLYING AGREED-UPON PROCEDURES**

To the Board of Commissioners,  
Consolidated Waterworks District No. 1 of  
the Parish of Terrebonne,  
State of Louisiana,  
Houma, Louisiana

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

Release Date 9-8-04

We have performed the procedures enumerated below, which were agreed to by the Consolidated Waterworks District No. 1 (the District) and the Board of Commissioners, solely to assist you with respect to the cash and securities of the District for the period January 1, 2004 to June 30, 2004. The District's management is responsible for the District's cash and securities records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We traced beginning cash balances in the general ledger to our workpapers of the last engagement (December 31, 2003) and found them to be in agreement.
2. We selected a sample of 20 checks from the Water System Fund for the period January 1, 2004 to June 30, 2004 and compared cancelled checks to supporting documents and found no deviations from attributes tested.
3. We compared cancelled checks and deposits for the period January 1, 2004 to June 30, 2004 for the Bond Reserve Account, Depreciation and Contingencies Account, Surplus Fund Account, Revenue Bond Sinking Fund Account, Construction Fund 2003 and the Unrestricted Construction Fund Account to the bank statements and to supporting documents and found no exceptions.

4. We scanned client-prepared bank reconciliations for the period January 1, 2004 to June 30, 2004 for correctness and found no exceptions.
5. We footed the cash account in the general ledger for the Water System Fund for the period January 1, 2004 to June 30, 2004 and found it to be correct.
6. We footed the cash receipts and cash disbursements registers for April 2004 for the Water System Fund and found the registers to be correct.
7. We traced the cash receipts and cash disbursements to the general ledger for April 2004 for the Water System Fund and found the records to be in agreement.
8. Except for procedure a), we performed the following teller cash receipts procedures for receipts of January 13, 2004, February 26, 2004, March 10, 2004, April 16, 2004, May 3, 2004 and June 22, 2004:
  - a) Footed teller 5's recap for April 16, 2004.
  - b) Traced teller transaction recap to daily cash recap then traced to recap by service.
  - c) Traced to cash receipts' register and daily cash reports.
  - d) Footed the daily cash reports.

We found no exceptions in the above testing.

9. We reconciled all bank accounts for June 2004 and agreed the reconciled balances to the general ledger.
10. We examined cancelled checks clearing the bank during the month ended June 30, 2004 for the Payroll Account, Meter Deposit Account, Water System Fund Account and Group Medical Insurance Account, and found no exceptions.
11. We examined cancelled checks clearing the July 31, 2004 bank statements and compared those cancelled checks to the June 30, 2004 outstanding check list and found no exceptions for all bank accounts listed in steps 3 and 10.
12. We counted cash in all registers and reconciled the total to the daily cash recap as of the close of business on January 15, 2004.
13. We counted petty cash as of January 13, 2004 and agreed it to the general ledger.

14. We acquired receipts for the purchase and sales of certificates of deposits and deposits into and redemptions from the Louisiana Asset Management Pool, scheduled activity for the period January 1, 2004 to June 30, 2004, compared activity to bank statements and agreed the information to the general ledger and found no exceptions.
15. We reviewed sales trend analysis and concluded it was consistent with prior periods.
16. We reviewed the 2005 original budget and 2004 original budget amendments and concluded that there were no significant operational variances.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the cash and securities of the District. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Consolidated Waterworks District No. 1 and the Board of Commissioners and is not intended to be and should not be used by anyone other than these specified parties.

*Bourgeois Bennett, L.L.C.*

Certified Public Accountants

Houma, Louisiana,  
August 9, 2004.