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HOUSING AUTHORITY OF OBERLIN

**REPORT ON EXAMINATION OF
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA
(UNAUDITED)**

TWELVE MONTHS 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 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 9.1.04

Mike Estes, P.C.
A Professional Accounting Corporation

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MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4200 AIRPORT FREEWAY - SUITE 100
FORT WORTH, TEXAS 76117

MIKE ESTES, CPA

(817) 831-3553
METRO (817) 654-4063
FAX (817) 831-3560
e-mail: mestespc@swbell.net

MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

Board of Commissioners
Housing Authority of Oberlin
Oberlin, Louisiana

We have compiled the accompanying annual sworn general purpose unaudited financial statements of the Housing Authority of Oberlin, Louisiana for the year ended December 31, 2003, in accordance with Statements on Standards for Accounting and Review Services.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

We have also performed agreed-upon procedures to test representations included in the Louisiana Attestation Questionnaire for the year-ended December 31, 2003, all included therein.

Mike Estes, P.C.
Fort Worth, Texas
June 24, 2004

HOUSING AUTHORITY OF THE CITY OF OBERLIN
COMBINED BALANCE SHEET - ENTERPRISE FUNDS

YEAR ENDED DECEMBER 31, 2003

ASSETS

Current assets

Cash and cash equivalents	\$ 53,638
Investments	9,712
Accounts receivable (net of allowance for doubtful accounts of zero)	3,056
Interest receivable	23
Prepaid items and other assets	2,180
Inventory	130

Total Current Assets	68,739
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Restricted Assets

Tenant deposits	1,600
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Fixed Assets

Land, buildings, and equipment (net)	159,726
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TOTAL ASSETS	230,065
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LIABILITIES AND FUND EQUITY

Current Liabilities

Accounts payable	104
Accrued PILOT	2,489

Total Current Liabilities	2,593
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Current Liabilities Payable from Current Restricted Assets

Deposits due others	1,600
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Total Liabilities	4,193
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Fund Equity

Contributed capital	77,485
Retained earnings:	
Unreserved	148,387

Total Fund Equity	225,872
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TOTAL LIABILITIES AND FUND EQUITY	\$ 230,065
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See accompanying notes and accountants' report.

HOUSING AUTHORITY OF THE CITY OF OBERLIN
 COMBINED STATEMENT OF REVENUES, EXPENSES AND
 CHANGES IN FUND EQUITY - ENTERPRISE FUNDS

YEAR ENDED DECEMBER 31, 2003

OPERATING REVENUES		
Dwelling rental	\$	28,057
Total revenues		28,057
OPERATING EXPENSES		
Administration		30,736
Utilities		1,943
Ordinary maintenance & operations		18,147
General expenses		10,329
Depreciation		36,729
Total operating expenses		97,884
Income (loss) from Operations		(69,827)
Non operating revenues (expenses)		
Interest earnings		254
Federal grants		80,844
Total Non-operating revenues (expenses)		81,098
NET INCOME (LOSS)		11,271
Depreciation on fixed assets acquired by contribution		32,026
Increase in retained earnings		43,297

CONTINUED

HOUSING AUTHORITY OF THE CITY OF OBERLIN
COMBINED STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN FUND EQUITY - ENTERPRISE FUNDS

YEAR ENDED DECEMBER 31, 2003

RETAINED EARNINGS AT BEGINNING OF YEAR	<u>105,090</u>
RETAINED EARNINGS AT END OF YEAR	<u>148,387</u>
CONTRIBUTED CAPITAL AT BEGINNING OF YEAR	109,511
Depreciation transferred from retained earnings	<u>(32,026)</u>
CONTRIBUTED CAPITAL AT END OF YEAR	<u>77,485</u>
FUND EQUITY, END OF YEAR	<u>\$ 225,872</u>

CONCLUDED

See accompanying notes and accountants' report.

HOUSING AUTHORITY OF THE CITY OF OBERLIN
COMBINED STATEMENT OF CASH FLOWS - ENTERPRISE FUNDS

YEAR ENDED DECEMBER 31, 2003

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating income (loss)	\$ (69,827)
Adjustments to reconcile net income (loss) to	
Net cash provided by operating activities	
Depreciation	36,729
Changes in operating current assets and liabilities:	
Increase in accounts receivables	(3,056)
Decrease in interest receivable	3
Increase in prepaid items and other assets	(1,127)
Decrease in inventory	98
Increase in accounts payables	48
Increase in deposits due others	100
Decrease in accrued PILOT	(1,201)
Decrease in liability for compensated absences	(1,161)
	<u>(39,394)</u>
NET CASH PROVIDED(USED) BY OPERATING ACTIVITIES	
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Federal grants	<u>32,385</u>
NET CASH PROVIDED(USED) BY NONCAPITAL FINANCING ACTIVITIES	
	<u>32,385</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Federal grants	48,459
Construction costs and purchase of equipment	<u>(49,009)</u>
NET CASH PROVIDED(USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	
	<u>(550)</u>

CONTINUED

HOUSING AUTHORITY OF THE CITY OF OBERLIN
COMBINED STATEMENT OF CASH FLOWS - ENTERPRISE FUNDS

YEAR ENDED DECEMBER 31, 2003

CASH FLOWS FROM INVESTING ACTIVITIES:	
Decrease in investments	18,178
Increase in restricted assets	(100)
Interest earnings	254
	18,332
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	18,332
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	10,773
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	42,865
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 53,638

CONCLUDED

See accompanying notes and accountants' report.

HOUSING AUTHORITY OF THE CITY OF OBERLIN
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2003

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HOUSING AUTHORITY OF THE CITY OF OBERLIN
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2003

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying general-purpose financial statements of the Housing Authority of the City of Oberlin have been prepared in conformity with generally accepted accounting principles (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 a public corporation under the laws (LSA-R.S. 40:391) 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 Oberlin, serve staggered multi-year terms.

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-rent housing programs in the United States. Accordingly, HUD has entered into an annual contributions 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-rent character.

The Housing Authority had 18 units in Low Rent management in one project.

Program	Contract Number	Number Of Units
PHA owned housing	FW-476	18

B. REPORTING ENTITY GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a *primary government*, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, *fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.*

The Housing Authority is a related organization of the City of Oberlin since the City of Oberlin appoints a voting majority of the Housing Authority's governing board. The City of Oberlin 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 benefit to, or impose financial burdens on, the City of Oberlin. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the City of Oberlin.

HOUSING AUTHORITY OF THE CITY OF OBERLIN
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2003

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority 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, which includes:

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

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

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 focus 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 for 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. 20, to apply all GASB pronouncements and only FASB pronouncements issued before November 30, 1989.

D. BUDGETS

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

HOUSING AUTHORITY OF THE CITY OF OBERLIN
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

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.

E. CASH AND CASH EQUIVALENTS Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, 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. 33:2955 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 required/permitted as per GASB Statement No. 31:

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

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

Definitions:

Interest-earning 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.

HOUSING AUTHORITY OF THE CITY OF OBERLIN
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2003

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 Inventories consist of expendable supplies held for consumption stated on a lower of cost or market on a first-in, first-out basis. They are reported at cost which is recorded as an expenditure at the time individual inventory items are used.

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

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. Interest costs during construction have not been capitalized. *Straight-line depreciation is used based on the following estimated useful lives:*

Site improvements	15 years
Buildings	33 years
Building improvements	15 years
Furniture and fixtures	5 to 7 years
Computers	3 years

J. COMPENSATED ABSENCES All three Housing Authority employees are part-time. According to Board approved policy, they earn three weeks of vacation, equivalent to the partial hours they work. For two employees, the total accrual is 30 hours (10 hours per week for three weeks). For the other employee, the accrual is 48 hours (16 hours per week for three weeks). Only one year of vacation may be carried over.

K. DEFERRED REVENUES The Housing Authority reports deferred revenues on its combined balance sheet. Deferred revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

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 off revenues and expenses during the reporting period. Actual results could differ from those estimates.

HOUSING AUTHORITY OF THE CITY OF OBERLIN
NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2003

NOTE 2 - CASH, CASH EQUIVALENTS, AND INVESTMENTS Both cash deposits and investments held at a financial institution can be categorized according to three levels of risk. These three levels of risk are:

Category 1 - Insured or collateralized with securities held by the entity or by its agent in the entity's name

Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name

Category 3 - Uninsured and unregistered investments held by the counter-party, its trust department, or its agent, but not in the Authority's name

At December 31, 2003 the Housing Authority has Cash equivalents, and investments totaling \$64,950 as follows:

Cash on hand	\$	85
Demand deposits		36,745
Time deposits		28,120
Total	\$	64,950
Cash and cash equivalents	\$	53,638
Cash and cash equivalents – restricted		1,600
Investments		9,712
Total	\$	64,950

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 Housing Authority's carrying amount of deposits was \$64,865 and the bank balance was \$69,490. Of the bank balance, \$69,490 was covered by federal depository insurance (GASB Category 1).

Investments during the year were solely in time deposits at banks.

HOUSING AUTHORITY OF THE CITY OF OBERLIN
 NOTES TO THE GENERAL PURPOSE FINANCIAL STATEMENTS
 YEAR ENDED DECEMBER 31, 2003

NOTE 3 – RECEIVABLES the receivables of \$3,056 at December 31, 2003, are as follows:

<u>Class of Receivables</u>			
Local sources			
Tenants	\$	3,056	
Total	\$	<u>3,056</u>	

NOTE 4 – FIXED ASSETS The changes in general fixed assets are as follows:

	Balance 12-31-02	Additions	Deletions	Balance 12-31-03
Land and buildings	\$ 745,446	\$ 67,797	\$ 0	\$ 813,243
Furniture and equipment	47,845	550	0	48,395
Construction in progress	37,935	0	19,338	18,597
Total	<u>831,226</u>	<u>68,347</u>	<u>19,338</u>	<u>880,235</u>
Less: accumulated depreciation				
Buildings	657,819	34,792	0	692,611
Furniture and equipment	25,961	1,937	0	27,898
Total	<u>683,780</u>	<u>36,729</u>	<u>0</u>	<u>720,509</u>
Fixed assets, net	\$ <u>147,446</u>	\$ <u>31,618</u>	\$ <u>19,338</u>	\$ <u>159,726</u>

NOTE 5 – RETIREMENT SYSTEM The Housing Authority does not have a retirement plan.

NOTE 6 – ACCOUNTS PAYABLE The payables of \$104 at December 31, 2003, are as follows:

Trade payables	\$	32
Payroll withholdings		72
	\$	<u>104</u>

NOTE 7 – COMMITMENTS AND CONTINGENCIES

Litigation The Housing Authority is not presently involved in litigation.

Construction Projects There are certain renovation or 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 cost is incurred.

Grant Disallowances The Housing Authority participates in a number of federally assisted grant programs. 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.

SUPPLEMENTARY INFORMATION

HOUSING AUTHORITY OF THE CITY OF OBERLIN
STATEMENT OF ACTUAL MODERNIZATION COST
ANNUAL CONTRIBUTION CONTRACT

YEAR ENDED DECEMBER 31, 2003

A) The Actual Modernization Costs are as follows:

	2000 CFP	2001 CFP
Funds approved	\$ 37,248	\$ 37,999
Funds expended	<u>37,248</u>	<u>37,999</u>
Excess of funds approved	<u>\$ 0</u>	<u>\$ 0</u>
Funds advanced	\$ 37,248	\$ 37,999
Funds expended	<u>37,248</u>	<u>37,999</u>
Excess of funds advanced	<u>\$ 0</u>	<u>\$ 0</u>

2. The distribution of costs by project as shown on the Final Statement of Modernization Costs dated February 2, 2004 and February 6, 2004 accompanying the Actual Modernization Costs Certificates submitted to HUD for approval are in agreement with the PHA's records.
3. All modernization costs have been paid and all related liabilities have been discharged through payment.

See accountant's report

HOUSING AUTHORITY OF THE CITY OF OBERLIN
STATEMENT OF MODERNIZATION COSTS – UNCOMPLETED

YEAR ENDED DECEMBER 31, 2003

CASH BASIS

		2002 CFP
Funds approved	\$	36,098
Funds expended		18,597
Excess of funds approved	\$	17,501
Funds advanced	\$	18,597
Funds expended		18,597
Excess of funds advanced	\$	0

See accountant's report

HOUSING AUTHORITY OF THE CITY OF OBERLIN
STATEMENT OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED DECEMBER 31, 2003

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs:		
Low-Income Housing Operating Subsidy	14.850	24,935
Public Housing Capital Fund	14.872	55,909
Total United States Department of Housing and Urban Development		80,844
Total Expenditures of Federal Awards		80,844

Total Expenditures of Federal Awards

HOUSING AUTHORITY OF THE CITY OF OBERLIN
 NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED DECEMBER 31, 2003

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 Oberlin, Louisiana (the “Housing Authority”). The Housing Authority reporting entity is defined in note 1(A) to the Housing Authority’s general-purpose 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 general-purpose financial statements.

NOTE 3 – RELATIONSHIP TO GENERAL-PURPOSE FINANCIAL STATEMENTS Federal awards revenues are reported in the Housing Authority’s general-purpose financial statements as follows:

		Federal Sources
Enterprise funds:		
Public Housing	\$	24,935
Capital Fund		55,909
Total	\$	80,844

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 generally accepted accounting principles.

NOTE 5 – FEDERAL AWARDS 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 98-14, “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 subsidy received during the fiscal year is considered to be “expended” during the fiscal year.

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4200 AIRPORT FREEWAY - SUITE 100
FORT WORTH, TEXAS 76117

MIKE ESTES, CPA

(817) 831-3553
METRO (817) 654-4063
FAX (817) 831-3560
e-mail: mestespc@swbell.net

MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

Independent Accountant's Report
on Applying Agreed-Upon Procedures

Board of Commissioners
Housing Authority of Oberlin
Oberlin, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Housing Authority of Oberlin, Louisiana and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about compliance with certain laws and regulations during the year ended December 31, 2003 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of 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.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There was one expenditure made during the year for materials and supplies exceeding \$15,000 and no expenditure was made for public works exceeding \$100,000. We examined documentation which indicated that this expenditure had been properly advertised and accepted in accordance with the provisions of LAS-RS 38:2211-2251.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

6. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original budget to the minutes of a meeting held on October 9, 2002 which indicated that the budget had been adopted by the commissioners by unanimous consensus. No amendments were made to the budget during the year.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

8. Randomly select a minimum of 6 disbursements made during the period under examination and:

- a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the seventy one selected disbursements (excluding payroll that was also reviewed) and found that payment was for the proper amount and made to the correct payee.

- b) determine if payments were properly coded to the correct fund and general ledger account; and

All of the payments were properly coded to the correct fund and general ledger account.

- c) determine whether payments received approval from proper authorities.

Inspection documentation supporting each of the seventy one selected disbursements indicated approvals from the Executive Director and the chairman of the Board of Commissioners.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Housing Authority of Oberlin is only required to post a notice of each meeting and the accompanying agenda on the door of the PHA's office building. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas. The PHA is now publishing its minutes in the newspaper of record.

Debt

10. Examine bank deposits for the period under examination to determine whether any such deposits appear to be proceeds of bank loans, bonds or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds or like indebtedness.

Advances and Bonues

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances or gifts.

A reading of the minutes of the Authority for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances or gifts.

Our prior year report, a Yellow Book, Non – A133 audit, dated May 18, 2003, did not include any comments or unresolved matters. See the Schedule of Prior Year Audit Findings.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. 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 use of management of the Housing Authority and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Mike Estes, P. C.
Fort Worth, Texas
June 24, 2004

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

June 24, 2004 (Date Transmitted)

Mike Estes, P.C.

4200 Airport Freeway #100

Fort Worth, Texas 76117

(Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes [X] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LAS-RS 42:1101-1124.

Yes [X] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [X] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [X] No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31 and 44:36.

Yes [X] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [X] No []

We have had our financial statements audited or compiled in accordance with LAS-RS 24:513.

Yes [X] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [X] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes [X] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes [X] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Dylana Manuel Executive Director *June 18/2004* Date

HOUSING AUTHORITY OF THE CITY OF OBERLIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED DECEMBER 31, 2003

Prior Audit Findings and Questioned Costs

For the year ended December 31, 2002, we performed a Yellow Book, Non – A133 Audit. The findings were as follows:

02-01

Of the six tenant files we reviewed, an annual lease agreement was not signed on three tenants. Lease agreements were brought current in 2003. This finding is cleared.

HOUSING AUTHORITY OF THE CITY OF OBERLIN
SCHEDULE OF MANAGEMENT LETTER ITEMS

YEAR ENDED DECEMBER 31, 2003

Current Year Management Letter Items

03 M1 – Review of PIH Notice and Quality Control Checklists

The personnel should carefully review Notice PIH 2004.1, issued March 9, 2004, regarding HUD established verification policies, and the HUD-preferred hierarchy of verification.

In addition, the PHA should improve the documentation of its quality control reviews.

03 M1 – Corrective Action Plan – Response

The auditor gave us examples of quality control checklists which are more extensive than ours presently. We will immediately start using these checklists, or at least modify and extend the ones we presently use.

General Comment

The PHA has recently adopted additional policies, including cell phone, credit card and equal employment policies.