

**Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury**

**Annual Financial Report
As of and for the Year Ended December 31, 2003**

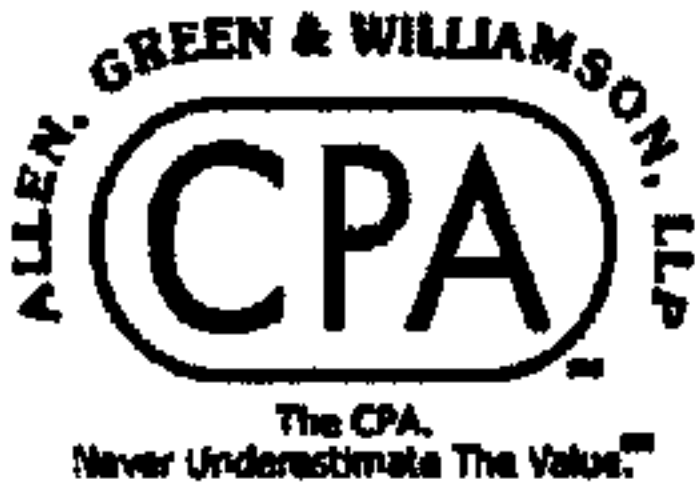
Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the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

Release Date 9-1-04

**Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury**

Contents

	Statement	<u>Page</u>
Accountant's Compilation Report on Component Unit Financial Statements		1
Financial Statements		
Combined Balance Sheet - All Fund Types and Account Groups	A	2
Statement of Revenues, Expenditures, and Changes in Fund Balances - All Governmental Funds	B	3
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund	C	4
Notes to the Financial Statements		
Index		5
Notes		6-9
Independent Accountants' Report on Applying Agreed-Upon Procedures		10-12
Louisiana Attestation Questionnaire		13-14



ALLEN, GREEN & WILLIAMSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 96
Jena, LA 71342-0096
3147 West Oak Street, Suite C
Jena, LA 71342

Phone: (318) 992-2895
Fax: (318) 992-2896

www.allengreencpa.com

Tim Green, CPA

Margie Williamson, CPA

Ernest L. Allen, CPA
(Retired)
1963 - 2000

**Accountants' Compilation Report on
Component Unit Financial Statements**

Board of Commissioners
Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury
Enterprise, Louisiana 71425

We have compiled the financial statements of the Enterprise Recreation District, a component unit of the Catahoula Parish Police Jury, as of and for the year ended December 31, 2003, as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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

In accordance with the Louisiana Governmental Audit Guide and the provision of state law, we have issued a report dated April 7, 2004, on the results of our agreed-upon procedures.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP

Jena, Louisiana
April 7, 2004

**ENTERPRISE RECREATION DISTRICT
a Component Unit of the Catahoula Parish Police Jury**

**Combined Balance Sheet -
All Fund Types and Account Groups
December 31, 2003**

	Governmental Funds- General Fund	Account Group - General Fixed Assets	Statement A (Total Memorandum Only)
<u>ASSETS</u>			
Cash and cash equivalents	\$ 28,271	\$ 0	\$ 28,271
Ad valorem tax receivable	22,232	0	22,232
Fixed assets	<u>0</u>	<u>297</u>	<u>297</u>
TOTAL ASSETS	<u>50,503</u>	<u>297</u>	<u>50,800</u>
<u>LIABILITIES AND FUND EQUITY</u>			
<u>Liabilities</u>			
Accounts payable			
Payroll taxes withheld	<u>81</u>	<u>0</u>	<u>81</u>
Total liabilities	<u>81</u>	<u>0</u>	<u>81</u>
<u>Fund Equity</u>			
Investment in fixed assets	0	297	297
Fund balance			
Unreserved - undesignated	<u>50,422</u>	<u>0</u>	<u>50,422</u>
Total fund equity	<u>50,422</u>	<u>297</u>	<u>50,719</u>
Total liabilities and fund equity	<u>\$ 50,503</u>	<u>\$ 297</u>	<u>\$ 50,800</u>

See accountants' compilation report.

The notes to the financial statements are an integral part of this statement.

ENTERPRISE RECREATION DISTRICT
a Component Unit of the Catahoula Parish Police Jury

Statement of Revenues, Expenditures and Changes in Fund Balances -
All Governmental Funds
For the Year Ended December 31, 2003

	<u>Statement B</u>
	<u>General Fund</u>
Revenue	
Ad valorem tax	\$ 26,033
Meat plant	2,105
Interest Income	403
Local Grant	10,000
Miscellaneous income	<u>2,259</u>
Total revenue	<u>40,800</u>
Expenditures	
Current:	
Salaries	8,250
Office supplies/expenses	1,409
Pest control	600
Insurance	3,188
Payroll tax	0
Utilities	6,884
FUTA	462
Contract labor	3,383
Repairs - building	0
Walking Trail	17,253
Miscellaneous	<u>3,605</u>
Total expenditures	<u>45,014</u>
Excess (deficiency) of revenues over expenditures	(4,214)
Fund balance, beginning	<u>54,636</u>
Fund balance, ending	<u>\$ 50,422</u>

See accountants' compilation report.

The notes to the financial statements are an integral part of this statement.

ENTERPRISE RECREATION DISTRICT
a Component Unit of the Catahoula Parish Police Jury

Statement of Revenues, Expenditures and Changes in Fund Balances -
Budget and Actual - General Fund
For the Year Ended December 31, 2003

Statement C

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenue			
Ad valorem tax	\$ 26,447	\$ 26,033	\$ (414)
Meat plant	2,055	2,105	50
Interest Income	573	403	(170)
Local Grant	0	10,000	10,000
Miscellaneous income	1,925	2,259	334
Total revenue	31,000	40,800	9,800
Expenditures			
Current:			
Salaries	7,500	8,250	(750)
Office supplies/expenses	1,800	1,409	391
Pest control	600	600	0
Insurance	3,100	3,188	(88)
Payroll tax	2,050	0	2,050
Utilities	6,250	6,864	(614)
FUTA	0	462	(462)
Contract labor	3,300	3,383	(83)
Repairs - building	0	0	0
Walking Trail	5,000	17,253	(12,253)
Miscellaneous	3,500	3,605	(105)
Total expenditures	33,100	45,014	0
Excess (deficiency) of revenues over expenditures	(2,100)	(4,214)	(2,114)
Fund balance, beginning	54,636	54,636	0
Fund balance, ending	\$ 52,536	\$ 50,422	\$ (2,114)

See accountants' compilation report.

The notes to the financial statements are an integral part of this statement.

**Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2003**

INDEX

	<u>Page</u>
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES	6
A. REPORTING ENTITY	6
B. FUNDS AND ACCOUNT GROUPS	6
Governmental Funds	6
C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING	6
Governmental Funds	6
Revenues	7
Expenditures	7
D. BUDGETS	7
General Budget Practices	7
Budget Basis of Accounting	7
E. CASH AND CASH EQUIVALENTS	7
F. FIXED ASSETS	8
G. TOTAL COLUMN ON COMBINED STATEMENTS	8
H. USE OF ESTIMATES	8
NOTE 2 - LEVIED TAXES	8
NOTE 3 - CASH AND CASH EQUIVALENTS	9
NOTE 4 - RECEIVABLES	9
NOTE 5 - FIXED ASSETS	9
NOTE 6 - BOARD MEMBER FEES	9

**Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2003**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying financial statements of the Enterprise Recreation District, a component unit of the Catahoula Parish Police Jury, have been prepared in conformity with accounting principles generally accepted (GAAP) in the United States of America 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. REPORTING ENTITY Enterprise Recreation District was created under the provisions of Louisiana R. S. 1950, Title 12, Chapter 2, as amended, on January 1, 1996, for the purpose of providing recreational opportunity to the members of Enterprise Recreation District of Catahoula Parish.

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 District is considered a component unit of the Catahoula Parish Police Jury. Applicable funds flow from the Police Jury directly to the District which accounts for these funds in their records according to the required procedures employed by the District.

B. FUNDS AND ACCOUNT GROUPS The accounts of the District are organized and operated on the basis of funds and account groups. 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 are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds.

The funds of the District are limited to one category: governmental. The fund and account group classifications and a description of each existing fund type follow:

Governmental Funds Governmental funds are used to account for the District's general government activities. The general fund is the sole operating fund of the District. It accounts for all financial resources of the District.

Account Group – The general fixed assets account group is used to account for fixed assets.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Governmental Funds

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible

**Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2003**

within the current period or soon enough thereafter to pay liabilities of the current period. The government considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when the obligations are expected to be liquidated with expendable available financial resources.

With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes are susceptible to accrual.

Other receipts become measurable and available when cash is received by the District and are recognized as revenue at that time.

Expenditures

Salaries are recorded as paid.

Substantially all other expenditures are recognized when the related fund liability has been incurred.

D. BUDGETS

General Budget Practices The District draws up a budget based on prior year revenues and expenditures and presents the budget at the second quarterly meeting for approval by the Board.

Budget Basis of Accounting The general fund's budget is prepared on the modified accrual basis of accounting, a basis consistent with accounting principles generally accepted (GAAP) in the United States of America. Budgeted amounts are as originally adopted or as amended by the Board. Legally, the Board must adopt a balanced budget; that is, total budgeted revenues and other financing sources including fund balance must equal or exceed total budgeted expenditures and other financing uses. State statutes require the Board to amend its budgets when revenues plus projected revenues are expected to be less than the budgeted revenues by five percent or more and/or expenditures are expected to exceed budget expenditures by five percent or more. The legal level of budgetary control is at the functional expenditure level.

E. CASH AND CASH EQUIVALENTS Cash includes amounts in demand deposits, interest-bearing demand deposits and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits,

**Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2003**

interest-bearing demand deposits, or time deposits with state bonds organized under Louisiana Law and national banks having their principal offices in Louisiana.

F. FIXED ASSETS Fixed assets are recorded in the general fixed assets account group at cost or estimated historical cost if purchased or constructed. Donated fixed assets are recorded at their estimated fair value at the date of donation. Assets in the general fixed assets account group are not depreciated.

G. TOTAL COLUMN ON COMBINED STATEMENTS The column on the Combined Statement is captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with accounting principles generally accepted in the United States of America. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

H. USE OF ESTIMATES The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 2 - LEVIED TAXES The District levies taxes on real and business personal property located within Catahoula Parish's boundaries. Property taxes are levied by the District on property values assessed by the Catahoula Parish Tax Assessor and approved by the State of Louisiana Tax Commission.

The Catahoula Parish Sheriff's Office bills and collects property taxes for the District. Collections are remitted to the District monthly.

Property Tax Calendar

Levy date	September 2003
Tax bills mailed	November 2003
Total taxes are due	December 31, 2003
Lien date	January 1, 2004
Penalties and interest are added	January 31, 2004
Tax sale - 2003 delinquent property	May 2004

Assessed values are established by the Catahoula Parish Tax Assessor each year on a uniform basis at the following ratios of assessed value to fair market value.

10% land	15% machinery
10% residential improvements	15% commercial improvements
15% industrial improvements	25% public service properties, excluding land

**Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2003**

A revaluation of all property is required after 1978 to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2000. Louisiana state law exempts the first \$7,500 of assessed value of a taxpayer's primary residence from parish property taxes.

State law requires the sheriff to collect property taxes in the calendar year in which the assessment is made. Property taxes become delinquent January 1 of the following year. If taxes are not paid by the due date, taxes bear interest at the rate of 1.25% per month until the taxes are paid. After notice is given to the delinquent taxpayers, the sheriff is required by the *Constitution of the State of Louisiana* to sell the least quantity of property necessary to settle the taxes and interest owed.

All property taxes are recorded in the general fund on the basis explained in Note 1. Revenues are recognized in the accounting period in which they become measurable and available. Property taxes are considered measurable in the calendar year of the tax levy. Estimated uncollectible taxes are those taxes based on past experience which will not be collected in the subsequent year and are primarily due to subsequent adjustments to the tax roll. Available means due or past due, and receivable within the current period, and collected within the current period, or expected to be collected soon enough thereafter to pay liabilities of the current period. The remaining property taxes receivable are considered available because they are substantially collected within 60 days subsequent to year-end.

The tax roll is prepared by the tax assessor in November of each year; therefore, the amount of 2003 property taxes to be collected occurs in December 2003 and January and February 2004. As a result, property tax receivable for 2003 taxes is included on the accompanying balance sheet because it is available within 60 days of the District's year-end. Historically, virtually all ad valorem taxes receivable were collected since they are secured by property. Therefore, there is no allowance for uncollectible taxes.

The authorized millage (tax rate per \$1,000 assessed value) was 15.00 and levied ad valorem taxes millage was 15.00.

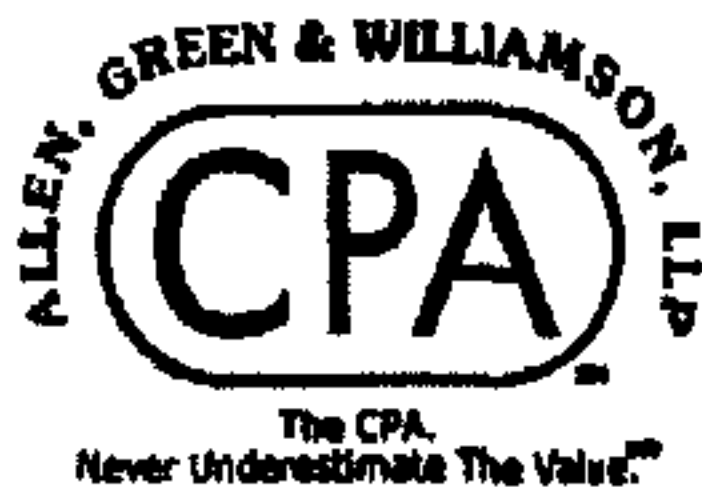
NOTE 3 - CASH AND CASH EQUIVALENTS At December 31, 2003, the District had cash and cash equivalents of \$28,271 which were interest-bearing demand deposits. The bank balances were fully insured.

NOTE 4 - RECEIVABLES The receivables of \$22,232 at December 31, 2003, represent ad valorem taxes receivable.

NOTE 5 - FIXED ASSETS A summary of general fixed assets at December 31, 2003 is as follows:

	<u>Balance, Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Balance, Ending</u>
Copier	<u>\$297</u>	<u>\$0</u>	<u>\$0</u>	<u>\$297</u>

NOTE 6 - BOARD MEMBER FEES No board fees were paid for the year ended December 31, 2003.



ALLEN, GREEN & WILLIAMSON, LLP
CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 96
Jena, LA 71342-0096
3147 West Oak Street, Suite C
Jena, LA 71342

Phone: (318) 992-2895
Fax: (318) 992-2898

www.allengreencpa.com

Tim Green, CPA
Margie Williamson, CPA

Ernest L. Allen, CPA
(Retired)
1963 - 2000

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Management of
Enterprise Recreation District,
a Component Unit of the Catahoula Parish Police Jury
Enterprise, Louisiana 71425

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of Enterprise Recreation District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the District's 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. 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-R.S. 38:2211-2251 (the public bid law).

No expenditures were noted which required bids.

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-R.S. 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 the required list including the noted information.

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

Management provided 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. Obtain a copy of the legally adopted budget and all amendments.

Copy of the legally adopted budget was obtained. One amendment was made to the budget during the year.

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

The amendment was traced to the minutes but there was no record of adoption of the original budget.

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

The revised budget did not include the Walking Trail grant revenue nor the expenditures associated with that grant. Although there was a positive variance in revenues and a negative variance in expenditures, the net effect was less than 5%.

Accounting and Reporting

8. Randomly select ten disbursements made during the period under examination and:

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

Supporting documentation was examined for each of the ten selected disbursements, payment appeared to be 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 appeared to be properly coded to the correct fund and general ledger account.

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

Inspection of documentation supporting each of the ten selected disbursements indicated approvals from the accountant 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-R.S. 42:1 through 42:12 (the open meetings law).

Notices were sent to all board members and the secretary posted the proposed meeting on the meeting room door and at the Post Office. There are no set agendas for the meetings.

Debt

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

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

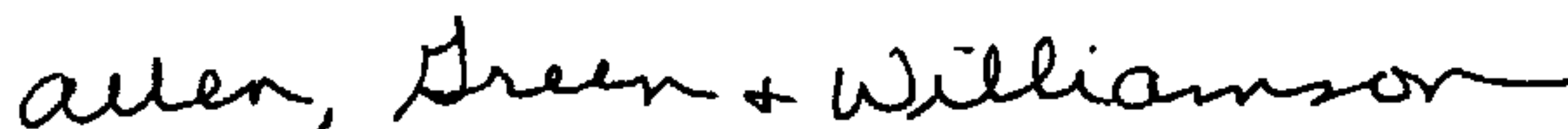
Advances and Bonuses

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 District for the year indicated no approval for the payments noted. Payroll records were also inspected for the year and no instances were noted which would indicate payments to employees which would constitute bonuses, advances, or gifts.

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 the use of management of the District, 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.



ALLEN, GREEN & WILLIAMSON, LLP

Jena, Louisiana
April 7, 2004

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Enterprise Recreation District)

April 7, 04 (Date Transmitted)

Allen, Green & Williamson, LLP
2942 East Oak Street
Jena, LA 71342
318-992-2895

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 April 7, 2004.

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 [] No [] *N/A*

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 LSA-RS 42:1101-1124.

Yes 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 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 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 No []

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

Yes No []

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

Yes No []

Meetings

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

Yes 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 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 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.

<u>Sharon Goodson</u>	Secretary	<u>April 7, 04</u>	Date
	Treasurer		Date
<u>Heidi Poole Sr.</u>	President	<u>4/8/04</u>	Date