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LAFOURCHE PARISH RECREATION DISTRICT NO. 8

LOCKPORT, LOUISIANA

COMPONENT UNIT FINANCIAL STATEMENTS

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

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# **Ann T. Hebert**

Certified Public Accountant  
901 Ridgefield Road  
Thibodaux, Louisiana

(985) 446-0994

To the Board  
Lafourche Parish Recreation District No. 8  
Lockport, Louisiana

I have compiled the accompanying general purpose financial statements of Lafourche Parish Recreation District No. 8, a component unit of the Lafourche Parish Council, as of and for the year ended December 31, 2003, 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 of the Lafourche Parish Recreation District No. 8. I have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

I am independent with respect to Lafourche Parish Recreation District No. 8.

As discussed in Note 1, the District has not presented Management's Discussion and Analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.

In accordance with the Louisiana Government Audit Guide and the provisions of state law, I have issued a report, dated June 7, 2004, on the results of our agreed-upon procedures.

Respectfully submitted,



Ann T. Hebert  
Certified Public Accountant

June 7, 2004

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

STATEMENT OF NET ASSETS  
December 31, 2003

Statement A

ASSETS

Cash and cash equivalents	\$ 23,495
Receivables	59,941
Capital assets - net of accumulated depreciation	<u>295,640</u>
Total Assets	<u>\$ 379,076</u>

NET ASSETS

Invested in capital assets, net of related debt	\$ 295,640
Unreserved net assets: General fund	<u>83,436</u>
Total net assets	<u>\$ 379,076</u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

STATEMENT OF ACTIVITIES  
For the Year Ended December 31, 2003

Statement B

	<u>PROGRAM REVENUES</u>			
	<u>EXPENSES</u>	<u>CHARGES FOR SERVICES</u>	<u>OPERATING GRANTS AND CONTRIBUTIONS</u>	<u>TOTAL</u>
<b>EXPENSES:</b>				
Culture and Recreation:				
Recreation programs	\$ 18,253			\$ 18,253
Material and supplies	13,465			13,465
General and administrative	1,726			1,726
Depreciation	16,414			16,414
Total governmental activities	<u>\$ 49,858</u>			<u>\$ 49,858</u>
		<b>GENERAL REVENUES:</b>		
				\$ 40,655
		Intergovernmental revenues:		
				10,085
				27,848
				302
				<u>78,890</u>
				29,032
		Net assets:		
				350,044
				<u>\$ 379,076</u>

See accountant's compilation report and accompanying notes.

*FUND FINANCIAL STATEMENTS*

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

BALANCE SHEET -  
GOVERNMENTAL FUND  
December 31, 2003

Statement C

	Governmental Fund Type
	<u>General</u>
<b>ASSETS</b>	
Cash	\$ 23,495
Ad valorem tax receivable	42,342
Louisiana Revenue Sharing receivable	10,085
Lafourche Parish Revenue sharing receivable	<u>7,514</u>
Total assets	<u>\$ 83,436</u>
 <b>FUND EQUITY</b>	
Fund balance - Unreserved	<u>83,436</u>
Total fund equity	<u>83,436</u>
Total liabilities and fund equity	<u>\$ 83,436</u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8  
 RECONCILIATION OF THE GOVERNMENT FUND BALANCE SHEET  
 TO THE GOVERNMENT-WIDE STATEMENT OF NET ASSETS

December 31, 2003

Statement D

Total fund balances - governmental funds (Statement C)		\$ 83,436
<p>The purchase of capital assets are reported as expenditures as they are incurred in the governmental funds. The Statement of Net Assets reports capital assets as an asset to the District. These capital assets are depreciated over their estimated useful lives in the Statement of Activities and are not reported in the governmental funds.</p>		
Cost of capital assets	\$ 432,833	
Less: Accumulated depreciation	<u>(137,193)</u>	<u>295,640</u>
Net Assets (Statement A)		<u>\$ 379,076</u>

See accountant's compilation report and accompanying notes.



LAFOURCHE PARISH RECREATION DISTRICT NO. 8

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - GOVERNMENTAL FUNDS

For the year ended December 31, 2003

Statement E

Revenues:	
Taxes - ad valorem	\$ 40,655
Intergovernmental -	
State of Louisiana	10,085
Lafourche Parish Council	27,848
Use of money and property	
Interest earned	<u>302</u>
Total revenue	<u>78,890</u>
Expenditures:	
Culture and recreation -	
General and administrative	1,726
Material and supplies	13,465
Recreation programs	18,253
Capital Expenditures	<u>98,583</u>
Total expenditures	<u>132,027</u>
Excess (deficit) revenues over expenditures	(53,137)
Fund balance, beginning	<u>136,573</u>
Fund balance, ending	<u>\$ 83,436</u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUND  
TO THE STATEMENT OF ACTIVITIES

For the year ended December 31, 2003

Statement F

Net change in fund balances - total governmental funds (Statement E)	\$ (53,137)
Amounts reported for governmental activities in the statement of activities (Statement B) are different as follows:	
Government funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over the estimated useful lives as depreciation expense. This is the difference between capital expenditures and depreciation during the year.	<u>82,169</u>
Change in net assets of governmental activities (Statement B)	<u>\$ 29,032</u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

NOTES TO FINANCIAL STATEMENTS  
December 31, 2003

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

In June, 1999, the GASB unanimously approved Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. One of the more significant changes in Statement No. 34 include for the first time a Management's Discussion and Analysis (MD&A) section providing an analysis of the District's overall financial position and results of operations and financial statements prepared using full accrual accounting for all of the District's activities. The District has not presented Management's Discussion and Analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements. However, other changes are reflected in the accompanying basic financial statements (including notes to financial statements). The District implemented the general provisions of Statement No. 34 for the year ended December 31, 2003.

The accounting and reporting policies of the Lafourche Parish Recreation District No. 8 (the District) conform to generally accepted accounting principles as applicable to governments.

The following is a summary of certain significant accounting policies:

a. REPORTING ENTITY:

The District is a component unit of the Lafourche Parish Council.

The District has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

b. GOVERNMENT-WIDE ACCOUNTING

In accordance with Government Accounting Standards Board Statement No. 34, the District has presented a Statement of Net Assets and Statement of Activities for the District as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-Wide Accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity. The Statement of Net Assets and Statement of Activities are reported on the accrual basis of accounting.

Government-wide statements distinguish between governmental-type and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

Policies specific to the government-wide statements are as follows:

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

NOTES TO FINANCIAL STATEMENTS  
December 31, 2003

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

b. GOVERNMENT-WIDE ACCOUNTING - Continued

Eliminating Internal Activity

Interfund receivables and payables are eliminated in the Statement of Net Assets except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances.

Application of FASB Statements and Interpretations

Reporting on governmental-type activities are based on FASB Statements and Interpretations issued after November 30, 1989, except where they conflict or contradict GASB pronouncements.

Capitalizing Assets

Assets used in operations with an initial useful life that extends beyond one year are capitalized. Equipment, furniture and fixtures, leasehold improvements, and buildings are depreciated over their estimated useful lives. Depreciation is not calculated on land, land improvements or construction in progress. Accumulated depreciation is recorded at net of depreciable assets in the Statement of Net Assets.

Program Revenues

The Statement of Activities present two categories of program revenues - (1) charges for services and (2) operating grants and contributions.

Charges for services - are revenues from exchanges or exchange like transactions with external parties that purchase, use or directly benefit from the program's goods, services, or privileges. These revenues include fees charged for specific services, licenses and permits, and operating special assessment, and include payments from exchange transactions with other governments.

Operating grants and contributions - are resources that are restricted for operating purposes of a program. They include grants and contributions with restriction, that permit the resources to be used for a program's operating of capital needs, at the recipient government's discretion. If multipurpose contributions and grants that provide financing for more than one program are specifically identified, they are included as program revenues.

c. FUND ACCOUNTING

The District uses funds 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 related to certain government functions or activities.

A fund is a separate accounting entity using the modified accrual method to report revenues and expenditures.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

NOTES TO FINANCIAL STATEMENTS  
December 31, 2003

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

c. FUND ACCOUNTING - continued

Funds of the District are classified as governmental funds. Governmental funds account for District's general activities, including the collection and disbursement of specific or legally restricted monies. Governmental Funds of the District includes:

General Fund - The General fund is the operating fund of the District. It is used to account for all financial resources except those that are required to be accounted for in another fund.

d. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and the Statement of Activities displays information about the reporting government as a whole. Fiduciary funds are not included in the GWFS. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

The Statement of Net Assets and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for Nonexchange Transactions."

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Ad valorem taxes and the insurance rebate are considered "measurable" at the time of availability since the timing of their collection coincides with the timing of the expenditures to be paid. Interest income on investments is recorded as revenue when the investments have matured and the income is available. Miscellaneous revenues are recorded as revenues when received in cash by the District because they are generally not measurable until actually received.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

NOTES TO FINANCIAL STATEMENTS  
December 31, 2003

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

d. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING - Continued

Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurable focus. The governmental funds are accounted for using a current financial resources measurement focus and a modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when they are measurable and available. Measurable means the amount of the transaction can be determined and available means collectible when the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on long-term debt which is recognized when due. Compensated absences and claims and judgments are reported in the governmental fund only if the claims are due and payable.

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:

e. BASIS OF ACCOUNTING

Revenues and deferred revenues

Ad valorem taxes are recorded on the modified accrual basis and, therefore, recorded when they are both measurable and available. The calendar for the 2003 ad valorem tax roll was as follows:

	Service charges and <u>Ad valorem taxes</u>
Levy date	December 31, 2003
Due date	December 31, 2003
Lien date	January 1, 2004

State revenue sharing revenues are recorded when the District is entitled to the funds.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledgers, is not utilized by the District.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

NOTES TO FINANCIAL STATEMENTS

December 31, 2003

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

e. BASIS OF ACCOUNTING - Continued

Other Financing Sources (Uses)

Proceeds from the sale of fixed assets and debt acquired for the construction and purchase of fixed assets (capital project fund) are accounted for as other financing sources and are recognized when received. Fixed assets acquired through capital leases are recorded as expenditures and other financing sources at the time of acquisition.

f. 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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

g. BUDGET PRACTICES

The District's procedures in establishing the budgetary data for the financial statements required by the Louisiana Revised Statutes 39:1303 are as follows:

- A proposed budget is submitted by the Chief Executive Officer to the Board no later than fifteen days prior to the beginning of each year.
- After completion of all action necessary to finalize and implement the budget, the budget is adopted by the Board and recorded in the minutes of the District. The board, as allowed by state law, does not obtain public participation in the budget process.
- Budget amendments require the approval of the Board.
- All budgetary appropriations lapse at the end of each year.
- A budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted, or as amended from time to time by the Board.

h. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits that mature within 90 days after year end and other investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or under the laws of the United States.

Under state law, the Districts 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.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

NOTES TO FINANCIAL STATEMENTS  
December 31, 2003

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

i. ACCOUNTS RECEIVABLE

The financial statements for the District contain no allowance for uncollectible accounts. Uncollectible amounts due for ad valorem taxes and other receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operations of the funds.

j. CAPITAL ASSETS

Capital assets are recorded at historical cost and depreciated over their estimated useful lives.

Estimated useful life is management's estimate of how long the asset is estimated to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Building	25 - 40	years
Furniture	5 - 7	years
Equipment	10 - 20	years
Vehicles	5	years

k. VACATION AND SICK LEAVE

The District has no full-time employees.

There is no accumulated unpaid vacation at December 31, 2003.

The District does not have a sick leave policy.

l. FUND EQUITY

Government-wide Statement:

Equity is classified as net assets and displayed in three components:

- a. Invested in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- b. Restricted net assets - Consists of net assets with constraints placed on the use either by



LAFOURCHE PARISH RECREATION DISTRICT NO. 8

NOTES TO FINANCIAL STATEMENTS

December 31, 2003

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

I. FUND EQUITY - Continued

Government-wide Statement: - Continued

(1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

c. Unrestricted net assets - All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed. As of December 31, 2003 and for the year then ended, the District did not have or receive restricted net assets.

Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

NOTE 2 - PROPERTY TAXES

Property taxes are levied each December 1 on the assessed value listed as of the prior January 1 for all real property, merchandise and movable property located in the Parish. Assessed values are established by the Lafourche Parish Assessor's Office and the State Tax Commission as percentages of actual value as specified by Louisiana law. A reevaluation of all property is required to be completed no less than every four years. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the last Wednesday in June. Properties for which the taxes have not been paid are sold for the amount of the taxes. The tax rate for collections during the year ended December 31, 2003 was 10.0 mills on property within Recreation District No. 8 for the purpose of Recreation programs within the District.

NOTE 3 - RECEIVABLES

Receivables as of December 31, 2003 are as follows:

Due from Sheriff (Collections during December, 2003 not yet remitted)	\$ 41,536
Due from Taxpayers	806
Ad valorem tax receivable	<u>\$ 42,342</u>
Louisiana revenue sharing	<u>\$ 10,085</u>
Lafourche Parish Council revenue sharing	<u>\$ 7,514</u>

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

NOTES TO FINANCIAL STATEMENTS  
December 31, 2003

NOTE 4 - GENERAL FIXED ASSETS

A summary of changes in general fixed assets and accumulated depreciation for the period are as follows:

	Balance January 1, 2003	Additions (Deletions) 2003	Balance December 31, 2003
Land	\$ 12,000	\$ -	\$ 12,000
Park	310,550	105,910	416,460
Equipment	4,373	-	4,373
Total	<u>\$ 326,923</u>	<u>\$ -</u>	<u>\$ 432,833</u>
Accumulated Depreciation	<u>\$ 120,779</u>	<u>\$ 16,414</u>	<u>\$ 137,193</u>

NOTE 5 - COMPENSATION OF BOARD MEMBERS

The District did not pay per diem to any of its Board Members during the year ended December 31, 2003.

NOTE 6 - CONCENTRATION OF CREDIT RISKS

At December 31, 2003, the District has cash as follows:

	Book Balance	Bank Balance
Checking accounts		
Deposits secured by:		
Federal deposit insurance	<u>\$ 23,495</u>	<u>\$ 23,495</u>

Collateralized deposits - At year end, there was enough FDIC insurance to secure the book balance and the bank balance. The bank balance indicated above is considered as Category 1 deposits. During the year if the bank balance exceeds the FDIC insurance amount, the District's banking institution will pledge FHLMC securities with a market value in excess of the collateralized deposits needed to secure any remaining balances.

OTHER SUPPLEMENTAL INFORMATION AND REPORTS REQUIRED BY  
GOVERNMENT AUDITING STANDARDS

The following page contains a budgetary comparison schedule.

LAFOURCHE PARISH RECREATION DISTRICT NO. 8

BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND

For the Year ended December 31, 2003

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance- with Final Budget Positive (Negative)</u>
<b>Revenues:</b>				
Taxes - ad valorem	\$ 47,200	\$ 47,200	\$ 40,655	\$ (6,545)
Intergovernmental - State of Louisiana	11,800	11,800	10,085	(1,715)
Lafourche Parish Council	--	--	27,848	27,848
Use of money and property				
Interest earned	--	--	302	302
<b>Total revenue</b>	<u>59,000</u>	<u>59,000</u>	<u>78,890</u>	<u>19,890</u>
<b>Expenditures:</b>				
Culture and recreation - General and administrative	5,000	5,000	1,726	3,274
Materials and supplies	7,000	7,000	13,465	(6,465)
Recreation programs	34,000	25,000	18,253	6,747
Capital outlay	105,000	114,000	98,583	15,417
<b>Total expenditures</b>	<u>151,000</u>	<u>151,000</u>	<u>132,027</u>	<u>18,973</u>
<b>Excess (deficiency) revenues and other sources over expenditures and other uses</b>	<b>(92,000)</b>	<b>(92,000)</b>	<b>(53,137)</b>	<b>38,863</b>
<b>Fund balance, beginning</b>	<u>136,573</u>	<u>136,573</u>	<u>136,573</u>	<u>-</u>
<b>Fund balance, ending</b>	<u>\$ 44,573</u>	<u>\$ 44,573</u>	<u>\$ 83,436</u>	<u>\$ 38,863</u>

See accountant's compilation report and accompanying notes.

*OTHER REPORTS*

# **Ann T. Hebert**

Certified Public Accountant  
901 Ridgefield Road  
Thibodaux, Louisiana

(985) 446-0994

## Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board  
Lafourche Parish Recreation District No. 8  
Lockport, LA 70301

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the Board of the Lafourche Parish Recreation District No. 8 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating the Board's assertions about the Lafourche Parish Recreation District No. 8's compliance with certain laws and regulations during the twelve months 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, I 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 made during the year for materials and supplies exceeding \$15,000 or for public works exceeding \$100,000.

### Code of Ethics for Public Officials and Public Employees

2. The Board Members are appointed, not elected as Public Servants.

### Budgeting

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

Management provided me with a copy of the original budget and its amendment.

4. Trace the budget adoption to the minute book.

I traced the adoption of the original budget to the minutes of a meeting held on December 18, 2002 which indicated that the budget has been accepted by the Board of the Lafourche Parish Recreation District No. 8 by unanimous consent. The amended budget was approved July 9, 2003.

5. 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.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures and determined that the District was within the 5% thresholds.

#### Accounting and Reporting

6. Randomly select 6 disbursements made during the period under examination and:

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

I examined supporting documentation for each of the six selected disbursements 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

The payments were 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 six selected disbursements indicated that documentation of two transactions was missing and there was no clear indication that debit card transactions had been approved.

#### Meetings

7. 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).

The Lafourche Parish Recreation District No. 8 is required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

#### Debt

8. 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.

I inspected copies of all bank deposit slips for the period under examination and noted no indebtedness.

#### Advances and Bonuses

9. Examine payroll record and minutes for the year to determine whether any payments have

been made to employees which may constitute bonuses, advances, or gifts.

The District had no employees for year ended December 31, 2003.

My prior year report, dated June 11, 2003, included the no comments or unresolved matters.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of any opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of the Board of the Lafourche Parish Recreation District No. 8 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. However, this report is a matter of public record and its distribution is not limited.



Ann T. Hebert  
Certified Public Accountant

June 7, 2004



# **Ann T. Hebert**

Certified Public Accountant  
901 Ridgefield Road  
Thibodaux, Louisiana

(985) 446-0994

## LETTER OF FINDINGS AND MANAGEMENT'S CORRECTIVE ACTION PLAN

LAFOURCHE PARISH RECREATION DISTRICT NO. 8  
For the Current Year Ended December 31, 2003

June 7, 2004

The finding for the year ending December 31, 2003 was as follows:

### Accounting and Reporting

#### 2003-1 Finding

Receipts or invoices for payments made were missing and there was no clear indication that debit card transactions had been approved.

#### Management's Response

The Board has hired a part-time bookkeeper that will properly maintain receipts and invoices for payments. The Board has also stopped the use of the debit card.

No prior year findings.

Lafourche Parish Recreation District No. 8

LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)

March 9, 2004 (Date Transmitted)

Ann T. Hebert

Certified Public Accountant

901 Ridgfield Road

Thibodaux, LA 70301

(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 [  ] 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 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>Linda Imps</u>	Secretary	<u>3/10/04</u>	Date
<u>Linda Imps</u>	Treasurer	<u>3/10/04</u>	Date
<u>Gary Dominique</u>	President	<u>3/10/04</u>	Date