

2560

RECEIVED  
LEGISLATIVE AUDITOR

04 JUL -6 AM 11:38

CAMERON PARISH RECREATION  
DISTRICT NO. 5

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 8/25/04

CAMERON RECREATION DISTRICT NO. 5  
December 31, 2003

TABLE OF CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>
Required Supplemental Information Management's Discussion and Analysis		1 - 5
Independent Auditor's Report		6 - 7
Basic Financial Statements		
Statement of Net Assets	A	9 -10
Statement of Revenues, Expenses and Changes in Fund Net Assets	B	11
Statement of Cash Flows	C	12
Notes to Financial Statements		13 -19
Other Report Required by <i>Government</i> <i>Auditing Standards</i>		20
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Basic Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		21 -23
Schedule of Findings and Questioned Costs - Sch 1		24
Management's Corrective Action Plan - Sch 2		25
Supplemental Information		
Schedule of Compensation Paid Board Members - Sch 3		27

**REQUIRED SUPPLEMENTAL INFORMATION**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

CAMERON PARISH RECREATION DISTRICT No 5  
December 31, 2003

Management's Discussion and Analysis

Our discussion and analysis of the Cameron Parish Recreation No 5 (the District) financial performance provides an overview to the District's financial activities for the year ended December 31, 2003. Please read in conjunction with the District's basic financial statements which begin on page 9.

**Financial Highlights**

- \* The District's net assets decreased by \$ 25,432 during the year ended December 31, 2003. The decrease in net assets is attributable to \$ 22,074 in depreciation expense and other smaller factors.
- \* While total net assets decreased by about 5.4%, there was also a slight decrease of \$ 8,821 in unrestricted net assets. Unrestricted net assets are those assets available to meet the day-to-day operating needs of the District.
- \* Restricted assets were created to reflect collection of ad valorem taxes paid to the District under protest which could be refunded in the future.

**Using This Annual Report**

This annual report consists of Management's Discussion and Analysis, the basic financial statements, and notes to the financial statements. Management's Discussion and Analysis provides a narrative of the District's financial performance and activities for the year ended December 31, 2003. The basic financial statements provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

The basic financial statements consist of three statements:

- \* The Statement of Net Assets presents information on all of the District's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.
- \* The Statement of Activities presents information showing how the District's net assets changes during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Certain revenues and expenses are reported in this statement that will result in cash flows in future periods.
- \* The Statement of Cash Flows presents information showing how the District's cash changed during the most recent fiscal year. It shows the sources and uses of cash.

See Independent Auditor's Report

**Financial Analysis of the District as a Whole**

A summary of net assets is presented on the next page.

See Independent Auditor's Report

**CAMERON PARISH Recreation No. 5**  
**December 31, 2003**  
**Management's Discussion and Analysis**

Table 1  
Net Assets

	<u>2003</u>	<u>2002</u>	<u>% Change</u>
Current Assets	\$ 55,818	\$ 50,895	9.67%
Restricted assets	—	---	---
Capital assets, net of depreciation	<u>408,321</u>	<u>426,545</u>	<u>(4.27%)</u>
Total Assets	464,139	477,440	---
Current liabilities	16,938	4,807	252.36%
Current liabilities payable from restricted assets	---	---	---
Noncurrent liabilities	<u>---</u>	<u>---</u>	<u>---</u>
Total Liabilities	16,938	4,807	252.36%
Invested in capital assets	408,321	426,545	( 4.27%)
Restricted net assets	1,613	—	---
Unrestricted net assets	<u>37,267</u>	<u>46,088</u>	<u>(19.14%)</u>
Total Net Assets	\$ 447,201	\$ 472,633	( 5.38%)

Invested in capital assets represent the District's long-term investment in capital assets, net of accumulated depreciation, and is not available for current operations.

A summary of changes in net assets for the years ended December 31, 2003 and 2002 as follows:

Table 2  
Changes in Net Assets

	Year Ended	
	2002	2003
Operating revenues (charges for services, leases and other)	\$ 22,517	\$25,488
Non-operating revenues (government subsidies and interest income)	<u>61,086</u>	<u>55,354</u>
Total Revenues	83,603	80,842
Operating expenses		
Depreciation	22,074	21,304
Other	<u>86,961</u>	107,051
Total Expenses	109,035	128,355
Change in net assets	\$ (25,432)	(47,513)

See Independent Auditor's Report

**CAMERON RECREATION DISTRICT No 5**  
**December 31, 2003**

**Management's Discussion and Analysis**

**Capital Assets**

At December 31, 2003 and December 31, 2002, District had \$ 408,321 and \$ 426,545 respectively, invested in capital assets including land, buildings, improvement, equipment, furniture and fixtures at net value after depreciation. Additions to capital assets during the year ended December 31, 2003, consisted of equipment of \$3,850.

**Current Liabilities Payable from Restricted Assets**

N/A

**Non - Current Liabilities**

N/A

**Other Currently Known Facts, Decision, or Conditions**

N/A

**Contacting the District's Financial Management**

This financial report is designed to provide a general overview of the District's accountability for the money it receives. If you have questions about this report or need additional information, contact the Cameron Recreation District No.5 at 108 Recreation Lane, Lake Charles, Louisiana.

See Independent Auditor's Report

**ELLIOTT & ASSOCIATES, INC.**  
*A Professional Accounting Corporation*  
P. O. Box 1287  
Leesville, Louisiana 71496-1287

(337) 239-2535  
(337) 238-5135  
Fax 239-2295

W. Micheal Elliott, CPA

INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Cameron Parish Recreation District No.5

I have audited the accompanying basic financial statements of the Cameron Parish Recreation District No. 5, a component unit of the Cameron Parish Police Jury, as of and for the year ended December 31, 2003, as listed in the table of contents. These basic financial statements are the responsibility of the Cameron Parish RECREATION DISTRICT No. 5 's management. My responsibility is to express an opinion on these basic financial statements based on my audit.

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

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Cameron Parish Recreation District No. 5 as of and for the year ended December 31, 2003, and the results of its operations and cash flows for the year then ended in conformity with generally accepted accounting principles generally accepted in the United States of America.

As described in Note 1 to the basic financial statement, the District adopted, effective January 1, 2002, the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements-and Management's Discussion and Analysis- for State and Local Government and Statement No. 37, -Basic Financial Statements- and Management's Discussion and Analysis- for State and Local Governments: Omnibus. Adoption of these statements results in a change in the format and content of the basic financial statements.

Management's discussion and analysis on pages 1 through 5 is not a required part of the basis financial statements but is supplementary information required by the Government Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not



audit the information and express no opinion on it.

In accordance with Government Auditing Standards, I have also issued my reported dated June 30, 2003 on my consideration of the Cameron RECREATION DISTRICT No. 5 's internal control over financial reporting and my tests of its compliance with certain provision of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the result of my audit.

*Elliott & Assoc. "APAC"*

Leesville, Louisiana  
June 30, 2004

**BASIC FINANCIAL STATEMENTS**

CAMERON PARISH RECREATION DISTRICT NO. 5

STATEMENT OF NET ASSETS

December 31, 2003

ASSETS

**ASSETS**

**Current asset**

Cash and cash equivalents	\$ 2,397
Receivables (Note 3):	---
Ad valorem taxes	<u>53,421</u>

<b>Total current assets</b>	<u>55,818</u>
-----------------------------	---------------

**Noncurrent assets**

Capital assets, net of accumulated depreciation(note 4)	<u>408,321</u>
<b>Total noncurrent assets</b>	<u>408,321</u>

**TOTAL ASSETS**

464,139

The accompanying notes are an integral part of this statement.

Exhibit A

**LIABILITIES**

**Current liabilities**

Salaries payable	13,682
Accounts payable	1,260
Retirement deductions payable	<u>1,996</u>

<b>Total current liabilities</b>	<u>16,938</u>
----------------------------------	---------------

<b><u>TOTAL LIABILITIES</u></b>	<u>16,938</u>
---------------------------------	---------------

**NET ASSETS**

Invested in capital assets	408,321
Restricted - taxes paid under protest	1,613
Unrestricted	<u>37,267</u>

<b><u>TOTAL NET ASSETS</u></b>	<u>\$ 447,201</u>
--------------------------------	-------------------

## CAMERON PARISH RECREATION DISTRICT NO. 5

Statement of Revenues, Expenses and  
Changes in Fund Net Assets  
For the year ended December 31, 2003

**OPERATING REVENUES**

Charges for sales and services:

Memberships	\$ 14,462
Lessons	360
Other income	1,892
Pool fees and concessions	<u>5,803</u>

**Total operating revenues** 22,517

**OPERATING EXPENSES**

Current:

Food and lesson costs	4,831
Salaries and related benefits	43,134
Per diem of board members	350
Operation of plant	38,646
Depreciation (Note 4)	<u>22,074</u>

**Total operating expenses** 109,035

**OPERATING LOSS** ( 86,518)

**NON-OPERATING REVENUES (EXPENSES) :**

Ad valorem taxes (Note 3)	60,809
Federal revenue sharing	---
Interest income	<u>277</u>

**Total nonoperating  
Revenues (expenses)** 61,086

**NET INCREASE IN NET ASSETS** (25,432)

**NET ASSETS - BEGINNING OF YEAR** 472,633

**NET ASSETS - END OF YEAR** \$ 447,201

The accompanying notes are an integral part of this statement.

CAMERON PARISH RECREATION DISTRICT NO. 5  
Statement of Cash Flows  
For the year ended December 31, 2003

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating income (loss)	\$ ( 86,518)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	22,074
Changes in assets and liabilities:	
Accounts receivable	---
Salaries payable	13,682
Accounts payable	( 453)
Other current liabilities	---
Retirement deductions payable	68
Deferred revenue	---
Current maturities-bank debt	<u>---</u>
Net cash provided by operating activities	<u>( 51,147)</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES	
Ad valorem taxes	58,283
State revenue sharing	---
Federal revenue sharing	---
Acquisition of property, plant and equipment	(3,850)
Repayment of indebtedness	---
Interest paid	<u>---</u>
Net cash provided by capital financing activities	<u>54,433</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest received	<u>277</u>
Increase in cash	3,563
CASH, BEGINNING OF YEAR	<u>(1,166)</u>
CASH DEFICIT, END OF YEAR	<u>\$ 2,397</u>
CLASSIFIED AS:	
Unrestricted	\$ 784
Restricted	<u>1,613</u>
TOTAL CASH	<u>\$ 2,397</u>

The accompanying notes are an integral part of this statement.

Notes to the Financial Statements

**1. ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES**

The Cameron RECREATION DISTRICT No 5 is a political subdivision of the Cameron Parish Police Jury. The District is governed by a board of commissioners, composed of five members, who serve with compensation and are appointed for terms of various years by the Cameron Parish Police Jury.

The financial statements of the Cameron Parish RECREATION DISTRICT No 5 have been prepared in conformity with accounting principles generally accepted in the United States of American (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing government accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

Change in Accounting Principles

Effective January 1, 2002 The District adopted the provisions of Statement No. 34, Basic Financial Statements - Management's Discussion and Analysis - for State and Local Governments, and Statement No. 37, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments: Omnibus, issued by the Governmental Accounting Standard Board. Adoption of these statements had no significant effect on the basic financial statements except for the reformatting of the financial statements and classification of the net assets in accordance with the statements. Net assets- beginning of year as shown on the Statement of Revenues, Expenses, and Changes in Net Assets are restated in accordance with Statement No. 34.

Reporting Entity

GASB Statement No. 14, The Reporting Entity, as amended, established criteria for determining the government 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, since it is a subdivision of the Cameron Parish Police Jury "Jury" that reports to the Jury. As used in GASB Statement No 14, fiscally independent means that the District 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 issued bonded debt. The District only does certain of the above functions and it's board members are also appointed by the Jury, Thus the District is classified as a component unit.

CAMERON PARISH RECREATION DISTRICT No. 5  
December 31, 2003

Notes to the Financial Statements

Basis of Presentation

As stated above, effective January 1, 2002, the District adopted the provisions of Statement No. 34 and Statement No. 37. These statements established standards for external financial reporting for all state and governmental entities, which includes a statement of net assets, a statement of revenues, expenses and changes in net assets, and a statement of cash flows. It requires the classification of net assets into three components - invested in capital assets, net of related debt; restricted; and unrestricted. These classifications are defined as follows:

- \* Invested in capital assets, net of related debt: This component of net assets consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- \* Restricted net assets: This component of net assets consists of constraints imposed by creditors (such as through debt covenants), contributors, laws or regulations of other governments, or through constitutional provisions or enabling legislation.
- \* Unrestricted net assets: This component of net assets consists of net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Fund Accounting

Effective January 1, 2002, the accounts of the District are organized on the basis of an enterprise fund. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises- where the intent of the governing body is that the costs expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed primarily through user charges or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.



Notes to the Financial Statements

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Enterprise funds follow GAAP prescribed by the Government Accounting Standards Board and Financial Accounting Standards Board's Standards issue prior to November 30, 1989. Enterprise funds are accounted for on a flow of economic measurement focus. With this measurement focus, all assets and liabilities associated with the operating of these funds are included on the balance sheet. The operating statement presents increases (revenues) and decreases (expenses) in total net assets. The accrual basis of accounting is utilized by enterprise funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with its principal ongoing operations. The principal operating revenues of the District are charges for water sales. Operating expenses include costs of providing water services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Cash

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government.

Capital Assets

All purchased capital assets are stated at cost. Donated capital assets are valued at their estimated fair market value on the date received. Depreciation of all exhaustible capital assets is charged against operations. Depreciation is computed over the estimated useful lives ranging from 5 to 15 years using the straight-line method.

Compensated Absences

Vested or accumulated vacation and sick leave are recorded on the Cameron Parish Police Jury records as the benefits accrued to employees. No liability is recorded for compensated absences that relate to future service or that are contingent on a specific event that is outside the control of the employer and employees.

CAMERON PARISH RECREATION DISTRICT No. 5  
December 31, 2003

Notes to the Financial Statements

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimated and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**2. CASH AND INVESTMENT COLLATERAL**

Under state law, the District may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The District may invest in United States bonds, treasury notes, time certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana, investments as stipulated in state law, or any other federally insured investment.

At December 31, 2003, the District had cash and investments as follows:

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
Cash (demand deposits) and certificate of deposit	<u>\$ 2,397</u>	<u>\$ ---</u>	<u>\$ 2,397</u>

At year end, the carrying amount of the District's deposits (demand deposits and certificates of deposit) were \$ 2,397, and the bank balances were \$ 3,580. A summary of collateralization of bank balances is presented below.

Insured (Federal deposit insurance)	\$ 3,580
Uncollateralized (In accordance with GAAP - See below)	---
	<u>\$ 3,580</u>

The deposits were covered in full by FDIC insurance.

CAMERON PARISH RECREATION DISTRICT No. 5  
December 31, 2003

Notes to the Financial Statements

3. RECEIVABLES

Receivables at December 31, 2003 consist of the following:

Ad valorem taxes--unrestricted	<u>\$ 53,421</u>
Net total receivables	<u>\$ 53,421</u>

The amount included in the ad valorem receivable on the balance sheet is for ad valorem taxes which attach as an enforceable lien on property as of January 1 of each year. Taxes are levied to the taxpayers in November. Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are budgeted in the year billed.

The District utilizes the Cameron Parish Tax Collector/Sheriff to bill and collect its property taxes using the assessed values determined by the tax assessor of Cameron Parish.

For the year ended December 31, 2003, taxes of 5.00 mills were levied on property with assessed valuation totaling \$12,105,299 and were dedicated to the operations of the water district and its related debts.

The total amount levied was \$ 60,877. Furthermore, collections of delinquent taxes and other adjustments resulted in total collections of \$ 58,351.

CAMERON PARISH RECREATION DISTRICT No. 5  
December 31, 2003

Notes to the Financial Statements (Continued)

**4. CHANGES IN CAPITAL ASSETS**

	<u>Balance</u> <u>12/31/02</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>12/31/03</u>
Land	\$ 398,788	\$ ---	\$ ---	\$ 398,788
Recreation equipment	98,102	3,850	---	101,952
Furniture & fixtures	<u>10,801</u>	<u>---</u>	<u>---</u>	<u>10,801</u>
Totals	<u>\$ 507,691</u>	<u>\$ 3,850</u>	<u>\$ ---</u>	\$ 511,541
Accumulated depreciation				<u>(103,320)</u>
Net capital assets				<u>\$ 408,321</u>

Depreciation expense included in the financial statements for the fiscal year is \$ 22,074.

Capital assets are depreciated using the straight line method over the following estimated useful lives:

Recreation equipment	5-15 years
Furniture and fixtures	5 years

Notes to the Financial Statements (Continued)

**5. PENSION PLAN**

The District participates in a pension plan operated by the Cameron Parish Police Jury and disclosures for that plan are included in the Police Jury's audit report.

**6. RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, theft or damage and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The District carries commercial insurance as outlined in the following table. Settled claims did not exceed commercial coverage for any of the past three fiscal years.

	LIMITS OF <u>COVERAGE</u>
Workmen's compensation	\$ 225,000
Auto liability	1,000,000
Commercial general liability	2,000,000
District-owned buildings and equipment	194,615

The District covers all other losses, claim settlements, and judgments from operating restyles. Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated.

The District was not involved in any litigation nor did it have asserted claims lodged against it.

OTHER REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS

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

**ELLIOTT & ASSOCIATES, INC.**  
*Professional Accounting Corporation*  
P. O. Box 1287  
Leesville, Louisiana 71496-1287

(337) 239-2535  
(337) 238-5135  
Fax 239-2295

W. Micheal Elliott, CPA

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

Board of Commissioners  
Cameron Parish Recreation District No. 5

I have audited the financial statements of the Cameron Parish Recreation District No. 5 as of and for the year ended December 31, 2003, and have issued my report thereon dated June 30, 2004. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Cameron Parish Recreation District No. 5 's basic financial statements are free of material misstatement, my performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, my do not express such an opinion. The results of my tests disclosed two instances of noncompliance that are required to be reported under *Government Auditing Standards* as follows.

Finding 2003-01: Written minutes for all monthly Board meetings during 2003 were not maintained on file. This is a violation of LSA R. S. #43:171.

Recommendation: The board should keep written minutes for all meetings and maintain a file.

Management Response: The Board began maintaining minutes in early 2004 when a new bookkeeper was hired.

Finding 2003-02 The written minutes that were recorded were not published in the official journal, the Cameron Pilot. This is a violation of LSA RS 43:171

]



Recommendation: The Board should publish all minutes of board meetings held in the official journal.

Management Response: The Board began publishing its Board minutes in the official journal in 2004 when a new bookkeeper was employed.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Cameron Parish Recreation District No. 5 's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. I noted no matters involving the internal control over financial reporting and its operations that I consider to be a reportable condition. Reportable conditions involving matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgement, could adversely affect the Cameron Recreation District No. 5 's ability to record, process, summarize and report financial data consistent with the assertions of management in basic financial statements.

A material weakness is a condition in which the design or the operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the basic financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operations that I consider to be a material weakness. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses.

This report is intended solely for the information and use of management and the Board of Commissioners, state awarding agencies and the Louisiana Legislative Auditor's office of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties.

*Elliott & Assoc. "APAC"*  
Leesville, Louisiana  
June 30, 2004

CAMERON RECREATION DISTRICT No 5  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 YEAR ENDED December 31, 2003

## SECTION 1- SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unqualified

Internal control over financial reporting:

Material weaknesses identified?  yes  no

Reportable conditions identified that are not considered to be material weaknesses?  yes  no

Finding 2003-01: Written minutes for all monthly Board meetings during 2003 were not maintained on file. This is a violation of LSA R. S. #43:171.

Finding 2003-02 The written minutes that were recorded were not published in the official journal, the Cameron Pilot. This is a violation of LSA RS 43:171

Noncompliance material to financial statements noted?  yes  no

*Management's Summary Schedule of Prior Audit Findings* Not applicable

*Memorandum of Other Comments and Recommendations* Not applicable

*Management's Corrective Action Plan* Not applicable

*Federal Awards* Not Applicable

## SECTION II - FINANCIAL STATEMENT FINDINGS

Not applicable

## SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Not applicable

CAMERON RECREATION DISTRICT No. 5  
MANAGEMENTS' CORRECTIVE ACTION PLAN  
YEAR ENDED December 31, 2003

FINDING 2003-01:

Management Response: The Board began publishing its Board minutes in the official journal in 2004 when a new bookkeeper was employed

Management response: The Board began keeping minutes on a regular monthly basis in 2004 when a new bookkeeper was employed.

SUPPLEMENTARY INFORMATION

CAMERON PARISH RECREATION DISTRICT No.5  
SCHEDULE OF COMPENSATION PAID BOARD MEMBERS  
FOR THE YEAR ENDED December 31, 2003

The schedule of per diem paid to board members was prepared in compliance with House Concurrent Resolution NO. 54 of the 1979 session of the Legislature.

As provided by Louisiana Revised Statute 33:4564, the Board Members received \$10 per diem during 2003.

	<u>Number Attended</u>	<u>Amount</u>
Kim Nunez	9	\$ 90
Toby Landry	9	90
Anita Kingham	10	100
Tammie Hebert	<u>7</u>	<u>70</u>
Totals	<u>35</u>	<u>\$ 350</u>