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**RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
RAYVILLE, LOUISIANA**

**Component Unit Financial Statements**

**As of December 31, 2003 and for the Year Then Ended**

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 7-21-04

**RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana**

Component Unit Financial Statements  
As of and for the Year Ended December 31, 2003  
With Supplemental Information Schedules

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**OSWALT & ZARRO**  
*A Corporation of Certified Public Accountants*

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Accountant's Report

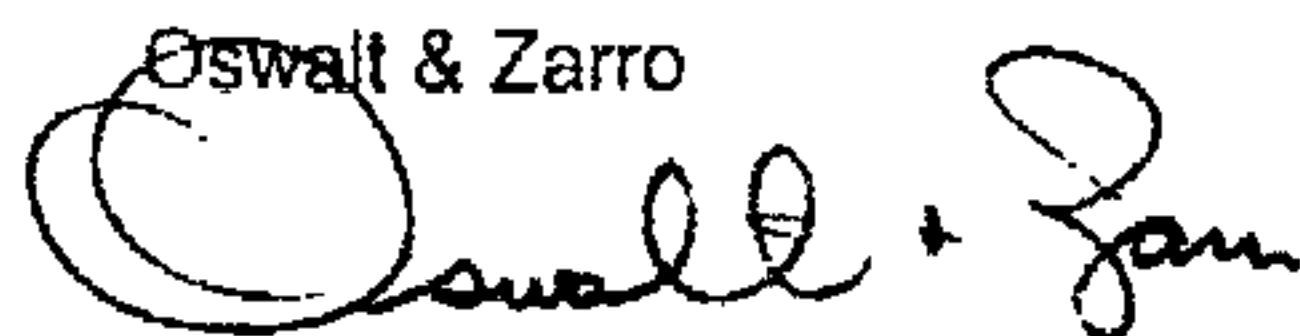
To the Board of Commissioners  
Richland Parish Communication District  
Richland Parish Police Jury  
Rayville, Louisiana

I have compiled the accompanying component unit financial statements of the Richland Parish Communication District, State of Louisiana, a component unit of the Richland Parish Police Jury, as of and for the year ended December 31, 2003, which collectively comprise the District's basic financial statements and the accompanying supplementary information contained in Schedules I and II which is presented only for supplementary analysis purposes, 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. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has not presented the management's discussion and analysis information that the Governmental Accounting Standards Board has determined is required to supplement, although not required to be a part of, the basic financial statements.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated on June 21, 2004, the results of our agreed-upon procedures.

Oswalt & Zarro  


June 21, 2004  
Rayville, Louisiana

**STATEMENT A**

**RICHLAND PARISH COMMUNICATIONS DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana**

**Statement of Net Assets  
December 31, 2003**

<b>ASSETS</b>	
Cash and cash equivalents	\$291,487
Accrued Interest Receivable	1,995
Capital assets (net)	<u>15,343</u>
<b>TOTAL ASSETS</b>	<b><u>\$308,825</u></b>
<b>LIABILITIES</b>	
Accounts Payable	\$1,973
Payroll Taxes Payable	765
Retirement Payable	<u>870</u>
<b>TOTAL LIABILITIES</b>	<b><u>\$3,608</u></b>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	\$15,152
Restricted for:	
New Equipment	95,652
Unrestricted	<u>194,413</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$305,217</u></b>

See the accountant's report.  
The accompanying notes are an integral part of this statement.

**STATEMENT B****RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana****Statement of Revenues, Expenses and Changes in Net Assets  
For the Year Ended December 31, 2003**

<b>Operating Revenues</b>	
Wireline Income	\$106,940
Map Income	85
Signs Income	888
Total Operating Revenues	<u>107,913</u>
<b>Operating Expenses</b>	
Depreciation	4,901
Dues & Subscriptions	135
Line Fees	16,463
Insurance	3,442
Office Supplies	6,048
Payroll Taxes	1,012
Professional Fees	1,205
Repairs & Maintenance	8,825
Retirement	1,662
Salary	30,334
Travel	2,043
Telephone	3,642
Total Operating Expenses	<u>79,712</u>
<b>Operating Income</b>	28,201
<b>Nonoperating Revenues (Expenses)</b>	
Interest earnings	3,122
Total Nonoperating Revenues (Expenses)	<u>3,122</u>
<b>Change in Net Assets</b>	31,323
Total Net Assets-Beginning	<u>273,894</u>
Total Net Assets-Ending	<u><u>\$305,217</u></u>

See the accountant's report.

The accompanying notes are an integral part of this statement.

**RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana**

**Statement of Cash Flows, Proprietary Fund Type  
For the Year Ended December 31, 2003**

<b>Cash Flows From Operating Activities</b>	
Receipts from customers and users	\$107,913
Payments to suppliers for goods and services	(44,081)
Payments to employees for services	(30,334)
Net Cash Provided by Operating Activities	<u>33,498</u>
<b>Cash Flows From Capital and Related Financing Activities</b>	
Purchases of capital assets	<u>(2,146)</u>
Net Cash Provided (used) by Capital and Related Financing Activities	<u>(2,146)</u>
<b>Cash Flows From Investing Activities</b>	
Interest and dividends received	<u>3,122</u>
Net Cash Provided (used) by Investing Activities	<u>3,122</u>
Net Increase in Cash and Cash Equivalents	34,474
Cash and Cash Equivalents, Beginning of Year	<u>257,013</u>
Cash and Cash Equivalents, End of Year	<u><u>\$291,487</u></u>
<b>Reconciliation of Operating Income to Net Cash Provided (used) by Operating Activities</b>	
Operating Income	<u>\$28,201</u>
Depreciation expense	4,901
(Increase) decrease in accounts receivable	(56)
(Increase) decrease in accounts payable	452
Total Adjustments	<u>5,297</u>
Net Cash Provided by Operating Activities	<u><u>\$33,498</u></u>

See the accountant's report.

The accompanying notes are an integral part of this statement.

**RICHLAND PARISH COMMUNICATION DISTRICT**  
**RICHLAND PARISH POLICE JURY**  
Rayville, Louisiana

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

**INTRODUCTION**

Richland Parish Communication District was created by resolution of the Richland Parish Police Jury on January 16, 1990, for the purpose of installation, maintenance and operation of a 911 emergency system in Richland Parish. A board of commissioners consisting of seven members governs the district. The board is appointed by the Richland Parish Police Jury and serves a four-year term. The commissioners receive no compensation for their services.

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Richland Parish Communication District is considered a component unit of Richland Parish Police Jury. As a component unit, the accompanying financial statements are included within the reporting of the primary government, either blended into those financial statements or separately reported as discrete component units.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Richland Parish Communication District. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The District adopted the provisions of Statement 34 of the Governmental Accounting Standards Board-*Basic Financial Statements-Management's Discussion and Analysis-for State and Local Governments*. Statement 34 established standards for external reporting for all state and local governmental entities, which includes a statement of net assets, a statement of revenues, classification of fund 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 including restricted capital assets, net of

RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

accumulated depreciation, and reduced by any outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the unspent related debt proceeds at year end. The portion of debt attributable to the unspent proceeds is not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net assets component as the unspent proceeds.

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."

The adoption of Statement No. 34 had no effect on the basic financial statements except for the classification of net assets in accordance with the Statement.

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The Proprietary Fund is accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of this fund are included on the balance sheet. The accrual basis of accounting is used. Revenues are recognized when earned and expenses are recognized at the time liabilities are incurred.

Revenues:

Wireline

On November 6, 1990, the voters of Richland Parish approved a levy not to exceed 5% of the highest tariff rate approved by the Public Service Commission, on each private and commercial telephone to fund the enhanced 911 emergency telephone services. Beginning January 1, 1991, Bell South and CenturyTel began collecting a service charge of \$.8425 per residential and \$1.6825 per commercial telephone line. Bell South and CenturyTel remit monthly collections (less an administrative fee) to the District by the fifteenth (15<sup>th</sup>) day of the following month. Currently, there are approximately 7,400 residential and 1,700 commercial lines in the parish.

Expenses

The District records expenses when the liability has been incurred.



RICHLAND PARISH COMMUNICATION DISTRICT  
 RICHLAND PARISH POLICE JURY  
 Rayville, Louisiana  
 Notes to the Financial Statements (Continued)

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

**C. Deposits and Investments**

The entity's cash and cash equivalents are considered to be cash on hand, demand deposits, and long-term investments with original maturities of 12 months or less from the date of acquisition. State law and the District's investment policy allow the entity to invest in collateralized certificates of deposits, government back securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments for the District are reported at fair value.

**D. Capital Assets**

Capital assets, which include property, plant, and equipment, are reported in the Statement of Net Assets. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$ 500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed.

All capital assets, other than land, are depreciated using the MACRS method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Building improvements	39 years
Furniture and fixtures	7 years
Equipment	5 to 7 years

RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

**E. Compensated Absences**

The District has the following policy relating to vacation and sick leave:

Vacation leave is accrued on the basis of length of service:

1 to 10 years	10 days per year
10 and over	15 days per year

This may not be accumulated from year to year. Upon separation, payment for the accrued leave up to date of separation shall be paid.

Sick leave is accrued 8 hours per month. Employees who resign or who are terminated shall not receive pay for accrued sick leave.

The district's recognition and measurement criteria for compensated absence follow: GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the employees earn the benefits if both of the following conditions are met:

- a. The employee's rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

1. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
2. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

No accrual has been based upon (a) above.

**F. Long-Term Obligations**

RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

The district has no long-term obligations as of December 31, 2003.

**G. Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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 statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

*BUDGET INFORMATION.* The District uses the following budget practices:

Preliminary budget for the ensuing year is prepared by the secretary-treasurer during November of each year. At the December meeting the budget is available for public inspection and is approved prior to the end of the meeting. All annual appropriations lapse at year-end.

The budget comparison statements included in the accompanying financial statements reflect the original adopted budget including all amendments made during the year.

**3. CASH AND CASH EQUIVALENTS**

At December 31, 2003, the District has cash and cash equivalents (book balances) totaling \$291,487 as follows:

Demand Deposits	\$ 100
Interest-bearing demand deposits	50,278
Time Deposits	<u>241,109</u>
Total	<u>\$ 291,487</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

RICHLAND PARISH COMMUNICATION DISTRICT  
 RICHLAND PARISH POLICE JURY  
 Rayville, Louisiana  
 Notes to the Financial Statements (Continued)

At December 31, 2003, the District has \$291,337 in deposits (collected bank balances). These deposits are secured from risk by \$400,000 of federal deposit insurance in three separate banks.

**4. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2003, for the District as follows:

	Beginning Balance	Increases	Decreases	Ending Balances
Capital assets being depreciated:				
Building Improvements	\$7,591			\$7,591
Machinery and equipment	118,614	2,146		120,760
Total capital assets being depreciated	<u>126,205</u>	<u>2,146</u>	<u>0</u>	<u>128,351</u>
Less accumulated depreciation for:				
Building improvements	1,365	195		1,560
Machinery and equipment	106,742	4,706		111,448
Total accumulated depreciation	<u>108,107</u>	<u>4,901</u>	<u>0</u>	<u>113,008</u>
Total being depreciated, net	<u>\$18,098</u>	<u>(\$2,755)</u>	<u>\$0</u>	<u>\$15,343</u>

**5. ACCOUNTS, SALARIES, AND OTHER PAYABLES**

The payables of \$ 3,608 at December 31, 2003 are as follows:

	Total
Accounts	\$1,973
Payroll Taxes	765
Retirement	870
Total	<u>\$3,608</u>

**6. RETIREMENT SYSTEMS**

Plan Description. Substantially all employees of the Richland Parish Communication District are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A

RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

and Plan B, with separate assets and benefit provisions. All employees of the district are members of Plan A.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final average plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employee's Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

**Funding Policy.** Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary and the district is required to contribute at an actuarially determined rate. The current rate is 7.75% of annual covered payroll. Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the district are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The district's contributions to the System under Plan A for the years ending December 31, 2003, 2002, and 2001, were \$1,562, \$1,538, and \$1,157, respectively, equal to the required contributions for each year.

**7. RESERVED AND DESIGNATED RETAINED  
EARNINGS/FUND BALANCES**

The district has restricted net assets of \$ 95,652 for the replacement of equipment for 911 purposes. Also the District has marked funds for future wireless transition.

RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana  
Notes to the Financial Statements (Continued)

**8. ADDENDA TO FINANCIAL REPORT REQUIRED BY LRS 33:9101 ET SEQ.**

In accordance with LSR 33:9101 et seq. and the Legislative Auditor Memorandum dated March 22, 2000, the following is a summary of revenues derived from wireless service charges, how such funds were expended, and the progress of implementation.

*As of December 31, 2003 the Richland Parish Communication District has not received nor expended any revenues from wireless service charges. The District does not have an implementation plan in place at this time.*

**SUPPLEMENTAL INFORMATION**

**RICHLAND PARISH COMMUNICATION DISTRICT  
RICHLAND PARISH POLICE JURY  
Rayville, Louisiana**

**Budget and Actual  
For the Year Ended December 31, 2003**

	<b>Budgeted Amount</b>		<b>Actual Amounts</b>	<b>Variance</b>
	<b>Original</b>	<b>Final</b>		
<b>Revenues</b>				
Wireline Income	\$117,750	\$106,800	\$106,940	\$140
Map income	200	100	85	(15)
Signs income	850	900	888	(12)
Total Revenues	<u>118,800</u>	<u>107,800</u>	<u>107,913</u>	<u>113</u>
<b>Expenditures</b>				
Advertising	80	0	0	0
Depreciation	3,505	4,010	4,901	(891)
Dues & Subscriptions	160	135	135	0
Line fees	18,000	16,615	16,463	152
Insurance	1,100	3,442	3,442	0
Office Supplies	2,000	6,400	6,048	352
Payroll Taxes	2,100	1,200	1,012	188
Professional Fees	1,500	1,300	1,205	95
Repairs & Maintenance	9,000	9,015	8,825	190
Retirement	2,000	2,000	1,662	338
Salary	28,500	30,334	30,334	0
Travel	2,200	2,043	2,043	0
Telephone	4,000	3,460	3,642	(182)
Training	5,000	0	0	0
Total Expenditures	<u>79,145</u>	<u>79,954</u>	<u>79,712</u>	<u>242</u>
Excess of Revenues Over Expenditures	39,655	27,846	28,201	355
<b>Other Financing Sources (Uses)</b>				
Interest Income	7,000	3,500	3,122	(378)
Total Other Financing Sources (uses)	<u>7,000</u>	<u>3,500</u>	<u>3,122</u>	<u>(378)</u>
<b>Net Change in Fund Balance</b>	46,655	31,346	31,323	(23)
<b>Fund Balance (Deficit) at Beginning of Year</b>	<u>273,894</u>	<u>273,894</u>	<u>273,894</u>	<u>0</u>
<b>Fund Balance (Deficit) at End of Year</b>	<u>\$320,549</u>	<u>\$305,240</u>	<u>\$305,217</u>	<u>(\$23)</u>

See the accountant's report.  
The accompanying notes are an integral part of this statement.



**RICHLAND PARISH COMMUNICATION DISTRICT  
 RICHLAND PARISH POLICE JURY  
 Rayville, Louisiana**

**Schedule of Compensation Paid Board Members  
 For the Year Ended December 31, 2003**

<b>Board Member</b>	<b>Amount</b>
<i>Jimmy Morris, Chairman</i>	NONE
<i>David Knight, Treasurer</i>	NONE
<i>May Forehand, Secretary</i>	NONE
<i>Claude Minor</i>	NONE
<i>Bobby Hales</i>	NONE
<i>Charles McDonald</i>	NONE
<i>Fred McEacharn</i>	NONE
Total	<u>NONE</u>

See the accountant's report.  
 The accompanying notes are an integral part of this statement.

**OSWALT & ZARRO**  
*A Corporation of Certified Public Accountants*

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Independent Accountant's Report  
on Applying Agreed-Upon Procedures

To the Board of Commissioners  
Richland Parish Communication District  
Rayville, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Richland Parish Communication District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Richland Parish Communication District's compliance with certain laws and regulations during the 2003 ended December 31, 2003 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

*Public Bid Law*

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

There were no expenditures made during the year 2003 for materials and supplies exceeding \$15,000.

*Code of Ethics for Public Officials and Public Employees*

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

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

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

Management provided us with the required list.

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

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

#### *Budgeting*

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

Management provided us with a copy of the original budget and the amended budget.

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

We traced the adoption of the original budget to the minutes of a meeting held on December 5, 2002, which indicated that the budget had been adopted by the commissioners of Richland Parish Communication District. The amended budget was adopted on December 16, 2003.

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

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

#### *Accounting and Reporting*

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

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

We examined supporting documentation for each of the 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

Each of the six 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 approvals from the Manager of Richland Parish Communication District in 2003.

#### *Meetings*

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

Richland Parish Communication District is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. Management has asserted that such documents were posted and furnished copies of notices supporting such assertion.

*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.

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

*Advances and Bonuses*

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

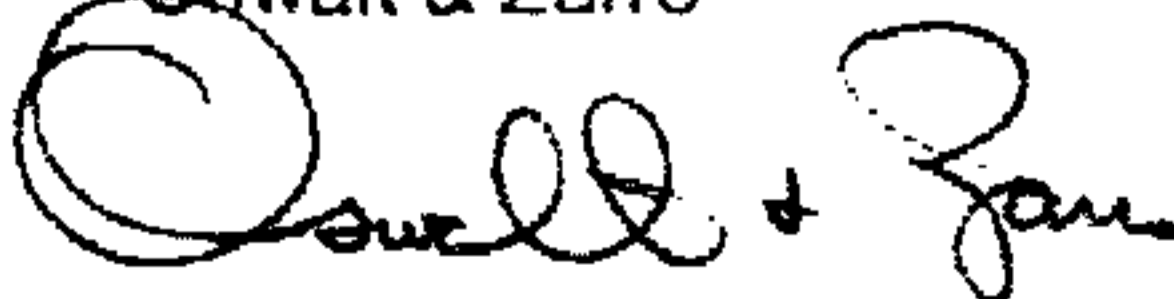
A reading of the minutes of the district for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Our prior year report dated June 17, 2003 included one comment and unresolved matter. This has been corrected.

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 Richland Parish Communication 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.

Oswalt & Zarro



June 21, 2004

Rayville, Louisiana

**RICHLAND PARISH COMMUNICATION DISTRICT**  
**RICHLAND PARISH POLICE JURY**  
Rayville, Louisiana

**Status of Prior Audit Findings**  
**For the Year Ending December 31, 2003**

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>
<b>Section I - Internal Control and Compliance Material to the Financial Statements:</b>				
<u>02-01</u>	<u>12/31/02</u>	<u>Revenues failed to meet budgeted by more than 5%</u>	<u>Yes</u>	_____
		_____		_____
<u>02-02</u>	<u>12/31/02</u>	<u>Expenditures exceeded budgeted by more than %5</u>	<u>Yes</u>	_____
		_____		_____
<b>Section III - Management Letter:</b>				
_____	_____	_____	_____	_____
		_____		_____

**RICHLAND PARISH COMMUNICATION DISTRICT  
 RICHLAND PARISH POLICE JURY  
 Rayville, Louisiana**

**Current Year Findings, Recommendations and Corrective Action Plan  
 For the Year Ended December 31, 2003**

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name(s) of Contact Person (s)</u>	<u>Anticipated Completion Date</u>
<b>Section I - Internal Control and Compliance Material to the Financial Statements:</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Section II - Internal Control and Compliance Material to Federal Awards:</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Section III - Management Letter:</b>				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
(For Attestation Engagements of Government)

June 16, 2004 (Date Transmitted)

Oswalt & Zarro CPA's  
809 Julia St Suite A  
Rayville, LA 71269  
\_\_\_\_\_  
(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>Mary L. Forehand</u>	Secretary	<u>June 16, 2004</u>	Date
<u>Richard Knight</u>	Treasurer	<u>June 16, 2004</u>	Date
<u>Jim Allen</u>	President	<u>June 16, 2004</u>	Date

Note: If the engagement is for a routine compilation/attest that will be completed within six months of the entity's fiscal year-end and the CPA will submit either a Fax Approval Form or an Email engagement approval form to the legislative auditor, the space for the legislative auditor's approval may be omitted.