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VILLAGE OF BASKIN
BASKIN, LOUISIANA

FINANCIAL STATEMENTS
AND
ACCOUNTANT'S REPORT

JUNE 30, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 DEC 7 5 1999

VILLAGE OF BASKIN
BASKIN, LOUISIANA
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MARCUS, ROBINSON and HASSELL

CERTIFIED PUBLIC ACCOUNTANTS
P. O. BOX 487
702 EVADALE DRIVE
TELEPHONE (318) 435-7519
WINNSBORO, LOUISIANA 71295

Harvey Marcus, CPA
John Robinson, CPA
Doyle Hassell, CPA

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

The Honorable Geraldine Fife
and The Board of Alderman
Village of Baskin
Baskin, Louisiana

We have compiled the accompanying general-purpose financial statements of the Village of Baskin, Louisiana, as of and for the year ended June 30, 1999, and the accompanying supplementary information contained in the Schedule of Compensation Paid to Board Members, which is present 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. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by generally accepted accounting principles. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Village's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Marcus, Robinson & Hassell

Marcus, Robinson and Hassell
September 14, 1999
Winnsboro, Louisiana

VILLAGE OF BASKIN
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 1999

	<u>GOVERNMENTAL FUND TYPE</u>	<u>ACCOUNT GROUP</u>	<u>TOTALS</u>
	<u>GENERAL FUND</u>	<u>GENERAL FUND ASSETS</u>	<u>MEMORANDUM ONLY</u>
<u>ASSETS</u>			
Cash	67,309	0	67,309
Fixed Assets	<u>0</u>	<u>229,487</u>	<u>229,487</u>
<u>TOTAL ASSETS</u>	<u>67,309</u>	<u>229,487</u>	<u>296,796</u>
<u>LIABILITIES AND FUND EQUITY</u>			
<u>LIABILITIES</u>			
Accrued Payroll Taxes	1,536	0	1,536
Notes Payable	<u>14,447</u>	<u>0</u>	<u>14,447</u>
<u>TOTAL LIABILITIES</u>	15,983	0	15,983
<u>FUND EQUITY</u>			
Investment in General Fixed Assets	0	229,487	229,487
Unreserved - Undesignated	<u>51,326</u>	<u>0</u>	<u>51,326</u>
<u>TOTAL FUND EQUITY</u>	<u>51,326</u>	<u>229,487</u>	<u>280,813</u>
<u>TOTAL LIABILITIES AND FUND EQUITY</u>	<u>67,309</u>	<u>229,487</u>	<u>296,796</u>

See Accountant's Compilation Report

VILLAGE OF BASKIN
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 1999

<u>REVENUES</u>	<u>GENERAL FUND</u>
Tobacco Tax	1,314
Permits & Licenses	1,274
LP&L Override	2,080
Other Income	470
Fines	246,393
Fire Department Contributions	3,564
Grant Income	65,000
Flag Fund Contributions	<u>710</u>
<u>TOTAL REVENUES</u>	320,805
<u>EXPENDITURES</u>	
General Government	60,903
Fire	6,058
Police	98,352
Capital Outlay	<u>113,960</u>
<u>TOTAL EXPENDITURES</u>	<u>279,273</u>
<u>EXCESS REVENUES OVER EXPENDITURES</u>	41,532
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>9,794</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>51,326</u>

See Accountant's Compilation Report

VILLAGE OF BASKIN
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
BUDGET (GAAP BASIS) AND ACTUAL
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u> <u>FAVORABLE</u> <u>(UNFAVORABLE)</u>
<u>REVENUES</u>			
Tobacco Tax	1,300	1,314	14
Permits & License	1,300	1,274	(26)
LP&L Override	2,000	2,080	80
Other Income	400	470	70
Fines	203,000	246,393	43,393
Fire Department Contributions	0	3,564	3,564
Grant Income	0	65,000	65,000
Flag Fund Contributions	<u>0</u>	<u>710</u>	<u>710</u>
 <u>TOTAL REVENUE</u>	 208,000	 320,805	 112,805
<u>EXPENDITURES</u>			
General Government	64,000	60,903	3,097
Fire	6,000	6,058	(58)
Police	90,000	98,352	(8,352)
Capital Outlay	<u>48,000</u>	<u>113,960</u>	<u>(65,960)</u>
 <u>TOTAL EXPENDITURES</u>	 <u>208,000</u>	 <u>279,273</u>	 <u>(71,273)</u>
 <u>EXCESS REVENUES OVER EXPENDITURES</u>	 0	 41,532	 41,532
 <u>FUND BALANCE AT BEGINNING OF YEAR</u>	 <u>9,794</u>	 <u>9,794</u>	 <u>0</u>
 <u>FUND BALANCE AT END OF YEAR</u>	 <u>9,794</u>	 <u>51,326</u>	 <u>41,532</u>

See Accountant's Compilation Report

VILLAGE OF BASKIN
SCHEDULE OF COMPENSATION PAID BOARD MEMBERS
FOR THE YEAR ENDED JUNE 30, 1999

<u>BOARD MEMBER</u>	<u>AMOUNT</u>
Geraldine Fife - Mayor	895
Floyd Stanley - Councilman	100
Alton McKeithen - Councilman	40
Voncille Arender - Councilman	170
Maris Phillips - Councilman	155
Georgia Dean - Councilman	<u>250</u>
	<u>1,610</u>

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VILLAGE OF BASKIN
BASKIN, LOUISIANA

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

JUNE 30, 1999

MARCUS, ROBINSON and HASSELL

CERTIFIED PUBLIC ACCOUNTANTS
P. O. BOX 487
702 EVADALE DRIVE
TELEPHONE (318) 435-7519
WINNSBORO, LOUISIANA 71295

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Geraldine Fife
and The Board of Aldermen
Village of Baskin
Baskin, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Village of Baskin, Louisiana, and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Baskin, Louisiana's compliance with certain laws and regulations during the year ended June 30, 1999 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding 5,000, or public works exceeding 50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

Per examination, all expenditures were made in accordance with the public bid law.

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 interest 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) except for David Fife, employed as police chief, who is listed as husband of Geraldine Fife, Mayor.

Budgeting

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

Management provided us with their adopted budget.

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

The budget was legally adopted and in the minute book.

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

Revenues were underestimated by more than 5% and the expenditures were underestimated by approximately the same amount.

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

All 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 the required approvals were obtained.

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).

Per examination, meetings were advertised in the local newspaper, as required.

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.

Per examination none of the deposits appear to be proceeds from bank loans or like indebtedness.

Advances and Bonuses

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

A reading of the minutes of the Village 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.

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

This report is intended solely for the use of management of the Village of Baskin, Louisiana 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.

Marcus, Robinson & Hassell

Marcus, Robinson and Hassell

September 14, 1999

Winnsboro, Louisiana

Louisiana Governmental Audit Guide

APPENDIX F. LOUISIANA ATTESTATION QUESTIONNAIRE

June 30, 1999 Date

Marcus, Robinson and Haesell

Certified Public Accountants

P. O. Box 487

Winnsboro, LA 71295

(Auditors)

In connection with your compilation of our financial statements as of June 30, 1999 and for the period 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 September 14, 1999 (date).

Public Bid Law

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

Yes [X] No []

Code of Ethics for Public Officials and Public Employees

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

Yes [X] No []

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

Yes [X] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:43.

Yes [X] No []

Accounting and Reporting

Louisiana Governmental Audit Guide

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 44:38.

Yes [X] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:483, and/or 39:92, as applicable.

Yes [X] No []

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

Yes [X] No []

Meetings

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

Yes [X] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes [X] No []

Advances and Bonuses

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

Yes [X] No []

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

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

<u>Geraldine Iye</u>	Mayor	<u>Sept. 14, 1999</u>	Date
	Secretary		
<u>Blenda Lebeaux</u>	Clerk	<u>Sept. 14, 1999</u>	Date
	Treasurer		
_____	President	_____	Date

Note-Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contract with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.

MAYOR
GERALDINE FIFE

CLERK
GLENDA LEBEAUX

CHIEF OF POLICE
DAVID FIFE

Village of Baskin

POST OFFICE BOX 358
BASKIN, LOUISIANA 71219
PHONE (318) 248-3700

ALDERMEN:
FLOYD STANLEY
GEORGIA DEAN
ALTON McKEITHEN

MANAGEMENT'S CORRECTIVE ACTION PLAN

To Whom it may Concern:

Condition:

The Village of Baskin underestimated revenues and expenditures by more than 5%.

Management's Corrective Action Plan:

The Village of Baskin inadvertently did not budget the LCDBG Grant received and spent. If these figures were excluded our expenditures were within the limits. The Village of Baskin will monitor the budget to actual costs more closely.

Person Responsible for Corrective Action Plan:

Glenda LeBeaux, Clerk
Village of Baskin
Highway 15
Baskin, LA 71219
Telephone #: (318) 248-3700

Glenda LeBeaux 11-18-99
Glenda LeBeaux, Clerk Date