

Financial Report
South Central Planning &
Development Commission, Inc.
Houma, Louisiana
June 30, 2004

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 1-19-05

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South Central Planning & Development Commission, Inc.

June 30, 2004

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PRINCIPAL OFFICIALS

South Central Planning & Development Commission, Inc.

June 30, 2004

Officers

Wayne J. Thibodeaux
Chairman
Dale J. Hymel, Jr.
Vice Chairman
Nickie Monica
Secretary/Treasurer

Terrebonne Parish

St. James Parish

St. John the Baptist Parish

Commissioners

Martin Triche
Calvin James
Willie Reed
Charles Caillouet
Charlotte Randolph
Albert Laque
Desmond Hilarie
Debra Dufresne Vial
Elton Aubert
Howard Jones
Cleveland Farlough
Ann Tatje
Don Schwab
Joey Palmisano
Joey Bouziga
Herman Bourgeois
Richard Champagne
Troas Pochè
Darrell C. Jupiter, Sr.

Assumption Parish
Assumption Parish
Assumption Parish
City of Thibodaux
Lafourche Parish
St. Charles Parish
St. Charles Parish
St. Charles Parish
St. James Parish
St. James Parish
St. John the Baptist Parish
St. John the Baptist Parish
Terrebonne Parish
Terrebonne Parish
Town of Golden Meadow
Town of Gramercy
Town of Lockport
Town of Lutchter
Village of Napoleonville

Chief Executive Officer

Kevin P. Belanger

FINANCIAL SECTION



Bourgeois Bennett

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners,
South Central Planning & Development Commission, Inc.,
Houma, Louisiana.

We have audited the accompanying financial statements of the governmental activities and each major fund of the South Central Planning & Development Commission, Inc. (the Commission) as of and for the year ended June 30, 2004, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic 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. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the South Central Planning & Development Commission, Inc. as of June 30, 2004, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund, Economic Development Administration Revolving Loan Fund and Grant Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1 b) to the basic financial statements, the Commission has implemented a new financial reporting model, as required by the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – For State and Local Governments, as of July 1, 2003.

In accordance with Government Auditing Standards, we have also issued our report dated December 7, 2004 on our consideration of South Central Planning & Development Commission, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions 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 results of our audit.

Management's Discussion and Analysis on pages 3 through 9 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Commission's basic financial statements. The accompanying combining statement of governmental fund revenues, expenditures and changes in fund balance – grant fund programs and schedule of expenditures of federal awards as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Bougeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
December 7, 2004.

MANAGEMENT'S DISCUSSION AND ANALYSIS

South Central Planning and Development Commission, Inc.

This section of the Commission's financial report presents our discussion and analysis of the Commission's financial performance during the year ended June 30, 2004. Please read it in conjunction with the basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

Assets of the Commission exceeded its liabilities at June 30, 2004 by \$2,180,269 (net assets). Of this amount, \$449,103 (unrestricted net assets) may be used to meet the Commission's ongoing obligations.

The Commission's governmental funds reported that total assets increased by \$117,072 or 5.1% and total liabilities increased by \$330,261 or 27.8%. Assets exceeded liabilities at June 30, 2004 by \$889,916 (fund balance) an increase of \$20,750 or 2.39%. Of this \$889,916 in fund balance, \$156,581 is designated for building construction and \$733,335 is unreserved and undesignated.

Intergovernmental revenues of the Commission's governmental funds increased by \$1,427,422 or 215.56% due mainly to a grant received from the State of Louisiana on behalf of the River and Bayou Parishes Mutual Aid and Assistance Task Force for the purpose of purchasing emergency preparedness equipment while charges for services revenue increased by \$190,613 or 96.7% primarily due to an increase in contract funding and miscellaneous revenues increased by \$17,457 or 11.09% due mainly to the increased sales of maps and enterprise zone verifications. Interest revenues increased by \$27 or less than 1%. Total revenues increased by \$1,635,518 or 154.9%.

The Commission's total expenditures in governmental funds increased by \$1,400,706 or 110.3% with personal services increasing by 16.23%, supplies and materials decreasing by 14.85%, other services and charges increasing by 457.6%, loan disbursements decreasing by 45.45%, repairs and maintenance increasing by 10.42% and capital expenditures increasing by 282.61%. The significant increase in other services and charges is due for purchasing emergency preparedness equipment for certain member parishes.

OVERVIEW OF THE FINANCIAL STATEMENTS

With the implementation of Governmental Accounting Standards Board Statement No. 34, a government's presentation of financial statements has been greatly changed. This is the first year that the Commission has adopted the new format. The new statements focus on the Commission as a whole (government-wide) and the major individual funds. Both perspectives (government-wide and major fund) allow the reader to address relevant questions, broaden a basis for comparison (year to year or government to government) and should enhance the Commission's accountability.

Since this is the first year that the Commission has adopted the new format, a comparative analysis of government-wide data could not be presented. However, this analysis will be presented in future years.

The Statement of Net Assets and the Statement of Activities provide information about the activities of the Commission as a whole and present a longer-term view of the Commission's finances. For governmental activities, fund financial statements tell how these services were financed in the short term as well as what remains for future spending.

Reporting the Commission as a Whole

One of the most important questions asked about the Commission's finances is, "Is the Commission as a whole better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the Commission as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most not-for-profit organizations and private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Commission's net assets and changes in them. You can think of the Commission's net assets – the difference between assets and liabilities – as one way to measure the Commission's financial health, or financial position. Over time, increases or decreases in the Commission's net assets are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the Commission's local, state and federal programs, to assess the overall health of the Commission.

Reporting the Commission as a Governmental Fund

The Commission's services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Commission's general operations and the services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Commission's programs. We describe the relationship (or differences) between activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in reconciliations which are reflected on separate statements (see Exhibits D and F).

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following table reflects the condensed Statement of Net Assets at June 30, 2004. Prior year data is not presented in the implementation year but will be included in future years for comparison purposes:

TABLE A-1
Condensed Statement of Net Assets

| | |
|----------------------------------|---------------------|
| Current and other assets | \$ 2,366,680 |
| Capital assets | <u>371,223</u> |
| Total assets | <u>\$ 2,737,903</u> |
| Long-term liabilities | \$ 18,760 |
| Other liabilities | <u>538,874</u> |
| Total liabilities | <u>557,634</u> |
| Net assets: | |
| Invested in capital assets | 371,223 |
| Restricted for EDA/RLF | 1,359,943 |
| Unrestricted | <u>449,103</u> |
| Total net assets | <u>2,180,269</u> |
| Total liabilities and net assets | <u>\$ 2,737,903</u> |

For more detailed information see Exhibit A, the Statement of Net Assets.

Approximately 17% of the Commission's net assets as of June 30, 2004, reflect the Commission's investment in capital assets (building, office furniture and equipment), 62.4% is restricted for future Economic Development Administration Revolving Loan Fund loans and the remaining 20.6% of net assets, referred to as unrestricted, may be used to meet the ongoing obligations of the Commission.

The table on the following page provides a summary of the changes in net assets for the year ended June 30, 2004:

Table A-2
Condensed Statement of Changes in Net Assets

| | |
|---|---------------------|
| Revenues: | |
| Program revenues: | |
| Charge for services | \$ 387,725 |
| Operating grants and contributions | 671,647 |
| Capital grants and contributions | 1,316,768 |
| General revenues: | |
| Dues assessment | 125,475 |
| Grants and contributions not restricted to specific programs | 50,620 |
| Unrestricted investment earnings | 1,651 |
| Miscellaneous | <u>28,165</u> |
| Total revenues | 2,582,051 |
| Expenses | |
| Economic Development and Assistance | <u>2,311,244</u> |
| Change in net assets | 270,807 |
| Beginning net assets | <u>1,909,462</u> |
| Ending net assets | <u>\$ 2,180,269</u> |

The Commission's net assets increased by \$270,807 during the current year, primarily due to the increases in revenue described above in the financial highlights.

FINANCIAL ANALYSIS OF THE COMMISSION'S FUNDS

Revenues for the Commission's activities for the year ended June 30, 2004 were approximately \$2.69 million. There are four funding categories: intergovernmental (77.67%), charges for services (14.4%), interest earned (1.5%), and miscellaneous (6.5%).

The cost of all the Commission's activities was approximately \$2.67 million for the year ended June 30, 2004. There are six categories of expenditures. The Commission is a provider of services, typically the personal services category is our largest expense category, for the year ended June 30, 2004 the other services and charges was the largest category at 57%. The personal services category was at 25.5%, supplies and materials at 2%, loan disbursements at 5.6%, repairs and maintenance at .2% and capital expenditures at 9.7%. There was an increase in the other services and charges due to the grant received from the State of Louisiana for the Equipment for Louisiana Strategy program and an increase in personal services costs this year due to the addition

of several staff positions to accommodate for an increase in the number of contracts the Commission received. The decrease in supplies and materials resulted from additional supplies on hand from the prior year. There was a decrease in the loan disbursement category due to fewer loan closings. The increase in repairs and maintenance was minimal. Capital expenditures increased due to the construction of our new office building.

The Commission's financial position has continued to improve over the past several years and improved this year due to a surplus of \$20,750. Factors, which will affect the Commission's results of operation, follow. The Commission has received additional grant awards and contracts. Because, the Commission constantly faces the possibility of funding cuts from our state and federal funding sources there is a continued effort to aggressively seek additional revenue sources for future funding.

Fund Analysis

General Fund:

The General Fund is the chief operating fund of the Commission. At the end of the current fiscal year, unreserved fund balance of the General Fund was \$311,282, while total fund balance of the General Fund was \$467,863. During the current fiscal year, the fund balance of the Commission's General Fund, increased by \$35,932 (Exhibit E). The key factor of this increase was due to revenue outpacing expenditures.

Economic Development Administration Revolving Loan Fund:

The Revolving Loan Fund is the Title IX Sudden and Severe Economic Dislocation grant, received from the Economic Development Administration, a division of the U.S. Department of Commerce. The fund balance of the Revolving Loan Fund was \$422,053 at the end of the current fiscal year. During the current fiscal year, the fund balance decreased by \$15,182 (Exhibit E). The key factor of this decrease was due to fewer loan payments.

Grant Fund:

The Commission maintains thirteen individual grant programs. These programs are reimbursed by federal/state grants and expenditures that are not covered by the grants, are covered by transfers from the General Fund.

BUDGETARY HIGHLIGHTS

Budgets are presented to the Board of Commissioners and adopted as required by Louisiana Revised Statutes. As needed budget adjustments are made to account for any significant deviation from beginning year projections. The major differences between the final amended budget and the actual budget was a revenue increase of \$890,624 in intergovernmental revenues and an expenditures increase of \$883,265 in other services and charges, due to an oversight in recording emergency preparedness equipment that was paid for directly from the State of Louisiana out of grant funds.

CAPITAL ASSET ADMINISTRATION

The Commission's investment in capital assets as of June 30, 2004, amounts to \$371,223 (net of accumulated depreciation). This investment in capital assets includes building construction in progress and furniture, fixtures, and equipment as shown in Table A-3. This amount represents a net increase of \$231,799 over last year.

**Table A-3
Capital Assets
(Net of depreciation)**

| | June 30, | | Dollar Change | Total Percent Change |
|---|------------|------------|------------------|----------------------------|
| | 2004 | 2003 | | |
| Construction in progress | \$ 308,747 | \$ 70,364 | \$ 238,383 | 338.79% |
| Office furniture, equipment and fixtures | 62,476 | 69,060 | (6,584) | (9.53%) |
| Totals | \$ 371,223 | \$ 139,424 | \$ 231,799 | 166.25% |

The major capital asset event during the current year was the beginning of construction of our new office building.

The Commission's fiscal year 2005 budget calls for it to spend another \$917,000 on the completion of the building and office furniture. The Commission has no plans to issue debt to finance these projects. Rather, the Commission will use available resources and state capital outlay funds. More detailed information about the Commission's capital assets is presented in Note 5 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Board of Commissioners of the Commission and management considered many factors when setting the fiscal year 2005 budget. These factors include any unusual conditions, one time expenditures and increases in rates or fees that occurred during the 2004 fiscal year or that have already been announced for the 2005 fiscal year.

Revenues for fiscal year 2005 are projected to be \$3,633,100, approximately \$1,000,000 more than 2004 fiscal year revenues. The most significant changes in revenue resulted from Capital Outlay funding for the building construction and additional local contracts. Budgeted expenditures are expected to increase to \$3,515,229, approximately \$900,000 more than 2004 fiscal year expenditures. Capital expenditures are expected to increase due to the completion of the office

building. Personal services are expected to increase due to positions being added to assist with the extra contract work included in the budget. Other services and charges and supplies and materials are expected to also increase due to the additional contracts. The Commission's fund balance is expected to increase by approximately \$100,000 as a result of the additional contracts.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Commission's finances for all those with an interest in the Commission's finances. If you have any questions about this report or need additional financial information, contact South Central Planning and Development Commission, 5058 West Main Street, Houma, Louisiana 70360 or P.O. Box 1870, Gray, Louisiana 70359.

STATEMENT OF NET ASSETS**South Central Planning & Development Commission, Inc.**

June 30, 2004

| | |
|--|-------------------------|
| Assets | |
| Cash | \$ 721,587 |
| Investments | 100,000 |
| Receivables: | |
| Miscellaneous | 33,354 |
| Economic loans | 937,890 |
| Due from other governmental units | 573,808 |
| Deposits | 41 |
| Capital assets: | |
| Non-depreciable | 308,747 |
| Depreciable, net of accumulated depreciation | <u>62,476</u> |
| Total assets | <u>2,737,903</u> |
| Liabilities | |
| Accounts payable and accrued expenses | 160,289 |
| Liability for work completed on contracts | 177,402 |
| Deferred revenue | 201,183 |
| Non-current liabilities - | |
| Due after one year | <u>18,760</u> |
| Total liabilities | <u>557,634</u> |
| Net Assets | |
| Invested in capital assets | 371,223 |
| Restricted for Economic Development | |
| Administration Revolving Loan Fund | 1,359,943 |
| Unrestricted | <u>449,103</u> |
| Total net assets | <u>\$ 2,180,269</u> |

See notes to financial statements.

STATEMENT OF ACTIVITIES

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

| <u>Functions/Programs</u> | <u>Expenses</u> | <u>Program Revenue</u> | | <u>Net (Expense) Revenue and Changes in Net Assets</u> | |
|--|---------------------|---------------------------------|---|--|---|
| | | <u>Charges for Services</u> | <u>Operating Grants and Contributions</u> | | <u>Capital Grants and Contributions</u> |
| Governmental activities: Economic development and assistance | <u>\$ 2,311,244</u> | <u>\$ 387,725</u> | <u>\$ 671,647</u> | <u>\$ 1,316,768</u> | <u>\$ 64,896</u> |
| General revenues: | | | | | |
| Dues assessment | | | | | 125,475 |
| Grants and contributions not restricted to specific programs | | | | | 50,620 |
| Unrestricted investment earnings | | | | | 1,651 |
| Miscellaneous | | | | | <u>28,165</u> |
| Total general revenues | | | | | <u>205,911</u> |
| Change in net assets | | | | | 270,807 |
| Net assets: | | | | | |
| Beginning | | | | | <u>1,909,462</u> |
| Ending | | | | | <u>\$ 2,180,269</u> |

See notes to financial statements.

FUND BALANCE SHEET -
GOVERNMENTAL FUNDS

South Central Planning & Development Commission, Inc.

June 30, 2004

| | <u>General Fund</u> | <u>Economic Development Administration Revolving Loan Fund</u> | <u>Grant Fund</u> | <u>Total Governmental Funds</u> |
|---|-------------------------|--|-----------------------|---|
| Assets | | | | |
| Cash | \$ 288,051 | \$ 433,536 | \$ - | \$ 721,587 |
| Investments | 100,000 | - | - | 100,000 |
| Receivables: | | | | |
| Miscellaneous | 33,354 | - | - | 33,354 |
| Economic loans | - | 937,890 | - | 937,890 |
| Due from other governmental units | 573,808 | - | - | 573,808 |
| Due from other funds | 11,483 | - | 30,000 | 41,483 |
| Deposits | 41 | - | - | 41 |
| | <u>41</u> | <u>-</u> | <u>-</u> | <u>41</u> |
| Total assets and other debits | <u>\$ 1,006,737</u> | <u>\$ 1,371,426</u> | <u>\$ 30,000</u> | <u>\$ 2,408,163</u> |
| Liabilities | | | | |
| Accounts payable and accrued expenditures | \$ 160,289 | \$ - | \$ - | \$ 160,289 |
| Liability for work completed on contracts | 177,402 | - | - | 177,402 |
| Due to other funds | 30,000 | 11,483 | - | 41,483 |
| Deferred revenue | 171,183 | 937,890 | 30,000 | 1,139,073 |
| | <u>171,183</u> | <u>937,890</u> | <u>30,000</u> | <u>1,139,073</u> |
| Total liabilities | <u>538,874</u> | <u>949,373</u> | <u>30,000</u> | <u>1,518,247</u> |
| Fund Balances | | | | |
| Unreserved, designated for building: | | | | |
| General Fund | 156,581 | - | - | 156,581 |
| Unreserved, reported in: | | | | |
| General Fund | 311,282 | - | - | 311,282 |
| Special Revenue Funds | - | 422,053 | - | 422,053 |
| | <u>-</u> | <u>422,053</u> | <u>-</u> | <u>422,053</u> |
| Total fund balances | <u>467,863</u> | <u>422,053</u> | <u>-</u> | <u>889,916</u> |
| Total liabilities and fund balances | <u>\$ 1,006,737</u> | <u>\$ 1,371,426</u> | <u>\$ 30,000</u> | <u>\$ 2,408,163</u> |

See notes to financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET ASSETS**

South Central Planning & Development Commission, Inc.

June 30, 2004

| | | |
|--|------------------|----------------------------|
| Fund Balances - Governmental Funds | | \$ 889,916 |
| Amounts reported for governmental activities in the statement of net assets are different because: | | |
| Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds. | | |
| Governmental capital assets | \$ 490,023 | |
| Less accumulated depreciation | <u>(118,800)</u> | 371,223 |
| Deferred revenues represent future collections of revolving loan fund receivables that will be accounted for as increases in net assets in the government-wide financial statements. | | |
| | | 937,890 |
| Non-current liabilities are not due and payable in the current period and therefore are not reported in the governmental funds. | | |
| Compensated absences payable | | <u>(18,760)</u> |
| Net Assets of Governmental Activities | | <u>\$ 2,180,269</u> |

See notes to financial statements.

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

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

| | <u>General Fund</u> | <u>Economic Development Administration Revolving Loan Fund</u> | <u>Grant Fund</u> | <u>Total Governmental Funds</u> |
|---|-------------------------|--|-----------------------|---|
| Revenues | | | | |
| Intergovernmental | \$ 1,494,115 | \$ - | \$ 595,493 | \$ 2,089,608 |
| Charges for services | 323,203 | - | 64,522 | 387,725 |
| Interest earned | 1,628 | 37,554 | 23 | 39,205 |
| Miscellaneous | 28,165 | 116,791 | 29,849 | 174,805 |
| Total revenues | <u>1,847,111</u> | <u>154,345</u> | <u>689,887</u> | <u>2,691,343</u> |
| Expenditures | | | | |
| Current: | | | | |
| Economic development and assistance: | | | | |
| Personal services | 308,493 | - | 372,043 | 680,536 |
| Supplies and materials | 29,150 | - | 25,013 | 54,163 |
| Other services and charges | 1,250,944 | - | 270,466 | 1,521,410 |
| Loan disbursements | - | 150,000 | - | 150,000 |
| Repairs and maintenance | 5,894 | - | - | 5,894 |
| Capital expenditures | 246,778 | - | 11,812 | 258,590 |
| Total expenditures | <u>1,841,259</u> | <u>150,000</u> | <u>679,334</u> | <u>2,670,593</u> |
| Excess of revenues over expenditures | <u>5,852</u> | <u>4,345</u> | <u>10,553</u> | <u>20,750</u> |
| Other Financing Sources (Uses) | | | | |
| Operating transfers in | 80,647 | - | 50,567 | 131,214 |
| Operating transfers out | (50,567) | (19,527) | (61,120) | (131,214) |
| Total other financing sources (uses) | <u>30,080</u> | <u>(19,527)</u> | <u>(10,553)</u> | <u>-</u> |
| Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses | 35,932 | (15,182) | - | 20,750 |
| Fund Balances | | | | |
| Beginning of year | 431,931 | 437,235 | - | 869,166 |
| End of year | <u>\$ 467,863</u> | <u>\$ 422,053</u> | <u>\$ -</u> | <u>\$ 889,916</u> |

See notes to financial statements.

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

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

Net Change in Fund Balances - Total Governmental Funds **\$ 20,750**

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures.

However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

| | | |
|----------------------|-----------------|---------|
| Capital outlay | \$ 258,590 | |
| Depreciation expense | <u>(26,791)</u> | 231,799 |

Revolving loan transactions are reported as revenue and expenditures in the governmental funds. In the government-wide financial statements, these transactions are accounted for as increases/decreases in net assets.

17,789

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

| | | |
|----------------------------------|--|------------|
| Decrease in compensated absences | | <u>469</u> |
|----------------------------------|--|------------|

Change in Net Assets of Governmental Activities **\$ 270,807**

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
GENERAL FUND**

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

| | Budgeted Amounts | | Actual | Variance with Final Budget Positive (Negative) |
|---|------------------|----------------|------------------|---|
| | Original | Final | | |
| Revenues | | | | |
| Intergovernmental | \$ 157,225 | \$ 603,491 | \$ 1,494,115 | \$ 890,624 |
| Charges for services | 160,760 | 328,447 | 323,203 | (5,244) |
| Interest earned | 2,350 | 1,360 | 1,628 | 268 |
| Miscellaneous | 10,000 | 28,000 | 28,165 | 165 |
| Total revenues | 330,335 | 961,298 | 1,847,111 | 885,813 |
| Expenditures | | | | |
| Current: | | | | |
| <i>Economic development and assistance:</i> | | | | |
| Personal services | 303,394 | 309,572 | 308,493 | 1,079 |
| Supplies and materials | 29,100 | 28,708 | 29,150 | (442) |
| Other services and charges | 28,291 | 367,679 | 1,250,944 | (883,265) |
| Repairs and maintenance | 1,180 | 5,820 | 5,894 | (74) |
| Capital expenditures | 203,385 | 227,000 | 246,778 | (19,778) |
| Total expenditures | 565,350 | 938,779 | 1,841,259 | (902,480) |
| Excess (deficiency) of revenues over expenditures | (235,015) | 22,519 | 5,852 | (16,667) |
| Other Financing Sources (Uses) | | | | |
| Operating transfers in | 58,817 | 75,188 | 80,647 | 5,459 |
| Operating transfers out | (47,735) | (50,879) | (50,567) | 312 |
| Total other financing sources (uses) | 11,082 | 24,309 | 30,080 | 5,771 |
| Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses | (223,933) | 46,828 | 35,932 | (10,896) |
| Fund Balances | | | | |
| Beginning of year | 446,651 | 431,931 | 431,931 | - |
| End of year | \$ 222,718 | \$ 478,759 | \$ 467,863 | \$ (10,896) |

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
ECONOMIC DEVELOPMENT ADMINISTRATION REVOLVING LOAN FUND**

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

| | Budgeted Amounts | | Actual | Variance with Final Budget Positive (Negative) |
|---|------------------|------------|------------|---|
| | Original | Final | | |
| Revenues | | | | |
| Interest earned | \$ 43,635 | \$ 43,275 | \$ 37,554 | \$ (5,721) |
| Miscellaneous | 122,075 | 123,575 | 116,791 | (6,784) |
| Total revenues | 165,710 | 166,850 | 154,345 | (12,505) |
| Expenditures | | | | |
| Current: | | | | |
| Economic development and assistance: | | | | |
| Loan disbursements | - | 150,000 | 150,000 | - |
| Excess of revenues over expenditures | 165,710 | 16,850 | 4,345 | (12,505) |
| Other Financing Uses | | | | |
| Operating transfers out | (21,817) | (22,388) | (19,527) | 2,861 |
| Excess (Deficiency) of Revenues Over Expenditures and Other Uses | 143,893 | (5,538) | (15,182) | (9,644) |
| Fund Balances | | | | |
| Beginning of year | 286,617 | 437,235 | 437,235 | - |
| End of year | \$ 430,510 | \$ 431,697 | \$ 422,053 | \$ (9,644) |

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
GRANT FUND**

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|--|-------------------------|----------------|-----------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Revenues | | | | |
| Intergovernmental | \$ 945,660 | \$ 603,200 | \$ 595,493 | \$ (7,707) |
| Charges for services | 15,060 | 65,160 | 64,522 | (638) |
| Interest earned | 40 | 30 | 23 | (7) |
| Miscellaneous | 18,150 | 29,180 | 29,849 | 669 |
| Total revenues | <u>978,910</u> | <u>697,570</u> | <u>689,887</u> | <u>(7,683)</u> |
| Expenditures | | | | |
| Current: | | | | |
| Economic development and assistance: | | | | |
| Personal services | 352,306 | 389,428 | 372,043 | 17,385 |
| Supplies and materials | 64,876 | 24,451 | 25,013 | (562) |
| Other services and charges | 512,463 | 266,380 | 270,466 | (4,086) |
| Repairs and maintenance | 1,000 | 500 | - | 500 |
| Capital expenditures | 59,000 | 14,890 | 11,812 | 3,078 |
| Total expenditures | <u>989,645</u> | <u>695,649</u> | <u>679,334</u> | <u>16,315</u> |
| Excess (deficiency) of revenues over expenditures | <u>(10,735)</u> | <u>1,921</u> | <u>10,553</u> | <u>8,632</u> |
| Other Financing Sources (Uses) | | | | |
| Operating transfers in | 47,735 | 50,879 | 50,567 | (312) |
| Operating transfers out | (37,000) | (52,800) | (61,120) | (8,320) |
| Total other financing sources (uses) | <u>10,735</u> | <u>(1,921)</u> | <u>(10,553)</u> | <u>(8,632)</u> |
| Excess of Revenues and Other Sources Over Expenditures and Other Uses | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

South Central Planning & Development Commission, Inc.

June 30, 2004

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the South Central Planning & Development Commission, Inc. (the Commission) conform to accounting principles generally accepted in the United States of America (GAAP) as applied to special districts as prescribed by the Governmental Accounting Standards Board (GASB), the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

a) Reporting Entity

The Commission was created under enabling legislation of the State of Louisiana and incorporated under the provisions of Louisiana Revised Statutes 12:201 et. seq., as amended in 1968; provided, however, that its activities shall be consistent with the powers, duties, rights and liabilities as may be deemed necessary or proper to accomplish the purposes of a regional planning or an economic development district and are for charitable, educational and scientific research purposes.

The Commission although governed by a Board of Commissioners who are directly appointed by the governing bodies of the municipalities and parishes, of which it serves, is considered a separate governmental entity because it is substantially autonomous. The Commission has no component units and the basic financial statements include all the fund types of the entity.

b) Change in Accounting Principles and Restatement of Prior Year Fund Equity

In June 1999, GASB unanimously approved Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments. Certain 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 Commission’s overall financial position and results of operations and financial statements prepared using full accrual accounting for all of the Commission’s activities. These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**b) Change in Accounting Principles and Restatement of Prior Year Fund Equity
(Continued)**

The Commission has elected to implement the general provisions of Statement No. 34 in the current year.

For the year ended June 30, 2004, the Commission also implemented the following GASB Standards:

- Statement 37 – Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments: Omnibus
- Statement 38 – Certain Financial Statement Disclosures
- Interpretation No. 6 - Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements

The transition from governmental fund balance to net assets for June 30, 2003, is presented below:

| | |
|--|--------------------|
| Total fund balance, as previously reported | \$869,166 |
| Capital assets, net of depreciation | 139,424 |
| Non-current liabilities | (19,229) |
| Revolving loan fund - deferred revenues | <u>920,101</u> |
| Total | <u>\$1,909,462</u> |

c) Basis of Presentation

The Commission’s basic financial statements consist of the government-wide statements on all activities of the Commission and the governmental fund financial statements.

Government-wide Financial Statements:

The government-wide financial statements include the Statement of Net Assets and the Statement of Activities for all activities of the Commission. As a general rule, the effect of interfund activity has been removed from these statements. The government-wide presentation focuses primarily on the sustainability of the Commission as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Governmental activities generally are financed through intergovernmental revenues and other nonexchange revenues.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) Basis of Presentation (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

Indirect costs are not allocated by function for financial reporting in this statement; however, certain indirect costs have been directly allocated as administrative fees to grants and special fund programs. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Dues and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements:

The fund financial statements are very similar to the traditional government fund statements as presented by governments prior to the issuance of Statement No. 34. Emphasis is now on the major funds in governmental categories.

The daily accounts and operations of the Commission continue to be organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The following are the Governmental Funds of the Commission:

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

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. Special Revenue Funds reported as major funds in the fund financial statements are as follows:

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) Basis of Presentation (Continued)

Economic Development Administration Revolving Loan Fund – accounts for receipts and uses of grant funds received from the United States Department of Commerce (Economic Development Administration) to operate a revolving loan program.

Grant Fund – accounts for the receipts and disbursements of Federal and State grants and receipts of federal program services performed.

d) Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Government-wide Financial Statements:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Fund Financial Statements:

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Governmental funds are maintained on the modified accrual basis of accounting.

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government’s availability criteria (susceptible to accrual). Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For this purpose, the

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Measurement Focus and Basis of Accounting (Continued)

Commission considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Member assessments are recognized as revenues in the period for which they are assessed. Grant and contract revenues are recognized when earned since they are measurable and available. Interest earned and other miscellaneous revenues are recorded as revenues when received in cash by the Commission because they are generally not measurable until actually received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is vacation and sick leave which are recognized when paid. Allocations of cost such as depreciation are not recognized in the governmental funds.

e) 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.

f) Budgets and Budgetary Accounting

The Commission, under the terms of its charter, adopts an annual budget. This budget is for the General Fund and Special Revenue Funds. Special Revenue Funds, which at June 30, 2004 consisted of various government and government agency projects, are budgeted on a project by project basis as funding becomes available. The General Fund and Special Revenue Funds budgets were amended during the year to reflect changes in budgeted revenues, expenditures and operating transfers as dictated by the circumstances.

Budgets for carryover grants and projects, which are to be performed over more than one accounting period, are reflected only to the extent they affect the current period being reported on. Budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

f) Budgets and Budgetary Accounting (Continued)

Major funds are included in the budget presentations in the basic financial statements. The budgets are adopted on a basis materially consistent with accounting principles generally accepted in the United States of America.

g) Accounts Receivable

The financial statements of the Commission contain no allowance for uncollectible accounts. Uncollectible amounts due for member assessments, contract revenues 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 of the Commission.

h) Investments

Investments consist of certificates of deposit which are stated at cost and approximate market value.

i) Deferred Revenue

Member dues and restricted contributions for future periods received during the current year are reported as deferred revenues within the General Fund. Member dues and restricted contributions are considered revenues of the period for which assessed or designated by the members. In January, members are assessed dues for the next complete fiscal year based on a per capita rate. The per capita rate assessed in January 2004 was \$.38 per capita for the fiscal year June 30, 2005. Also, in January, members are voluntarily assessed the cost to administer the revolving loan program for the calendar year.

In the governmental funds, the Commission accounts for its revolving loan program in the operating accounts of a special revenue fund, Economic Development Administration Revolving Loan Fund. The receipts of its grants and subsequent loan collections are recognized as revenue and loans made to beneficiaries of the program are accounted for as expenditures. An asset "economic loans receivable" is offset on the Fund Balance Sheet – Governmental Funds by "deferred revenue." In the government-wide financial statements, these transactions are accounted for as increases/decreases in net assets.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

j) Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets purchased or acquired with an original cost of \$1,000 or more are valued at historical costs or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives of furniture, fixtures and equipment is 4 - 10 years.

Fund Financial Statements:

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

k) Non-Current Liabilities

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

All non-current liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. The non-current liabilities consist of accumulated annual leave.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k) Non-Current Liabilities (Continued)

Fund Financial Statements:

Non-current liabilities for governmental funds are not reported as liabilities in the fund financial statements.

l) Vacation and Sick Leave

The Commission's policies regarding vacation and sick leave permit employees to accumulate earned but unused vacation. The liability for these compensated absences is recorded as a non-current liability in the government-wide statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources.

All full-time, permanent employees of the Commission receive two weeks of vacation which accrues at a rate of 3.08 hours per pay period beginning with the first day of full-time, permanent employment. After five years of service employees will receive three weeks of vacation at a rate of 4.62 hours per pay period, and will receive an additional day of vacation per year of service after ten years of continuous employment. Vacation cannot be used for the first three months of full-time, permanent employment. Employees may carry over a maximum of one hundred hours of vacation from one fiscal year to another. Any time in excess of one hundred hours must be approved by the Chief Executive Officer before the end of the fiscal year or will be lost without compensation. Vacation is paid when an employee terminates service with the Commission.

All full-time, permanent employees of the Commission earn sick leave at the rate of one day per month or 3.69 hours per pay period. No limits on this accrual privilege have been established. Sick leave can be accumulated but does not vest and, therefore, a provision has not been made for sick leave.

m) Fund Equity

Government-wide Statements:

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

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

m) Fund Equity (Continued)

- 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, if any. At June 30, 2004 the Commission had no outstanding borrowings.
- b. Restricted net assets – Consists of net assets with constraints placed on the use either by (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.”

When both restricted and unrestricted resources are available for use, it is the Commission’s policy to use restricted resources first, then unrestricted resources as they are needed.

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.

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use. Designated fund balance represents tentative plans for future use of financial resources.

n) Interfund Transactions

In the financial statements, interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables (due from) and payables (due to) as appropriate. Transfers represent a permanent reallocation of resources between funds. In other words, they are not expected to be paid. For reporting purposes, all interfund transactions between individual governmental funds have been eliminated in the government-wide financial statements.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

o) Indirect Cost Plan

The Commission maintains an indirect cost plan for the allocation of costs that are incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted through June 30, 2004. These indirect costs are allocated based on direct salaries incurred by each fund benefitting from the indirect costs.

Note 2 - DEPOSITS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States or any other federally insured investment, certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

State law requires deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or with a trust company for the account of the political subdivision. In accordance with state law all cash and deposits were collateralized.

Cash and deposits are categorized into three categories of credit risk for financial reporting.

Category 1 includes deposits covered by federal depository insurance or by collateral held by the Commission or its agent in the Commission's name.

Category 2 includes deposits covered by collateral held by the pledging financial institution's trust department or its agent in the Commission's name.

Category 3 includes deposits covered by collateral held by the pledging financial institution or its trust department or agents but not in the Commission's name and deposits which are uninsured or uncollateralized.

**Exhibit J
(Continued)**

Note 2 - DEPOSITS (Continued)

The year end balances of deposits are as follows:

| | Bank Balances | | | Book Balances |
|-------------------------|------------------|-------------|------------------|------------------|
| | Category | | | |
| | 1 | 2 | 3 | |
| Cash | \$100,000 | \$ - | \$730,398 | \$721,487 |
| Investments: | | | | |
| Certificates of deposit | <u>100,000</u> | <u>-</u> | <u>-</u> | <u>100,000</u> |
| Totals | <u>\$200,000</u> | <u>\$ -</u> | <u>\$730,398</u> | <u>\$821,487</u> |

At June 30, 2004, cash and certificates of deposit in excess of the FDIC insurance were collateralized by securities held by unaffiliated banks for the account of the Commission. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities uncollateralized. Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

A reconciliation of deposits as shown on the Statement of Net Assets and Governmental Fund Balance Sheet is as follows:

| | |
|-----------------------------|------------------|
| Cash on hand | \$ 100 |
| Carrying amount of deposits | <u>821,487</u> |
| Total | <u>\$821,587</u> |
| Cash | \$721,587 |
| Investments | <u>100,000</u> |
| Total | <u>\$821,587</u> |

Note 3 - DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units at June 30, 2004 consisted of the following:

| <u>Agencies</u> | <u>Amount</u> |
|--|------------------|
| U.S. Environmental Protection Agency | \$ 34,016 |
| U.S. Department of Transportation | 44,650 |
| U.S. Department of Commerce | 27,098 |
| Louisiana Department of Culture, Recreation and Tourism | 429 |
| Louisiana Department of Environmental Quality | 1,170 |
| Louisiana Department of Public Safety and Corrections | 45,230 |
| Louisiana Department of Transportation and Development | 76,525 |
| Louisiana Division of Administration - Facility Planning & Control | 151,907 |
| Assumption Parish | 5,400 |
| Lafourche Parish Communications District | 2,000 |
| Lafourche Parish Council | 18,750 |
| Regional Planning Commission for Jefferson, Orleans, St. Bernard and St. Tammany Parishes | 11,581 |
| St. Charles Parish | 3,750 |
| St. James Parish | 28,562 |
| St. John the Baptist Parish | 16,740 |
| Terrebonne Parish Consolidated Government | 76,000 |
| Terrebonne Parish School Board | <u>30,000</u> |
| Total | <u>\$573,808</u> |

Amounts earned under various governmental projects included in due from other governmental units include \$420,070 of unbilled services at June 30, 2004.

**Exhibit J
(Continued)**

Note 4 - INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables consist of the following at June 30, 2004:

| <u>Individual Funds</u> | <u>Interfund Receivables</u> | <u>Interfund Payables</u> |
|---------------------------------------|----------------------------------|-------------------------------|
| General Fund | \$11,483 | \$30,000 |
| Special Revenue Fund: | | |
| Economic Development Administration | | |
| Revolving Loan Fund | - | 11,483 |
| Grant Fund – Delta Regional Authority | | |
| Grant Program | <u>30,000</u> | <u>-</u> |
| Totals | <u>\$41,483</u> | <u>\$41,483</u> |

The balances above resulted from the time lag between the dates the (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system and (3) payments between funds are made.

Note 5 - CHANGES IN CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2004 was as follows:

| | <u>Balance July 1, 2003</u> | <u>Additions</u> | <u>Deletions</u> | <u>Balance June 30, 2004</u> |
|--|---------------------------------|-------------------|------------------|--------------------------------------|
| Capital assets not being depreciated: | | | | |
| Construction in progress | <u>\$ 70,364</u> | <u>\$ 238,383</u> | | <u>\$ 308,747</u> |
| Capital assets being depreciated: | | | | |
| Furniture, fixtures and equipment | 163,575 | 20,207 | \$ 2,506 | 181,276 |
| Less accumulated depreciation for: | | | | |
| Furniture, fixtures and equipment | <u>(94,515)</u> | <u>(26,791)</u> | <u>2,506</u> | <u>(118,800)</u> |
| Total capital assets being depreciated, net | <u>69,060</u> | <u>(6,584)</u> | <u>-</u> | <u>62,476</u> |
| Total capital assets, net | <u>\$ 139,424</u> | <u>\$ 231,799</u> | <u>\$ -</u> | <u>\$ 371,223</u> |

Exhibit J
(Continued)

Note 6 - NON-CURRENT LIABILITIES

Non-current liabilities at June 30, 2004 consisted of accumulated annual leave (vacation pay) amounts vested with employees. The following is a summary of changes in the non-current liabilities of the Commission for the year ended June 30, 2004:

| | |
|---|------------------|
| Long-term obligations, July 1, 2003 | \$ 19,229 |
| Net decrease in accumulated unpaid annual leave | <u>(469)</u> |
| Long-term obligations, June 30, 2004 | <u>\$ 18,760</u> |

Funding of accumulated annual leave is to be provided from revenues of various funds at the time paid.

Note 7 - DEFERRED REVENUES

Deferred revenues are reported in the General Fund, Economic Development Administration Revolving Loan Fund and the Grant Fund for the Delta Regional Authority Program at June 30, 2004. For the year ended June 30, 2004, the General Fund's deferred revenue activity consisted of the following:

| | General Fund | | | |
|------------------------------|------------------|------------------------|-----------------|------------------|
| | Member Dues | Loan Administration | Grants | Total |
| Balance July 1, 2003 | \$125,475 | \$ 22,500 | \$ 6,850 | \$154,825 |
| Grant advances | - | - | 98,000 | 98,000 |
| Billings | 127,183 | 11,250 | - | 138,433 |
| Revenues – intergovernmental | <u>(125,475)</u> | <u>(33,750)</u> | <u>(60,850)</u> | <u>(220,075)</u> |
| Balance June 30, 2004 | <u>\$127,183</u> | <u>\$ -</u> | <u>\$44,000</u> | <u>\$171,183</u> |

**Exhibit J
(Continued)**

Note 7 - DEFERRED REVENUES (Continued)

Deferred revenue within the Economic Development Administration Revolving Loan Fund and Grant Fund relate to the Commission's revolving loan program and advances from the Delta Regional Authority Grant. Activity for the year ended June 30, 2004 consisted for the following:

| | Economic Development Administration Revolving Loan Fund | Grant Fund | |
|-------------------------|---|--|---|
| | | Economic Development Administration Program | Delta Regional Authority Program |
| Balance July 1, 2003 | \$920,101 | \$ 23,523 | \$ 6,865 |
| Grant advances/billings | - | 27,097 | 30,000 |
| Grant revenues | - | (50,620) | (6,865) |
| New loans | 150,000 | - | - |
| Loan collections | (109,291) | - | - |
| Uncollectible loans | <u>(22,920)</u> | <u>-</u> | <u>-</u> |
| Balance June 30, 2004 | <u>\$ 937,890</u> | <u>\$ -</u> | <u>\$ 30,000</u> |

Note 8 - RECONCILIATION OF TRANSFERS

A reconciliation of operating transfers for the year ended June 30, 2004 is as follows:

| | Transfers In | Transfers Out |
|--|-------------------|-------------------|
| General Fund: | | |
| Economic Development Administration Revolving Loan Fund | \$ 19,527 | \$ - |
| Grant Fund | 61,120 | 50,567 |
| Economic Development Administration: | | |
| Revolving Loan Fund: | | |
| General Fund | - | 19,527 |
| Grant Fund: | | |
| General Fund | <u>50,567</u> | <u>61,120</u> |
| Total | <u>\$ 131,214</u> | <u>\$ 131,214</u> |

Note 8 - RECONCILIATION OF TRANSFERS (Continued)

Transfers are used to (1) move revenues from the fund that statute or budget requires collecting them to the fund that statute or budget requires to expend them and (2) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorization.

Note 9 - RISK MANAGEMENT

The Commission is exposed to various risks of loss related to workers' compensation; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Commission carries commercial insurance. No settlements were made during the year that exceeded the Commission's insurance coverage.

Note 10 - COMMITMENTS

On June 30, 2004, the Commission had \$1,214,258 in public work contracts of which \$986,600 was incomplete.

On September 1, 2003, the Commission renewed a three year lease agreement for office facilities which expires August 31, 2006. The lease terms provide for monthly rental payments of \$1,181.

Future minimum lease payments under the outstanding lease at June 30, 2004 are as follows:

| <u>Year Ended June 30,</u> | <u>Office Facilities</u> |
|--------------------------------|------------------------------|
| 2005 | \$ 14,166 |
| 2006 | 14,166 |
| 2007 | <u>2,361</u> |
| Total | <u>\$30,693</u> |

Rental expense incurred under leases for the year ended June 30, 2004 was \$14,166.

Note 11 - ECONOMIC DEPENDENCY

The Commission received a majority of its revenue from funds provided by federal/state government grants, local government entities, contracts and member (local governments) dues. Certain grants, contracts and member dues are required to be appropriated each year by the various levels of government. If significant budget cuts are made at the federal/state and/or local government level, the amount of funds received by the Commission could be reduced significantly and have an adverse impact on its operations.

Note 12 - COMPENSATION OF COMMISSIONERS

Commissioners for South Central Planning & Development Commission, Inc. received no compensation during the year ended June 30, 2004.

SUPPLEMENTARY INFORMATION SECTION

GRANT FUND PROGRAMS

Economic Development Administration Grant Program - To account for receipts and uses of grant funds received from the United States Department of Commerce (Economic Development Administration) which are restricted to uses as specified in the grant documents.

Louisiana Department of Culture, Recreation and Tourism Grant Program - To account for receipts and uses of grant funds received from the Louisiana Department of Culture, Recreation and Tourism which are restricted to uses as specified in the grant document.

Nonpoint Source Pollution Implementation Program - To account for receipts and uses of EPA funds provided by the Department of Environmental Quality, State of Louisiana for "Extension of Urban Subcommittee to Localized Nonprofit Source Coalitions: Barataria and Terrebonne Basins" which are restricted to those uses as specified in the vendor contract documents.

EPA Environmental Justice Solid Waste Grant Program - To account for receipts and uses of grant funds received from the United States Environmental Protection Agency which are restricted to uses as specified in the grant documents.

Louisiana Highway Safety Commission Safe Community Grant Program - To account for receipts and uses of grant funds received from the State of Louisiana, Department of Public Safety and Corrections which are restricted to those uses as specified in the contract documents.

MPO Transit Planning Services Grant Program - To account for receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development Public Transportation Section, which are restricted to uses as specified in the contract documents.

MPO Highway Services Grant Program - To account for receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development, which are restricted to uses as specified in the contract documents.

Transportation and Community and System Preservation Pilot Program Grant Program - To account for receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development which are restricted to uses as specified in the contract documents.

NHTSA, Targeting Alcohol Impaired Driving Grant Program - To account for receipts and uses of grant funds received from the United States Department of Transportation National Highway Traffic Safety Administration (NHTSA) which are restricted to uses as specified in the contract documents.

EPA Louisiana Brownfields Pilot Program Grant Program – To account for receipts and uses of grant funds received from the United States Environmental Protection Agency which are restricted to uses specified in the grant documents.

Federal Highway Administration Demonstration and Evaluation of Rational Speed Limits Grant Program – To account for receipts and uses of grant funds received from the United States Department of Transportation Federal Highway Administration which are restricted to uses specified in the grant documents.

Delta Regional Authority Grant Program – To account for receipts and uses of grant funds received from Delta Regional Authority.

River Region Transportation Master Plan Grant Program – To account for receipts and uses of federal funds passed through by the State of Louisiana, Department of Transportation and Development which are restricted to uses as specified in the vendor contract documents.

**COMBINING STATEMENT OF GOVERNMENTAL FUND REVENUES
EXPENDITURES AND CHANGES IN FUND BALANCE -
GRANT FUND PROGRAMS**

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

| | <u>Economic Development Administration Grant Program</u> | <u>Louisiana Department of Culture, Recreation and Tourism Grant Program</u> | <u>Nonpoint Source Pollution Implementation Program</u> | <u>EPA Environmental Justice Solid Waste Grant Program</u> | <u>Louisiana Highway Safety Commission Safe Community Grant Program</u> | <u>MPO Transit Planning Services Grant Program</u> |
|--|--|--|---|--|---|--|
| Revenues | | | | | | |
| Intergovernmental | \$ 50,620 | \$ 429 | \$ - | | \$ 64,451 | \$ 29,005 |
| Charges for services | - | - | 4,522 | | - | - |
| Interest earned | 23 | - | - | | - | - |
| Miscellaneous | - | 1,450 | - | | 7,003 | - |
| Total revenues | <u>50,643</u> | <u>1,879</u> | <u>4,522</u> | | <u>71,454</u> | <u>29,005</u> |
| Expenditures | | | | | | |
| Current: | | | | | | |
| Economic development and assistance: | | | | | | |
| Personal services | 64,056 | - | 6,389 | \$ 2,815 | 13,050 | 28,245 |
| Supplies and materials | 156 | - | - | - | 65 | - |
| Other services and charges | 11,782 | 1,879 | 1,148 | 516 | 58,784 | 3,849 |
| Capital expenditures | - | - | - | - | 2,144 | - |
| Total expenditures | <u>75,994</u> | <u>1,879</u> | <u>7,537</u> | <u>3,331</u> | <u>74,043</u> | <u>32,094</u> |
| Excess (deficiency) of revenues over expenditures | <u>(25,351)</u> | <u>-</u> | <u>(3,015)</u> | <u>(3,331)</u> | <u>(2,589)</u> | <u>(3,089)</u> |
| Other Financing Sources (Uses) | | | | | | |
| Operating transfers in | 25,351 | | 3,015 | 3,331 | 2,589 | 3,089 |
| Operating transfers out | - | | - | - | - | - |
| Total other financing sources (uses) | <u>25,351</u> | | <u>3,015</u> | <u>3,331</u> | <u>2,589</u> | <u>3,089</u> |
| Excess of Revenues and Other Sources Over Expenditures and Other Uses | - | - | - | - | - | - |
| Fund Balance | | | | | | |
| Beginning of year | - | - | - | - | - | - |
| End of year | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

| MPO Highway Services Grant Program | Transportation and Community and System Preservation Pilot Program Grant Program | NHTSA, Targeting Alcohol Impaired Driving Grant Program | EPA Louisiana Brownfields Pilot Program Grant Program | Federal Highway Administration Demonstration and Evaluation of Rational Speed Limits Grant Program | Delta Regional Authority Grant Program | River Region Transportation Master Plan Grant Program | Total |
|------------------------------------|--|---|---|--|--|---|-----------------|
| \$ 166,571 | \$ 14,798 | \$ 145,026 | \$ 62,832 | \$ 54,896 | \$ 6,865 | \$ - | \$ 595,493 |
| - | - | - | - | - | - | 60,000 | 64,522 |
| - | - | - | - | - | - | - | 23 |
| - | - | 21,231 | - | 165 | - | - | 29,849 |
| <u>166,571</u> | <u>14,798</u> | <u>166,257</u> | <u>62,832</u> | <u>55,061</u> | <u>6,865</u> | <u>60,000</u> | <u>689,887</u> |
| 120,380 | 11,885 | 15,812 | 58,947 | 46,226 | 691 | 3,547 | 372,043 |
| 12,342 | 647 | 9,175 | 221 | 2,385 | 22 | - | 25,013 |
| 24,901 | 2,842 | 143,088 | 5,607 | 14,585 | 571 | 914 | 270,466 |
| 9,668 | - | - | - | - | - | - | 11,812 |
| <u>167,291</u> | <u>15,374</u> | <u>168,075</u> | <u>64,775</u> | <u>63,196</u> | <u>1,284</u> | <u>4,461</u> | <u>679,334</u> |
| <u>(720)</u> | <u>(576)</u> | <u>(1,818)</u> | <u>(1,943)</u> | <u>(8,135)</u> | <u>5,581</u> | <u>55,539</u> | <u>10,553</u> |
| 720 | 576 | 1,818 | 1,943 | 8,135 | - | - | 50,567 |
| - | - | - | - | - | (5,581) | (55,539) | (61,120) |
| <u>720</u> | <u>576</u> | <u>1,818</u> | <u>1,943</u> | <u>8,135</u> | <u>(5,581)</u> | <u>(55,539)</u> | <u>(10,553)</u> |
| - | - | - | - | - | - | - | - |
| - | - | - | - | - | - | - | - |
| <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS



Bourgeois Bennett

**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**

To the Board of Commissioners,
South Central Planning & Development Commission, Inc.,
Houma, Louisiana.

We have audited the basic financial statements of South Central Planning & Development Commission, Inc., (the Commission), as of and for the year ended June 30, 2004, and have issued our report thereon dated December 7, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 Commission's basic financial statements are free of material misstatement, we 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 our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the basic financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a material weakness. A material weakness is a condition in which the design or 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 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the Commission in a separate letter dated December 7, 2004.

This report is intended for the information of the Board of Commissioners, management, the *Legislative Auditor for the State of Louisiana* and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
December 7, 2004.



Bourgeois Bennett

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE
TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Commissioners,
South Central Planning & Development Commission, Inc.,
Houma, Louisiana.

Compliance

We have audited the compliance of South Central Planning & Development Commission, Inc., (the Commission), with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2004. The Commission's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Commission's management. Our responsibility is to express an opinion on the Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Commission's compliance with those requirements.

In our opinion, the Commission complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2004.

Internal Control Over Compliance

The management of the Commission is responsible for establishing and maintaining *effective internal control over compliance with requirements of laws, regulations, contracts and grants* applicable to federal programs. In planning and performing our audit, we considered the Commission's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board of Commissioners, management, Legislative Auditor for the State of Louisiana and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Bougeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
December 7, 2004.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

| <u>Federal Grantor/Pass- Through Grantor/Program Title</u> | <u>Federal CFDA Number</u> | <u>Federal Award/ Pass-Through Entity Identifying Number</u> | <u>Federal Expenditures</u> |
|--|------------------------------------|--|---------------------------------|
| U.S. Department of Commerce - | | | |
| Economic Development Administration | | | |
| Support for Planning Organizations | 11.302 | 08-83-03549 08-83-03904 | \$ 50,620 |
| Sudden and Severe Economic Dislocation | | | |
| Adjustment Revolving Loan Fund | 11.307 | 08-59-02912.01 | <u>1,089,628</u> |
| Total Department of Commerce | | | <u>1,140,248</u> |
| U.S. Department of the Interior - | | | |
| National Park Service | | | |
| <u>Pass-Through Payments:</u> | | | |
| <u>Recreation and Tourism, State of Louisiana:</u> | | | |
| <u>Office of Cultural Development:</u> | | | |
| Historic Preservation | 15.904 | 22-02-17548 | <u>429</u> |
| U.S. Department of Transportation: | | | |
| Federal Highway Administration | | | |
| Demonstration and Evaluation of Rational Speed Limits | | DTFH61-02-X-00120 | 54,896 |
| <u>Pass-Through Payments:</u> | | | |
| <u>Louisiana Department of Transportation and Development:</u> | | | |
| Metropolitan Planning | 20.205 | PL-0011-027 | 133,257 |
| Transportation and Community System Preservation | 20.205 | TCSP-5500 (507) | 14,798 |
| Federal Transit Administration | | | |
| <u>Pass-Through Payments:</u> | | | |
| <u>Louisiana Department of Transportation and Development:</u> | | | |
| Transit Planning | 20.505 | LA-80-X012 | 23,204 |
| National Highway Traffic Safety Administration | | | |
| Demonstration Project Targeting Alcohol Impaired Driving by Individuals Age 21 through 34 | 20.600 | DTNH22-01-H-35156 | 145,026 |
| <u>Pass-Through Payments:</u> | | | |
| <u>Department of Public Safety and Corrections -</u> | | | |
| <u>Louisiana Highway Safety Commission</u> | | | |
| South Central Safe Community Program | 20.600 | 425300229/589560 | 31,245 |
| South Central Safe Community Program | 20.605 | P3 04-23-00 | <u>33,206</u> |
| Total Department of Transportation | | | <u>435,632</u> |

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

(Continued)

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

| <u>Federal Grantor/Pass- Through Grantor/Program Title</u> | <u>Federal CFDA Number</u> | <u>Federal Award/ Pass-Through Entity Identifying Number</u> | <u>Federal Expenditures</u> |
|--|------------------------------------|--|---------------------------------|
| Environmental Protection Agency: | | | |
| Office of Solid Waste and Emergency Response | | | |
| Louisiana Brownfields Pilot Program | 66.811 | BP-97611501-0 | <u>62,832</u> |
| Delta Regional Authority | | | |
| 2002 Grant Program | 90.200 | | <u>1,284</u> |
| U.S. Department of Homeland Security | | | |
| <u>Pass-Through Payments:</u> | | | |
| <u>Louisiana Department of Public Safety and Corrections</u> | | | |
| River Bayou Parish Mutual Aid and Assistance Task Force | | | |
| Equipment for Louisiana Strategy | 97.004 | 2002-TE-CX-0022 | <u>1,126,700</u> |
| Total | | | <u>\$ 2,767,125</u> |

See notes to schedule of expenditures of federal awards.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

South Central Planning & Development Commission, Inc.

June 30, 2004

Note 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the South Central Planning & Development Commission, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 2 - VALUE OF LOANS OUTSTANDING

The value of loans outstanding at June 30, 2004 for the Sudden and Severe Economic Dislocation Adjustment Revolving Loan Fund was \$937,890.

Note 3 - FINDINGS OF NONCOMPLIANCE

No federal award findings or questioned costs were reported during the audit for the year ended June 30, 2004.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

Section I Summary of Auditor's Results

a) Financial Statements

Type of auditor's report issued: unqualified

Internal control over financial reporting:

- Material weakness(es) identified? yes no
- Reportable condition(s) identified that are not considered to be material weaknesses? yes none reported
- Noncompliance material to financial statements noted? yes no

b) Federal Awards

Internal control over major programs:

- Material weakness(es) identified? yes no
- Reportable condition(s) identified that are not considered to be material weaknesses? yes none reported

Type of auditor's report issued on compliance for major program: unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?

yes no

c) Identification of Major Programs:

| <u>CFDA Number</u> | <u>Name of Federal Program (or Cluster)</u> |
|--------------------|--|
| 11.307 | Sudden and Severe Economic Dislocation Adjustment Revolving Loan Fund |
| 97.004 | River Bayou Parish Mutual Aid and Assistance Task Force Equipment for Louisiana Strategy |

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

Section I Summary of Auditor's Results (Continued)

Dollar threshold used to distinguish between
Type A and Type B programs: \$300,000

Auditee qualified as low-risk auditee? yes no

Section II Financial Statement Findings

No financial statement findings were noted during the audit of the basic financial statements for the year ended June 30, 2004.

Section III Federal Award Findings and Questioned Costs

No federal award findings or questioned costs were reported during the audit for the year ended June 30, 2004.

REPORTS BY MANAGEMENT

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

Section I Internal Control and Compliance Material to the Basic Financial Statements

Internal Control

No material weaknesses were noted during the audit for the year ended June 30, 2003.
No reportable conditions were reported during the audit for the year ended June 30, 2003.

Compliance

No compliance findings material to the basic financial statements were noted during the audit for the year ended June 30, 2003.

Section II Internal Control and Compliance Material to Federal Awards

There were no federal award findings or questioned costs reported during the audit for the year ended June 30, 2003.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended June 30, 2003.

MANAGEMENT'S CORRECTIVE ACTION PLAN

South Central Planning & Development Commission, Inc.

For the year ended June 30, 2004

Section I Internal Control and Compliance Material to the Basic Financial Statements

Internal Control

No material weaknesses were noted during the audit for the year ended June 30, 2004.

No reportable conditions were reported during the audit for the year ended June 30, 2004.

Compliance

No compliance findings material to the basic financial statements were noted during the audit for the year ended June 30, 2004.

Section II Internal Control and Compliance Material to Federal Awards

No findings or questioned costs were reported during the audit for the year ended June 30, 2004.

Section III Management Letter

04-1 Recommendation - We recommend that the Commission comply with the State budget laws by amending its budget to ensure actual revenues and other sources are not less than budgeted revenues and other sources by five percent or more and actual expenditures and other uses are not greater than budgeted expenditures and other uses by five percent or more. The Commission should account for non-cash transactions when budgeting revenues and expenditures.

Managements' Corrective Action - As per your recommendation, the commission will comply with the State budget laws by amending its budget to ensure actual revenues and other sources are not less than budgeted revenues and other sources by five percent or more and actual expenditures and other uses are not greater than budgeted expenditures and other uses by five percent or more. In the future the Commission will account for non-cash transactions when budgeting revenues and expenditures.



Bourgeois Bennett

To the Board of Commissioners
South Central Planning & Development Commission, Inc.,
Houma, Louisiana.

We have audited the basic financial statements of South Central Planning & Development Commission, Inc. (the Commission), as of and for the year ended June 30, 2004, and have issued our report thereon dated December 7, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. In planning and performing our audit, we considered the Commission's internal control in order to determine our auditing procedures for the purpose of expressing an opinion on the basic financial statements and not to provide assurance on internal control.

However, during our audit we became aware of one matter, which represents an immaterial noncompliance with certain provisions of laws, regulations, contracts and grants. The memorandum that accompanies this letter summarizes our suggestions and recommendations regarding this matter. We previously reported on the Commission's compliance in our report dated December 7, 2004. This letter does not affect our report dated December 7, 2004 on the basic financial statements of the Commission.

We will review the status of this comment during our next audit engagement. We have already discussed the comments and recommendations with the Commission, and we will be pleased to discuss them in further detail at your convenience, to perform an additional study of the matter or to assist you in implementing the recommendations.

Sincerely,

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
December 7, 2004.

MANAGEMENT COMMENTS

South Central Planning & Development Commission, Inc

For the year ended June 30, 2004

04 - 1 **Criteria** – Louisiana Revised Statutes 39:1304-1314 requires the chief executive or administrative officer to advise the governing authority or independently elected official when actual revenues are less than budgeted revenues by five percent or more, actual expenditures exceed budgeted expenditures by five percent or more, or actual beginning fund balance is less than budgeted fund balance by five percent or more.

Condition – Actual revenues and other sources were less than budgeted revenues and other sources by greater than the five percent allowed by state law. Revenues in the Economic Development Administration Revolving Loan Fund were 7.49 percent less than the budgeted revenue. Actual expenditures and other uses were more than budgeted expenditures and other uses by greater than the five percent allowed by state law. Expenditures and other uses in the General Fund were 91.16 percent more than budgeted expenditures and other uses. Expenditures include \$875,264 of costs recorded for the receipt of equipment paid for by the state under the River Bayou Parish Mutual Aid and Assistance Task Force Equipment for Louisiana Strategy Grant that were not actual disbursements made by the Commission. Excluding the \$875,264 of costs referred to previously, expenditures and other uses in the General Fund were only 2.72 percent more than budgeted expenditures.

Context– This was an isolated instance limited to the Economic Development Administration Revolving Loan Fund and the General Fund as a result of the River Bayou Parish Mutual Aid and Assistance Task Force Equipment for Louisiana Strategy grant.

Effect – The Commission was not in compliance with state law.

Cause – The revenues budgeted for the Economic Development Administration Revolving Loan Fund were based on the amortization schedules for all loans receivable. As of June 30, 2004, the budget was not amended to reflect two loans that were delinquent. Expenditures budgeted for the River Bayou Parish Mutual Aid and Assistance Task Force Equipment for Louisiana Strategy grant were budgeted based on actual cash disbursements of the Commission.

Recommendation - We recommend that the Commission comply with the State budget laws by amending its budget to ensure actual revenues and other sources are not less than budgeted revenues and other sources by five percent or more and actual expenditures and other uses are not greater than budgeted expenditures and other uses by five percent or more. The Commission should account for non-cash transactions when budgeting revenues and expenditures.