

*Michel Latuso, Jr.*  
*Certified Public Accountant*

114 E. Ascension Street  
Gonzales, LA 70737  
Phone (504) 647-2824 Fax (504) 644-4989

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Independent Accountant's Report  
on Applying Agreed-Upon Procedures

Ascension-St. James Airport and  
Transportation Authority

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court

Release Date NOV 03 1999

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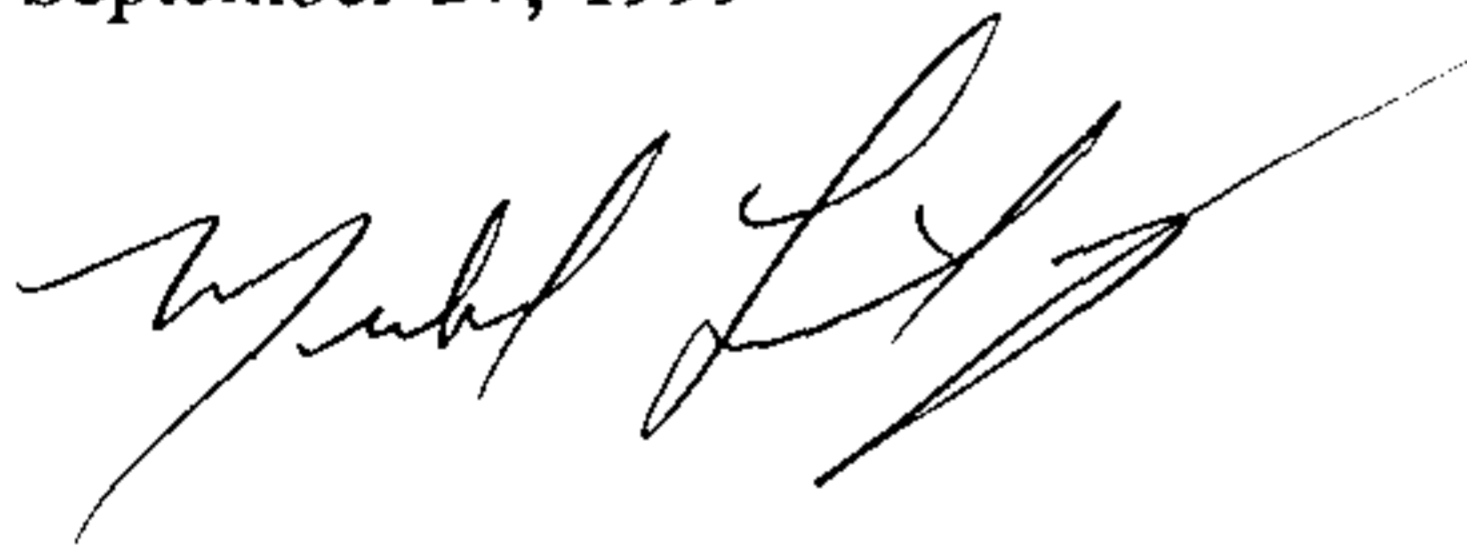
Ascension-St. James Airport and  
Transportation Authority  
Executive Department  
State of Louisiana

**Independent Accountant's Compilation Report**

I have compiled the general purpose financial statements of the Ascension-St. James Airport and Transportation Authority as of June 30, 1999 and for year then ended, in accordance with standards for Accounting and Review Services established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of general purpose financial statements information that is the representation of the Ascension-St. James Airport and Transportation Authority management. I have not audited or reviewed the accompanying general purpose financial statements and accordingly, do not express an opinion or any other form of assurance on them.

September 27, 1999



ASCENSION-ST.JAMES AIRPORT AND  
 TRANSPORTATION AUTHORITY  
 EXECUTIVE DEPARTMENT  
 STATE OF LOUISIANA  
 ALL FUND TYPES AND ACCOUNT GROUP  
 COMBINED BALANCE SHEET, JUNE 30, 1999

	GOVERNMENTAL FUND TYPES		ACCOUNT GROUP	TOTAL MEMORANDUM ONLY
	GENERAL	CAPITAL PROJECTS	FIXED ASSETS	
<b>ASSETS</b>				
Cash	\$82,858			\$82,858
Interfund Receivable	360,415			360,415
General Fixed Assets			6,664,974	6,664,974
<b>Total Assets</b>	<b>\$443,273</b>	<b>0</b>	<b>\$6,664,974</b>	<b>\$7,108,247</b>
<b>LIABILITIES &amp; FUND EQUITY</b>				
<b>LIABILITIES:</b>				
Accrued Expenses	\$138			\$138
Interfund Payable		360,415		360,415
Note Payable	250,000			250,000
<b>Total Liabilities</b>	<b>250,138</b>	<b>360,415</b>	<b>0</b>	<b>610,553</b>
<b>FUND EQUITY:</b>				
Investment in General Fixed Assets			6,664,974	6,664,974
Fund Balances-Unreserved	193,135	(360,415)		(167,280)
<b>Total Fund Balance (Deficit)</b>	<b>193,135</b>	<b>(360,415)</b>	<b>6,664,974</b>	<b>6,497,694</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>\$443,273</b>	<b>0</b>	<b>\$6,664,974</b>	<b>\$7,108,247</b>

ASCENSION-ST.JAMES AIRPORT AND  
 TRANSPORTATION AUTHORITY  
 EXECUTIVE DEPARTMENT  
 STATE OF LOUISIANA  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES  
 FOR THE YEAR ENDED JUNE 30, 1999

	GOVERNMENTAL FUNDS		TOTAL MEMORANDUM ONLY
	GENERAL	CAPITAL PROJECTS	
<b>REVENUES:</b>			
Hanger Rentals & Fees	\$76,180		\$76,180
Ramp Rental	250		250
Interest	498		498
Commissions	3,856		3,856
State Grant	65,000		65,000
Office Rental	765		765
Total Revenues	146,549	0	146,549
<b>EXPENDITURES:</b>			
Utilities & Telephone	9,779		9,779
Compensation	7,675		7,675
Aviation Consultant	9,995		9,995
Site Maintenance	10,692		10,692
Compensation Paid to Board Members	7,500		7,500
Office Supplies	4,899		4,899
Professional Fees	800		800
Insurance	5,208		5,208
Miscellaneous	2,458		2,458
Land Acquisition	73,375		73,375
Equipment	1,150		1,150
Total Expenditures	133,531	0	133,531
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	13,018	0	13,018
<b>FUND BALANCE, Beginning of Year</b>	180,117	(360,415)	(180,298)
<b>FUND BALANCE, End of Year</b>	\$193,135	(\$360,415)	(\$167,280)

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

Ascension-St. James Airport and  
Transportation Authority  
Executive Department  
State of Louisiana

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

***Public Bid Law***

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

No expenditures were made during the year for materials and supplies exceeding \$5,000 and no expenditures was made for public works exceeding \$50,000.

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

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

Management provided me with the required list.

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

Management provided me with the required list.

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

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

#### *Budgeting*

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

Management provided me with a copy of the original budget. There were no amendments to the budget during the year.

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

I traced the adoption of the amendment to the budget to the minutes of a meeting held on July 8, 1998. The motion passed with no opposition.

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

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues were 65.68% increase, the increase was due to \$65,000.00 State Grant for the purchase of land without the State Grant the revenues were 7.8% decrease.

The actual expenses were 58.12% increase, the increase was due to the purchase of land in the amount of \$73,375.00. Without the land purchase the expenses were 28.77% decrease, the decrease in expenses was mostly due to decrease in site maintenance.

#### *Accounting and Reporting*

8. Randomly select 6 disbursements made during the period under examination and:
  - (a) trace payments to supporting documentation as to proper amount and payee:

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

All of the payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the Board of Commissioners. In addition, each of the disbursements were traced to the district's minute book where they were approved by the full Commission.

#### *Meetings*

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

Ascension-St. James Airport and Transportation Authority is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. For special meeting notice is required to be posted at Ascension & St. James Courthouse and the press to be notified 24 hours prior to meeting. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

#### *Debts*

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.

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

#### *Advances and Bonuses*

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

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

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

This report is intended solely for the use of management of Ascension-St. James Airport and Transportation Authority and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

September 27, 1999

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*Governor*

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on Applying Agreed-Upon Procedures

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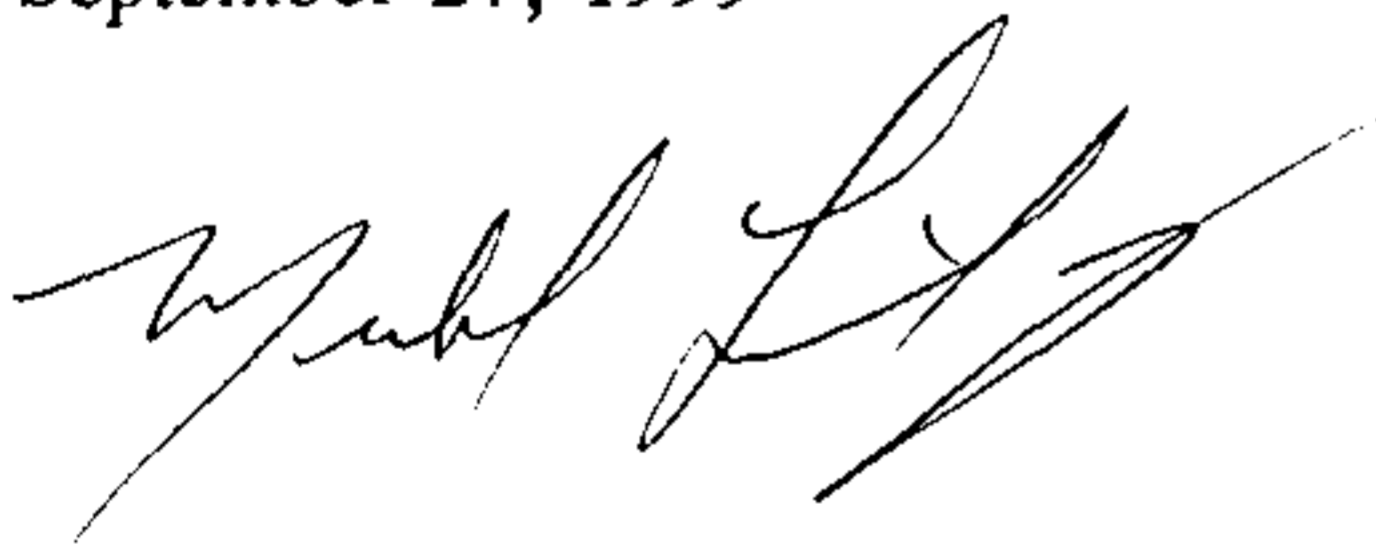
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 ALL FUND TYPES AND ACCOUNT GROUP  
 COMBINED BALANCE SHEET, JUNE 30, 1999

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<b>LIABILITIES:</b>				
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