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## HOSPITAL SERVICE DISTRICT NO. 2 OF THE PARISH OF LASALLE STATE OF LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

AND

BASIC FINANCIAL STATEMENTS

WITH

INDEPENDENT AUDITORS' REPORT

FOR THE YEARS ENDED
SEPTEMBER 30, 2003, 2002, AND 2001

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 3.17.04

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Financial Statements

### And

### Independent Auditors' Report Years Ended September 30, 2003, 2002, and 2001

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Hospital Service District No. 2 of LaSalle Parish, State of Louisiana (dba LaSalle General Hospital and LaSalle Nursing Home)

Management's Discussion and Analysis

Of the Basic Financial Statements

Years ended June 30, 2003 and 2002

This section of the Service District's annual financial report presents background information and management's analysis of the Service District's financial performance during the fiscal year that ended on September 30, 2003. Please read it in conjunction with the financial statements in this report.

### Financial Highlights

- The Service District's total assets increased by \$197,339, or approximately 1.15%.
- During the year, the Service District's total operating revenues increased \$66,995, or approximately 0.39%, to \$17,314,404, from the prior year.
- Total expenses increased \$1,060,865 or approximately 6.54%. Of this increase, \$737,018 is attributable to an 8.17% increase in employee benefits and salaries expenses.
- The Service District had a gain from operations of approximately \$25,190 which compares
  to a gain of \$1,019,060 the previous year.
- The Nursing Home began FY 2003, under a new payment system called Case Mix Index where payment is based on the necessary services provided to each patient. The payment is no longer a per diem amount.
- The Nursing Home closed D Wing due to the drop in census of 12.8%.
- The Hospital closed Grand Care, the geriatric partial hospitalization program, on 9/30/2003.
- The Hospital began operations of two hospital-owned physician practices in January 2003.

### Required Financial Statements

The Basic Financial Statements of the Service District report information about the Service District using Governmental Accounting Standards Board (GASB) accounting principles. These statements offer short-term and long-term financial information about its activities. The Balance Sheet includes all of the Service District's assets and liabilities and provides information about the nature and amounts of investments in resources (assets) and the obligations to Service District creditors (liabilities). It also provides the basis for computing rate of return, evaluating the capital structure of the Service District and assessing the liquidity and financial flexibility of the Service District. All of the current year's revenues and expenses are accounted for in the Statements of Revenue, Expenses and Changes in net Assets. This statement measures improvements in the Service District's operations over the past two years and can be used to determine whether the Service District has been able to recover all of its costs through its patient service revenue and other revenue sources. The final required financial statement is the Statements of Cash Flows. The primary purpose of this statement is to provide information about the Service District's cash from operations, investing and financing activities, and to provide answers to such questions as where did cash come from, what was cash used for and what was the change in cash balance during the reporting period.

### Financial Analysis of the Service District

The Balance Sheets and the Statements of Revenue, Expenses, and Changes in Net Assets report information about the Service District's activities. These two statements report the net assets of the Service District and changes in them. Increases or decreases in the Service District's net assets are one indicator of whether its financial health is improving or deteriorating. However, other non-financial factors such as changes in the health care industry, changes in Medicare and Medicaid regulations, and changes in managed care contracting should also be considered.

### **Net Assets**

Table 1 presents a condensed balance sheet for the Service District and compares fiscal years 2003 and 2002.

### TABLE 1 Condensed Balance Sheets

	•	<u>2003</u>	2002	\$ Change	% Change
Total current assets Capital assets - net Other assets	\$	10,676,628 6,635,677 22,863	\$ 10,578,671 6,551,641 7,517	\$ 97,957 84,036 15,346	0.93% 1.28% <u>204.15%</u>
Total Assets	<b>\$</b>	17,335,168	\$ 17,137,829	\$ 197,339	1.15%
Current liabilities Net assets	\$	1,419,926 15,915,242	\$ 1,374,488 15,763,341	\$ 45,438 151,901	3.31% <u>0.96%</u>
Total Liabilities and Net Assets	\$	17,335,168	\$ 17,137,829	\$ 197,339	<u>1.15%</u>

### Summary of Revenue, Expenses, and Changes in Net Assets

Table 2 presents a summary of the Service District's historical revenues and expenses for the fiscal years ended September 30, 2003 and 2002.

TABLE 2
Condensed Statements of Revenue, Expenses, and
Changes in Net Assets

		2003		2002		\$ Change	% Change
Revenue:		•					•
	\$	16,856,805	\$	16,988,449	\$	(131,644)	-0.77%
Gain on disposal of equipment	•	724	. •	624	•	100	16.03%
Grant income		10,525		-0-		10,525	100.00%
Other revenue		446,350		258,336		188,014	<u>72.78%</u>
Total Revenue		17,314,404		17,247,409		66,995	0.39%
Expenses:		•					
Salaries and benefits	;	9,758,971		9,021,953		737,018	8.17%
Medical supplies and drugs		1,281,486		1,304,891		(23,405)	-1.79%
Insurance		336,903		299,183		37,720	12.61%
Professional fees		1,347,168		1,369,538		(22,370)	-1.63%
Other expenses		2,599,704		2,202,455		397,249	18.04%
Provision for bad debts		1,381,301		1,516,547		(135,246)	-8.92%
Depreciation and amortization		583,681		506,213		77,468	15.30%
Interest	•	<u>-0-</u>		7,569		(7,569)	<u>-100.00%</u>
Total Expenses		17,289,214		16,228,349		1,060,865	<u>6.54%</u>
Operating Income (Loss)		25,190		1,019,060		(993,870)	-97.53%
Nonoperating Income:	,					•	
Interest income		100,894		90,278		10,616	11.76%
IGT transfer - administrative fee		9,548		<u>1,075,353</u>		(1,065,805)	<u>-99.11%</u>
Total Nonoperating Income	•	110,442		1,165,631		(1,055,189)	<u>-90.53%</u>
Excess of Revenue over Expenses		135,632		2,184,691		(2,049,059)	-93.79%
Net assets at beginning of year	.'	15,763,341		13,274,653		2,488,688	18.75%
Transfer from Debt Service Fund		16,269		303,997		(287,728)	<u>-94.65%</u>
Net assets at end of year	\$	15,915,242	\$	15,763,341	\$	151,901	0.96%

### Sources of Revenue

### **Operating Revenue**

During fiscal year 2003, the Service District derived the majority of its total revenue from patient services. Patient service revenue includes revenue from the Medicare and Medicaid programs, commercial insurance, other various third-party payors, and patients who receive care in the Service District's facilities. Reimbursement for the Medicare and Medicaid programs, commercial insurance, and other third-party payors is based upon established contracts. The difference between the covered charges and the established contract is recognized as a contractual allowance.

Table 3 presents the percentages by payor for the fiscal years ended September 30, 2003 and 2002. The Hospital's is a percentage of gross charges billed for patient services. The Nursing Home's is based on the census.

TABLE 3
Payor Mix by Percentage

1	LaSalle Genera	al Hospital	LaSalle Nursing	g Home
	2003	2002	2003	2002
Medicare	69.18%	71.18%	1.84%	1.74%
Medicaid	15.04%	12.77%	85.72%	88.30%
Commercial Insurance	12.58%	12.63%	0.00%	0.00%
Self Pay	3.20%	3.42%	12.44%	9.97%

#### Non-operating Income

The Service District has funds invested primarily in Certificates of Deposit held with the Bank of Jena and secured by pledged securities. These investments were approximately \$5.6 million that earned \$100,894 in interest income. Note that the significant change of -90.53%, in total non-operating revenue, is due to the Inter-Governmental Transfer (IGT) that was initiated in 2002.

#### Operating and Financial Performance

The following summarizes the Service District's Statements of Revenue, Expenses, and Changes in Net Assets between 2003 and 2002:

Overall activity at the Hospital, as measured by acute patient discharges, increased to 1,775 compared to 1,764 in 2002. Patient days were 9,408 in 2003, up from 8,891 in 2002. Average length of stay increased to 5.30, up from 5.04 in 2002.

Swing Bed activity at the Hospital decreased significantly from 2002 to 2003. Discharges dropped from 463 to 293. Length of stay increased from 7.68 to 9.16. Patient days dropped from 3,558 to

### Operating and Financial Performance (Continued)

2,683. This along with the new payment system accounts for the \$164,000 drop in Swing Bed revenue.

Overall activity at the Nursing Home, as measured by the census, has dropped by 12.8% since 2002. The current census is 80.

Salaries increased by \$737,018, over the prior year. The Service District gave a cost of living adjustment of approximately 4.50% in October 2002. This increase is reflected in the \$737,018 increase. Also, the Hospital has added additional personnel in several departments, including Ambulance, Lab, Admitting, Nuclear Medicine and Radiology. The Hospital now employs a full time Occupational Therapist, full time Speech Therapist, and a full time Information Technologist. January of 2003, marked the opening of two physician offices. The Hospital employs the necessary office staff and the two physicians. Additions to personnel automatically increase the employee benefits expended.

Insurance expenses increased by \$37,720 due to expected market trends.

Other expenses increased by \$397,249. Of this increase, approximately 25% is attributable to supplies, both medical and office. Utilities, repairs and maintenance, legal and consulting fees, and the two new physician offices also added to this increase.

Provision for bad debts decreased by approximately \$135,000.

During FYE 2003, the Hospital devoted much work and expenditure toward market expansion. This has positioned the Hospital to recognize revenue expansion during FYE 2004 and beyond. Full impact of the Rural Health Clinic, LaSalle Primary Health Care Center, could increase reimbursement from \$100,000 to \$300,000 over the current reimbursements. Payment increases from the Medicare Prescription Drug Improvement and Modernization Act of 2003, are due to equal \$150,000 to \$250,000. Further profits will come from continued growth of the physicians' practices and from the \$262,000 USDA teleradiology grant.

### Capital Assets

TABLE 4
Capital Assets

	•	September 36 2003	0,	September 3 2002	0,	\$ Change	% Change
Land	\$	198,893	\$	173,893	\$	25,000	12.57%
Land improvements		160,095		193,393		(33,298)	-20.80%
Buildings and fixed equipment		10,022,438		10,215,480		(193,042)	-1.93%
Moveable equipment		3,716,476		3,945,736		(229,260)	-6.17%
Construction in progress		21,503		1,186		20,317	94.48%
Total		14,119,405		14,529,688		(410,283)	-2.91%
Less: accumulated depreciation		7,483,728		7,978,047		(494,319)	<u>-6.61%</u>
Net property, plant, and				1		<del></del>	
equipment	\$	6,635,677	\$	6.551.641	\$	84,036	<u>1.27%</u>

NOTE: Net property, plant, and equipment have increased only slightly, 1.27%, just comparing the above numbers. However, the Service District actually purchased \$668,897 of PP&E during the year. The Service District deleted assets totaling \$1,079,180. The asset schedule was reviewed and many assets on the schedule were no longer in use. This deletion greatly alters the above comparison.

### Long-term Debt

At year-end, the Service District had no long-term debt.

### Contacting the Service District's Financial Manager

This financial report is designed to provide our citizens, customers, and creditors with a general overview of the Service District's finances and to demonstrate the Service District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Hospital Administration and/or Nursing Home Administration.

Bobby G. Lester, CPA John S. Wells, CPA Robert G. Miller, CPA Paul A. Delaney, CPA Mary L. Carroll, CPA

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### INDEPENDENT AUDITORS' REPORT

Board of Commissioners Hospital Service District No. 2, Of the Parish of LaSalle, State of Louisiana Jena, Louisiana

We have audited the accompanying basic financial statements of Hospital Service District No. 2, of the Parish of LaSalle, (the "District"), a component unit of the LaSalle Parish Police Jury, as of and for the years ended September 30, 2003, 2002, and 2001, as listed in the foregoing table of contents. These basic financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these basic financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits 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 financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Hospital Service District No. 2, of the Parish of LaSalle as of September 30, 2003, 2002, and 2001, and the results of its operations and cash flows of such funds for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated January 8, 2004, on our consideration of the District's internal control over financial reporting and 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 <u>Government Auditing Standards</u> and should be read in conjunction with this report in considering the results of our audit.

Board of Commissioners Hospital Service District No. 2, Of the Parish of LaSalle, State of Louisiana Page Two

Our audits were conducted for the purpose of forming an opinion on the Hospital's basic financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is 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.

As discussed in Note 2 to the financial statements, effective July 1, 2002, the Hospital changed its accounting policy related to financial statement presentation to comply with the provisions of Statement No. 34 of the Governmental Accounting Standards Board.

Management's discussion and analysis on pages "i" through "vi" 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 primarily of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Lesfer, Milla & Wills
Certified Public Accountants

January 8, 2004

# Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Enterprise Funds Combined Balance Sheets September 30, 2003, 2002, and 2001

<u>ASSETS</u>		<u>2003</u>		2002	<u>2001</u>
Current Assets:					
Cash and cash equivalents (Note 3)	\$	1,755,291	\$	1,558,805	\$ 1,093,703
Assets whose use is limited - required for		47.050		00.400	05.400
current liabilities (Note 5)		17,850		30,199 5 554 700	25,133
Investments (Note 4)	•	5,653,439		5,551,736	3,054,447
Estimated third-party payor settlements		111,927		303,645	262,584
Accounts receivable, net of estimated	-	0.705.500		0.040.044	0.400.070
uncollectibles (Note 6)		2,795,539		2,818,344	3,426,270
Inventory		248,070	•	255,440	.266,324
Prepaid expenses		94,512		60,502	50,785
Total Current Assets		10,676,628		10,578,671	8,179,246
		•			
Assets whose use is limited under bond		_		'. ·	<b>707.000</b>
covenant agreement (Note 5)		-0-		-0-	737,388
Property, plant, and equipment, net (Note 7)		6,635,677		6,551,641	5,975,522
Other assets (Note 8)		22,863		<u>7,517</u>	7,851
Total Assets	\$	17,335,168	\$	17,137,829	\$ 14,900,007
LIABILITIES AND NET ASSETS					•
Current Liabilities:				· .	
Accounts payable	\$	354,246	\$	409,985	\$ 280,192
Accrued expenses and withholdings					
payable (Note 9)		808,530		718,460	626,204
Resident deposits		17,850		30,199	- 25,133
Retirement plan payable		239,300		215,844	193,825
Current maturities of debt				<u>-0-</u>	245,000
Total Current Liabilities		1,419,926		1,374,488	1,370,354
Debt, net of current maturities (Note 12)		-0-			255,000
Total Liabilities	\$	1,419,926	\$	1,374,488	\$ 1,625,354

See accompanying notes to financial statements.

## Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Enterprise Funds Combined Balance Sheets (Continued) September 30, 2003, 2002, and 2001

-	2003	2002	<u>2001</u>
Net Assets: Invested in capital assets, net of related debt Restricted net assets Unrestricted net assets	\$ 6,635,677 -0- 9,279,565	\$ 6,551,641 -0- 9,211,700	\$ 5,975,522 500,000 6,799,131
Total Net Assets	15,915,242	15,763,341	13,274,653
Total Liabilities and Net Assets	\$ 17,335,168	\$ 17,137,829	\$ 14,900,007

### Combined Statements of Revenue, Expenses, and Changes in Net Assets Years Ended September 30, 2003, 2002, and 2001

	,	<u>2003</u>	<u>2002</u>	<u>2001</u>
Revenue:		•		
Net patient service revenue	\$	16,856,805	\$ 16,988,449	\$ 13,582,764
Gain (loss) on disposal of equipment		724	624	2,594
Grant income		10,525	-0-	-0-
Ad valorem taxes		131,726	-0-	-0-
Other revenue		314,624	258,336	564,187
Total Revenue		17,314,404	17,247,409	14,149,545
Expenses:				
Salaries and benefits		9,758,971	9,021,953	7,164,106
Medical supplies and drugs		1,281,486	1,304,891	1,187,672
Insurance		336,903	299,183	227,732
Professional fees		1,347,168	1,369,538	1,169,164
Other expenses		2,599,704	2,202,455	1,948,656
Provision for bad debts		1,381,301	1,516,547	1,170,919
Depreciation and amortization		583,681	506,213	421,046
Interest		<u>-0-</u>	7,569	29,097
Total Expenses		17,289,214	16,228,349	13,318,392
Operating Income (Loss)		25,190	1,019,060	831,153
Nonoperating Income:				
Interest income		100,894	90,278	219,543
IGT transfer - administrative fee		9,548	1,075,353	932,260
Total Nonoperating Income		110,442	1,165,631	1,151,803
Excess of Revenue over Expenses		135,632	2,184,691	1,982,956
Net assets at beginning of year		15,763,341	13,274,653	11,291,697
Transfer from Debt Service Fund		16,269	303,997	-0-
Net assets at end of year	\$	15,915,242	\$ 15,763,341	\$ 13,274,653

See accompanying notes to financial statements.

### Combined Statements of Cash Flows Years Ended September 30, 2003, 2002, and 2001

-		<u>2003</u>		2002		<u>2001</u>
Cash flows from operating activities:						
Cash received from patients and third-						
party payors	\$	15,692,934	\$	16,037,886	\$	11,393,403
Other receipts from operations		454,257		259,165		592,588
IGT transfer fee received  Cash payments to employees and for		9,548		1,075,353		932,260
employee-related cost		(9,660,290)		(8,907,678)		(7,046,660)
Cash payments for other operating						
expenses		(5,648,430)		(5,045,107)		(4,538,920)
		•				,
Net cash provided (used) by operating		040.040		0.440.040		4.000'074
activities		848,019		3,419,619		1,332,671
Cook flows from investing activities:						
Cash flows from investing activities:  Purchase of investments		(5,653,439)		(5,551,736)		(3,054,447)
Proceeds from investing activities		5,551,736		3,054,447		2,199,860
Investment income		100,894		90,278		191,862
Net cash provided (used) by investing						
activities		(809)	,	(2,407,011)		(662,725)
•						
Cash flows from capital and related financing activities:				•	-	
Purchase of property and equipment		(667,717)		(1,082,600)		(376,376)
Proceeds from sales of capital assets		724		1,236		2,594
Net bond reserve fund activity		-0-		737,388		(32,707)
Principal paid on long-term debt		-0-		(500,000)		(230,000)
Interest paid on long-term debt		-0-		(7,569)		(29,097)
Investment income		<u>-0-</u>		-0-		27,680
Nint and manyided by and by andical and extend						
Net cash provided (used) by capital and related financing activities	2	(666,993)	\$	(851,545)	\$	(637,906)
and	*	(200,000)	~		Ψ	700,,000)

### Combined Statements of Cash Flows (Continued) Years Ended September 30, 2003, 2002, and 2001

-	<u>2003</u>	<u>2002</u>	<u>2001</u>
Net increase (decrease) in cash and cash equivalents	\$ 180,217	\$ 161,063	\$ 32,040
Cash transferred from Nursing Home	-0-	-0-	821,126
Cash transferred from bond fund	16,2 <del>6</del> 9	304,039	-0-
Beginning cash and cash equivalents	1,558,805	1,093,703	240,537
Ending cash and cash equivalents	\$ 1,755,291	\$ 1,558,805	\$ 1,093,703
Supplemental disclosures of cash flow information:  Cash paid during the period for interest	\$ <u>-0-</u>	\$ 7,569	\$ <u> 29,097</u>

Combined Statements of Cash Flows (Continued) Years Ended September 30, 2003, 2002, and 2001

·	2003	<u>2002</u>	<u>2001</u>
Reconciliation of income from operations			
to net cash provided by operating activities:			
Operating income (loss)	\$ 25,190	\$ 1,019,060	\$ 831,153
Interest expense considered capital			
financing activity	-0-	7,569	29,097
Adjustments to reconcile operating income		•	
to net cash provided by operating activities:	•		-
Depreciation and amortization	583,681	506,213	421,046
Provision for bad debts	1,381,301	1,516,547	1,170,919
(Gain) loss on disposal of assets	(724)	(624)	(2,594)
IGT transfer - administrative fee	9,548	1,075,353	932,260
(Increase) decrease in:			•
Net patient accounts receivable	(1,358,496)	(908,621)	(2,098,425)
Estimated third-party payor settlements	191,718	(41,061)	(90,935)
Inventory	7,370	10,884	(21,895)
Prepaid expenses	(34,010)	(9,717)	(14,192)
Other assets	(15,346)	(52)	27,703
Increase (decrease) in:			
Accounts payable	(55,739)	129,793	31,088
Accrued expenses and withholdings			
payable	90,070	92,256	163,756
Retirement plan payable	23,456	22,019	(46,310)
Net cash provided (used) by operating			. •
activities	\$ 848,019	\$ 3,419,619	\$ 1,332,671

See accompanying notes to financial statements.

### NOTE 1 - ORGANIZATION AND OPERATIONS

### Legal Organization

LaSalle Parish Hospital Service District No. 2, State of Louisiana (referred to as "the District") was created in 1968 by the LaSalle Parish Police Jury.

The District is a political subdivision of the LaSalle Parish Police Jury whose jurors are elected officials. The District's five Commissioners are appointed by the LaSalle Parish Police Jury. As the governing authority of the Parish for reporting purposes, the LaSalle Parish Police Jury is the financial reporting entity for the District. Accordingly, the District was determined to be a component unit of the LaSalle Parish Police Jury based on Statement No. 14 of the National Committee on Governmental Accounting. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the police jury, the general governmental services provided by that governmental unit or the other governmental units that comprise the financial reporting entity.

On April 18, 2001, the District resumed control of LaSalle Nursing Home. LaSalle General Hospital and LaSalle Nursing Home are both enterprise funds within the District. This change in control has allowed the District to take advantage of an opportunity to participate in an Intergovernmental Transfer Program as envisioned by Act No. 143 of the First Extraordinary Session of 2000. Participation in this program will enhance the District's ability to provide quality care to the elderly and infirm nursing home patients of LaSalle Parish.

#### Nature of Business

The District provides outpatient, emergency, skilled nursing (through "Swing Beds"), acute inpatient hospital, home health, and long-term intermediate care.

#### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the District conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

#### **Enterprise Fund**

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Method of Accounting

The District uses the accrual method of accounting. Patient service revenue is reported at the estimated net realizable amounts from patients, third-party payors and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with third-party payors. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods as final settlements are determined. Hospital accounting and reporting procedures conform to the requirements of Louisiana Revised Statute 24:514 and to the guide set forth in the Louisiana Governmental Audit Guide, the AICPA Audit and Accounting Guide - Health Care Organizations, published by the American Institute of Certified Public Accountants, and standards set by the Governmental Accounting Standards Board (GASB), which is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

On July 1, 2002, the District adopted the provisions of Statement No. 34 (Statement 34) of GASB, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. Statement 34 established standards for external financial reporting for all state and local governmental entities, which include a balance sheet, a statement of revenue, expenses, and changes in net assets; and a direct method statement of cash flows. It requires the classification of net assets into three components – invested in capital assets, net of related debt; restricted and unrestricted. These classifications are defined as follows:

- Invested in capital assets, net of related debt This component of net assets consists of
  capital assets, 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.
- Restricted This component of net assets consists of constraints placed on net asset use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- Unrestricted This component of net assets consists of net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

The adoption of Statement 34 resulted in the previously reported unrestricted fund balance amount being classified to conform to the above net asset classifications. Additionally, the District restated the 2002 and 2001 statements of cash flows to conform to the direct method of reporting cash receipts and disbursements.

### **Income Taxes**

The entity is a political subdivision and exempt from taxation.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Credit Risk

The District provides medical care primarily to LaSalle Parish residents and grants credit to patients, substantially all of whom are local residents.

The District's estimate of collectibility is based on an evaluation of historical collections compared to gross revenues to establish an allowance for uncollectible accounts.

### Significant Concentration of Economic Dependence

The District has an economic dependence on a small number of staff physicians who admit over 90% of the District's patients. The District also has an economic dependence on Medicare and Medicaid as sources of payments as shown in the table in Note 13. Accordingly, changes in federal or state legislation or interpretations of rules have a significant impact on the District.

#### Inventory

Inventories are stated at the lower of cost or market value. Cost is determined by the first-in, first-out method.

### Property, Plant, and Equipment

Property, plant, and equipment is recorded at cost for purchased assets or at fair market value on the date of any donation. The District uses straight-line depreciation for financial reporting and third-party reimbursement. The following estimated useful lives are generally used.

Buildings and Improvements	25 to 40 years
Machinery and Equipment	5 to 20 years
Furniture and Fixtures	5 to 15 years

Expenditures for additions, major renewals and betterments are capitalized and expenditures for maintenance and repairs are charged to operations when incurred.

The cost of assets retired or otherwise disposed of and related accumulated depreciation are eliminated from the accounts in the year of disposal. Gains or losses resulting from property disposals are credited or charged to operations currently.

#### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Resident Deposits

The Nursing Home manages residents' personal funds that are shown on the financial statements as "Assets whose use is limited" with a related liability, "Resident deposits".

### NOTE 3 - CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist primarily of deposits in checking, money market, and certificates of deposits with original maturities of 90 days or less. The following is a summary of cash and cash equivalents:

	•	<u>2003</u>	<u>2002</u>	2001
Petty Cash Checking and Savings	;	\$ 1,635 <u>1,753,656</u>	\$ 1,235 1,557,570	\$ 1,235 1,092,468
Total	•	\$ 1,755,291	\$ 1,558,805	\$ 1,093,703

Three hundred and eleven thousand dollars of the above amount is covered by federal depository insurance. The remaining balance, with the exception of petty cash, is covered by collateral held by the pledging financial institution's trust departments in the District's name. Cash and cash equivalents are stated at cost which approximated market value.

#### NOTE 4 - INVESTMENTS

The District's investments consist of certificates of deposit. The District considers certificates of deposit with original maturities in excess of 90 days to be temporary cash investments. At September 30, 2003, 2002, and 2001, all investments were secured. Market value and carrying value are the same for all investments.

### NOTE 5 - ASSETS WHOSE USE IS LIMITED

Assets whose use is limited consists of the following items at September 30:

		<u>2003</u>		<u>2002</u>	<u>2001</u>
Residents Deposits Revenue Bond Sinking Fund	<b>\$</b>	17,850 -0-	\$	30,199 -0-	\$ 25,133 164,182
Revenue Bond Reserve Fund Total	<del></del>	<u>-0-</u> 17,850		-0- 30,199	573,206 762,521
Required for current liabilities	<u></u>	(17,850)		(30,199)	(25,133)
Assets whose use is limited	\$	-0-	\$ _	-0-	\$ 737;388

The Revenue Bond Sinking Fund and Revenue Bond Reserve Fund were required by the General Electric Credit Corporation revenue bond contract. Revenue bonds were paid off during fiscal year 2002 and cash was transferred to investments.

### NOTE 6 - ACCOUNTS RECEIVABLE

A summary of accounts receivable as of September 30, is presented below:

	-	<u>2003</u>	<u>2002</u>	<u>2001</u>
Patients	<b>\$</b>	3,512,976	\$ 3,592,915	\$ 4,010,155
Other receivables	_	7,182	4,275	5,156
	•	3,520,158	3,597,190	4,015,311
Estimated uncollectibles	•	(724,619)	(778,846)	(589,041)
Total	\$	2,795,539	\$ 2,818,344	\$ 3,426,270

### NOTE 7 - PROPERTY, PLANT, AND EQUIPMENT

The following is a summary of property, plant, and equipment and related accumulated depreciation for the year ended September 30, 2003:

	. (	September 30, 2002	Additions		Deductions	September 30, <u>2003</u>
Land	\$	173,893	\$ 25,000	\$	<b>-0-</b>	\$ 198,893
Land improvements		193,393	4,500		37,798	160,095
Buildings and fixed equipment		10,215,480	141,124		334,166	10,022,438
Moveable equipment		3,945,736	476,770		706,030	3,716,476
Construction in progress		1,186	21,503	-	1,186	21,503
Total		14,529,688	668,897		1,079,180	14,119,405
Accumulated depreciation		7,978,047	583,681		1,078,000	7,483,728
Net property, plant, and equipment	\$	6,551,641	\$ 85,216	\$	1,180	\$ 6,635,677

The following is a summary of property, plant, and equipment and related accumulated depreciation for the year ended September 30, 2002:

	,	September 30, <u>2001</u>	Additions	•	Deductions	September 30, 2002
Land	\$	153,893	\$ 20,000	\$	- <b>O</b> -	\$ 173,893
Land improvements		193,393	-0-		-0-	193,393
Buildings and fixed equipment		9,764,731	450,749		-0-	10,215,480
Moveable equipment		3,325,191	626,062		5,517	3,945,736
Construction in progress		15,394	1,186		15,394	1,186
Total		13,452,602	1,097,997		20,911	14,529,688
Accumulated depreciation		7,477,080	505,829		4,862	7,978,047
Net property, plant, and						
equipment	\$	5,975,522	\$ 592,168	\$	16,049	\$ 6,551,641

### NOTE 7 - PROPERTY, PLANT, AND EQUIPMENT (Continued)

The following is a summary of property, plant, and equipment and related accumulated depreciation for the year ended September 30, 2001:

•	٠	September 30,				September 30,
		<u>2000</u>	Additions		Deductions	<u>2001</u>
Land	\$	125,328	\$ 28,565	\$	-0-	\$ 153,893
Land improvements		183,543	9,850		-0-	193,393
Buildings and fixed equipment		8,659,524	1,105,452		245	9,764,731
Moveable equipment		2,686,884	748,534		110,227	3,325,191
Construction in progress		-0-	15,394	•	-0-	15,394
Total		11,655,279	1,907,795		110,472	13,452,602
Accumulated depreciation		6,546,361	1,041,191		110,472	7,477,080
Net property, plant, and		3				
equipment	\$	5,108,918	\$ 866,604	\$	-0-	\$ 5,975,522

### NOTE 8 - OTHER ASSETS

Other assets at September 30, consists of the following:

• • • • • • • • • • • • • • • • • • • •		2003		2002	2001
Silver recovered from x-ray films Startup costs, net Deposits	<b>\$</b>	7,153 15,635 75	\$	7,153 289 75	\$ 7,153 673 25
Total	\$	22,863	\$_	7,517	\$ 7,851

Combined Notes to Financial Statements Years Ended September 30, 2003, 2002, and 2001

### NOTE 9 - ACCRUED EXPENSES AND WITHHOLDINGS PAYABLE

Accrued expenses and withholdings payable at September 30 consist of the following:

	2003	<u>2002</u>		<u>2001</u>
Accrued employee insurance payable	\$ 100,000	\$ 125,128	\$	113,210
State unemployment taxes payable	331	147	·	172
Accrued interest payable	-0-	-0-		13,889
Accrued salaries and fees payable	307,715	219,548		178,801
Accrued compensated absences	350,738	323,424		265,693
Payroll withholdings	33,532	30,306		34,846
Provider tax payable	16,214	19,907		19,593
Total	\$ 808,530	\$ 718,460	\$	626,204

### NOTE 10 - COMPENSATED ABSENCES

Employees of the District are entitled to paid vacation and sick days depending on job classification, length of service and other factors. It is impracticable to estimate the amount of accrued compensation for future unvested sick days and, accordingly, no liability has been recorded in the accompanying financial statements. However, vested vacation, sick, and paid days off have been recorded as a liability in the accompanying financial statements at employee earning rates in effect at the balance sheet date.

### **NOTE 11 - PENSION PLAN**

The Hospital has a qualified contributory defined contribution plan providing retirement benefits for substantially all of its employees. Annually, the District contributes 5.1 percent of the salary of eligible employees to the plan. Employee and employer contributions were as follows:

	<u>20</u>	03	<u>2002</u>	2001	
Employee	\$34	42,435 \$	327,315	\$ 287,293	
Employer	\$3	19,067 \$	287,315	\$ 258,435	

The Nursing Home sponsors a tax-deferred annuity arrangement (exempt under Section 403(b) of the Internal Revenue Code) that covers all employees who have completed at least 1,000 hours of service per year. Employees may elect to make contributions of up to \$10,000 to the annuity

### NOTE 11 - PENSION PLAN (Continued)

through a salary reduction agreement. The Nursing Home pays participating employees 50% of their contributions currently. This percentage is at the Board's discretion and is reviewed each year. For the years ended September 30, 2003, 2002, and 2001, the amount of pension expense was \$7,941, \$7,504, and \$4,603, respectively.

### NOTE 12 - LONG-TERM DEBT

A summary of long-term debt, including capital lease obligations at September 30, 2003, 2002, and 2001 follows:

		2003	<u>2002</u>	<u>2001</u>
5.0 percent revenue bonds due March 10, 2003, collateralized by a pledge of the District's revenues	\$	-O- \$	-0- \$	500,000
Less current maturities of debt	_	-0-	<u>-0-</u>	245,000
Debt, net of current maturities	\$	<u>-0-</u> \$	<u>-0-</u> \$	255,000

#### NOTE 13 - PATIENT SERVICE REVENUE

The District has agreements with third-party payors that provide for payments to the District at amounts different from its established rates. A summary of the payment arrangements with major third-party payors follows:

<u>Medicare</u> - Inpatient acute care services rendered to Medicare program beneficiaries are paid at prospectively determined rates per discharge. These rates vary according to a patient classification system that is based on clinical, diagnostic and other factors. Certain outpatient services related to Medicare beneficiaries are paid based on a cost reimbursement methodology.

The District is reimbursed for cost reimbursable items at a tentative rate with final settlement determined after submission of annual cost reports by the District and audits thereof by the Medicare fiscal intermediary. The District's classification of patients under the Medicare program and the appropriateness of their admission are subject to an independent review by a peer review organization under contract with the District. Home health is reimbursed based upon a prospective payment per episode. The District's Medicare cost reports have been audited by the Medicare fiscal intermediary through September 30, 2000.

### NOTE 13 - PATIENT SERVICE REVENUE (Continued)

Medicaid – Medicaid inpatient services are reimbursed based on a prospectively determined rates methodology. The District is reimbursed at a tentative rate for cost based services with final settlement determined after submission of annual cost reports by the District and audits thereof by the Medicaid fiscal intermediary. The District's Medicaid cost reports have been audited by the Medicaid fiscal intermediary through September 30, 1999.

<u>Commercial</u> - The District has also entered into payment agreements with certain commercial insurance carriers, health maintenance organizations, and preferred provider organizations. The basis for payment to the District under these agreements includes prospectively determined rates per discharge, discounts from established charges, and prospectively determined daily rates.

The District receives a substantial portion of its charges from the Medicare and Medicaid programs at discounted rates. A summary of gross Medicare and Medicaid charges for the years ended September 30, 2003, 2002, and 2001 follows:

	<u>2003</u>	<u>2002</u>	<u>2001</u>
Medicare and Medicaid gross patient charges Contractual adjustments	\$ 26,409,066 (15,072,909)	\$ 23,705,463 \$ _(12,347,993)	21,136,178 (11,912,781)
Total patient revenues	\$ <u>11,336,157</u>	\$ <u>11,357,470</u> \$	9,223,397
Percent of total patient gross charges	80%	79%	<u>82%</u>
Percent of net patient revenues	<u>67%</u>	<u>67%</u>	<u>67%</u>

### NOTE 14 - PROFESSIONAL LIABILITY RISK

The District participates in the Louisiana Patient's Compensation Fund ("PCF") established by the State of Louisiana to provide medical professional liability coverage to health care providers. The fund provides for \$400,000 in coverage per occurrence above the first \$100,000 per occurrence for which the District is at risk. The fund places no limitation on the number of occurrences covered. In connection with the establishment of the Patient's Compensation Fund, the State of Louisiana enacted legislation limiting the amount of healthcare provider settlement for professional liability to \$100,000 per occurrence and limiting the PCF's exposure to \$400,000 per occurrence.

The District's membership in the Louisiana Hospital Association Trust Fund provides additional coverage for professional medical malpractice liability. The trust fund bills members in advance,

### NOTE 14 - PROFESSIONAL LIABILITY RISK (Continued)

based upon an estimate of their exposure. At policy year-end, premiums are redetermined utilizing actual losses of the District. The trust fund presumes to be a "Grantor Trust" and, accordingly, income and expenses are prorated to member hospitals. The District has only included these allocations or equity amounts assigned to the District by the trust fund in its financial statements.

### **NOTE 15 - CONTINGENCIES**

The District evaluates contingencies based upon the best available evidence. The District believes that no allowances for loss contingencies are considered necessary. To the extent that resolution of contingencies results in amounts which vary from the District's estimates, future earnings will be charged or credited.

The principal contingencies are described below:

Governmental Third-Party Reimbursement Programs (Note 13) - The District is contingently liable for retroactive adjustments made by the Medicare and Medicaid programs as the result of their examinations as well as retroactive changes in interpretations applying statutes, regulations, and general instructions of those programs. The amount of such adjustments cannot be determined.

Further, in order to continue receiving reimbursement from the Medicare programs, the Hospital entered into an agreement with a government agent allowing the agent access to the Hospital's Medicare patient medical records for purposes of making medical necessity and appropriate level of care determination. The agent has the ability to deny reimbursement for Medicare patient claims which have already been paid to the Hospital.

Medicaid Uncompensated Cost - The District received interim amounts of \$407,400, \$484,221 and \$573,083 for Medicaid and self-pay uncompensated care services for the years ended September 30, 2003, 2002, and 2001, respectively. The interim amounts received are based upon uncompensated cost incurred in previous years. Current regulations require retroactive audit of the claimed uncompensated cost and comparison to the interim amounts paid by Medicaid in each fiscal year. Any overpayments will be recouped by Medicaid. Management estimates that the Hospital has been overpaid by \$89,000 for fiscal year 2001 and this amount has been recorded as a liability. To the extent management's estimates differ from actual results, the differences will be used to adjust income for the period when differences arise. Management changed the method for recognizing uncompensated care (UCC) income in year ending 2003. This change from reflecting UCC income when actually received to recording UCC income based on the State of Louisiana's fiscal year, increased UCC income by \$180,396 for year ending 2003.

### NOTE 15 - CONTINGENCIES (Continued)

The healthcare industry is subject to numerous laws and regulations of Federal, state, and local governments. These laws and regulations include, but are not necessarily limited to, matters such as licensure, accreditation, privacy, government healthcare program participating requirements, reimbursement for patient services, and Medicare and Medicaid fraud and abuse. Recently, government activity has increased with respect to investigations and allegations concerning possible violations of fraud and abuse statutes and regulations by healthcare providers. Violations of these laws and regulations could result in expulsion from government healthcare programs together with the imposition of significant fines and penalties, as well as significant repayments for patient services previously billed. Management believes that the Hospital is in compliance with fraud and abuse statutes as well as other applicable government laws and regulations. Compliance with such laws and regulations can be subject to future government review and interpretation as well as regulatory actions unknown or unasserted at this time.

Professional Liability Risk (Note 14) - The District is contingently liable for losses from professional liability not underwritten by the Louisiana Patient's Compensation Fund or the Louisiana Hospital Association Trust Fund as well as for assessments by the Louisiana Hospital Association Trust Fund.

Workmen's Compensation Risk - The District participates in the Louisiana Hospital Association Self-Insurance Workmen's Compensation Trust Fund. Should the fund's assets not be adequate to cover claims made against it, the District may be assessed its pro rata share of the resulting deficit. It is not possible to estimate the amount of additional assessments, if any. Accordingly, the District is contingently liable for assessments by the Louisiana Hospital Association Trust Fund.

Self Funded Health Insurance Risk – The District has a self funded health insurance plan through Employee Benefits Services. No provision has been made for incurred but non-reported claims. Accordingly, the District is contingently liable for claims that may be reported subsequent to the balance sheet date.

Litigation and Other Matters – Various claims in the ordinary course of business are pending against the District. In the opinion of management and counsel, insurance is sufficient to cover adverse legal determinations in those cases where a liability can be measured.

#### NOTE 16 - CHARITY CARE

The District has a policy of providing charity care to indigent patients who meet certain criteria under its charity care policy. The cost of the charity care was \$56,392, \$26,257, and \$8,836 for the fiscal years ended in 2003, 2002, and 2001, respectively.

### NOTE 17 - OPERATING LEASES

Leases that do not meet the criteria for capitalization are classified as operating leases with related rental charged to operations as incurred. The following is a schedule by year of future minimum lease payments under operating leases as of September 30, 2003, that have initial or remaining lease terms in excess of one year.

Year Ending September 30		<u>Amount</u>
2004	\$	187,994
2005		201,194
2006		201,194
2007		201,194
2008.		50,299
Total minimum future lease payme	ents \$	841,875

### NOTE 18 - IGT TRANSFER - ADMINISTRATIVE FEE

The District entered into a cooperative endeavor agreement with the State of Louisiana under Act No. 143 of the First Extraordinary Session of the 2000 Louisiana Legislature ("Act 143"). Act 143 provides for an Intergovernmental Transfer (IGT) to the District whereby payments were made to the District and 99.5% of the funds were transferred to the State of Louisiana. The District was authorized to retain an amount equal to one-half of one percent (0.5%) of the Medicaid Enhancement Pool payment as an administrative fee. The District's administrative fees were \$9,548, \$1,075,353 and \$932,260 for 2003, 2002, and 2001, respectively. To avoid distortion of the cash flow statement, the \$9,578, \$215,070,600, and \$186,452,000 transferred to the District from the State of Louisiana and the \$0, \$213,995,247 and \$185,519,740 transferred from the District to the State of Louisiana were not reported in the cash flow statement.

## Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Debt Service Fund Balance Sheets September 30, 2003, 2002, and 2001

Assets:	<u>200</u>	<u>3</u>	<u>2002</u>	<u>2001</u>
Cash Certificates of deposit	\$	7 \$ <u>-0-</u>	13,518 -0-	\$ 7,943 393,951
Total Assets	\$ 	<u>7</u> \$	13,518	\$ 401,894
Net Assets:		•		
Unrestricted Net Asssets	\$	<u>7</u> \$_	13,518	\$ <u>401,894</u>

### Statements of Revenue and Expenses, and Changes in Net Assets Years Ended September 30, 2003, 2002, and 2001

		<u>2003</u>	2002	<u>2001</u>
Revenue:				
Ad valorem taxes	\$	2,650	\$ 16,444	\$ 97,234
Interest income		108	2,164	<u>5,161</u>
Total Revenue		2,758	18,608	102,395
Expenses:			•	
Bonds redeemed		-0-	100,000	95,000
Interest on bonds		-0-	2,875	11,211
Fiscal agent fees		-0-	110	180
Total Expenses		-0-	102,985	106,391
Excess of Revenue over Expenses		2,758	(84,377)	(3,996)
Net Assets, beginning of year	·	<u>13,518</u>	401,894	405,890
Net assets before transfers		16,276	317,517	401,894
Transfer to Hospital Enterprise Fund		16,269	303,999	-0-
Net assets, end of year	\$	7	\$ 13,518	\$ 401,894

# Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana General Long-Term Debt Account Group Statements of General Long-Term Debt Years Ended September 30, 2003, 2002, and 2001

· -		2003		2002		<u> 2001</u>
AMOUNT AVAILABLE AND TO BE PROVIDED FOR PAYMENT OF GENERAL LONG-TERM D		<del></del>		<del></del>		
Serial Bonds				-		
Amount available in Debt Service Fund	\$	-0-	\$	100,000	\$	401,894
Amount to be provided		<u>-0-</u>		(100,000)		(301,894)
	•	_	•		•	.400.000
Total	\$.	-0-	\$ _	· -O-	\$	100,000
GENERAL LONG-TERM DEBT PAYABLE		•				
Serial Bonds Payable	\$	-0-	\$	-0-	\$	100,000

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Debt Service Fund and General Long-Term Debt Account Group Notes to Financial Statements Years Ended September 30, 2003, 2002, and 2001

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### **Debt Service**

The debt service fund was established to receive ad valorem taxes collected and to repay bonds and the interest thereon. Taxes received cannot be commingled with other funds and can be used only for the designated purpose.

### General Long-Term Debt Account Group

The general long-term debt account group is a self-balancing group of accounts which includes unmatured public improvement bonds that are funded by ad valorem tax revenues.

### Basis of Accounting

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available. Property tax revenues are recognized when they become available. Available includes those property taxes collected.

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 principal and interest on general long-term debt which is recognized when due.

#### <u>Budgets</u>

Expenditures of the debt service fund are controlled through debt service commitments. No legal budget is required for this fund.

#### NOTE 2 - DEPOSITS

Certificates of Deposit at September 30, 2003, 2002 and 2001 with the depository bank are secured at the balance sheet date by federal depository insurance coverage and by pledged securities.

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### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Schedules of Net Patient Service Revenue Years Ended September 30, 2003, 2002, and 2001

	2003		<u>2002</u>		<u>2001</u>
Routine services:					
Adult and pediatric	\$ 2,592,927	\$	2,308,409	5	2,902,352
Swing bed	652,455		816,169		366,984
Nursing home services	3,386,188	_	3,669,641	-	1,725,459
Total routine services	6,631,570	_	6,794,219	_	4,994,795
Other professional services:	-				
Operating room	149,629		122,811		156,223
Recovery room	9,107		5,635		9,376
Anesthesiology	79,842		52,937		95,537
Radiology	2,777,112		2,207,274		1,723,672
Laboratory and blood	4,008,713		3,551,257		2,857,030
IV therapy	629,249		602,778		574,924
Respiratory therapy	2,067,619		1,867,119		1,654,300
Physical therapy	471,418		528,472		537,839
Occupational therapy	23,734		19,345		16,809
Speech therapy	14,255		12,971		5,312
EEG, EKG, telemetry	1, <del>64</del> 8,561		1,312,582		1,402,287
Medical supply	1,420,877		1,316,721		1,182,061
Pharmacy	7,606,607		7,018,805		6,788,460
Grand care	976,258		656,188		772,431
Wound care	161,753		459,509		221,180
Wellness center	34,970		36,263		45,296
Emergency service	1,875,234		1,628,033		1,389,952
Observation room	3,815		4,297		6,611
Ambulance service	810,459		692,903		496,098
Home health services	1,010,491		1,029,880		984,580
Physician private office	691,479		0-		-0-
Total other professional services	26,471,182		23,125,780		20,919,978
Total patient service charges	\$ 33,102,752	\$	29,919,999	\$	25,914,773

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Schedules of Net Patient Service Revenue (Continued) Years Ended September 30, 2003, 2002, and 2001

	<u>2003</u>	<u>2002</u>	<u>2001</u>
Deductions from charges:		-	
Medicare and Medicaid contractual			
adjustments	\$ 15,660,705 \$	12,832,214	\$ 12,485,864
Uncompensated care reimbursement	(587,796)	(484,221)	(573,083)
Employee discounts	9,172	11,782	9,211
Uncompensated services	56,392	26,257	8,836
Other	1,107,474	545,518	401,181
Total deductions from charges	16,245,947	12,931,550	12,332,009
Net patient service revenue	\$ 16,856,805 \$	16,988,449	\$ 13,582,764

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Schedules of Other Revenue Years Ended September 2003, 2002, and 2001

		<u>2003</u>		<u>2002</u>		<u>2001</u>
Purchase discounts taken	\$	3,031	\$	3,067	\$	3,633
Nursing Home contract		-0-		-0-		202,196
Cafeteria		141,265		131,827		127,892
Cot rentals		. 1,491		1,401		1,470
Medical record abstracts		7,333		5,615		5,624
Vending		3,308		2,562		1,978
Rental income		15,700		12,850		72,500
Amubulance reimbursement		126,000		68,850		116,409
Nursing Home accounting fees		-0-		-0-		4,725
Doctors' billing		9,500		23,100		27,300
Miscellaneous revenue	_	6,996	_	9,064	_	460
Total other revenue	\$_	<u>314,624</u>	\$_	258,336	\$_	564,187

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Schedules of Expenses – Salaries and Benefits Years Ended September 2003, 2002, and 2001

-		<u>2003</u>		<u>2002</u>		2001
Salaries:						
Administration	\$	1,117,776	\$	1,099,153	\$	863,713
Plant operations and maintenance	•	256,983	•	240,065	•	212,848
Laundry		112,663		107,777		103,273
Housekeeping		284,977		286,124		197,053
Dietary and cafeteria		368,206		369,810		350,156
Nursing administration		318,143		289,190		229,346
Medical records		201,243		129,534		110,886
Nursing services - acute		1,491,051		1,418,453		1,299,939
Nursing services - long-term care		1,109,282		1,099,106		529,627
Grand care		136,240		127,699		116,622
Weilness center		36,701		38,508		38,758
Operating room	-	42,393		45,923		37,126
Recovery room		4,172		1,533		3,595
Radiology		219,004		165,728		144,503
Laboratory		220,445		179,242		166,756
Respiratory therapy		200,831		194,912		185,285
Physical therapy		167,939		148,201		138,754
Occupational therapy		20,070		-0-		-0-
Speech therapy		12,866		-0-		-0-
Central supply		115,749		102,958		97,534
Pharmacy		167,169		162,426		156,392
Emergency room		630,597		651,009		525,128
Ambulance		190,620		179,731		176,468
Home health		387,739		378,514		346,088
Clinic		334,877		30,097		-0-
Total salaries		8,147,736		7,445,693	•	6,029,850
Benefits:		•				
FICA/Social Security		256,127		232,077		152,026
Hospitalization insurance		674,703		715,304		529,721
Other -		680,405		<u>628,879</u>		452,509
Total benefits		1,611,235		1,576,260		1,134,256
Total salaries and benefits	\$	9,758,971	\$	9,021,953	\$	7,164,106

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Schedules of Expenses – Medical Supplies and Drugs Years Ended September 2003, 2002, and 2001

	<u>2003</u>		<u>2002</u>	<u>2001</u>
Nursing services	\$ 22,879	\$	24,028	\$ 23,770
Grand care	109	•	32	41
Wellness center	26		-0-	301
Operating room	13,046		11,694	9,741
Anesthesiology	693		287	252
Radiology	51,541		69,971	66,084
Laboratory and blood	31,806		29,071	22,898
IV therapy	96,053		92,578	89,762
Respiratory therapy	25,554		22,950	19,968
Physical therapy	3,250		2,856	3,026
Occupational therapy	301		-0-	· -O-
Telemetry	4,267		4,528	3,964
Central supply	70,900		81,617	81,360
Pharmacy	791,924		776,651	761,316
Emergency room	8,563		10,502	8,817
Ambulance	3,533		6,903	7,463
Home health	21,897		20,753	23,454
Clínic	18,576		3,470	-0-
Nursing home supplies	116,568		147,000	65,455
- I			·	<del></del>
Total medical supplies and drugs	\$ 1,281,486	\$	1,304,891	1,187,672

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Schedules of Expenses – Professional Fees Years Ended September 2003, 2002, and 2001

		2003	2002	<u>2001</u>
Swing bed	\$	523 \$	440 \$	385
Grand care		47,674	57,363	57,778
Anesthesiology		81,739	106,900	88,671
Radiology		167,480	181,374	113,584
Laboratory	•	147,590	149,134	113,060
Physical therapy		17,024	42,732	34,406
Occupational therapy		530	5,280	4,440
Speech therapy		1,845	5,003	2,025
EKG, EEG		79,016	75,052	65,475
Emergency room		789,140	715,421	666,980
Home health		5,174	22,497	19,444
Pharmacy		6,150	7,510	2,916
Clinic		3,283	832	-0-
Total professional fees	\$_	1,347,168 \$	1,369,538 \$	1,169,164

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Schedules of Expenses – Other Expenses Years Ended September 2003, 2002, and 2001

	<u>2003</u>	<u>2002</u>		<u>2001</u>
Contract services	\$ 8,232	\$ 6,353	\$	5,843
Consultants	63,991	32,204		24,128
Legal	138,209	98,727		99,170
Supplies	983,618	880,234		762,498
Repairs and maintenance	378,119	350,714		370,424
Utilities	315,195	256,347		264,512
Telephone	59,902	72,042		55,307
Travel	80,730	81,521		68,759
Rentals	66,317	47,484		57,513
Advertising	33,279	24,665		21,524
Recruitment	2,902	775		2,874
Dues and subscriptions	65,122	62,166		57,539
Miscellaneous	110,700	58,063		49,550
Physician's private office	72,960	-0-		-0-
Provider tax	220,428	231,160		109,015
Total other expenses	\$ 2,599,704	\$ 2,202,455	\$,	1,948,656

•	-	LaSalle General <u>Hospital</u>	LaSalle Nursing <u>Home</u>		Eliminating <u>Entries</u>	Combined
<u>ASSETS</u>					•	
Current Assets:		1				
Cash and cash equivalents Assets whose use is limited -	\$	1,080,212	\$ 675,079	\$	-0- \$	1,755,291
required for current liabilities		-0-	17,850		-0-	17,850
Investments Estimated third-party		2,637,509	3,015,930		-0-	5,653,439
payor settlements Accounts receivable, net		87,500	24,427		-0-	111,927
of estimated uncollectibles		2,598,444	229,393	•	(32,298)	2,795,539
Inventory		239,586	8,484		-0-	248,070
Prepaid expenses		76,166	18,346		<u>-0-</u>	94,512
Total Current Assets		6,719,417	3,989,509		(32,298)	10,676,628
Property, plant, and equipment, net	-	5,619,503	1,016,174		-0-	6,635,677
Other assets		22,838	25		-0-	22,863
Total Assets	\$	12,361,758	\$ 5,005,708	\$	(32,298) \$	<u>17,335,168</u>
LIABILITIES AND NET ASSETS						
Current Liabilities:		•				
Accounts payable Accrued expenses and	\$	320,080	\$ 66,464	\$	(32,298) \$	354,246
withholdings payable		625,722	182,808		-0-	808,530
Resident deposits		-0-	17,850		~O~	17,850
Retirement plan payable		239,300	-0-		-0-	239,300
Total Current Liabilities		1,185,102	267,122		(32,298)	1,419,926
Total Liabilities	\$	1,185,102	\$ 267,122	\$	(32,298) \$	1,419,926

	LaSalle General <u>Hospital</u>	LaSalle Nursing <u>Home</u>	Eliminating <u>Entries</u>	<u>Combined</u>
Net Assets:				
Invested in capital assets, net of related debt	\$ 5,619,503 \$	1,016,174 \$	-0- \$	6,635,677
Unrestricted net assets	<u>5,557,153</u>	3,722,412	<u>-0-</u>	9,279,565
Total Net Assets	11,176,656	4,738,586	0-	15,915,242
Total Liabilities and Net Assets	\$ 12,361,758 \$	5,005,708 \$	(32,298) \$	17,335,168

		LaSalle General Hospital	LaSalle Nursing <u>Home</u>	Eliminating <u>Entries</u>	<u>Combined</u>
<u>ASSETS</u>					
Current Assets:					
Cash and cash equivalents	\$	1,022,924	\$ 535,881	\$ -O <b>-</b> \$	1,558,805
Assets whose use is limited -		^	30,199	-0-	30,199
required for current liabilities		-0- 2,600,000	2,951,736	-0~	5,551,736
Investments		2,000,000	2,901,700	-0	0,001,700
Estimated third-party		289,107	14,538	-0-	303,645
payor settlements Accounts receivable, net	,	203, 101	14,000	,	000,010
of estimated uncollectibles		2,587,401	268,531	(37,588)	2,818,344
Inventory		244,848	10,592	-0-	255,440
Prepaid expenses		45,997	14,505	<u>-0-</u>	60,502
•				_	
Total Current Assets		6,790,277	3,825,982	(37,588)	10,578,671
Property, plant, and equipment, net		5,529,664	1,021,977	-0-	6,551,641
Other assets		7,203	314	<u>-0-</u>	7,517
Total Assets	\$	12,327,144	\$ 4,848,273	\$ (37,588) \$	17,137,829
LIABILITIES AND NET ASSETS					•
Current Liabilities:			•		•
Accounts payable	\$	370,225	\$ 77,348	\$ (37,588) \$	409,985
Accrued expenses and		•			•
withholdings payable		585,216	133,244	<b>-0</b> -	718,460
Resident deposits		-0-	30,199	<del>-</del> 0-	30,199
Retirement plan payable	-	215,844		<u>-0-</u>	215,844
Total Current Liabilities		1,171,285	240,791	(37,588)	1,374,488
Total Liabilities	\$	1,171,285	\$ 240,791	\$ (37,588) \$	1,374,488

	LaSalle General <u>Hospital</u>	LaSalle Nursing <u>Home</u>	Eliminating <u>Entries</u>	Combined
Net Assets: Invested in capital assets,				•
net of related debt	\$ 5,529,664	\$ 1,021,977	\$ -0- \$	6,551,641
Unrestricted net assets	<u>5,626,195</u>	3,585,505	-0-	9,211,700
Total Net Assets	11,155,859	4,607,482	-0-	15,763,341
Total Liabilities and Net Assets	\$ 12,327,144	\$ 4,848,273	\$ (37,588) \$	17,137,829

<u>ASSETS</u>	LaSalle General <u>Hospital</u>		LaSalle Nursing <u>Home</u>	Eliminating <u>Entries</u>	<u>Combined</u>
Current Assets:					
Cash and cash equivalents	\$ 373,015	\$	720,688	\$ -0- \$	1,093,703
Assets whose use is limited -	-0-		25,133	-0-	25 422
required for current liabilities Investments	1,718,642		1,335,805	-0- -0-	25,133 3,054,447
Estimated third-party	. 1,7,0,012		1,000,000		O,00-1,-1-1
payor settlements	249,267		13,317	-0-	262,584
Accounts receivable, net	•				
of estimated uncollectibles	3,172,017		293,922	(39,669)	3,426,270
Inventory	255,211		11,113	-0-	266,324 50.785
Prepaid expenses	36,997	1	13,788	<u>-0-</u>	<u>50,785</u>
Total Current Assets	5,805,149	ı	2,413,766	(39,669)	8,179,246
	•				
Assets whose use is limited under	727 200		0	_	727 200
bond covenant agreement  Bronetty plant and equipment net	737,388 5,009,361		-0- 966,161	-0- -0-	737,388 5,975,522
Property, plant, and equipment, net Other assets	7,153		698	-0- -0-	7,851
				<del></del>	
Total Assets	\$ 11,559,051	\$	3,380,625	\$ (39,669) \$	14,900,007
LIABILITIES AND NET ASSETS					
Current Liabilities:	-				
Accounts payable	\$ 240,498	\$	79,363	\$ (39,669) \$	280,192
Accrued expenses and					
withholdings payable	520,176		106,028	-0-	626,204
Resident deposits	-0-		25,133	-0-	25,133
Retirement plan payable Current maturities of debt	193,825 245,000		-0- -0-	-0- -0-	193,825 245,000
Callett mataines of dept	240,000				240,000
Total Current Liabilities	1,199,499		210,524	(39,669)	1,370,354
Debt, net of current maturities	255,000		<u>-0-</u>		255,000
Total Liabilities	\$ 1,454,499	\$	210,524	\$ (39,669) \$	1,625,354

-	LaSalle General <u>Hospital</u>	LaSalle Nursing <u>Home</u>		Eliminating <u>Entries</u>	<u>Combined</u>
Net Assets: Invested in capital assets,					
net of related debt	\$ 5,009,361	\$ 966,161	\$	-0- \$	5,975,522
Restricted net assets	500,000	-0-	-	<b>-</b> 0-	500,000
Unrestricted net assets	<u>4,595,191</u>	2,203,940		-0-	6,799,131
Total Net Assets	10,104,552	3,170,101		-0-	13,274,653
Total Liabilities and Net Assets	\$ 11,559,051	\$ 3,380,625	\$	(39,669) \$	14,900,007

## Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Combining Statement of Revenue, Expenses, and Changes in Net Assets Year Ended September 30, 2003

_		LaSalle General	LaSalle Nursing	Eliminating	
		<u>Hospital</u>	<u>Home</u>	<u>Entries</u>	Combined
Revenue:					
Net patient service revenue	\$	13,591,586 \$	3,292,404	\$ (27,185) \$	16,856,805
Gain (loss) on disposal of					
equipment		724	-0-	-0-	724
Grant income		10,525	-0-	-0-	10,525
Ad valorem taxes		131,726	-0-	-0-	131,726
Other revenue		768,852	16,785	<u>(471,013</u> )	314,624
Total Revenue		14,503,413	3,309,189	(498, 198)	17,314,404
Expenses:					
Salaries and benefits		7,864,126	1,907,976	(13,131)	9,758,971
Medical supplies and drugs		1,164,918	116,568	-0-	1,281,486
Insurance		283,414	53,489	<b>-0-</b>	336,903
Professional fees		1,339,079	35,274	(27,185)	1,347,168
Other expenses		2,025,092	1,032,494	(457,882)	2,599,704
Provision for bad debts		1,379,951	1,350	-0-	1,381,301
Depreciation and amortization		486,538	97,143	<u>-0-</u>	583,681
Total Expenses		<u>14,543,118</u>	3,244,294	(498,198)	17,289,214
Operating Income (Loss)		(39,705)	64,895	<u>-0-</u>	25,190
Nonoperating Income:		•			
Interest income		44,233	56,661	-0-	100,894
IGT transfer - administrative fee		<u>-0-</u>	9,548	-0-	9,548
Total Nonoperating Income	-	44,233	66,209	<u>-0-</u>	110,442
Excess of Revenue over Expenses		4,528	131,104	-0-	135,632
Net assets at beginnning of year		11,155,859	4,607,482	-0-	15,763,341
Transfer from Debt Service Fund		16,269	<u>-0-</u>	<u>-0-</u>	16,269
Net assets at end of year	\$	11,176,656 \$	4,738,586	\$ <u>-0-</u> \$	15,915,242

## Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Combining Statement of Revenue, Expenses, and Changes in Net Assets Year Ended September 30, 2002

Pavanus		LaSalle General <u>Hospital</u>	LaSalle Nursing <u>Home</u>	Eliminating <u>Entries</u>	Combined
Revenue: Net patient service revenue	\$	13,440,227 \$	3,558,297 \$	(10,075) \$	16 099 440
Gain (loss) on disposal of	Ψ	10,440,227 Ψ	υ,υυυ, <u>2</u> σε φ	(10,075) φ	16,988,449
equipment		880	(256)	-0-	624
Grant income		-0-	-0-	<del>-</del> 0-	-0-
Other revenue		759,217	14,111	(514,992)	258,336
			· · · · · · · · · · · · · · · · · · ·		
Total Revenue		14,200,324	3,572,152	(525,067)	17,247,409
Expenses:					
Salaries and benefits		7,132,503	1,899,178	(9,728)	9,021,953
Medical supplies and drugs		1,157,891	147,000	` -O-´	1,304,891
Insurance		259,813	39,370	-0-	299,183
Professional fees		1,349,516	30,097	(10,075)	1,369,538
Other expenses		1,651,939	1,055,780	(505,264)	2,202,455
Provision for bad debts		1,516,547	-0-	-0-	1,516,547
Depreciation and amortization		422,557	83,656	-0-	506,213
Interest		<u>7,569</u>	<u>-0-</u>		7,569
Total Expenses		13,498,335	3,255,081	(525,067)	16,228,349
Operating Income (Loss)		701,989	317,071		1,019,060
Nonoperating Income:					
Interest income		45,321	44,957	-0-	90,278
IGT transfer - administrative fee		-0-	<u>1.075,353</u>	<u>-0-</u>	1,075,353
Total Nonoperating Income		45,321	1,120,310	-0-	1,165,631
Excess of Revenue over Expenses		747,310	1,437,381	<b>-0-</b>	2,184,691
Net assets at beginnning of year		10,104,552	3,170,101	~O-	13,274,653
Transfer from Debt Service Fund		303,997	<u>-0-</u>		303,997
Net assets at end of year	\$	11,155,859 \$	4,607,482 \$	<u>-0-</u> \$	15,763,341

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Combining Statement of Revenue, Expenses, and Changes in Net Assets Year Ended September 30, 2001

	LaSalle General Hospital	LaSalle Nursing <u>Home</u>	Eliminating <u>Entries</u>	Combined
Revenue:		<del></del>	<del></del>	
Net patient service revenue	\$ 11,889,000 \$	1,700,850 \$	(7,086) \$	13,582,764
Gain (loss) on disposal of	2.504	^	^	2.504
equipment	2,594	-0-	-0-	2,594
Grant income	-0-	-0- C 044	-0-	-0-
Other revenue	790,034	6,844	(232,691)	564,187
Total Revenue	12,681,628	1,707,694	(239,777)	14,149,545
Expenses:				
Salaries and benefits	6,349,472	814,634	<b>-</b> 0-	7,164,106
Medical supplies and drugs	1,122,217	65,455	-0-	1,187,672
Insurance	208,852	18,880	-0-	227,732
Professional fees	1,160,860	15,390	(7,086)	1,169,164
Other expenses	1,622,848	558,499	(232,691)	1,948,656
Provision for bad debts	1,153,236	17,683	` -0-	1,170,919
Depreciation and amortization	388,499	32,547	<b>-0</b> -	421,046
Interest	29,097	-0-	0-	29,097
Total Expenses	12,035,081	1,523,088	(239,777)	13,318,392
Operating Income (Loss)	646,547	184,606	-0-	<u>831,153</u>
Nonoperating Income:				
Interest income	198,707	20,836	-0-	219,543
IGT transfer - administrative fee	<u>-0-</u>	932,260		932,260
Total Nonoperating Income	198,707	953,096	0-	1,151,803
Excess of Revenue over Expenses	845,254	1,137,702	-0-	1,982,956
Net assets at beginnning of year	9,259,298	2,032,399	-0-	11,291,697
Net assets at end of year	\$ 10,104,552 \$	3,170,101 \$	<u>-0-</u> \$	13,274,653

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Schedules of Per Diem and

### Other Compensation Paid to Board Members Years Ended September 30, 2003, 2002, and 2001

Board Members	TERM EXPIRES	<u>2003</u>	-Compensation- 2002	<u>2001</u>
Bobby Joe Ganey	April, 2008	NONE	NONE	NONE
Harlon Nobles	April, 2004	NONE	NONE	NONE
W. O. Poole	April, 2005	NONE	NONE	NONE
Jimmie Humphries	April, 2006	NONE	NONE	NONE
I.C. Turnley, Jr., M.D.	April, 2007	NONE	NONE	NONE

Bobby G. Lester, CPA John S. Wells, CPA Robert G. Miller, CPA Paul A. Delaney, CPA Mary L. Carroll, CPA

Melanie I. Layssard, CPA Brenda J. Lloyd, CPA

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

To the Board of Commissioners Hospital Service District No. 2 Parish of LaSalle, State of Louisiana Jena, Louisiana

We have audited the basic financial statements of Hospital Service District No. 2, Parish of LaSalle, the ("District"), a component unit of the LaSalle Parish Police Jury, as of and for the years ended September 30, 2003, 2002, and 2001, and have issued our report thereon dated January 8, 2004. We conducted our audits 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 District's 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 <u>Government Auditing Standards</u>.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the 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 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 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 a material weakness.

Board of Commissioners Hospital Service District No. 2 Page Two

This report is intended solely for the information of the Board of Commissioners, Management and the Office of the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

**Certified Public Accountants** 

Lesta, Milla - Wills

January 8, 2004

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Management Recommendations Years Ended September 30, 2003, 2002, and 2001

### September 30, 2001

None

### September 30, 2002

### Compliance

Finding: The District's deposits with one financial institution exceeded the FDIC and pledged securities by \$477,065 on September 30, 2002. Louisiana Revised Statutes requires all deposits to be fully secured.

Recommendation: We recommend the District monitor its deposits with financial institutions on a monthly basis to ensure that they do not exceed the FDIC and pledged securities amount.

Management's Response: This oversight was cured on October 16, 2002. By the CFO reviewing monthly reports from the bank on pledged securities, this will not happen in the future.

Resolution: This matter has been resolved.

### September 30, 2003

Finding: Upon testing ER physician payments, we noted that the ER rates paid were not being verified. Also noted three of the twelve invoices did not have an approving signature.

Recommendation: A master detail of billing rates should be maintained and used to verify correct billing and approval of expenditures.

Management's Response: We have requested detailed billing from our ER group. We plan on using these comments as leverage to ensure compliance.

**Finding:** Upon testing of expenditures, we noted that the invoices for Anesthesiology were unable to be tested. The contract states a per point payment, but points are not listed on the invoice to verify.

**Recommendation:** We recommend asking the vendor to include points on the invoice for verification of invoice amounts.

Management's Response: We have discussed with our CRNA and have devised a method for points to be listed on the Operating Room tickets and on the monthly invoice.

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Management Recommendations Years Ended September 30, 2003, 2002, and 2001

### September 30, 2003 (Continued)

**Finding:** Upon inquiry as to Physician Office revenues, receipts and accounts receivable, we noted a lack of controls and procedures. No accounts receivable subsidiary ledger existed at 9/30/03. We noted a significant delay in the posting of transactions as August transactions were being posted in December.

**Recommendation:** Since these clinics are located "off-site" and are more susceptible to possible misappropriation, we recommend that internal control procedures be established and monitored on an ongoing basis. Detailed patient subsidiary ledger should be established and maintained. Timely and accurate financial information is necessary to make informed decisions about the performance of these clinics.

Management's Response: The billing associated with these two clinics has involved many hurdles that were beyond our control. Since the billing began to move forward, it has gone slower than we anticipated, and much slower than timely. Detailed calculations have been made monthly in order to have informed estimates on the financial statements. We currently have a detailed AR for Ahmed as of 9/30/03. Once the billing is brought to current, there will be many useful reports printed from our clinic software that we can utilize in a timely manner. Our plan all along has been timely and accurate information, it's just taking us longer than we planned.

Finding: Upon inquiry as to procedures for the writing off of amounts to the business office adjustment account, we noted no approval process exists for these adjustments.

Recommendation: We recommend some type of review and approval process be implemented for business office adjustments.

**Management's Response:** It is now in our Business Office policy that the CFO review business office adjustments monthly. On any adjustments over \$500, the CFO will receive an explanation from the billing clerk who submitted the adjustment.

Finding: Upon review of payroll liability accounts, it was noted that these accounts are not being reconciled.

Recommendation: We recommend that these accounts be reconciled monthly. These accounts reflect funds that have been withheld from employees in order to be remitted to a third party.

Management's Response: Payroll liability accounts will be reconciled monthly.

### Hospital Service District No. 2 Of the Parish of LaSalle, State of Louisiana Management Recommendations Years Ended September 30, 2003, 2002, and 2001

### September 30, 2003 (Continued)

**Finding:** Upon testing cash receipts, we noted in 3 of 5 instances deposits were not being made daily.

Recommendation: Deposits should be made daily in order to prevent possible misappropriation.

Management's Response: Deposits will be made timely.