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HOUSING AUTHORITY OF THE
TOWN OF BASILE, LOUISIANA

Report on Compiled
Financial Statements

December 31, 1999

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

Release Date 7-26-00

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VIGE & TUJAGUE

A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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Board of Directors
Basile Housing Authority
Basile, Louisiana 70515

We have compiled the accompanying general purpose financial statements of The Housing Authority of the Town of Basile, as of and for the year ended December 31, 1999, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form financial statements information that is the representation of management of The Housing Authority of The Town of Basile. We 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.

Vige & Tujague

Vige & Tujague
June 27, 2000

FINANCIAL SECTION

HOUSING AUTHORITY OF THE TOWN OF BASILE
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 December 31, 1999

| | <u>Governmental</u> <u>Funds</u> | | <u>Account</u> <u>Group</u> | |
|---|-------------------------------------|-----------------------------------|---|---|
| | <u>General</u> | <u>Capital</u> <u>Projects</u> | <u>General</u> <u>Fixed</u> <u>Assets</u> | <u>Totals</u> <u>(Memorandum</u> <u>Only)</u> |
| ASSETS AND OTHER DEBITS | | | | |
| Assets: | | | | |
| Cash and cash equivalents | \$ 29,174 | \$ - | \$ - | \$ 29,174 |
| Receivables (net of allow- ance for uncollectible) | 872 | - | - | 872 |
| Prepaid items | 1,557 | - | - | 1,557 |
| Land, buildings and equipment | - | - | 1,035,253 | 1,035,253 |
| Total Assets | <u>\$ 31,603</u> | <u>\$ -</u> | <u>\$1,035,253</u> | <u>\$1,066,856</u> |

See Accountants' Compilation Report and Notes to Financial Statements.

HOUSING AUTHORITY OF THE TOWN OF BASILE
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 December 31, 1999

| | Governmental Funds | | Account Group | Totals (Memorandum Only) |
|---|-----------------------|---------------------|----------------------------|--------------------------------|
| | General | Capital Projects | General Fixed Assets | |
| LIABILITIES, EQUITY, AND OTHER CREDITS | | | | |
| Liabilities: | | | | |
| Accounts, and other payables | \$ 4,410 | \$ - | \$ - | \$ 4,410 |
| Deposits due others | 2,428 | - | - | 2,428 |
| Total Liabilities | 6,838 | - | - | 6,838 |
| Equity and Other Credits: | | | | |
| Investment in general fixed assets | - | - | 1,035,253 | 1,035,253 |
| Fund balances: | | | | |
| Reserved | - | - | - | - |
| Unreserved | 24,765 | - | - | 24,765 |
| Total Equity and Other Credits | 24,765 | - | 1,035,253 | 1,060,018 |
| TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS | \$ 31,603 | - | \$1,035,253 | \$1,066,856 |

See Accountants' Compilation Report and Notes to Financial Statements.

HOUSING AUTHORITY OF THE TOWN OF BASILE
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCES - GOVERNMENTAL FUND TYPES
 For the Year Ended December 31, 1999

| | <u>General Fund</u> | <u>Capital Projects</u> | <u>Totals (Memorandum only)</u> |
|--|-------------------------|-----------------------------|-------------------------------------|
| REVENUES | | | |
| Local sources: | | | |
| Dwelling rental | \$ 26,277 | \$ - | \$ 26,277 |
| Interest earnings | 514 | - | 514 |
| Other - grants | - | 230,125 | 230,125 |
| Federal sources: | | | |
| Operating subsidy | <u>14,574</u> | <u>-</u> | <u>14,574</u> |
| Total revenues | <u>41,365</u> | <u>230,125</u> | <u>271,490</u> |
| EXPENDITURES | | | |
| Current: | | | |
| Administration | 21,501 | - | 21,501 |
| Utilities | 8,755 | - | 8,755 |
| Ordinary maintenance | 12,432 | - | 12,432 |
| General expenditures | 8,119 | - | 8,119 |
| Capital expenditures | <u>-</u> | <u>220,249</u> | <u>220,249</u> |
| Total expenditures | <u>50,807</u> | <u>220,249</u> | <u>271,056</u> |
| EXCESS (deficiency) OF REVENUES OVER (under) EXPENDITURES | <u>(9,442)</u> | <u>9,876</u> | <u>434</u> |
| Other Financing Sources (uses) | | | |
| Operating Transfers in | 9,876 | - | 9,876 |
| Operating Transfers out | <u>-</u> | <u>(9,876)</u> | <u>(9,876)</u> |
| Total Other Financing Sources (uses) | <u>9,876</u> | <u>(9,876)</u> | <u>-</u> |
| Excess (Deficiency) of Revenue over (under) Expenditures and other Financing Sources (uses) | 434 | - | 434 |
| Fund Balance, Beginning | <u>24,331</u> | <u>-</u> | <u>24,331</u> |
| Fund Balance, Ending | <u>\$ 24,765</u> | <u>\$ -</u> | <u>\$ 24,765</u> |

See Accountants' Compilation Report and Notes to Financial Statements.

HOUSING AUTHORITY OF THE TOWN OF BASILE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL - GOVERNMENTAL FUND TYPES
For the Year Ended December 31, 1999

| | GENERAL FUND-1999 | | | CAPITAL PROJECTS FUND - 1999 | | |
|--|-------------------|------------------|----------------------------------|------------------------------|----------------|----------------------------------|
| | BUDGET | ACTUAL | Variance Favorable (Unfavorable) | BUDGET | ACTUAL | Variance Favorable (Unfavorable) |
| REVENUES | | | | | | |
| Local sources: | | | | | | |
| Dwelling rental | \$ 32,372 | \$ 26,277 | \$ (6,095) | \$ - | \$ - | \$ - |
| Interest earnings | 1,191 | 514 | (677) | - | - | - |
| Other- Grant | - | - | - | - | - | - |
| Federal sources: | | | | | | |
| Operating subsidy | 14,574 | 14,574 | - | 230,125 | 230,125 | - |
| Total revenues | <u>48,137</u> | <u>41,365</u> | <u>(6,772)</u> | <u>230,125</u> | <u>230,125</u> | <u>-</u> |
| EXPENDITURES | | | | | | |
| Current: | | | | | | |
| Administration | 18,807 | 21,501 | (2,694) | - | - | - |
| Utilities | 10,841 | 8,755 | 2,086 | - | - | - |
| Ordinary maintenance | 9,958 | 12,432 | (2,474) | - | - | - |
| General expenditures | 9,437 | 8,119 | 1,318 | - | - | - |
| Capital expenditures | - | - | - | 220,249 | 220,249 | - |
| Total expenditures | <u>49,043</u> | <u>50,807</u> | <u>(1,764)</u> | <u>220,249</u> | <u>220,249</u> | <u>-</u> |
| EXCESS (deficiency) OF REVENUES OVER EXPENDITURES | <u>(906)</u> | <u>(9,442)</u> | <u>(8,536)</u> | <u>9,876</u> | <u>9,876</u> | <u>-</u> |
| Other Financing Source (uses) | | | | | | |
| Operating Transfers in | - | 9,876 | 9,876 | - | - | - |
| Operating Transfers out | - | - | - | (9,876) | (9,876) | - |
| Total Other Financing Sources (uses) | <u>-</u> | <u>9,876</u> | <u>9,876</u> | <u>(9,876)</u> | <u>(9,876)</u> | <u>-</u> |
| Excess (Deficiency) of Revenues over (under) Expenditures and other Financing Sources (uses) | (906) | 434 | 1,340 | - | - | - |
| FUND BALANCE, BEGINNING | <u>24,331</u> | <u>24,331</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Fund Balance, Ending | <u>\$ 23,425</u> | <u>\$ 24,765</u> | <u>\$ 1,340</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

See Accountants' Compilation Report and Notes to Financial Statements.

NOTES TO
GENERAL PURPOSE
FINANCIAL STATEMENTS

HOUSING AUTHORITY OF THE TOWN OF BASILE
NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 1999

INTRODUCTION

The Housing Authority of the Town of Basile was created by Louisiana Revised Statute (LSA-R.S) 40:391 to engage in the acquisition, development, and administration of a low rent housing program to provide safe, sanitary, and affordable housing to the citizens of Basile, Louisiana.

The authority is administered by a five-member board appointed by the Mayor. Members of the board serve three-year terms.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low rent housing programs in the United States. Accordingly, HUD has entered into an annual contributions contract with the authority for the purpose of assisting the authority in financing the acquisition, construction, and leasing of housing units and to make annual contributions (subsidies) to the authority for the purpose of maintaining this low rent character.

At December 31, 1999, the authority managed 22 public housing units.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements of the authority have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Reporting Entity

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the authority is legally separate and fiscally independent, the authority is a separate governmental reporting entity.

The authority is a related organization of the Town of Basile, Louisiana since the mayor appoints a voting majority of the authority's governing board. The Town of Basile, Louisiana is not financially accountable for the authority as it cannot impose its will on the authority and there is no potential for the authority to provide financial benefit to, or impose financial burdens on, the Town of Basile, Louisiana. Accordingly, the authority is not a component unit of the financial reporting entity of the Town of Basile, Louisiana.

The authority includes all funds, account groups, activities, et cetera, that are within the oversight responsibility of the authority.

NOTES TO FINANCIAL STATEMENT (continued)

Certain units of local government over which the authority exercises no oversight responsibility, such as the parish police jury, school board, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the authority. In addition, the accompanying financial statements do not include various tenant associations which are legally separate entities.

Fund Accounting

The authority uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable financial resources.

The fund classifications follow:

Governmental Funds

Governmental funds account for all or most of the authority's general activities, including the collection and disbursement of specific or legally restricted monies the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds include:

General Fund - the general operating fund of the authority accounts for all financial resources, except those required to be accounted for in other funds. The General Fund includes transactions of the low rent housing assistance programs.

Capital Projects Fund - Account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in any other fund.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by all governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

NOTES TO FINANCIAL STATEMENTS (continued)

Revenues

Operating subsidies received from HUD are recorded when available and measurable. Federal restricted grants are recorded when reimbursable expenditures have been incurred.

Rental income and other income are recorded in the month earned.

Interest earnings are recorded when time deposits mature and interest is credited to the authority's deposits.

Expenditures

Expenditures are recorded when the related fund liability is incurred. This includes expenditures for salaries and capital outlay in the general fund.

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

Budgets

The authority uses the following budget practices:

1. The Executive Director prepares a proposed budget and submits same to the Board Commissioners no later than thirty days prior to the beginning of each fiscal year.
2. Following discussion and acceptance of the budget by the Board, it is sent to HUD for approval.
3. Upon approval by HUD, the budget is formally adopted.
4. Any budgetary amendments require the approval of the Executive Director and Board of Commissioners.
5. Any budgetary appropriations lapse at the end of each fiscal year.
6. Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles (GAAP).
7. The budget comparison presented in the financial statements includes the original budget and all amendments.

NOTES TO FINANCIAL STATEMENTS (continued)

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts and certificates of deposit with original maturities of 90 days or less. Under state law, the authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the authority may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

Short-term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

Prepaid Items

Payments made to insurance companies for coverage that will benefit the period beyond December 31, 1999 are recorded as prepaid insurance.

Fixed Assets

Fixed assets of governmental funds are recorded as expenditures at the time they are purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. No construction period interest costs have been incurred and capitalized for the fiscal year ended December 31, 1999. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

Compensated Absences

The authority has one part time employee, hence no compensated absences are accrued.

Fund Equity

Reserves

Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific future use.

NOTES TO FINANCIAL STATEMENTS (continued)

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

Total Columns on Combined Statements

The total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NOTE 2 - FUND DEFICITS

No individual funds have deficits in unreserved fund balance at December 31, 1999.

NOTE 3 - CASH AND CASH EQUIVALENTS

At December 31, 1999, the authority has cash and cash equivalents totaling \$29,174 as follows:

| | |
|-----------------|------------------|
| Demand deposits | \$ 13,124 |
| Time deposits | <u>16,050</u> |
| Total | <u>\$ 29,174</u> |

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent banks. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1999, the authority has \$29,174 in deposits. These deposits are secured from risk by \$100,000 of federal deposit insurance and \$-0- of pledged securities held by the custodial bank in the name of the fiscal agent banks (GASB Category 3).

NOTES TO FINANCIAL STATEMENTS (continued)

NOTE 4 - RECEIVABLES

The receivables of \$872 December 31, 1999, are as follows:

| <u>Class of Receivable</u> | <u>General Fund</u> |
|--------------------------------|-------------------------|
| Local sources: | |
| Tenants | \$ <u>872</u> |

NOTE 5 - FIXED ASSETS

The changes in general fixed assets are as follows:

| | <u>Balance December 31, 1998</u> | <u>1999 Additions</u> | <u>1999 Deletions</u> | <u>Balance December 31, 1999</u> |
|--------------------------|--------------------------------------|---------------------------|---------------------------|--------------------------------------|
| Land, Building & Etc. | \$ <u>815,004</u> | \$ <u>220,249</u> | \$ <u>-</u> | \$ <u>1,035,253</u> |

NOTE 6 - ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$4,410 at December 31, 1999, are as follows:

| <u>General Fund</u> | <u>Amount</u> |
|---------------------|-----------------|
| Withholdings | \$ 456 |
| Accounts | <u>3,954</u> |
| Total | \$ <u>4,410</u> |

NOTE 7 - LITIGATION AND CLAIMS

At December 31, 1999, the authority was not involved in any lawsuits or aware of any claims against it.

NOTE 8 - FEDERAL COMPLIANCE CONTINGENCIES

No questions of disallowed costs were noted for inclusion in our report.

Note 9- Related Party Transactions

No related party transactions were noted in the year ended December 31, 1999.

NOTES TO FINANCIAL STATEMENTS (continued)

NOTE 10 - Actual Modernization Costs

1. The Actual Modernization Costs from inception of the grants are as follows:

| | *LA48P058903-96 CIAP 1996 | LA48P058904-98 CIAP 1998 |
|--------------------------|---------------------------------|--------------------------------|
| Total Award | <u>\$250,000</u> | <u>\$107,290</u> |
| Funds Approved | \$250,000 | \$ 2,000 |
| Funds Expended | <u>250,000</u> | <u>2,000</u> |
| Excess of Funds Approved | <u>\$ -0-</u> | <u>\$ -0-</u> |
| Funds Advanced | \$250,000 | \$ 2,000 |
| Funds Expended | <u>250,000</u> | <u>2,000</u> |
| Excess of Funds Advanced | <u>\$ -0-</u> | <u>\$ -0-</u> |

- * The distribution of costs as shown on the Final Statement of Modernization Costs dated September 12, 1999 accompanying the Actual Modernization Costs Certificate submitted to HUD for approval is in agreement with the PHA's records.

All modernization costs have been paid and all related liabilities have been discharged through payment.

NOTE 11 - Concentration of Risks

The Basile Housing Authority is financially dependent upon financial subsidies from HUD. It also is limited to serving the Town of Basile.

VIGE & TUJAGUE

A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Housing Authority of the Town of Basile

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Housing Authority of the Town of Basile and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Housing Authority of the Town of Basile's compliance with certain laws and regulations during the year ended December 31, 1999 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

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

The Authority expended over \$100,000 for modernization of the facilities. Bids were taken and accepted in accordance with state law.

Code of Ethics for Public Officials and Public Employees

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

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

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

Management provided us with the required list.

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

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

Budgeting

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

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

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

We traced the adoption of the original budget to the minutes of a meeting held in December 10, 1998, which indicated that the budget had been adopted by the commissioners.

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

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and certain expenditures for the year exceeded budgeted amounts by more than 5%.

Accounting and Reporting

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

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

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

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 Directors and the chairman of the Board of Commissioners.

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).

The Housing Authority of the Town of Basile is only required to post a notice of each meeting and the accompanying agenda on the door of the system's office building. Management posted these notices as required.

Debt

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

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

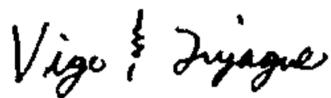
Advance and Bonuses

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

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

Our prior year report, dated December 31, 1998, did not include any comments or unresolved matters.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. This report is intended solely for the use of management of the Housing Authority of the Town of Basile 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 purpose. However, this report is a matter of public record and its distribution is not limited.



Vige & Tujague
June 27, 2000

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

_____ (Date Transmitted)

~~VIGE & TUJAGUE~~
~~(A Corporation of Certified Public Accountants)~~

~~P. O. BOX 1006~~

~~EUNICE, LOUISIANA 70535~~ (Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of 6-28-00 completion/representations).

Public Bid Law

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

Yes No []

Code of Ethics for Public Officials and Public Employees

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

Yes No []

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

Yes No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.
Yes No []

Meetings

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

Yes No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes No []

Advances and Bonuses

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

Yes No []

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

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

Jane W. Richard ^{EX DIRECTOR} Secretary 6-28-2000 Date

Treasurer _____ Date

Robert A. ... President 6-28-2000 Date