

RECEIVED  
LEGISLATIVE AUDITOR  
00 JAN 12 AM 10:39

CAMERON PARISH WATERWORKS  
DISTRICT NO. 11

FINANCIAL STATEMENTS

For the year ended  
December 31, 1999

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 6/21/00

## CONTENTS

	<u>Page No.</u>
ACCOUNTANT'S COMPILATION REPORT	1
BALANCE SHEET - EXHIBIT A	2
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS - EXHIBIT B	3
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS - BUDGET AND ACTUAL - EXHIBIT C	4
STATEMENTS OF CASH FLOWS - EXHIBIT D	5
NOTES TO FINANCIAL STATEMENTS	6 - 13
SUPPLEMENTARY INFORMATION	
Schedule 1 - Compensation of Board Members	15
INDEPENDENT AUDITOR'S REPORT ON APPLYING AGREED-UPON PROCEDURES	16-19
Schedule 2 - Schedule of Prior Year Findings	20
Schedule 3 - Management's Corrective Action Plan	21

**ELLIOTT & ASSOCIATES, INC.**

*A Professional Accounting Corporation*

P. O. Box 1287

Leesville, Louisiana 71496-1287

(337) 239-2535  
(337) 238-5135  
Fax 239-2295

W. Micheal Elliott, CPA

Board of Commissioners  
Cameron Parish Waterworks District No. 11

I have compiled the accompanying general purpose financial statements, as listed in the table of contents, of the Cameron Parish Waterworks District No. 11 as and for the year ended December 31, 1999, and the accompanying supplementary information, as listed in the table of contents, which is presented for supplementary analysis purposes, in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

*Elliott & Assoc. "APAC"*  
Leesville, Louisiana  
June 1, 2000

## CAMERON PARISH WATERWORKS DISTRICT NO. 11

## BALANCE SHEET

December 31, 1999

ASSETS

Current assets:	
Cash (Note 2)	\$ 27,253
Cash equivalents (Note 2)	320,000
Receivables:	
Ad valorem taxes (Note 3)	58,856
Accounts (Note 3)	11,248
Inventory, at cost	<u>10,648</u>
Total current assets	<u>428,005</u>
Restricted assets:	
Cash (Notes 2 and 9)	4,982
Customer deposits	6,810
Ad valorem taxes receivable (Note 3)	<u>5,687</u>
Total restricted assets	<u>17,479</u>
Fixed assets (Note 4):	
Land	10,000
Buildings	143,649
Improvements other than land	1,922,270
Furniture, fixtures, and equipment	116,379
Less: accumulated depreciation	<u>(780,306)</u>
Fixed assets (net of accumulated depreciation)	<u>1,411,992</u>
Total assets	<u>\$1,857,476</u>

See accompanying notes and accountant's report.

Exhibit A

LIABILITIES AND EQUITY

Current liabilities:	
Accounts payable	\$ 3,617
Payroll taxes payable	---
Sales taxes payable	408
Retirement deductions payable	<u>1,793</u>
Total current liabilities	<u>5,818</u>
Current liabilities payable from restricted assets:	
Retirement deductions payable	207
Customer deposits payable	6,810
Accrued interest payable (Note 5)	672
General obligation bonds payable--current (Note 5)	<u>5,000</u>
Total current liabilities payable from restricted assets	<u>12,689</u>
Long-term liabilities:	
General obligation bonds payable (net of current portion)--(Note 5)	<u>10,000</u>
Total liabilities	<u>28,507</u>
Equity:	
Contributed capital (Note 6)	<u>582,956</u>
Retained earnings:	
Reserved for general obligation bond indentures	5,136
Unreserved	<u>1,240,877</u>
Total retained earnings	<u>1,246,013</u>
Total equity	<u>1,828,969</u>
Total liabilities and equity	<u>\$1,857,476</u>

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Statement of Revenues, Expenses and  
Changes in Retained Earnings

For the year ended December 31, 1999

Operating revenues:	
Charges for sales and services:	
Water sales	\$ 158,033
Water tap fees	5,970
Installation charges	38,704
Other income	<u>28</u>
Total operating revenues	<u>202,735</u>
Operating expenses:	
Salaries and related benefits	79,433
Per diem of board members	5,160
Operation of plant	117,555
Depreciation	<u>60,118</u>
Total operating expenses	<u>262,266</u>
Operating income (loss)	<u>(59,531)</u>
Nonoperating revenues (expenses):	
Ad valorem taxes (Note 3)	63,312
Interest income	16,440
Interest expense (Note 5)	(1,926)
(Loss) on disposal of assets	(242)
Gain on disposal of asset	<u>1,634</u>
Total nonoperating revenues (expenses)	<u>79,218</u>
Net income (loss)	19,687
Add depreciation on assets acquired through contributed capital	<u>22,691</u>
Increase in retained earnings	42,378
Retained earnings, January 1	<u>1,203,635</u>
Retained earnings, December 31	<u>\$1,246,013</u>

See accompanying notes and accountant's report.

CAMERON PARISH WATERWORKS DISTRICT NO. 11  
Statement of Revenues, Expenses and  
Changes in Retained Earnings - Budget and Actual  
For the year ended December 31, 1999

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Operating revenues:			
Charges for sales and services:			
Water sales	\$ 160,000	\$ 158,033	\$ (1,967)
Water tap fees	6,000	5,970	(30)
Delinquent charges	3,000	---	(3,000)
Installation charges	42,762	38,704	(4,058)
Other income	---	28	28
Total operating revenues	<u>211,762</u>	<u>202,735</u>	<u>(9,027)</u>
Operating expenses:			
Salaries and related benefits	79,870	79,433	437
Per diem of board members	5,000	5,160	(160)
Operation of plant	122,285	117,555	4,730
Depreciation	60,000	60,118	(118)
Total operating expenses	<u>267,155</u>	<u>262,266</u>	<u>4,889</u>
Operating income (loss)	<u>(55,393)</u>	<u>(59,531)</u>	<u>(4,138)</u>
Nonoperating revenues (expenses):			
Ad valorem taxes (Note 3)	55,657	63,312	7,655
Interest income	17,000	16,440	(560)
Interest expense (Note 5)	(1,900)	(1,926)	(26)
(Loss) on disposal of asset	---	(242)	(242)
Gain on disposal of asset	---	1,634	1,634
Total nonoperating revenues (expenses)	<u>70,757</u>	<u>79,218</u>	<u>8,461</u>
Net income (loss)	15,364	19,687	4,323
Add depreciation on assets acquired through contributed capital	<u>22,691</u>	<u>22,691</u>	<u>---</u>
Increase in retained earnings	38,055	42,378	4,323
Retained earnings, January 1	<u>1,203,635</u>	<u>1,203,635</u>	<u>---</u>
Retained earnings, December 31	<u>\$1,241,690</u>	<u>\$1,246,013</u>	<u>\$ 4,323</u>
See accompanying notes and accountant's report.			

## CAMERON PARISH WATERWORKS DISTRICT NO. 11

## Statement of Cash Flows

For the year ended December 31, 1999

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating income	\$(59,531)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	60,118
Changes in assets and liabilities	
Accounts receivable	(1,854)
Other current assets	(30)
Accounts payable	(6,753)
Other current liabilities	85
Retirement deductions payable	(12)
Customer deposits	<u>863</u>
Net cash provided by operating activities	<u>(7,114)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Ad valorem taxes	<u>50,473</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES	
Ad valorem taxes	6,264
Acquisition of property, plant and equipment	(80,410)
Payments of revenue bonds and other indebtedness	(5,000)
Gain on sale of equipment	1,634
Interest paid on long-term debt	<u>(2,150)</u>
Net cash (used) by capital financing activities	<u>(79,662)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest received	<u>16,440</u>
Increase in cash	(19,863)
CASH, BEGINNING OF YEAR	<u>378,908</u>
CASH, END OF YEAR	<u>\$359,045</u>
CLASSIFIED AS	
Current Assets	\$347,253
Restricted Assets	<u>11,792</u>
Totals	<u>\$359,045</u>

See accompanying notes and accountant's report.

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Notes to the Financial Statements

December 31, 1999

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Cameron Parish Police Jury is a political subdivision of the State of Louisiana. Cameron Parish Police Jury is the reporting entity for Cameron Parish as defined by NCGA Statement 3, (Defining the Governmental Reporting Entity).

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transaction of state and local governments. In November of 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification is recognized as generally accepted accounting principles for state and local governments.

Cameron Parish Waterworks District No. 11 "District" is a component unit of Cameron Parish Police Jury as defined by GASB codification Section 2100. The District was created by the Cameron Parish Police Jury as authorized by Louisiana Revised Statutes 33:3811-21. The District is governed by a board of five commissioners appointed by the Cameron Parish Police Jury, who are responsible for providing water service within the boundaries of the district. In addition to the above the district is required by Louisiana Revised Statutes 24:514 to report annually by June 30 to the Legislative Auditor.

A. FUND ACCOUNTING

Cameron Parish Waterworks District No. 11 is organized and operated on a fund basis as a Proprietary Fund Type-Enterprise Fund. In an enterprise fund the accrual basis of accounting is utilized and revenues are recognized when earned and expenses are recognized when incurred. 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 and ad valorem taxes.

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Notes to the Financial Statements (Continued)

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)

B. CASH AND CASH EQUIVALENTS

Cash includes amounts in petty cash, demand deposits, interest bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits, with maturities of three months or less.

C. ACCOUNTS RECEIVABLE WRITE-OFF METHOD

The District has adopted a write off policy wherein any account that is deemed uncollectible is written off directly when the account's collection efforts have been deemed unsuccessful.

D. FIXED ASSETS AND LONG-TERM LIABILITIES

The fixed assets and long-term liabilities of the waterworks district are accounted for on the balance sheet of the Enterprise Fund. The fixed assets of the district as shown on the balance sheet are recorded at historical cost. Depreciation is computed by the straight line method based on the estimated useful life of the individual assets.

E. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Proprietary funds follow GAAP prescribed by the Governmental Accounting Standards Board and all Financial Accounting Standards Board's standards issued prior to November 30, 1989. All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets associated with the operation of these funds are included on the balance sheet. Fund equity, (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Notes to the Financial Statements (Continued)

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)

F. BUDGETARY PRACTICE

The Cameron Parish Waterworks District No. 11 utilizes the following budgetary practice:

Annually the District adopts a budget for the Enterprise Fund as a management device for control of revenues and expenses. The budget is amended at various times during the year as the need arises.

G. INVESTMENTS

Investments are stated at cost. These investments are time deposits which are fully secured through the pledge of bank-owned securities or federal deposit insurance.

H. INVENTORY

Inventories are valued at cost. Inventories in the Enterprise Fund consist of expendable supplies held for use in repairs and extending water mains of the waterworks district. The cost is recorded as an expense at the time the item is purchased. At year end the physical inventory is adjusted to expenses and carried on the balance sheet as a current asset.

I. VACATION AND SICK LEAVE

The Cameron Parish Waterworks District No. 11 has the following policy related to vacation and sick leave:

Employees of the District accrue from 5 to 25 days annual leave each year depending on length of service. Upon resignation or retirement, unused annual leave up to a maximum of \$1,200 is paid to the employee at the employee's current rate of pay. In addition, employees of the District accrue from 12 to 18 days of sick leave each year depending on length of service. Upon resignation or retirement, unused sick leave is forfeited.

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Notes to the Financial Statements (Continued)

NOTE 1--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)

J. CONTRIBUTED CAPITAL

Contributed capital is amortized on a straight-line basis over the respective asset life to which the asset relates.

NOTE 2--CASH AND INVESTMENT COLLATERAL

Under state law, the District may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The District may invest in United States bonds, treasury notes, time certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana, investments as stipulated in state law, or any other federally insured investment.

At December 31, 1999, the District had cash and investments as follows:

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>
Cash (demand deposits) and certificate of deposit	<u>\$347,253</u>	<u>\$ 11,792</u>	<u>\$359,045</u>

At year end, the carrying amount of the District's deposits (demand deposits and certificates of deposit) were \$359,045, and the bank balances were \$359,759. A summary of collateralization of bank balances is presented below.

Insured (Federal deposit insurance)	\$200,000
Uncollateralized (In accordance with GAAP - See below)	<u>159,759</u>
	<u>\$359,759</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times at least equal the amount on deposit with the fiscal agent.

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Notes to the Financial Statements (Continued)

NOTE 2--CASH AND INVESTMENT COLLATERAL (Continued)

The uncollateralized amount shown above is secured by pledged securities with a market value of \$281,307 held in the name of the pledging fiscal agent banks in holding or custodial banks. Even though the pledged securities are considered uncollateralized under GAAP, Louisiana Revised Statutes impose a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3--RECEIVABLES

Receivables at December 31, 1999 consist of the following:

Ad valorem taxes--unrestricted	\$ 58,856
Ad valorem taxes--restricted	5,687
Accounts	<u>11,248</u>
Net total receivables	<u>\$ 75,791</u>

The amount included in the ad valorem receivable on the balance sheet is for ad valorem taxes which attach as an enforceable lien on property as of January 1 of each year. Taxes are levied to the taxpayers in November. Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are budgeted in the year billed.

The District utilizes the Cameron Parish Tax Collector/Sheriff to bill and collect its property taxes using the assessed values determined by the tax assessor of Cameron Parish.

For the year ended December 31, 1999, taxes of 6.75 mills were levied on property with assessed valuation totaling \$9,381,440 and were dedicated to the General Fund.

The total amount levied for the year ended December 31, 1999 was \$56,759. Furthermore, collections of delinquent taxes and other adjustments resulted in total collections of \$63,312.

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Notes to the Financial Statements (Continued)

Note 4--CHANGES IN FIXED ASSETS

Fixed assets are recorded at cost less accumulated depreciation. Depreciation is calculated by the straight-line method over the estimated useful life of the various classes of assets.

The following is a summary of changes in fixed assets as of December 31, 1999:

	<u>Land</u>	<u>Buildings</u>	<u>Improvements other than land</u>	<u>Furniture, fixtures, &amp; equipment</u>	<u>Total</u>
Balance 12/31/98	\$10,000	\$ ---	\$1,922,270	\$100,830	\$2,033,100
Additions	---	143,649	---	29,210	172,859
Deletions	---	---	---	(13,661)	(13,661)
Balance 12/31/99	10,000	143,649	1,922,270	116,379	2,192,298
Less: Accumulated depreciation	---	(1,796)	(699,461)	(79,049)	(780,306)
Net fixed assets 12/31/99	<u>\$10,000</u>	<u>\$ 141,853</u>	<u>\$1,222,809</u>	<u>\$ 37,330</u>	<u>\$1,411,992</u>

The following estimated useful lives are used to compute depreciation:

Buildings	40 years
Improvements other than land	40 years
Furniture, fixtures, and equipment	3 - 10 years

CAMERON PARISH WATERWORKS DISTRICT NO. 11  
Notes to the Financial Statements (Continued)

NOTE 5--CHANGES IN LONG-TERM DEBT

The following is a summary of bond transactions of the Cameron Parish Waterworks District No. 11 for the year ended December 31, 1999:

	<u>General Obligation Bonds</u>
Bonds payable, 12/31/98	\$ 20,000
Bonds retired	<u>(5,000)</u>
Bonds payable, 12/31/99	<u>\$ 15,000</u>

Bonds payable at December 31, 1999 are comprised of the following individual issues:

General obligation bonds:	
\$663,000 of General Obligation	
Bonds dated August 1, 1982; due	
in annual installments of \$5,000	
to \$95,000 through August 1, 2002;	
interest at 10.25% - 12.75%	<u>\$ 15,000</u>

The annual requirements to amortize all general obligation bonds outstanding as of December 31, 1999, including interest payments of \$3,225 are as follows:

<u>Year Ending</u>		
2000		\$ 6,613
2001		6,075
2002		<u>5,537</u>
Total		<u>\$ 18,225</u>

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Notes to the Financial Statements (Continued)

NOTE 6--CONTRIBUTED CAPITAL

Changes during the year ended December 31, 1999 in the contributed capital account are as follows:

Balance, 12/31/98	\$605,647
Depreciation of assets acquired by contributed capital	<u>(22,691)</u>
Balance, 12/31/99	<u>\$582,956</u>

NOTE 7--RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft or damage and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The District carries commercial insurance as outlined in the following table. Settled claims did not exceed commercial coverage for any of the past three fiscal years.

LIMITS OF <u>COVERAGE</u>	
Workmen's compensation	\$ 350,000
Auto liability	1,000,000
Commercial general liability	2,000,000
District-owned buildings and equipment	NONE

The District covers all other losses, claim settlements, and judgments from operating resources. Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated.

The District was not involved in any litigation nor did it have asserted claims lodged against it.

SUPPLEMENTARY INFORMATION

CAMERON PARISH WATERWORKS DISTRICT NO. 11

Schedule of Compensation of Board Members

For the year ended December 31, 1999

The schedule of per diem paid to board members was prepared in compliance with House Concurrent Resolution No. 54 of the 1979 session of the Legislature.

As provided by Louisiana Revised Statute 33:4564, the board members received \$60 per diem for attendance at meetings of the board.

	<u>1999</u>	
	<u>Number</u>	<u>Amount</u>
	<u>Attended</u>	
Lynn Berry	19	\$1,140
Richard Poole	17	1,020
Harold Savoie	17	1,020
Brent Nunez	19	1,140
Gerald Richard	14	<u>840</u>
Totals		<u>\$5,160</u>

See independent auditor's report.

# ELLIOTT & ASSOCIATES, INC.

*A Professional Accounting Corporation*

P. O. Box 1287

Leesville, Louisiana 71496-1287

(337) 239-2535  
(337) 238-5135  
Fax 239-2295

W. Micheal Elliott, CPA

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners  
Cameron Parish Waterworks District No. 11

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Cameron Parish Waterworks District No. 11 (the District) and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the District'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, I make no representation regarding the sufficiency of 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).

No expenditures were made during the year for materials and supplies exceeding \$15,000. No expenditures were made for public works exceeding \$100,000.

### CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

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

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

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

Management provided me with the required list.

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

None of the employees included on the list of employees provided by management (agreed-upon procedure (3)) appeared on the list provided by management in agreed-upon procedure (2).

#### BUDGETING

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

Management provided me with a copy of the original budget and one amendment to the budget during the year.

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

I traced the adoption of the original budget to the minutes held on January 5, 1999 which indicated that the budget had been adopted by the Board of Commissioners by a vote of 3 in favor and 0 opposed. One amendment was made to the budget during the year in January 2000.

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 exceeded amounts by 5% or more.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed 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;

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

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

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

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

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

Cameron Parish Waterworks District No. 11 is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

#### 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.

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

#### ADVANCES AND BONUSES

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

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

My prior year report, dated June 1, 1999, did not include any comments or unresolved matters.

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

This report is intended solely for the use of management of Cameron Parish Waterworks District No. 11 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Elliott & Assoc. "APAC"*  
Leesville, Louisiana  
June 1, 2000

Cameron Parish Waterworks District No. 11  
SCHEDULE OF PRIOR YEAR FINDINGS

For the Fiscal Year Ended December 31, 1999

**SECTION I                    INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE  
FINANCIAL STATEMENTS**

There were no prior year findings relating to internal control and compliance material to the financial statements.

**SECTION II                  INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL  
AWARDS**

There were no prior year findings relating to internal control and compliance material to federal awards.

**SECTION III                MANAGEMENT LETTER**

There was no management letter with prior year audit report.

See independent auditor's report.

Cameron Parish Waterworks District No. 11  
MANAGEMENT'S CORRECTIVE ACTION PLAN

For the Fiscal Year Ended December 31, 1999

**SECTION I                    INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE  
                                 FINANCIAL STATEMENT**

N/A

**SECTION II                  INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL  
                                 AWARDS**

N/A

**SECTION III                MANAGEMENT LETTER**

N/A

See independent auditor's report.

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Government)**

\_\_\_\_\_ (Date Transmitted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (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 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.

Roni W. Murray Secretary May 15, 2000 Date  
Patrick Hebert Treasurer May 15, 2000 Date  
Harold J. Sarrin President May 15, 2000 Date