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VILLAGE OF COLLINSTON, LOUISIANA

FINANCIAL REPORT
(Compiled)

AND

REPORT ON APPLYING AGREED-UPON PROCEDURES

DECEMBER 31, 1995

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

Release Date 8-21-96

HILL, INZINA & COMPANY

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HILL, INZINA & COMPANY

ACCOUNTANT'S COMPILATION REPORT

Honorable Robert Stewart, Mayor,
and Members of the Board of Aldermen
Village of Collinston, Louisiana

We have compiled the accompanying general-purpose financial statements of Village of Collinston, Louisiana, as of and for the year ended December 31, 1995, and the accompanying supporting schedule, which is presented only for additional analysis, 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 of financial statements and supporting schedules, information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supporting schedule and, accordingly, do not express an opinion or any other form of assurance on them.

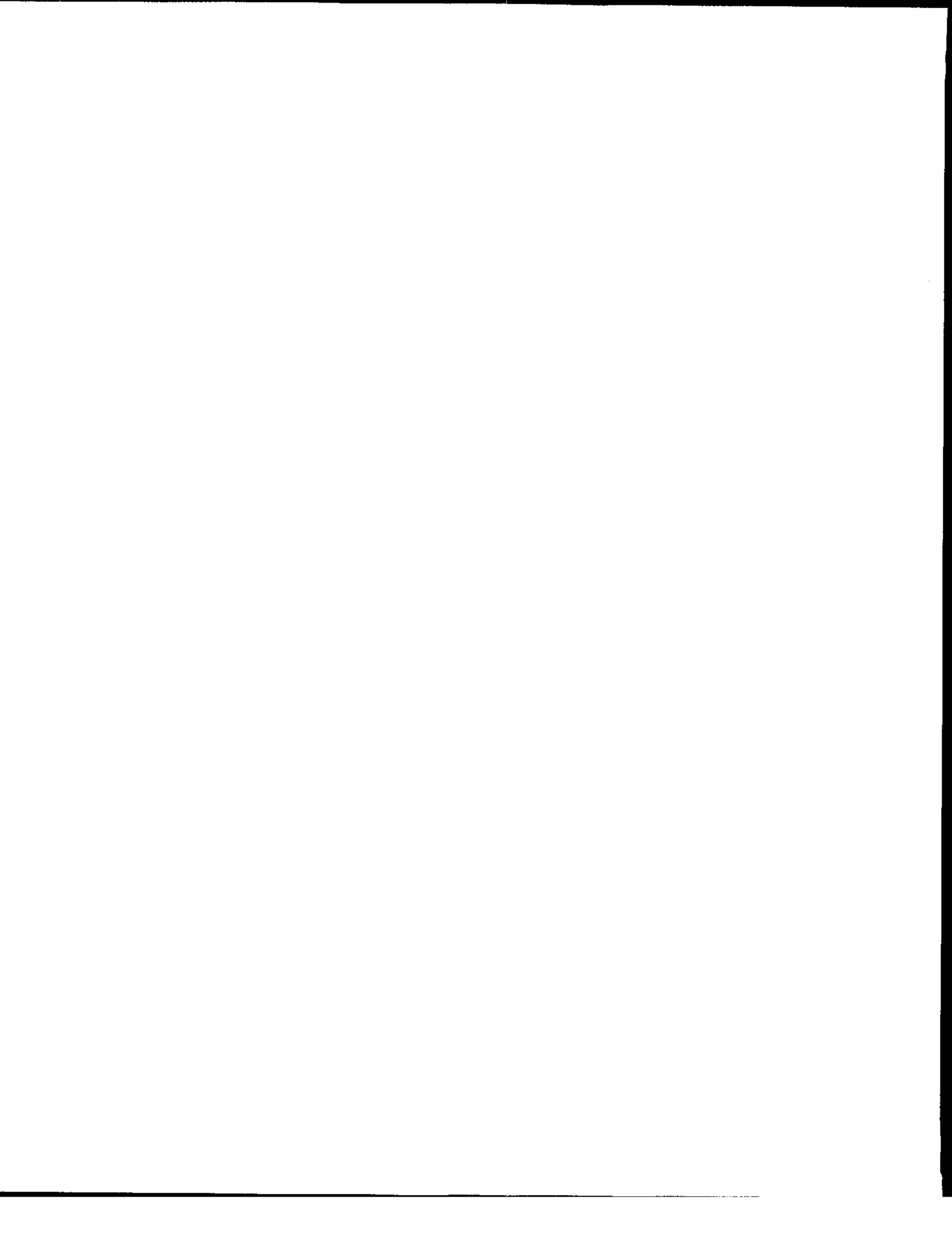
Management has elected to omit substantially all of the disclosures ordinarily included in the financial statements. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Village's assets and other debits, liabilities, equity and other credits, revenues and expenditures/expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Hill, Inzina & Company

May 15, 1996

GENERAL-PURPOSE FINANCIAL STATEMENTS

(COMBINED STATEMENTS - OVERVIEW)



| <u>Proprietary Fund Type</u> | <u>Account Groups</u> | | <u>Totals - (Memorandum Only)</u> |
|----------------------------------|-------------------------------------|---------------------------------------|---|
| | <u>General Fixed Assets</u> | <u>General Long-Term Debt</u> | |
| <u>Enterprise</u> | | | |
| \$ 5,534 | \$ - | \$ - | \$ 17,404 |
| - | - | - | 5,000 |
| - | - | - | 5,759 |
| 5,444 | - | - | 5,444 |
| - | - | - | 26,716 |
| - | - | - | 915 |
| 26,359 | - | - | 26,359 |
| 644 | - | - | 644 |
| 388,394 | 353,108 | - | 741,502 |
| - | - | 13,655 | 13,655 |
| - | - | 28,345 | 28,345 |
| <u>\$ 426,375</u> | <u>\$ 353,108</u> | <u>\$ 42,000</u> | <u>\$ 871,743</u> |

(continued)



| Proprietary Fund Type | Account Groups | | Totals - (Memorandum Only) |
|--------------------------|----------------------------|------------------------------|----------------------------------|
| | General Fixed Assets | General Long-Term Debt | |
| Enterprise | | | |
| \$ 432 | \$ - | \$ - | \$ 2,768 |
| 37 | - | - | 1,126 |
| 18,066 | - | - | 25,072 |
| - | - | - | 23,668 |
| 3,841 | - | - | 3,841 |
| 2,288 | - | - | 2,288 |
| 2,000 | - | - | 2,000 |
| 1,531 | - | - | 1,531 |
| 82,000 | - | - | 82,000 |
| - | - | 42,000 | 42,000 |
| <u>\$ 110,195</u> | <u>\$ -</u> | <u>\$ 42,000</u> | <u>\$ 186,294</u> |
| \$ 440,000 | \$ - | \$ - | \$ 440,000 |
| - | 353,108 | - | 353,108 |
| 17,845 | - | - | 17,845 |
| (141,665) | - | - | (141,665) |
| - | - | - | 13,655 |
| - | - | - | 2,506 |
| <u>\$ 316,180</u> | <u>\$ 353,108</u> | <u>\$ -</u> | <u>\$ 685,449</u> |
| <u>\$ 426,375</u> | <u>\$ 353,108</u> | <u>\$ 42,000</u> | <u>\$ 871,743</u> |

VILLAGE OF COLLINSTON, LOUISIANA

COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES -
ALL GOVERNMENTAL FUND TYPES
Year Ended December 31, 1995

| | <u>General</u> | <u>Debt Service</u> | <u>Total - (Memorandum Only)</u> |
|---|------------------|-------------------------|--|
| Revenues: | | | |
| Taxes | \$ 17,523 | \$ 7,294 | \$ 24,817 |
| Licenses and permits | 13,976 | - | 13,976 |
| Intergovernmental | 3,000 | - | 3,000 |
| Fines and forfeitures | 1,715 | - | 1,715 |
| Charges for services | 3,300 | - | 3,300 |
| Interest and miscellaneous | 2,550 | 118 | 2,668 |
| | <u>\$ 42,064</u> | <u>\$ 7,412</u> | <u>\$ 49,476</u> |
| Expenditures: | | | |
| Current: | | | |
| General government | \$ 72,109 | \$ - | \$ 72,109 |
| Public safety | 16,928 | - | 16,928 |
| Debt service: | | | |
| Principal retirement | - | 2,000 | 2,000 |
| Interest | 1,395 | 2,200 | 3,595 |
| | <u>\$ 90,432</u> | <u>\$ 4,200</u> | <u>\$ 94,632</u> |
| Excess (deficiency) of revenues over expenditures | \$(48,368) | \$ 3,212 | \$(45,156) |
| Other financing sources: | | | |
| Operating transfers in | <u>45,386</u> | <u>-</u> | <u>45,386</u> |
| Excess (deficiency) of revenues and other financing sources over expenditures | \$(2,982) | \$ 3,212 | \$ 230 |
| Fund balances - beginning | 52,488 | 10,443 | 62,931 |
| Residual equity transfer out | <u>(47,000)</u> | <u>-</u> | <u>(47,000)</u> |
| Fund balances - ending | <u>\$ 2,506</u> | <u>\$ 13,655</u> | <u>\$ 16,161</u> |

See Accountant's Compilation Report.

VILLAGE OF COLLINSTON, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL - GENERAL FUND
Year Ended December 31, 1995

| | <u>Budget</u> | <u>Actual</u> | <u>Variance - Favorable (Unfavor- able)</u> |
|---|------------------|------------------|---|
| Revenues: | | | |
| Taxes | \$ 24,970 | \$ 17,523 | \$(7,447) |
| Licenses and permits | 14,570 | 13,976 | (594) |
| Intergovernmental | 2,480 | 3,000 | 520 |
| Fines and forfeitures | 1,180 | 1,715 | 535 |
| Charges for services | 3,600 | 3,300 | (300) |
| Interest and miscellaneous | <u>2,800</u> | <u>2,550</u> | <u>(250)</u> |
| | <u>\$ 49,600</u> | <u>\$ 42,064</u> | <u>\$(7,536)</u> |
| Expenditures: | | | |
| Current: | | | |
| General government | \$ 61,455 | \$ 72,109 | \$(10,654) |
| Public safety | 15,300 | 16,928 | (1,628) |
| Debt service: | | | |
| Interest | <u>-</u> | <u>1,395</u> | <u>(1,395)</u> |
| | <u>\$ 76,755</u> | <u>\$ 90,432</u> | <u>\$(13,677)</u> |
| Excess (deficiency) of revenues over expenditures | \$(27,155) | \$(48,368) | \$(21,213) |
| Other financing sources: | | | |
| Operating transfers in | <u>27,155</u> | <u>45,386</u> | <u>18,231</u> |
| Excess (deficiency) of revenues and other financing sources over expenditures | \$ - | \$(2,982) | \$(2,982) |
| Fund balance - beginning | 52,488 | 52,488 | - |
| Residual equity transfer out | <u>-</u> | <u>(47,000)</u> | <u>(47,000)</u> |
| Fund balance - ending | <u>\$ 52,488</u> | <u>\$ 2,506</u> | <u>\$(49,982)</u> |

See Accountant's Compilation Report.

VILLAGE OF COLLINSTON, LOUISIANA
STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN RETAINED EARNINGS -
PROPRIETARY FUND TYPE - ENTERPRISE FUND
Year Ended December 31, 1995

| | |
|---|----------------------------|
| Operating revenues: | |
| Water and sewer fees | \$ <u>73,140</u> |
| Expenses: | |
| Depreciation | \$ 15,284 |
| Dues and subscriptions | 150 |
| Interest | 4,264 |
| Office and postage | 160 |
| Repairs and maintenance | 12,462 |
| Salaries | 4,565 |
| Supplies | 390 |
| Taxes - payroll | 348 |
| Utilities | 4,715 |
| | <u>\$ 42,338</u> |
| Operating income | \$ 30,802 |
| Nonoperating revenues: | |
| Interest and miscellaneous | <u>1,116</u> |
| Income before operating transfers | \$ 31,918 |
| Operating transfers out | <u>(45,386)</u> |
| Net income (loss) | \$(13,468) |
| Retained earnings (deficit) - beginning | <u>(110,352)</u> |
| Retained earnings (deficit) - ending | <u><u>\$(123,820)</u></u> |

See Accountant's Compilation Report.

VILLAGE OF COLLINSTON, LOUISIANA

STATEMENT OF CASH FLOWS -
 PROPRIETARY FUND TYPE - ENTERPRISE FUND
 Year Ended December 31, 1995

| | |
|---|--------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | |
| Operating income | \$ 30,802 |
| Adjustments to reconcile operating income to net cash provided by operating activities: | |
| Depreciation | 15,284 |
| (Increase) decrease in accounts receivable | (468) |
| (Increase) decrease in restricted assets | (3,541) |
| Increase (decrease) in accounts payable | 29 |
| Increase (decrease) in accrued expenses | 2 |
| Increase (decrease) due to other funds | 697 |
| Increase (decrease) in liabilities payable from restricted assets | <u>2,638</u> |
| Net cash provided by operating activities | <u>\$ 45,443</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | |
| Interest and miscellaneous revenues | <u>\$ 1,116</u> |
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES | |
| Purchase of equipment | \$(47,000) |
| Repayment of revenue bonds | (2,000) |
| Residual equity transfer | <u>47,000</u> |
| Net cash used for capital and related financing activities | <u>\$(2,000)</u> |
| CASH FLOWS USED BY NONCAPITAL FINANCING ACTIVITIES | |
| Operating transfers out | <u>\$(45,386)</u> |
| Net increase (decrease) in cash and cash equivalents | \$(827) |
| CASH AND CASH EQUIVALENTS - beginning | <u>6,361</u> |
| CASH AND CASH EQUIVALENTS - ending | <u>\$ 5,534</u> |

See Accountant's Compilation Report.

SUPPORTING SCHEDULE

VILLAGE OF COLLINSTON, LOUISIANA

SCHEDULE OF MAYOR AND BOARD OF ALDERMEN COMPENSATION
Year Ended December 31, 1995

| <u>Name and Title</u> | <u>Compensation</u> |
|--------------------------|---------------------|
| Robert Stewart, Mayor | \$ 840 |
| Rector Hopgood, Alderman | 480 |
| Nancy Carroll, Alderman | 480 |
| James Fontenot, Alderman | <u>480</u> |
| Total compensation | <u>\$ 2,280</u> |

See Accountant's Compilation Report.

HILL, INZINA & COMPANY

ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Robert Stewart, Mayor,
and Members of the Board of Aldermen
Village of Collinston, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of Village of Collinston, Louisiana, solely to assist you in evaluating the accompanying *Louisiana Attestation Questionnaire*, dated May 15, 1996, and prepared for the year ended December 31, 1995. 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.

Our applied procedures, together with any findings, follow:

Public Bid Law

1. We selected all expenditures, if any, made during the year for materials and supplies exceeding \$5,000, or public works exceeding \$50,000, and determined whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).
 - o Our review of the detail general ledger for the period under examination revealed no individual expenditures for materials and supplies exceeding \$5,000 or individual expenditures for public works exceeding \$50,000.

Code of Ethics for Public Officials and Public Employees

2. We obtained from management a list of the immediate family members of the board members as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of the board members and employees, as well as their immediate families.
3. We obtained from management a listing of all employees paid during the period under examination.
4. We determined 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.
 - o We noted no instances of noncompliance.

Budgeting

5. We obtained a copy of the legally adopted budget and all amendments.
6. We traced the budget adoption and amendments to the minute book.
7. We compared the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues and expenditures exceeded budgeted amounts by more than 5%.
 - o The budget for the year ended December 31, 1995, was not formally adopted until March, 1995. Actual revenues were less than budgeted revenues by more than 5% and expenditures exceeded appropriations by more than 5%.

Accounting and Reporting

8. We randomly selected six disbursements made during the period under examination and: (1) traced payments to supporting documentation as to proper amount and payee, (2) determined if payments were properly coded to the correct fund and general ledger account, and (3) determined whether payments received approval from proper authorities.

- o We noted no occurrences of lack of support, miscoding or unauthorized payments in regard to the six disbursements randomly selected. However, we have separately communicated to management in a letter dated May 15, 1996, immaterial instances of noncompliance with laws and regulations unrelated to these six randomly selected disbursements.

Meetings

9. We examined 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).

- o We noted no instances of noncompliance.

Debt

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

- o We reviewed the detail general ledger for the period, and noted one deposit of bank loan proceeds which was properly accounted for and approved by the State Board Commission.

Advances and Bonuses

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

- o We noted no instances of noncompliance.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the assertions included in the accompanying *Louisiana Attestation Questionnaire*. 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 Village of Collinston, Louisiana, and the Legislative Auditor and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, under state law, this report is a public record and subject to unlimited distribution.

Hill, Arizawa & Company

May 15, 1996