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NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.

GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED

DECEMBER 31, 1997

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 JUL 22 1998

Ericksen, Krentel, Canton & LaPorte, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

4227 Canal Street

New Orleans, Louisiana 70119-5996

CONTENTS

	<u>PAGE</u>
<u>AUDITORS' REPORT</u>	1
 <u>GENERAL PURPOSE FINANCIAL STATEMENTS:</u>	
Exhibit "A" Combined Balance Sheet - All Fund Types and Account Groups	2
Exhibit "B" Combined Statement of Revenues, Expenditures and Changes in Fund Balance - General Fund	3
Notes to General Purpose Financial Statements	4 - 8

# Ericksen, Krentel, Canton & LaPorte, L.L.P.

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J.V. LECLERE KRETEL (Retired 1993)  
RONALD H. ACKERMANN (Retired 1995)

## INDEPENDENT AUDITORS' REPORT

Norco Area Volunteer Fire Department, Inc.  
P.O. Box 321  
Norco, Louisiana 70079

We have audited the accompanying general purpose financial statements of the Norco Area Volunteer Fire Department, Inc. as of and for the year ended December 31, 1997, as listed in the table of contents. These general purpose financial statements are the responsibility of the Norco Area Volunteer Fire Department, Inc.'s management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, the *Louisiana Governmental Audit Guide* and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Norco Area Volunteer Fire Department, Inc. as of December 31, 1997, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 17, 1998 on our consideration of the Norco Area Volunteer Fire Department, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws and regulations.

June 17, 1998

  
Certified Public Accountants

NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.  
 COMBINED BALANCE SHEET  
 ALL FUND TYPES AND ACCOUNT GROUPS  
DECEMBER 31, 1997

ASSETS AND PROVISIONS

	Governmental Fund Type	Account Group	Totals (Memorandum Only)	
	General Fund	General Fixed Assets	1997	1996
Cash	\$ 131,825	\$ -	\$ 131,825	\$ 115,326
Due from Parish (Note 3)	5,304	-	5,304	6,743
Prepaid expenses	19,462	-	19,462	17,791
Fire Protection vehicles	-	689,856	689,856	689,856
Equipment	-	516,157	516,157	500,205
Buildings	-	286,870	286,870	286,869
Land	-	23,000	23,000	23,000
Debt retirement provision	-	-	-	118,308
<b>Total assets and provision</b>	<u>\$ 156,591</u>	<u>\$ 1,515,883</u>	<u>\$ 1,672,474</u>	<u>\$ 1,758,098</u>

LIABILITIES AND FUND EQUITY

LIABILITIES:

Accounts payable	\$ 1,150	\$ -	\$ 1,150	\$ 5,609
Note payable and capital lease (Note 4)	-	-	-	118,308
<b>Total liabilities</b>	<u>1,150</u>	<u>-</u>	<u>1,150</u>	<u>123,917</u>

FUND EQUITY:

Fixed asset investment	-	1,515,883	1,515,883	1,499,930
Fund balance - reserved for prepaid expenses	19,462	-	19,462	17,791
Fund balance - unreserved, undesignated	135,979	-	135,979	116,460
<b>Total fund equity</b>	<u>155,441</u>	<u>1,515,883</u>	<u>1,671,324</u>	<u>1,634,181</u>
<b>Total liabilities and fund equity</b>	<u>\$ 156,591</u>	<u>\$ 1,515,883</u>	<u>\$ 1,672,474</u>	<u>\$ 1,758,098</u>

See accompanying NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

**NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCE - GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 1997**

	<u>1997</u>	<u>Totals (Memorandum Only) 1996</u>
<b>REVENUES:</b>		
Sales tax - 1/8 cent	\$ 111,333	\$ 99,297
Operations and capital improvements millage	110,289	69,359
Fire insurance rebate	10,046	9,928
Other revenues	9,071	12,257
	<hr/>	<hr/>
Total revenues	240,739	190,841
<b>EXPENDITURES:</b>		
Utilities:		
Electricity	7,531	7,702
Gas	813	545
Telephone	1,968	1,823
Water	786	802
Equipment:		
Maintenance	15,976	15,363
Fuel	1,297	1,238
Insurance	7,504	9,306
Buildings:		
Maintenance	6,050	8,075
Insurance	9,587	8,278
Personnel:		
Insurance	5,074	2,234
Training	1,441	7,067
Miscellaneous:		
Accounting and auditing	2,000	2,000
Dues and subscriptions	495	438
Fire supplies	7,779	8,039
Office expense	668	775
Meetings and other	9,525	9,697
Account group activity:		
Equipment purchases	15,953	22,635
Debt retirement	118,308	43,910
Interest	6,794	9,420
	<hr/>	<hr/>
Total expenditures	219,549	159,347
EXCESS OF REVENUES OVER EXPENDITURES	21,190	31,494
FUND BALANCE, BEGINNING OF YEAR	<hr/> 134,251	<hr/> 102,757
FUND BALANCE, END OF YEAR	<hr/> \$ 155,441	<hr/> \$ 134,251

See accompanying NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS

NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
DECEMBER 31, 1997

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Norco Area Volunteer Fire Department, Inc. (Fire Department) receives funding from local and state government sources and must comply with the concomitant requirements of these funding source entities. However, the Fire Department is a "primary government" and is not included as a component unit of any other St. Charles Parish governmental "reporting entity" as defined in GASB pronouncements, since the entity is a non-profit corporation, and the board members have decision making authority, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. The Fire Department includes all activities that are controlled by it as a quasi-public non-profit corporation organized to provide fire protection to the Parish of St. Charles. The Fire Department has no component units.

The accounting and reporting policies of the Fire Department conform to generally accepted accounting principles as applicable to governmental units.

Fund Accounting

The accounts of the Fire Department are organized on the basis of a fund (General Fund) and account groups, each of which is considered a separate accounting entity. The operations of the General Fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures.

Basis of Accounting

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

The Fire Department records are maintained on a cash basis of accounting. However, the General Fund reported in the accompanying financial statements has been converted to a modified accrual basis of accounting utilizing the following practices in recording revenues and expenditures:

NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 1997

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenues

Sales taxes are recorded in the month the taxes are collected by the St. Charles Parish School Board. Sales taxes become payable to the St. Charles Parish School Board on the first day of the month and become delinquent on the 20th day of the month following incurrence of the taxes by businesses.

A ten year ad valorem tax issue was dedicated to the operations of the Fire Departments beginning in 1991. Each department is to receive one-ninth of annual collections. Taxes levied in November each year are available for expenditures in the subsequent year.

Interest income on investments is recorded when the investments have matured and income is available.

All other revenues are recorded when received.

The majority of the Fire Department's revenues are derived from the one-eighth of one percent sales tax and the ad valorem tax for operations.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term debt which is not recognized until due.

Cash and Cash Equivalents

The Department is authorized under state law to deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, and the laws of the United States. The Department may also invest in time certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. Under state law, these deposits must be secured by the fiscal agent bank. The market value of such pledged securities and federal deposit insurance must equal or exceed the amount on deposit with the fiscal agent. At December 31, 1997, the carrying amount of the Department's deposits was \$131,825, and the bank balance was \$134,960. At December 31, 1997, all deposited funds were secured by federal deposit insurance.

NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 1997

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Prepaid Items

Payments made to vendors for services that will benefit periods beyond December 31, 1997, are recorded as prepaid items. A portion of the general fund's fund balance equal to the prepaid items has been reserved to indicate that it is not available for appropriation.

Budgets and Budgetary Accounting

The Fire Department was not required to prepare a budget for the year ended December 31, 1997.

Encumbrance Accounting

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is used in governmental funds.

Fixed Assets and Long-Term Liabilities

Fixed assets used in governmental fund type operations are accounted for in the general fixed assets account group, rather than in the General Fund. No depreciation has been provided on fixed assets. Fixed assets are valued at historical cost. Donated fixed assets are recorded at estimated fair market value at the date of donation.

Long-term liabilities expected to be financed from the General Fund are accounted for in the general long-term liabilities account group.

The two account groups are not "funds". They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

Total Columns of Combined Balance Sheet

Total columns on the combined balance sheet 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. Nor is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.  
 NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 1997

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Comparative Data

Comparative totals for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Fire Department's financial position and operations. However, presentation of prior year totals by fund type have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

(2) SALES TAX REVENUE

Effective March 1, 1980, sales tax in the amount of one-eighth of one percent is collected by the St. Charles Parish School Board and administered by the Parish President. The sales tax is to be used for fire protection of the Parish of St. Charles. The funds are distributed monthly by the Parish President to the individual fire departments of the St. Charles Parish Firemen's Association, Inc. Effective September, 1994, the sales tax is distributed on the following basis:

	<u>Monthly Basis</u>	<u>Percent of Remaining Funds</u>
Bayou Gauche Volunteer Fire Dept., Inc.	\$2,500	3.21%
Des Allemands Volunteer Fire Dept., Inc.	\$2,500	4.83%
East Side St. Charles Volunteer Fire Dept., Inc.	\$2,500	23.57%
Hahnville Volunteer Fire Dept., Inc.	\$2,500	5.92%
Killona Volunteer Fire Dept., Inc.	\$2,500	1.56%
Luling Volunteer Fire Dept., Inc.	\$2,500	29.00%
Norco Area Volunteer Fire Dept., Inc.	\$2,500	10.51%
Paradis Volunteer Fire Dept., Inc.	\$2,500	4.20%
St. Rose Volunteer Fire Dept., Inc.	\$2,500	17.20%

(3) REVENUE RECEIVABLE

Revenue receivable at December 31, 1997, consists of the Fire Department's share of the 1/8th cent sales tax for the month of November 1997, collected on or before December 20, 1997, by the St. Charles Parish School Board and remitted by St. Charles Parish in January 1998.

An allowance for uncollectible receivables is not recorded by the Fire Department because it considers all receivables collectible at December 31, 1997.

NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.  
 NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 1997

(4) GENERAL LONG-TERM LIABILITIES

The following is a summary of changes in general long-term liabilities during the year ended December 31, 1997:

Long-term liabilities, beginning of period	\$ 118,308
Reductions	<u>(118,308)</u>
Long-term liabilities, end of period	<u>\$ -</u>

(5) CHANGES IN GENERAL FIXED ASSETS

	Balance <u>1/1/97</u>	Purchases <u>1997</u>	Retirements <u>1997</u>	Balance <u>12/31/97</u>
Fire protection vehicles	\$ 689,856	\$ -	\$ -	\$ 689,856
Equipment	500,204	15,953	-	516,157
Buildings	286,870	-	-	286,870
Land	<u>23,000</u>	<u>-</u>	<u>-</u>	<u>23,000</u>
	<u>\$1,499,930</u>	<u>\$ 15,953</u>	<u>\$ -</u>	<u>\$1,515,883</u>

(6) CASH

The Fire Department maintains a separate petty cash account. The petty cash account is funded through public functions held by the Fire Department. Expenditures from this petty cash account are for expenses related to the functions. The amount in the petty cash account was not included in the financial statements and was therefore not subjected to the audit procedures of the financial statements.

(7) RISK MANAGEMENT

The Volunteer Fire Department is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; injuries to firemen; and natural disasters. The Volunteer Fire Department carries commercial insurance in amounts sufficient to insure itself against claims resulting from any of those risks.

# Ericksen, Krentel, Canton & LaPorte, L.L.P.

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RONALD H. ACKERMANN (Retired 1995)

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

Norco Area Volunteer Fire Department, Inc.  
P.O. Box 321  
Norco, Louisiana 70079

We have audited the general purpose financial statements of Norco Area Volunteer Fire Department, Inc., as of and for the year ended December 31, 1997, and have issued our report thereon dated June 17, 1998. We conducted our audit in accordance with generally accepted auditing standards 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 Norco Area Volunteer Fire Department, Inc.'s general purpose 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 *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Norco Area Volunteer Fire Department, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation

Norco Area Volunteer Fire Department, Inc.

June 17, 1998

Page 2

of the internal control over financial reporting that, in our judgment, could adversely affect Norco Area Volunteer Fire Department, Inc.'s ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements. The reportable condition is described in the accompanying schedule of findings and questioned costs as item 1997-1.

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 general purpose 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Norco Area Volunteer Fire Department, Inc. and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

June 17, 1998

*Ericksen, Krentel, Canton & LaPorte LLP*

Certified Public Accountants



NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 1997

Dollar threshold used to distinguish Type A and Type B Programs \$ \_\_\_\_\_

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133?       Yes     No      **Not Applicable**

**SECTION II FINANCIAL STATEMENT FINDINGS**

1997-1 Segregation of Duties

Criteria: Safeguarding of assets requires adequate segregation of duties. No one person should have access to both physical assets and the related accounting records or to all phases of a transaction.

Condition: Our evaluation of the internal control structure revealed an absence of appropriate segregation of duties consistent with appropriate control objectives regarding cash receipts and disbursements.

Effect: Intentional or unintentional errors could be made and not be detected.

Cause: The Department is small and therefore it is not feasible to maintain an adequate segregation of duties among accounting personnel. All personnel are volunteers.

Recommendation: The Board of Directors should remain involved in the day-to-day financial affairs of the Department to provide oversight and independent review functions. The bookkeeper should not be an authorized check signer and should not have access to cash receipts. Instead, someone independent of the bookkeeper should prepare a list of checks received and should make bank deposits. The list would be given to the bookkeeper for general ledger recording.

Management's Response: The Board of Directors will remain involved in the day-to-day financial affairs of the Department. We will develop procedures to strengthen our controls in these areas.

NORCO AREA VOLUNTEER FIRE DEPARTMENT, INC.  
SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 1997

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE  
FINANCIAL STATEMENTS

1996-1 Segregation of Duties

Our evaluation of the internal control structure revealed an absence of appropriate segregation of duties consistent with appropriate control objectives relative to cash receipts and disbursements.

The Department is small, and it was determined not to be feasible to maintain adequate segregation of duties. This issue remains unresolved.

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL  
AWARDS

Not Applicable

SECTION III MANAGEMENT LETTER

1996-2 Investment of Excess Cash

We recommend that the Department maintain minimum balances required for day-to-day operations in operating accounts and that excess funds should be invested on a short-term basis.

This issue has been resolved by management by investing in short-term certificates of deposit.

**DATA COLLECTION FORM**

FOR REPORTING ON AUDITS OF STATE AND LOCAL GOVERNMENT AND QUASIPUBLIC ENTITIES

OMB Form 0348-0057 may be used as a substitute for this form. Date Submitted <u>6 / 30 / 98</u>	RETURN to: Legislative Auditor Attn: Engagement Processing Post Office Box 94397 Baton Rouge, Louisiana 70804-9397
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1. Fiscal Year Ending Date For This Submission: <u>12/31/97</u> 3. Audit Period Covered <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Biennial <input type="checkbox"/> Other      to	2. Type of Report: <input type="checkbox"/> Single Audit <input checked="" type="checkbox"/> GAO Audit Standards Audit <input type="checkbox"/> Compilation <input type="checkbox"/> Compilation/Attestation <input type="checkbox"/> Program Audit <input type="checkbox"/> Other
---	---

4. AUDITEE INFORMATION	5. AUDITOR INFORMATION
Auditee Name Norco Area Volunteer Fire Dept.	Firm Name Ericksen, Krentel, Canton & LaPorte, LLP
Street Address (Number and Street) Mailing Address (PO No.) P.O. Box 321	b. Street Address (Number and Street) 4227 Canal Street Mailing Address (PO No.)
City                      State                      Zip Norco                      LA                      70079	City                      State                      Zip New Orleans              LA                      70119
Auditee Contact Name                      Title Ray King                      Treasurer	c. Auditor Contact Name                      Title Ronald H. Dawson, Jr.      Partner
Telephone                      Fax 764-9621 Email (Optional)	Telephone                      Fax 486-7275                      482-2516 Email (Optional)

Component Units included Within the Report and for Which No Separate Report Will Be Issued:

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If there are no modifications to the auditor's financial opinion, no reportable conditions, no material weaknesses, no reported instances of noncompliance, and no management letter, check this box; do not complete the rest of the form.

6. FINANCIAL STATEMENTS

a. Type of audit report on financial statements.       Not Applicable  
 Unqualified Opinion     Qualified Opinion     Adverse Opinion     Disclaimer of Opinion

b. Is a 'going concern' explanatory paragraph included in the audit report?     Yes     No

c. Do any of the funds have deficit fund balances?       Yes     No

d. Is there a related party footnote?       Yes     No

7. INTERNAL CONTROL  
 Do the comments on internal control include:     material weaknesses     reportable conditions     not applicable

8. COMPLIANCE  
 Do the comments on compliance include:     illegal acts     fraud/criminal acts     not applicable

9. MANAGEMENT LETTER (Finding Caption and No.)  
None issued  
 Resolved  Yes     No     No Longer Applicable  
 Resolved  Yes     No     No Longer Applicable  
 Resolved  Yes     No     No Longer Applicable

10. SCHEDULE OF CURRENT YEAR FINDINGS/QUESTIONED COSTS (Finding Caption and No.)

<u>1997-1 Segregation of duties</u>	\$ _____	Resolved <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
_____	\$ _____	Resolved <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
_____	\$ _____	Resolved <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
_____	\$ _____	Resolved <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
_____	\$ _____	Resolved <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
_____	\$ _____	Resolved <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable

Do any findings address nepotism, ethics violations or related party transactions?     Yes     No  
 Do any findings address violation of bond indenture covenants?       Yes     No

11. SCHEDULE OF PRIOR YEAR FINDINGS/QUESTIONED COSTS (Finding Caption and No.)

<u>1996-1 Segregation of duties</u>	Resolved <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
<u>1996-2 Investment of excess cash</u>	Resolved <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
_____	Resolved <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
_____	Resolved <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable
_____	Resolved <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No Longer Applicable

AUDITEE SIGNATURE	Date <u>6/22/98</u>
<b>FOR USE BY LEGISLATIVE AUDITOR</b>	
Agency No. _____	Proj. No. _____
Firm No. _____	

## FOR USE BY LEGISLATIVE AUDITOR

Date Report Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Legislative Audit Advisory Council:	Are there unresolved findings listed below?	Yes or No
District Attorney:	Are there findings of criminal acts?	Yes or No
Board of Ethics:	Are there findings of ethics, nepotism, or related parties?	Yes or No
State Bond Commission (SBC):	Are there any findings relating to violations of bond indentures?	Yes or No
	Does the report express going-concern reservations?	Yes or No
	Does the entity have a deficit greater than 5% of revenue? If so, identify the page(s) No(s) _____	Yes or No
High Profile:	Are there any significant findings?	Yes or No

Report: Approved for Release \_\_\_\_\_ Date: \_\_\_\_\_ Rank A B C D

(A=No Comments; B=Management Letter Comments Only; C=Control/Compliance Report(s) Comments; D=Criminal/Fraud Acts)  
 Note: For grading purposes, schedules of immaterial findings are treated as a management letter

### REPORT DISTRIBUTION

File Room ( <i>Original Unbound Copy</i> )	①	State of State ( <i>State CAFR Entities</i> )	See Below
Attorney General	①	Investigative Group ( <i>Criminal Acts</i> )	1
Clerk of Court _____	①	Board of Ethics	1
Kenner Office	1	Actuarial Section ( <i>State/Statewide Retirement Systems</i> )	1
Shreveport Office	1	Engagement Manager ( <i>SBC's Copy</i> )	1
District Attorney _____	1	Quality Assurance	1
Legislative Auditor ( <i>High Profile</i> )	1	_____ Parish Government	1
Assistant Legislative Auditor ( <i>High Profile</i> )	1	City/Village/Town of _____	1
Other ( <i>High Profile</i> ) _____	1	Other: _____	1
Press Bureau Chiefs ( <i>High Profile</i> )	8	Other: _____	1
Press	②		
Archives	①	Distribution Approval (Initials) _____	
Legislative Audit Advisory Council	1	Copies Needed: _____ Copies TBM _____	