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WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
Oakdale, Louisiana
A Component Unit of the Allen Parish Police Jury
ANNUAL FINANCIAL REPORT
For the Year Ended June 30, 1999

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 1-26-2000

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Mires & Company
A Professional Corporation
Certified Public Accountants

Members:
American Institute of Certified Public Accountants
Society of Louisiana Certified Public Accountants
Private Company Practice Section AICPA

Board of Commissioners
Waterworks District No. 1 of Allen Parish
A Component Unit of the Allen Parish Police Jury
Oakdale, Louisiana

We have compiled the accompanying general purpose financial statements of Waterworks District No. 1 of Allen Parish, (a component unit of the Allen Parish Police Jury), as of and for the year ended June 30, 1999, as listed in the table of contents, and the accompanying supplementary information schedules as listed in the table of contents, which are presented only for supplementary analysis purposes, 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 supplementary schedules information that is the representation of management of Waterworks District No. 1 of Allen Parish. We have not audited or reviewed the accompanying general purpose financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report, dated December 13, 1999, on the results of our agreed-upon procedures.

Mires & Company, CPAs, APC

Mires & Company, CPAs, APC
December 13, 1999

GENERAL PURPOSE FINANCIAL STATEMENTS

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
PROPRIETARY FUND - ENTERPRISE FUND
(ALL FUND TYPES AND ACCOUNT GROUPS)
Balance Sheet, June 30, 1999

ASSETS		
Current assets:		
Cash		\$ 120,847
Receivables:		
Accounts		5,876
Interest		<u>485</u>
	Total Current Assets	<u>127,208</u>
Restricted assets:		
Customer deposits:		
Cash		<u>3,367</u>
	Total Restricted Assets	<u>3,367</u>
Fixed assets, at cost, net of accumulated depreciation (\$126,509)		<u>27,426</u>
	TOTAL ASSETS	<u>\$ 158,001</u>
LIABILITIES AND FUND EQUITY		
Liabilities:		
Current liabilities (payable from current assets):		
Accounts payable		\$ <u>18,945</u>
	Total Current Liabilities (payable from current assets)	<u>18,945</u>
Current liabilities (payable from restricted assets):		
Customer deposits		<u>3,367</u>
	Total Current Liabilities (payable from restricted assets)	<u>3,367</u>
	TOTAL LIABILITIES	<u>22,312</u>
Fund equity:		
Contributed capital		3,302
Retained earnings:		
Unreserved		<u>132,387</u>
	TOTAL FUND EQUITY	<u>135,689</u>
	TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 158,001</u>

See accompanying notes and accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
PROPRIETARY FUND - ENTERPRISE FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES
IN RETAINED EARNINGS
For the Year Ended June 30, 1999

OPERATING REVENUES:		
Charges for services		\$ <u>69,259</u>
OPERATING EXPENSES:		
Depreciation		3,366
Insurance		4,918
Miscellaneous		258
Office		2,623
Per diem		1,850
Professional fees		2,119
Repairs and maintenance		19,322
Salaries		18,938
Supplies		3,369
Taxes		1,813
Truck		782
Utilities		<u>6,245</u>
	TOTAL OPERATING EXPENSES	<u>65,603</u>
	OPERATING INCOME	<u>3,656</u>
NONOPERATING REVENUES (EXPENSES):		
Interest income		3,090
Interest expense		<u>(1,941)</u>
	TOTAL NONOPERATING REVENUES (EXPENSES)	<u>1,149</u>
	NET INCOME (LOSS)	4,805
RETAINED EARNINGS AT BEGINNING OF YEAR		<u>127,582</u>
	RETAINED EARNINGS AT END OF YEAR	<u>\$ 132,387</u>

See accompanying notes and accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
PROPRIETARY FUND - ENTERPRISE FUND
STATEMENT OF CASH FLOWS
For the Year Ended June 30, 1999

CASH FLOWS FROM OPERATING ACTIVITIES:	
Operating income	\$ 3,656
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	3,366
(Increase) decrease in accounts receivable	320
(Increase) decrease in interest receivable	276
Increase (decrease) in accounts payable	16,707
Increase (decrease) in customer deposits	<u>987</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>25,312</u>
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES:	
Principal paid on revenue bonds	(43,578)
Interest paid on revenue bonds	<u>(1,941)</u>
NET CASH PROVIDED (USED) BY CAPITAL & RELATED FINANCING ACTIVITIES	<u>(45,519)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Interest on investments	<u>3,090</u>
NET INCREASE (DECREASE) IN CASH	(17,117)
CASH AT BEGINNING OF YEAR	<u>141,331</u>
CASH AT END OF YEAR	<u>\$ 124,214</u>

See accompanying notes and accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
NOTES TO FINANCIAL STATEMENTS
June 30, 1999

INTRODUCTION

The Waterworks District No. 1 of Allen Parish is a political subdivision of the State of Louisiana. It was created under the provisions of Louisiana Revised Statutes 33:3811, for the purpose of providing water to the rural area of Northwest Allen Parish. The District is governed by a compensated board of commissioners composed of five members appointed by the Allen Parish Police Jury. The District has four part-time employees.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying general purpose financial statements of the Waterworks District No. 1 of Allen Parish 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.

B. Reporting Entity

The District is a component unit of the Allen Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the District because it appoints a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the District and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. Fund Accounting

The Waterworks District No. 1 of Allen Parish is organized and operated on a fund basis whereby a self-balancing set of accounts (Enterprise Fund) is maintained that comprises its assets, liabilities, fund equity, revenues, and expenses. The operations are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the cost (expenses, including depreciation) of providing services on a continuing basis be financed or recovered primarily through user charges.

D. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Enterprise Fund is accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of this fund is included on the balance sheet. The Enterprise Fund uses the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized at the time liabilities are incurred.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 NOTES TO FINANCIAL STATEMENTS
 June 30, 1999

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

E. Budgets

The District, according to LA Rev. Statute 39:1303, is not required to and has not adopted a budget for the year ended June 30, 1999.

F. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. Accounts Receivable

Uncollectible amounts due for receivables are recognized as bad debts at the time information becomes available which would indicate that the particular receivable is not collectible. This method does not result in a charge to bad debts that is materially different from the amount that would be charged if the reserve method were used.

H. Fixed Assets

Fixed assets of the District are included on the balance sheet of the fund. Interest costs incurred during construction are capitalized. Depreciation of all exhaustible fixed assets are charged as an expense against operations. Fixed assets reported on the balance sheet are net of accumulated depreciation.

All fixed assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable.

Depreciation of each class of depreciable property is computed using the straight-line method. Estimated useful lives are as follows:

Equipment	5 years
Plant	40 years

I. Compensated Absences

The District does not have a formal leave policy and there is no accumulation and vesting of leave.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 NOTES TO FINANCIAL STATEMENTS
 June 30, 1999

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

J. Long-Term Liabilities

Long-term liabilities are recognized within the Enterprise Fund.

K. Statement of Cash Flow

For purpose of the statement of cash flows, for the enterprise fund, the District considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

L. Fund Equity

Contributed Capital

Grants, entitlements, or shared revenues received that are restricted for the acquisition or construction of capital assets are recorded as contributed capital. Contributed capital is not amortized based on the depreciation recognized on that portion of the assets acquired from such contributions.

NOTE 2 - CASH & CASH EQUIVALENTS

At June 30, 1999, the District has cash and cash equivalents (book balances) totaling \$124,214 as follows:

Demand deposits	\$	-
Interest-bearing demand deposits		60,900
Time deposits		63,314
Other		-
	Total	<u>\$ 124,214</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 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 June 30, 1999, the District has \$124,214 in deposits (collected bank balances). These deposits are secured from risk by \$124,214 of federal deposit insurance.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 NOTES TO FINANCIAL STATEMENTS
 June 30, 1999

NOTE 3 - FIXED ASSETS

A summary of fixed assets at June 30, 1999 follows:

	<u>June 30,</u> <u>1998</u>	<u>Fixed Assets</u> <u>Net</u> <u>Additions</u>	<u>June 30,</u> <u>1999</u>
Land	\$ 500	\$ -	\$ 500
Equipment	18,804	-	18,804
Plant	<u>134,631</u>	-	<u>134,631</u>
	153,935	<u>\$ -</u>	153,935
Less accumulated depreciation	<u>123,143</u>		<u>126,509</u>
TOTALS	<u>\$ 30,792</u>		<u>\$ 27,426</u>

Depreciation expense was \$3,366 for the year ended June 30, 1999.

NOTE 4 - LONG-TERM DEBT

The following is a summary of the long-term liability transactions during the year ended June 30, 1999:

	<u>Payable</u> <u>6/30/98</u>	<u>Bonds</u> <u>Retired</u>	<u>Payable</u> <u>6/30/99</u>
Revenue bonds	<u>\$ 43,578</u>	<u>\$ 43,578</u>	<u>\$ -</u>

NOTE 5 - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE 6 - NET WORKING CAPITAL

Net working capital at June 30, 1999 was \$108,263.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
SUPPLEMENTAL INFORMATION SCHEDULE - SCHEDULE OF COMPENSATION PAID BOARD
MEMBERS
For the Year Ended June 30, 1999

COMPENSATION PAID BOARD MEMBERS

The schedule of compensation paid board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. This is in accordance with LA R.S. 33:3819, allowing up to \$60 to be paid for up to 24 meetings in each year and for each special meeting not to exceed 12 special meetings in each year.

See accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
 A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
 SUPPLEMENTAL INFORMATION SCHEDULE - SCHEDULE OF COMPENSATION PAID BOARD
 MEMBERS
 For the Year Ended June 30, 1999

Schedule of compensation paid board members for the year ended June 30, 1999:

<u>Name</u>	<u>1999</u>	
	<u>Meetings</u>	<u>Per Diem</u>
Randy Welch	8	\$ 305
William Pelt	11	380
Marvin Stanton	11	380
Donald Harper	12	405
Bruce Wheat	10	355
Robert Johnson*	1	<u>25</u>
Total		<u>\$ 1,850</u>

* Resigned June 6, 1998

See accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
SUPPLEMENTAL INFORMATION SCHEDULE
YEAR 2000 ISSUE
For the Year Ended June 30, 1999

The District's accounting system is a set of manual books and its billing system is also manual, therefore the Year 2000 issue will not affect them. The District is not aware of any possible affects that the Year 2000 issue could have on its water distribution system.

See accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
SUPPLEMENTAL INFORMATION SCHEDULE
MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS
For the Year Ended June 30, 1999

Agreed-Upon Procedures:

Meetings:

#9 - The District will begin posting the agenda for each meeting, beginning with the January 2000 meeting.

Contact person - Donald Harper, President

See accountants' report.

WATERWORKS DISTRICT NO. 1 OF ALLEN PARISH
A COMPONENT UNIT OF THE ALLEN PARISH POLICE JURY
SUPPLEMENTAL INFORMATION SCHEDULE
MANAGEMENT'S SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended June 30, 1999

Agreed - Upon Procedures:

Meetings:

#9 - Agenda not posted.

Corrective action taken - No

Planned corrective action - Agenda will be posted starting with January 2000 meeting.

Other Matters:

98-1 Commissioner also part-time employee of District.

Corrective action taken - Yes

See accountants' report.



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Private Company Practice Section AICPA

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners
Waterworks District No. 1 of Allen Parish
A Component Unit of the Allen Parish Police Jury
Oakdale, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Waterworks District No. 1 of Allen Parish and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Waterworks District No. 1 of Allen Parish's compliance with certain laws and regulations during the year ended June 30, 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).

We reviewed all disbursement made during the year. There were no expenditures over \$15,000 for materials and supplies, and no expenditures over \$100,000 for public works.

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 (agreed-upon procedure #3) 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.

Waterworks District No. 1 of Allen Parish does not have a general fund or a special revenue fund. It only has an enterprise fund whose expenditures does not exceed \$250,000. Because of these facts, according to LA. Rev. Stat. 39:1303, the District is not required to have a budget and does not have one.

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

See #5 above.

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.

See #5 above.

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

We found that all 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 accountant and the chairman of 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 commission.

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).

Waterworks District No. 1 of Allen Parish is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Management does post a notice of each meeting but does not post an agenda on the door of the District's office building.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks 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.

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.

A reading of the minutes of the District for the year indicated no approval for the payments noted. We also inspected payroll records 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 5, 1998, contained one agreed-upon procedures finding (not resolved as of June 30, 1999) and one other matter (resolved).

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 Waterworks District No. 1 of Allen Parish 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. However, this report is a matter of public record and its distribution is not limited.

Mires & Company, CPAs, APC

Mires & Company, CPAs, APC
December 13, 1999



LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

11/9/99 (Date Transmitted)

Mineset Co. CPA's
1633 Beglis Parkway
Shreveport LA 70663
(Auditors)

In connection with your compilation of our financial statements as of ^{6/30/99} [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.

<u>Alvin S. Clark</u>	Secretary	<u>11-9-99</u>	Date
<u>Alvin S. Clark</u>	Treasurer	<u>11-9-99</u>	Date
<u>Donald E. Haysen</u>	President	<u>11-9-99</u>	Date