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**TENTH JUDICIAL DISTRICT  
INDIGENT DEFENDER BOARD  
NATCHITOCHEs, LOUISIANA  
ANNUAL FINANCIAL REPORT  
DECEMBER 31, 1998**

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.

**AUG 11 1999**

Release Date \_\_\_\_\_

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

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# *Johnson, Thomas & Cunningham*

*Certified Public Accountants*

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## INDEPENDENT ACCOUNTANTS' REPORT

Tenth Judicial District Indigent Defender Board  
State of Louisiana  
Natchitoches, LA 71457

We have compiled the accompanying balance sheet of the Tenth Judicial District Indigent Defender Board, a component unit of the Natchitoches Parish Police Jury, Natchitoches, Louisiana, as of December 31, 1998, and the related Statement of Revenues, Expenditures and Changes in Fund Balance for the year then ended, in accordance with Statements on Standards for Accounting and Review Services established by the American Institute of Certified Public Accountants. The financial statements have been prepared on the modified-accrual basis of accounting, which is the generally accepted accounting method established by the Governmental Accounting Standards Board for governmental units.

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

*Johnson, Thomas & Cunningham*  
Johnson, Thomas & Cunningham, CPAs

June 12, 1999  
Natchitoches, Louisiana

GENERAL PURPOSE FINANCIAL STATEMENTS  
(COMBINED STATEMENTS - OVERVIEW)

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

Combined Balance Sheet  
Fund Type and Account Group  
December 31, 1998

	Governmental <u>Fund Type</u> General <u>Fund</u>	Account <u>Group</u> General <u>Fixed Assets</u>	<u>Totals</u> ( <u>Memorandum Only</u> ) <u>12-31-98</u>
<u>Assets</u>			
Cash & Cash Equivalents	\$197,073	\$ 0	\$197,073
Revenue Receivables	13,779	0	13,779
Equipment	<u>0</u>	<u>4,823</u>	<u>4,823</u>
Total Assets	\$210,852	\$4,823	\$215,675
<u>Liabilities &amp; Fund Equity</u>			
<u>Liabilities-</u>			
Accounts Payable	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
<u>Fund Equity-</u>			
Investment in General Fixed Assets	\$ 0	\$4,823	\$ 4,823
Fund Balance- Unreserved-Undesignated	<u>210,852</u>	<u>0</u>	<u>210,852</u>
Total Liabilities & Fund Equity	\$210,852	\$4,823	\$215,675

See accountants' compilation report.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance-  
Governmental Fund Type  
Year Ended December 31, 1998

	<u>Governmental Fund Type</u> <u>General Fund</u> <u>1998</u>
REVENUES:	
Vehicle Violations	\$165,344
Fee Income-Indigents	2,890
Other Income	<u>7,083</u>
Total Revenues	<u>\$175,317</u>
EXPENDITURES:	
Current-	
Attorney Fees & Court Costs	\$219,049
Office Supplies	905
Payroll & Related Expenditures	18,113
Rent, Telephone & Miscellaneous	4,228
Bad Debt Expense	<u>358</u>
Total Expenditures	<u>\$242,653</u>
Excess of Revenues Over Expenditures	\$ (67,336)
Fund Balance-Beginning of Year	<u>278,188</u>
Fund Balance-End of Year	<u>\$210,852</u>

See accountants' compilation report.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balance-  
Budget (GAAP Basis) and Actual  
General Fund Type  
Year Ended December 31, 1998

	General Fund		Variance- Favorable (Unfavorable)
	Budget	Actual	
<b>REVENUES:</b>			
Vehicle Violations	\$190,000	\$165,344	\$(24,656)
Fee Income-Indigents	3,500	2,890	(610)
Other Income	<u>12,100</u>	<u>7,083</u>	<u>(5,017)</u>
Total Revenues	<u>\$205,600</u>	<u>\$175,317</u>	<u>\$(30,283)</u>
<b>EXPENDITURES:</b>			
Current-			
Attorney Fees & Court Costs	\$212,500	\$219,049	\$ (6,549)
Office Supplies	600	905	(305)
Payroll & Related Benefits	19,000	18,113	887
Rent, Telephone & Miscellaneous	4,500	4,228	272
Bad Debt Expense	<u>400</u>	<u>358</u>	<u>42</u>
Total Expenditures	<u>\$237,000</u>	<u>\$242,653</u>	<u>\$ (5,653)</u>
Excess of Revenues Over Expenditures	\$ (31,400)	\$ (67,336)	\$(35,936)
Fund Balance-Beginning of Year	<u>278,188</u>	<u>278,188</u>	<u>0</u>
Fund Balance-End of Year	<u>\$246,788</u>	<u>\$210,852</u>	<u>\$(35,936)</u>

See accountants' compilation report.

NOTES TO FINANCIAL STATEMENTS

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana  
Notes to Financial Statements  
December 31, 1998

**1. Introduction:**

The Tenth Judicial District Indigent Defender Board was established in compliance with Louisiana Revised Statutes 15:111-149, to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the district court level. The judicial district encompasses the parish of Natchitoches, Louisiana.

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 transactions 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 government.

**2. Summary of Significant Accounting Policies:**

The accompanying financial statements of Tenth Judicial District Indigent Defender Board 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.

**A. REPORTING ENTITY-**

As the governing authority of the parish, for reporting purposes, the Natchitoches Parish Police Jury is the financial reporting entity for Natchitoches Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Natchitoches Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana  
Notes to Financial Statements  
December 31, 1998

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature of the significance of the relationship.

Since the Board is fiscally dependent on the Police Jury, and since the Police Jury's financial statements would be misleading if the data from the Board's Office were omitted, the Board has been determined to be component unit of the Natchitoches Parish Police Jury. The accompanying financial statements present information only on the funds maintained by the Board 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 reporting entity.

#### B. FUND ACCOUNTING-

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

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

The fund of the Board is classified as a governmental fund. The governmental fund accounts for the Board's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fixed assets. The governmental fund of the Board is described as follows:

1. General Fund - The General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the Board and accounts for the operation of the Board's office. General operating expenditures are paid from this fund.

#### C. BASIS OF ACCOUNTING-

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana  
Notes to Financial Statements  
December 31, 1998

Revenues-Income items are recorded when earned. Interest income is recorded when the income is available.

Expenditures-Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Salaries are recognized when they occur. Office supplies are recognized when they are purchased. Capital expenditures are recognized when the liability is incurred.

The accounting and reporting treatment applied to the fixed assets associated with a fund are determined by its measurement focus. All governmental fund type operations are accounted for on a spending or "financial flow" measurement focus and only current assets and current liabilities are generally included on their balance sheets.

Fixed assets used in the governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in the General Fund. General fixed assets provided by the Natchitoches Parish Police Jury are not recorded within the General Fixed Assets account group of the Board. Fixed assets are valued at historical cost. No depreciation has been provided on general fixed assets.

The Tenth Judicial District Indigent Defender Board has no outstanding long-term obligations.

The General Fixed Assets Account Group is not a "fund". It is concerned only with the measurement of financial position, and does not involve measurement of results of operations.

#### D. BUDGETS-

Prior to the beginning of each fiscal year, the Tenth Judicial District Indigent Defender Board adopts a budget for the General Fund for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

#### E. CASH AND CASH EQUIVALENTS-

Cash includes amounts in demand deposits and time deposits. Under state law, the Board may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with State banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana  
Notes to Financial Statements  
December 31, 1998

F. TOTAL COLUMNS ON GENERAL PURPOSE FINANCIAL STATEMENTS-

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

G. VACATION AND SICK LEAVE-

Employees of the Tenth Judicial District Indigent Defender Board do not accrue or "carry forward" vacation or sick leave pay from year to year. As such, there are no accruals made in either the General Fund or in a general long-term debt account group for these payments.

H. ENCUMBRANCES-

The Board does not apply encumbrance accounting.

3. Cash and Cash Equivalents:

For reporting purposes, cash and cash equivalents include cash, demand deposits, time deposits, and certificates of deposit. At December 31, 1998, the Board had cash and cash equivalents totaling \$197,073. Cash and cash equivalents are stated at cost, which approximates market. Under Louisiana law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These pledged securities are held in the name of the pledging bank in a holding or custodial bank in the form of safekeeping receipts held by the Board. The deposits at December 31, 1998, were secured as follows:

Demand Deposits (Collected Balances)	\$ 60,265
Time Deposits	<u>136,808</u>
Total	\$197,073
Less, FDIC Insurance	<u>197,073</u>
Balance to be Secured	\$ 0
Face Value of Securities Pledged by Banks	<u>0</u>
Balance Unsecured	\$ <u>0</u>

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana  
Notes to Financial Statements  
December 31, 1998

**4. Changes in General Fixed Assets:**

A summary of changes in general fixed assets (office furnishings and equipment) follows:

Balance, January 1, 1998	\$4,823
Additions	0
Deductions	<u>0</u>
Balance, December 31, 1998	<u>\$4,823</u>

**5. Pension Plan:**

All of the Indigent Defender Board's employees participate in the Federal Social Security program. The Indigent Defender Board is required to remit an amount to the Social Security Administration equal to the employee's contribution.

**6. Litigation and Claims:**

The Board was not a party in any litigation seeking damages for the year ended December 31, 1998.

**7. Compensation of Board Members:**

The Board members do not receive compensation for their services.

**8. Year 2000 Compliance:**

Per discussion with Linda Horton, an employee of the Tenth Judicial District Indigent Defender Board, the computer accounting system being used is year 2000 compliant. Essential operations and services will not be effected by this event.

FINANCIAL STATEMENTS OF THE INDIVIDUAL FUND  
AND THE ACCOUNT GROUP

GENERAL FUND

To account for the resources traditionally associated with governmental units which are not required to be accounted for in another fund.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

General Fund  
Balance Sheet  
December 31, 1998

	<u>1998</u>
<u>Assets</u>	
Cash & Cash Equivalents	\$197,073
Revenue Receivables	<u>13,779</u>
 Total Assets	 \$210,852
 <u>Liabilities &amp; Fund Balance</u>	
<u>Liabilities-</u>	
Accounts Payable	\$ 0
 <u>Fund Balance-</u>	
Unreserved-Undesignated	<u>210,852</u>
 Total Liabilities & Fund Balance	 \$210,852

See accountants' compilation report.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

General Fund  
Statement of Revenues-Budget (GAAP Basis) and Actual  
Year Ended December 31, 1998

	1998		Variance- Favorable (Unfavorable)
	Budget	Actual	
REVENUES:			
Vehicle Violations	\$190,000	\$165,344	\$(24,656)
Fee Income-Indigents	3,500	2,890	(610)
Other Income	<u>12,100</u>	<u>7,083</u>	<u>(5,017)</u>
Total Revenues	<u>\$205,600</u>	<u>\$175,317</u>	<u>\$(30,283)</u>

See accountants' compilation report.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

General Fund  
Statement of Expenditures-Budget (GAAP Basis) and Actual  
Year Ended December 31, 1998

	1998		Variance- Favorable (Unfavorable)
	Budget	Actual	
EXPENDITURES:			
Current-			
Attorney Fees & Court Costs	\$212,500	\$219,049	\$ (6,549)
Office Supplies	600	905	(305)
Payroll & Related Benefits	19,000	18,113	887
Rent, Telephone & Miscellaneous	4,500	4,228	272
Bad Debts	<u>400</u>	<u>358</u>	<u>42</u>
Total	<u>\$237,000</u>	<u>\$242,653</u>	<u>\$ (5,653)</u>

See accountants' compilation report.

**GENERAL FIXED ASSETS ACCOUNT GROUP**

To account for fixed assets purchased by the Board's office and used in the General Fund operations.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

General Fixed Assets Account Group  
Statement of General Fixed Assets  
December 31, 1998

	December 31, <u>1998</u>
General Fixed Assets:	
Land & Buildings	\$ 0
Equipment-	
Vehicles	0
Other	<u>4,823</u>
Total General Fixed Assets	\$4,823
Investment in General Fixed Assets	\$4,823

See accountants' compilation report.

Tenth Judicial District Indigent Defender Board  
Natchitoches, Louisiana

General Fixed Assets Account Group  
Statement of Changes in General Fixed Assets  
Year Ended December 31, 1998

	<u>Balance</u> <u>12-31-97</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12-31-98</u>
General Fixed Assets:				
Land & Buildings	\$ 0	\$0	\$0	\$ 0
Equipment-				
Vehicles	0	0	0	0
Other	<u>4,823</u>	<u>0</u>	<u>0</u>	<u>4,823</u>
Total General Fixed Assets	<u>\$4,823</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,823</u>
Investment in General Fixed Assets	<u>\$4,823</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,823</u>

See accountants' compilation report.

# Johnson, Thomas & Cunningham

Certified Public Accountants

Exhibit F

Page 20

*Eddie G. Johnson, C.P.A. - A Professional Corporation (1968-1996)*

*Mark D. Thomas, C.P.A. - A Professional Corporation*

*Roger M. Cunningham, C.P.A. - A Professional Corporation*

*J. Paul Sklar, C.P.A. - A Professional Corporation*

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Natchitoches, Louisiana 71457*

*(318) 352-3652*

*Fax (318) 352-4447*

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Tenth Judicial District Indigent Defender Board  
State of Louisiana  
Natchitoches, LA 71457

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Tenth Judicial District Indigent Defender Board and the Legislative auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Tenth Judicial District Indigent Defender Board's compliance with certain laws and regulations during the year ended December 31, 1998, 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 \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$5,000 or for public works exceeding \$50,000.

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

Management provided us with a copy of the legally adopted budget.

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

The budget was legally adopted.

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

Actual revenues and expenditures exceeded the budgeted amounts by more than 5%.

### **Accounting and Reporting**

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

We examined supporting documentation for each of the 6 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 6 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 6 selected disbursements indicated adequate approvals.

### 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).

Agendas were posted and meetings were advertised as required.

### 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.

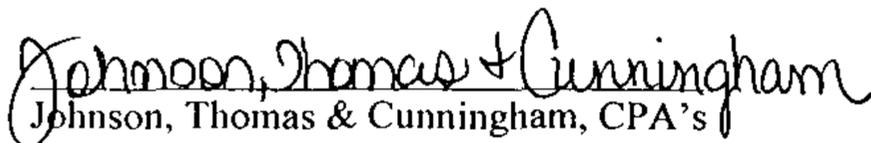
### Advances and Bonuses

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

We noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

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 Tenth Judicial District Indigent Defender Board 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.

  
Johnson, Thomas & Cunningham, CPA's

June 12, 1999  
Natchitoches, LA 71457

# **INDIGENT DEFENDER BOARD**

**TENTH JUDICIAL DISTRICT, LOUISIANA**

Exhibit G

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P.O. BOX 604 - NATCHITOCHEs, LA. 71457

## **TENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD**

**P. O. Box 604**

**Natchitoches, LA 71458-0604**

### **CORRECTIVE ACTION PLAN**

Audit Firm: Johnson, Thomas & Cunningham

Audit Period: 12-31-98

Tenth Judicial District Indigent Defender Board respectfully submits the following corrective action plan for the year ended December 31, 1998.

The findings from the June 12, 1999 Accountants' Report on Applying Agreed-Upon Procedures are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

98.1

#### **A. Comments on Findings and Recommendation-**

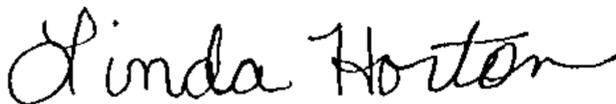
For the year ended December 31, 1998, we noted that the Board is in violation of the Local Government Budget Act which states that actual revenues or expenditures exceed budget amounts by more than 5%.

#### **B. Actions Taken or Planned-**

The Board will monitor the revenues and expenditures during the year to make sure they do not exceed the budgeted amounts and make budget amendments before year end if this situation occurs again.

If the Louisiana Legislative Auditor has questions regarding this plan, please call Linda Horton at (318) 357-0692.

Sincerely yours,



Linda Horton  
President

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

01-01-99 (Date Transmitted)

TENTH JUDICIAL DISTRICT INDIGENT DEFENDER BOARD

P.O. BOX 604

NATCHITOCHEs LA 71458-0604

JOHNSON, THOMAS & CUNNINGHAM, CPA'S NATCHITOCHEs, LA (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 12-31-98 (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.

Linda Horton Secretary 3-18-99 Date

[Signature] Treasurer \_\_\_\_\_ Date

[Signature] President 3-18-99 Date