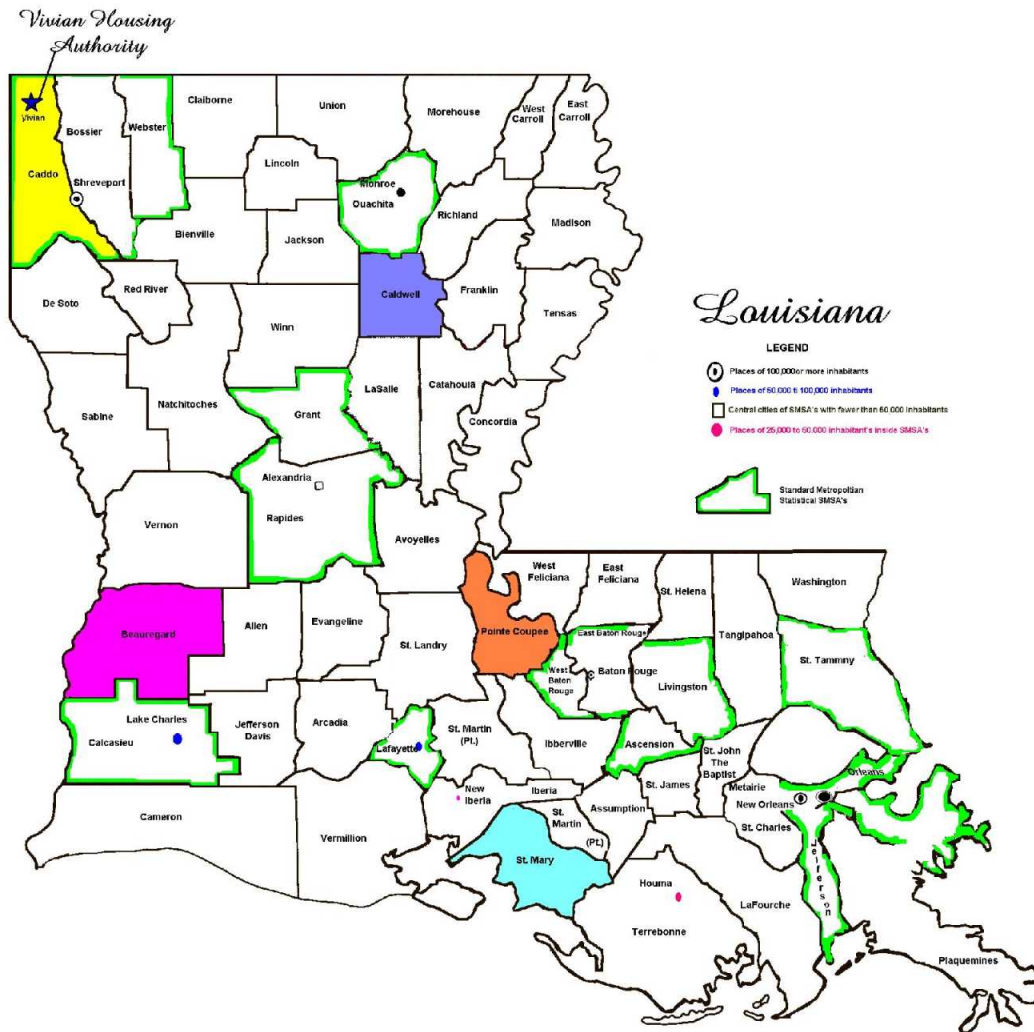


**HOUSING AUTHORITY  
OF THE  
TOWN OF VIVIAN, LOUISIANA**

**Annual Financial Statements  
September 30, 2019**

# HOUSING AUTHORITY OF THE TOWN OF VIVIAN VIVIAN, LOUISIANA



\* The Vivian Housing Authority is chartered as a public corporation for the purpose of administering housing programs for low income families. Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing programs in the United States. Accordingly, HUD has entered into a contract with the Vivian Housing Authority to make annual contributions (subsidies) for the purpose of funding its programs for low-income families.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

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September 30, 2019**

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John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374

### MEMBERS

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## **INDEPENDENT AUDITOR'S REPORT**

Housing Authority of the  
Town of Vivian, Louisiana

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the Town of Vivian, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Housing Authority's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *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 financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Housing Authority of the Town of Vivian, as of September 30, 2019, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the Town of Vivian's basic financial statements. The accompanying Financial Data Schedule, required by HUD, and supplementary schedules and statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Financial Data Schedule and supplementary schedules and statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Financial Data Schedule and supplementary schedules and statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 4, 2020, on our consideration of the Housing Authority of the Town of Vivian's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Housing Authority of the Town of Vivian's internal control over financial reporting and compliance.

### *The Vercher Group*

Jena, Louisiana  
February 4, 2020

**Housing Authority of the Town of Vivian  
Management's Discussion and Analysis  
September 30, 2019**

---

As management of the Housing Authority of the Town of Vivian, we offer readers of the Authority's basic financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended September 30, 2019. We encourage readers to consider the information presented here in conjunction with the Authority's basic financial statements, which are attached.

**Financial Highlights**

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$1,113,256 (net position).
- As of the close of the current fiscal year, the Authority's ending unrestricted net position was \$177,474.
- The Authority's cash balance at September 30, 2019, was \$53,534, of which \$11,012 is restricted. Investments totaled \$168,107.
- The Authority had total revenue of \$755,484 in which \$406,498 was operating revenue, \$4,540 was non-operating revenue, and \$344,446 was from capital contributions.
- The Authority had total expenses of \$514,223, all of which was for operating purposes. This amount includes depreciation in the amount of \$119,776, which is a non-cash transaction.

**Overview of the Basic Financial Statements**

The discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements consist of the Statement of Net Position, Statement of Revenue, Expenses & Changes in Net Position, Statement of Cash Flows, and the Notes to the Basic Financial Statements.

The Authority has only one fund type, namely a proprietary fund. The Statement of Net Position includes all of the Authority's assets and liabilities. This fund type is unused for activities which are financed and operated in a manner similar to those in the private sector.

The Authority has two main funding sources in its financial operation. These are the Low Rent Public Housing and the Capital Fund programs. The Low Rent Program consists of 80 units. Funding is provided based on dwelling rents paid by the tenants and operating fund payments received by the Department of Housing & Urban Development based on a formula. The purpose of this program is to provide funding for low rent housing programs to allow them to make purchases and capital improvements for the current dwelling structures and assist in their operations.

**Housing Authority of the Town of Vivian  
Management's Discussion and Analysis - Continued  
September 30, 2019**

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The Authority's overall financial position and operations for the past two years are summarized below based on the information in the current and prior financial statements.

The table below lists the asset and liability comparisons for the year ended September 30, 2019.

**Statement of Net Position**

|                                    | <u>2018</u>       | <u>2019</u>         | <u>% Change</u> |
|------------------------------------|-------------------|---------------------|-----------------|
| Current Assets                     | \$ 276,558        | \$ 265,256          | -4.1            |
| Capital Assets Net of Depreciation | 676,793           | 935,782             | 38.3            |
| <b>TOTAL ASSETS</b>                | <u>953,351</u>    | <u>1,201,038</u>    | 26.0            |
| Current Liabilities                | 60,050            | 65,158              | 8.5             |
| Non-Current Liabilities            | 21,306            | 22,624              | 6.2             |
| <b>TOTAL LIABILITIES</b>           | <u>81,356</u>     | <u>87,782</u>       | 7.9             |
| Net Investment in Capital Assets   | 676,793           | 935,782             | 38.3            |
| Unrestricted Net Position          | 195,202           | 177,474             | -9.1            |
| <b>TOTAL NET POSITION</b>          | <u>\$ 871,995</u> | <u>\$ 1,113,256</u> | 27.7            |

- The Authority's cash and cash equivalents decreased by \$42,522.
- Investments increased by \$2,080 as of September 30, 2019.
- Current liabilities increased by \$5,108. The primary source of this increase is due to an increase in accounts payable in the amount of \$19,230.
- Non-current liabilities increased by \$1,318. The source of this increase is due to an increase in non-current compensated absences in the amount of \$1,318.
- The Authority's unrestricted net position decreased by \$17,728 for the current year.



**Housing Authority of the Town of Vivian  
Management's Discussion and Analysis - Continued  
September 30, 2019**

The table below lists the revenue and expense comparisons for the year ended September 30, 2019.

**Statement of Revenues, Expenses, & Change in Net Position**

|  | <u>2018</u>       | <u>2019</u>         | <u>% Change</u> |
|--|-------------------|---------------------|-----------------|
| <b>OPERATING REVENUES</b>                      |                   |                     |                 |
| Tenant Revenue                                 | \$ 185,011        | \$ 189,063          | 2.2             |
| HUD PHA Operating Grant                        | 193,807           | 217,435             | 12.2            |
| <b>TOTAL OPERATING REVENUES</b>                | <u>378,818</u>    | <u>406,498</u>      | 7.3             |
| <b>OPERATING EXPENSES</b>                      |                   |                     |                 |
| Administrative Salaries                        | 152,383           | 143,959             | -5.5            |
| EBC Administrative                             | 36,487            | 37,390              | 2.5             |
| Other Operating - Administrative               | 26,013            | 29,063              | 11.7            |
| Tenant Services                                | 231               | -0-                 | -100.0          |
| Utilities                                      | 7,180             | 7,120               | -0.8            |
| Ordinary Maintenance                           | 94,004            | 109,024             | 16.0            |
| Insurance                                      | 37,275            | 38,681              | 3.8             |
| Payment in Lieu of Taxes                       | 17,220            | 17,679              | 2.7             |
| Compensated Absences                           | 11,476            | 11,333              | -1.3            |
| Miscellaneous                                  | 1,147             | 198                 | -82.7           |
| Depreciation                                   | 114,426           | 119,776             | 4.7             |
| <b>TOTAL OPERATING EXPENSES</b>                | <u>497,842</u>    | <u>514,223</u>      | 3.3             |
| <b>OPERATING INCOME (LOSS)</b>                 | <u>(119,024)</u>  | <u>(107,725)</u>    | -9.5            |
| <b>NON-OPERATING REVENUES (EXPENSES)</b>       |                   |                     |                 |
| Interest Earnings                              | 1,319             | 1,594               | 20.9            |
| Other Revenue                                  | 3,733             | 2,946               | -21.1           |
| <b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b> | <u>5,052</u>      | <u>4,540</u>        | -10.1           |
| <b>CAPITAL CONTRIBUTIONS</b>                   | <u>15,732</u>     | <u>344,446</u>      | 2,089.5         |
| <b>CHANGE IN NET POSITION</b>                  | (98,240)          | 241,261             | 345.6           |
| <b>PRIOR PERIOD ADJUSTMENT</b>                 | (806)             | -0-                 | -100.0          |
| <b>TOTAL NET POSITION – BEGINNING</b>          | <u>971,041</u>    | <u>871,995</u>      | -10.2           |
| <b>TOTAL NET POSITION – ENDING</b>             | <u>\$ 871,995</u> | <u>\$ 1,113,256</u> | 27.7            |

- Revenues of the Authority are generated principally from dwelling rents and grant funding from HUD.
- The Authority's revenues increased by \$355,882, mainly due to an increase in capital contributions in the amount of \$328,714.
- Expenses increased by \$16,381, mainly due to an increase in ordinary maintenance expense in the amount of \$15,020.

**Housing Authority of the Town of Vivian  
Management's Discussion and Analysis - Continued  
September 30, 2019**

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**Capital Asset & Debt Administration**

**Capital Assets**

As of September 30, 2019, the Authority's investment in capital assets was \$935,782 (net of accumulated depreciation). This investment included land, building, building improvements, office equipment, and maintenance equipment.

**Capital Assets at Year-End**

|                           | <u>2018</u>        | <u>2019</u>        |
|---------------------------|--------------------|--------------------|
| Land *                    | \$ 19,688          | \$ 19,688          |
| Buildings & Improvements  | 3,531,190          | 3,817,558          |
| Furniture & Equipment     | 370,843            | 375,040            |
| Construction in Progress* | -0-                | 88,200             |
| Accumulated Depreciation  | <u>(3,244,928)</u> | <u>(3,364,704)</u> |
| <b>Total</b>              | <u>\$ 676,793</u>  | <u>\$ 935,782</u>  |

\* Land in the amount of \$19,688 and Construction in Progress in the amount of \$88,200 are not being depreciated.

**Long Term Debt**

The Authority does not have any long-term liabilities at this time.

**Future Events That Will Impact the Authority**

The Authority relies heavily upon HUD operating subsidies. The amount appropriated has not currently been approved for the FYE 2020. Therefore, any results of budget shortfalls cannot be determined.

The Authority is under a contract through its Capital Fund Program to continue with the work as stated above and incorporate any new work items into its operation.

**Contacting the Authority's Financial Management**

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the following address:

Housing Authority of the Town of Vivian  
609 Redbud Court  
Vivian, LA 71082

## **Basic Financial Statements**

**Housing Authority of the Town of Vivian  
Vivian, Louisiana  
Statement of Net Position  
September 30, 2019**

|  | <b>ENTERPRISE<br/>FUNDS</b> |
|--|-----------------------------|
| <b>CURRENT ASSETS</b>                                    |                             |
| Cash & Cash Equivalents                                  | \$ 42,522                   |
| Investments  | 168,107                     |
| Receivables, HUD   | 17,370                      |
| Receivables, Net of Allowances                           | 997                         |
| Prepaid Items  | 24,989                      |
| Inventories, Net   | 259                         |
| <b>RESTRICTED ASSETS:</b>                                |                             |
| Tenant's Security Deposit Cash                           | 11,012                      |
| <b>TOTAL CURRENT ASSETS</b>                              | <b>265,256</b>              |
| <b>NON-CURRENT ASSETS</b>                                |                             |
| Capital Assets, Net of Accumulated Depreciation          | 935,782                     |
| <b>TOTAL NON-CURRENT ASSETS</b>                          | <b>935,782</b>              |
| <b>TOTAL ASSETS</b>                                      | <b>1,201,038</b>            |
| <b>CURRENT LIABILITIES</b>                               |                             |
| Accounts Payable   | 20,860                      |
| Accrued Wage/Payroll Taxes Payable                       | 6,093                       |
| Accrued Pilot  | 17,678                      |
| Accrued Compensated Absences                             | 8,227                       |
| Unearned Revenue   | 704                         |
| Accrued Liabilities – Other                              | 584                         |
| Tenant Security Deposits, Payable from Restricted Assets | 11,012                      |
| <b>TOTAL CURRENT LIABILITIES</b>                         | <b>65,158</b>               |
| <b>NON-CURRENT LIABILITIES</b>                           |                             |
| Accrued Compensated Absences                             | 22,624                      |
| <b>NON-CURRENT LIABILITIES</b>                           | <b>22,624</b>               |
| <b>TOTAL LIABILITIES</b>                                 | <b>87,782</b>               |
| <b>NET POSITION</b>                                      |                             |
| Net Investment in Capital Assets                         | 935,782                     |
| Unrestricted   | 177,474                     |
| <b>TOTAL NET POSITION</b>                                | <b>\$ 1,113,256</b>         |

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana  
Statement of Revenues, Expenses, & Changes in Net Position  
Year Ended September 30, 2019**

|  | <b>ENTERPRISE<br/>FUND</b> |
|--|----------------------------|
| <b>OPERATING REVENUES</b>                      |                            |
| Tenant Revenue                                 | \$ 189,063                 |
| HUD Operating Grants                           | 217,435                    |
| <b>TOTAL OPERATING REVENUES</b>                | 406,498                    |
| <br><b>OPERATING EXPENSES</b>                  |                            |
| <i>Administration:</i>                         |                            |
| Administrative Salaries                        | 143,959                    |
| EBC Administrative                             | 37,390                     |
| Other Operating - Administrative               | 29,063                     |
| <i>Tenant Services</i>                         |                            |
| Tenant Services - Other                        | -0-                        |
| <i>Cost of Sales &amp; Service:</i>            |                            |
| Water  | 502                        |
| Electricity                                    | 6,092                      |
| Other Utilities                                | 526                        |
| Ordinary Maintenance – Labor                   | 43,704                     |
| Materials                                      | 20,849                     |
| Contract Cost                                  | 37,510                     |
| EBC Maintenance                                | 6,961                      |
| Insurance                                      | 38,681                     |
| Payment in Lieu of Taxes                       | 17,679                     |
| Compensated Absences                           | 11,333                     |
| Other General Expenses                         | 198                        |
| <i>Depreciation</i>                            | 119,776                    |
| <b>TOTAL OPERATING EXPENSES</b>                | 514,223                    |
| <br><b>OPERATING INCOME (LOSS)</b>             | <b>(107,725)</b>           |
| <br><b>NON-OPERATING REVENUES (EXPENSES)</b>   |                            |
| Interest Earnings                              | 1,594                      |
| Other Revenue                                  | 2,946                      |
| <b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b> | 4,540                      |
| <br><b>CAPITAL CONTRIBUTIONS</b>               | 344,446                    |
| <br><b>CHANGE IN NET POSITION</b>              | 241,261                    |
| <br><b>TOTAL NET POSITION – BEGINNING</b>      | 871,995                    |
| <b>TOTAL NET POSITION – ENDING</b>             | <b>\$ 1,113,256</b>        |

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana  
Statement of Cash Flows  
Year Ended September 30, 2019**

|   | <u>ENTERPRISE<br/>FUND</u> |
|---|----------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                                   |                            |
| Receipts from Customers & Users   | \$ 173,123                 |
| Receipts from Operating Grants  | 200,065                    |
| Payments to Suppliers   | (179,849)                  |
| Payments to Employees   | (185,089)                  |
| Payments for PILOT  | (17,678)                   |
| <b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>                       | <u>(9,428)</u>             |
| <br><b>CASH FLOWS FROM NON-CAPITAL ACTIVITIES</b>                             |                            |
| Other Revenue   | 2,946                      |
| <b>NET CASH PROVIDED (USED) BY NON-CAPITAL ACTIVITIES</b>                     | <u>2,946</u>               |
| <br><b>CASH FLOWS FROM CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>         |                            |
| Subsidy from Capital Grants   | 344,446                    |
| Acquisition & Construction of Capital Assets                                  | (378,765)                  |
| <b>NET CASH PROVIDED (USED) BY CAPITAL &amp; RELATED FINANCING ACTIVITIES</b> | <u>(34,319)</u>            |
| <br><b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                               |                            |
| Investments   | (2,080)                    |
| Interest & Dividends Received   | 1,594                      |
| <b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>                       | <u>(486)</u>               |
| <br><b>NET INCREASE (DECREASE) IN CASH &amp; CASH EQUIVALENTS</b>             | <br>(41,287)               |
| <br><b>CASH, BEGINNING OF YEAR</b>  | <br><u>94,821</u>          |
| <b>CASH, END OF YEAR</b>  | <u>53,534</u>              |
| <br><b>RECONCILIATION TO BALANCE SHEET</b>                                    |                            |
| Cash and Cash Equivalents   | 42,522                     |
| Tenants' Security Deposits  | 11,012                     |
| <b>TOTAL CASH &amp; CASH EQUIVALENTS</b>                                      | <b>\$ <u>53,534</u></b>    |

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana  
Statement of Cash Flows  
Year Ended September 30, 2019**

**Reconciliation**

**RECONCILIATION OF OPERATING INCOME TO NET CASH  
PROVIDED (USED) BY OPERATING ACTIVITIES**

|   |                     |
|---|---------------------|
| Operating Income (Loss)                                 | \$ <u>(107,725)</u> |
| Depreciation Expense                                    | 119,776             |
| (Increase) Decrease in Accounts Receivable              | (143)               |
| (Increase) Decrease in Accounts Receivable, HUD         | (17,370)            |
| (Increase) Decrease in Prepaid Items                    | (10,226)            |
| (Increase) Decrease in Inventories                      | (166)               |
| Increase (Decrease) in Accounts Payable                 | 19,230              |
| Increase (Decrease) in PILOT                            | 458                 |
| Increase (Decrease) in Wages/Payroll Taxes Payable      | 790                 |
| Increase (Decrease) in Other Accrued Liabilities        | (39)                |
| Increase (Decrease) in Accrued Compensated Absences     | 1,784               |
| Increase (Decrease) in Unearned Revenue                 | (16,547)            |
| Increase (Decrease) in Tenant Security Deposits         | <u>750</u>          |
| <b>TOTAL ADJUSTMENTS</b>                                | <u>98,297</u>       |
| <b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b> | <u>(9,428)</u>      |

**LISTING OF NONCASH INVESTING, CAPITAL, & FINANCIAL ACTIVITIES**

|   |               |
|---|---------------|
| Contributions of Capital Assets From Government | \$ <u>-0-</u> |
|---|---------------|

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2019**

**INTRODUCTION**

The Housing Authority of the Town of Vivian is an apartment complex for persons of low income located in Vivian, Louisiana. The Authority is chartered as a public corporation for the purpose of administering decent, safe and sanitary dwelling for persons of low-income.

Legal title to the Authority is held by the Housing Authority of the Town of Vivian, Louisiana, a non-profit corporation. The Authority is engaged in the acquisition, modernization, and administration of low-rent housing. The Authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the Mayor of Vivian, Louisiana. Each member serves a four-year term. Substantially all of the Authority's revenue is derived from subsidy contracts with the U. S. Department of Housing and Urban Development (HUD). The annual contributions contracts entered into by the Authority and HUD provide operating subsidies for Authority-owned public housing facilities for eligible individuals.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing programs in the United States. Accordingly, HUD has entered into a contract with the entity to make annual contributions (subsidies) for the purpose of funding its programs for low-income families.

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the Housing Authority is legally separated and fiscally independent, the Housing Authority is a separate governmental reporting entity. The Housing Authority includes all funds, activities, etc., that are within the oversight responsibility of the Housing Authority.

The Housing Authority is a related organization of the Town of Vivian because the Town of Vivian appoints a voting majority of the Housing Authority's governing board. The Town of Vivian is not financially responsible for the Housing Authority, as it cannot impose its will on the Housing Authority and there is no possibility for the Housing Authority to provide financial benefit to, or impose financial burdens on, the Town of Vivian. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the Town of Vivian.

**1. SUMMARY OF ORGANIZATION & SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIC FINANCIAL STATEMENTS**

The basic financial statements (i.e., the Statement of Net Position and the Statement of Changes in Net Position) report information on all of the activities of the primary government and its component units. For the most part, the effect of the Interfund activity has been removed from these statements. The housing authority uses enterprise funds to account for its activities.



**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2019**

**B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, & FINANCIAL STATEMENT PRESENTATION**

The basic financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The housing authority reports the following major proprietary funds:

- The Low Rent Fund is the housing authority's primary operating fund. It accounts for all financial resources of the housing authority, except those required to be accounted for in another fund.
- The CFP Fund is the housing authority's grant operating fund. It accounts for all financial resources of the capital fund projects.

As a general rule, the effect of Interfund activity has been eliminated from the basic financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct cost and program revenues reported for the various functions concerned.

Operating revenues and expenses have been reported separately from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The primary operating revenue of the housing authority is derived from tenant revenue. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the housing authority's policy to use restricted resources first, then unrestricted resources as they are needed.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2019**

**C. EQUITY CLASSIFICATIONS**

In the government-wide financial statement, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets - Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position - Net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position - All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies restricted resources first. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

**D. DEPOSITS & INVESTMENTS**

The housing authority’s cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the housing authority’s investment policy allow the housing authority to invest in collateralized certificate of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments (bank certificate of deposits in excess of 90 days) for the housing authority are reported at fair value.

**E. RECEIVABLES & PAYABLES**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year referred to as either “due to/from other funds” (i.e., the current portion of Interfund loans) or “advances to/from other funds” (i.e., the non-current portion of Interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.”

Advances between funds, as reported in the accompanying financial statements, are offset by a restriction on net position. All trade and other receivables are shown net of an allowance for uncollectables.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2019**

**F. INVENTORIES & PREPAID ITEMS**

All inventories are valued at cost using the first-in/first out method. Inventories are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

**G. CAPITAL ASSETS**

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable columns in the basic financial statements. Capital assets are capitalized at historical cost. The housing maintains a threshold level of \$1,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

| <u>Description</u>                | <u>Estimated Lives</u> |
|-----------------------------------|------------------------|
| Land Improvements                 | 15-33 years            |
| Buildings & Building Improvements | 15-33 years            |
| Furniture & Fixtures              | 7-5 years              |
| Vehicles                          | 5 years                |
| Equipment                         | 3-5 years              |

**H. LONG-TERM OBLIGATIONS**

In the basic financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2019**

**I. EXTRAORDINARY & SPECIAL ITEMS**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the housing authority, which are either unusual in nature or infrequent in occurrence.

**J. ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**2. CASH & INVESTMENTS (CD'S IN EXCESS OF 90 DAYS)**

At September 30, 2019, the housing authority has cash and investments (bank balances) totaling \$244,257 as follows:

|                 |    |                |
|-----------------|----|----------------|
| Demand deposits | \$ | 76,150         |
| Time deposits   |    | 168,107        |
| <b>Total</b>    | \$ | <u>244,257</u> |

These deposits are stated at cost, which is approximated 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.

***Custodial Credit Risk***

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. 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.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2019**

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

***Deposits***

It is the housing authority's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The housing authority's deposits are categorized to give an indication of the level of risk assumed by the housing authority at year end. The categories are described as follows:

- ***Category 1*** – Insured or collateralized with securities held by the housing authority or by its agent in the housing authority's name.
- ***Category 2*** – Collateralized with securities held by the pledging financial institution's trust department or agent in the housing authority's name.
- ***Category 3*** – Uncollateralized.

Amounts on deposit are secured by the following pledges:

| Description             | Market Value      |
|-------------------------|-------------------|
| FDIC (Category 1)       | \$ 500,000        |
| Securities (Category 2) | 25,292            |
| <b>Total</b>            | <b>\$ 525,292</b> |

Deposits were fully secured as of September 30, 2019.

**3. RECEIVABLES**

The Housing Authority had \$18,367 in receivables for the year ended September 30, 2019.

|                                 |                  |
|---------------------------------|------------------|
| Accrued Interest Receivable     | \$ 118           |
| Accounts Receivable – HUD       | 17,370           |
| Accounts Receivable – Tenants   | 976              |
| Allowance for Doubtful Accounts | (97)             |
| <b>Total</b>                    | <b>\$ 18,367</b> |

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2019**

**4. PREPAID ITEMS**

The Housing Authority's prepaid items as of September 30, 2019, consist of the following:

|                   |    |               |
|-------------------|----|---------------|
| Prepaid Insurance | \$ | 24,989        |
| <b>Total</b>      | \$ | <u>24,989</u> |

**5. INVENTORY**

The inventories of \$259, as of September 30, 2019, are as follows:

|                                    |    |             |
|------------------------------------|----|-------------|
| Inventories                        | \$ | 273         |
| Allowance for Obsolete Inventories |    | <u>(14)</u> |
| <b>Inventories, Net</b>            | \$ | <u>259</u>  |

**6. CAPITAL ASSETS**

All fixed assets are stated at cost. The fixed assets are depreciated using the straight-line method of depreciation with lives ranging from 3-33 years. The PHA maintains a threshold level of \$1,000 or more for capitalizing capital assets. Changes in fixed assets are as follows:

|  | <u>Beginning<br/>of Period</u> | <u>Additions</u>  | <u>Deletions</u> | <u>End<br/>of Period</u> |
|--|--------------------------------|-------------------|------------------|--------------------------|
| Land*  | \$ 19,688                      | \$ -0-            | \$ -0-           | \$ 19,688                |
| Buildings & Improvements                         | 3,531,190                      | 286,368           | -0-              | 3,817,558                |
| Furniture & Equipment                            | 370,843                        | 4,197             | -0-              | 375,040                  |
| Construction in Progress*                        | -0-                            | 88,200            | -0-              | 88,200                   |
| <b>Total Capital Assets</b>                      | <u>3,921,721</u>               | <u>378,765</u>    | <u>-0-</u>       | <u>4,300,486</u>         |
| Less Accumulated Depreciation                    | <u>(3,244,928)</u>             | <u>(119,776)</u>  | <u>-0-</u>       | <u>(3,364,704)</u>       |
| <b>Total Capital Assets, Net of Depreciation</b> | <u>\$ 676,793</u>              | <u>\$ 258,989</u> | <u>\$ -0-</u>    | <u>\$ 935,782</u>        |

\* Land in the amount of \$19,688 and Construction in Progress in the amount of \$88,200 are not being depreciated.

All land and buildings are encumbered by a Declaration of Trust in favor of the United States of America as security for obligations guaranteed by the government and to protect other interests of the government.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2019**

**7. ACCOUNTS, SALARIES & OTHER PAYABLES**

The payables of \$53,442 at September 30, 2019, are as follows:

|                                     |           |                      |
|-------------------------------------|-----------|----------------------|
| Vendors Payable                     | \$        | 20,860               |
| Accrued Wages/Payroll Taxes Payable |           | 6,093                |
| Accrued Compensated Absences        |           | 8,227                |
| Other Accrued Liabilities           |           | 584                  |
| Accrued Pilot                       |           | 17,678               |
| <b>Total</b>                        | <b>\$</b> | <b><u>53,442</u></b> |

**8. CHANGES IN COMPENSATED ABSENCES PAYABLES**

The following is a summary of changes in compensated absences payable at September 30, 2019:

|                       |           | <u>Current</u>      |           | <u>Noncurrent</u>    |           | <u>Total</u>         |
|-----------------------|-----------|---------------------|-----------|----------------------|-----------|----------------------|
| Beginning of year     | \$        | 7,761               | \$        | 21,306               | \$        | 29,067               |
| Additions & Deletions |           | 466                 |           | 1,318                |           | 1,784                |
| <b>End of year</b>    | <b>\$</b> | <b><u>8,227</u></b> | <b>\$</b> | <b><u>22,624</u></b> | <b>\$</b> | <b><u>30,851</u></b> |

**9. LONG-TERM OBLIGATIONS**

To provide for the development and modernization of low-rent housing units, the PHA issued New Housing Authority Bonds and Permanent Notes-FFB. These bonds and notes are payable by HUD and secured by annual contributions. The bonds and notes do not constitute a debt by the Authority, and accordingly, have not been reported in the accompanying financial statements. This debt has been reclassified to HUD equity.

**10. CONTINGENT LIABILITIES**

At September 30, 2019, the housing authority is subject to possible examinations made by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the housing authority in the current and prior years. These examinations may result in required refunds by the housing authority to federal grantors and/or program beneficiaries.

**11. ECONOMIC DEPENDENCY**

Statement of Financial Accounting Standard (SFAS) No. 14 requires disclosure in financial statements of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing & Urban Development provided \$561,881 to the housing authority, which represents approximately 74.4% of the housing authority's revenue for the year.

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2019**

**12. COMPENSATION PAID TO COMMISSIONERS**

| <u>Board Member</u> | <u>Title</u>  | <u>Salary</u> |
|---------------------|---------------|---------------|
| Melvin Lars         | Chairman      | \$ -0-        |
| Joyce Taylor        | Vice-Chairman | -0-           |
| Barbara Simington   | Commissioner  | -0-           |
| Stacy Thompson      | Commissioner  | -0-           |
| Donnis Bozeman      | Commissioner  | \$ -0-        |

**13. RETIREMENT SYSTEMS**

The housing authority participates in a single employer defined contribution plan. The housing authority's retirement plan is authorized and may be amended by the Board of Commissioners. Funding for the plan was through a contribution of 6% by the housing authority and 0% by its employees, respectively. The contribution amount is based on the employee's base salary each month. The housing authority's total covered payroll for the fiscal year ending September 30, 2019, was \$187,663. Contributions to the plan were \$11,260 paid by the housing authority and \$-0- paid by employees, respectively.



**Other Supplemental Schedules**

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**Schedule of Compensation Benefits and Other Payments  
to Agency Head or Chief Executive Officer  
For the Year Ended September 30, 2019**

Bobby Abraham, Executive Director

| <u>Purpose</u>                         | <u>Amount</u> |
|--|---------------|
| Salary                                 | \$ 77,749     |
| Benefits-Insurance                     | -0-           |
| Benefits-Retirement                    | 4,665         |
| Benefits (List any other here)         | -0-           |
| Car Allowance                          | -0-           |
| Vehicle Provided by Government         | -0-           |
| Per Diem                               | -0-           |
| Reimbursements                         | -0-           |
| Travel                                 | -0-           |
| Registration Fees                      | -0-           |
| Conference Travel                      | -0-           |
| Continuing Professional Education Fees | -0-           |
| Housing                                | -0-           |
| Un-vouchered Expenses*                 | -0-           |
| Special Meals                          | \$ -0-        |

\*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report.

**Supplementary Information**

**Housing Authority of the Town of Vivian  
Vivian, Louisiana**

**Statement and Certification of Actual Modernization Cost  
Annual Contribution Contract  
September 30, 2019**

|   | <b>Complete<br/>CFP<br/>Project<br/>501-2015</b> | <b>Complete<br/>CFP<br/>Project<br/>501-2016</b> | <b>Complete<br/>CFP<br/>Project<br/>501-2017</b> | <b>CFP<br/>Project<br/>501-2018</b> | <b>CFP<br/>Project<br/>501-2019</b> | <b>Total</b>     |
|---|--|--|--|-------------------------------------|-------------------------------------|------------------|
| <b>The Actual Modernization Costs are as Follows:</b> |  |  |  |                                     |                                     |                  |
| 1. Funds Approved Total                               | \$ 83,678  | \$ 78,691  | \$ 78,808  | \$ 124,915                          | \$ 129,750                          | \$ 495,842       |
| Funds Expended Y-T-D                                  | <u>(83,678)</u>                                  | <u>(78,691)</u>                                  | <u>(78,808)</u>                                  | <u>(110,958)</u>                    | <u>(88,200)</u>                     | <u>(440,335)</u> |
| Excess of Funds Approved                              | <u>-0-</u>                                       | <u>-0-</u>                                       | <u>-0-</u>                                       | <u>13,957</u>                       | <u>41,550</u>                       | <u>55,507</u>    |
| 2. Funds Advanced Y-T-D                               | 83,678   | 78,691   | 78,808   | 110,958                             | 88,200                              | 440,335          |
| Funds Expended Y-T-D                                  | <u>(83,678)</u>                                  | <u>(78,691)</u>                                  | <u>(78,808)</u>                                  | <u>(110,958)</u>                    | <u>(88,200)</u>                     | <u>(440,335)</u> |
| Excess of Funds Advanced                              | \$ <u>-0-</u>                                    | \$ <u>-0-</u>                                    | \$ <u>-0-</u>                                    | \$ <u>-0-</u>                       | \$ <u>-0-</u>                       | \$ <u>-0-</u>    |

The accompanying notes are an integral part of this statement.



**Other Reports**

John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374

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Certified Fraud Examiners

### **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Housing Authority of the  
Town of Vivian, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Housing Authority of the Town of Vivian, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the Housing Authority of the Town of Vivian's basic financial statements, and have issued our report thereon dated February 4, 2020.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Housing Authority of the Town of Vivian's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the Town of Vivian's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the Town of Vivian's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Housing Authority of the Town of Vivian's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document and its distribution is not limited.

*The Vercher Group*

Jena, Louisiana  
February 4, 2020

**HOUSING AUTHORITY OF THE TOWN OF VIVIAN  
VIVIAN, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended September 30, 2019**

We have audited the basic financial statements which collectively comprise the Housing Authority of the Town of Vivian, Louisiana, as of and for the year ended September 30, 2019, and have issued our report thereon dated February 4, 2020. 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.

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**Section I Summary of Auditor's Results**

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Our audit of the basic financial statements as of September 30, 2019, resulted in an unmodified opinion.

**a. Report on Internal Control and Compliance Material to the Basic Financial Statements**

Internal Control

Material Weaknesses     Yes    No    Significant Deficiencies     Yes    No

Compliance

Compliance Material to Basic Financial Statements     Yes    No

**b. Federal Awards (Not Applicable)**

Internal Control

Material Weaknesses     Yes    No    Other Conditions     Yes    No

Type of Opinion on Compliance     Unmodified     Modified  
For Major Programs     Disclaimer     Adverse

Are the findings required to be reported in accordance with Uniform Guidance?

Yes    No

**c. Identification Of Major Programs:**

**CFDA Number (s)**

**Name of Federal Program (or Cluster)**

---

Dollar threshold used to distinguish between Type A and Type B Programs:    \$750,000

Is the auditee a 'low-risk' auditee, as defined by OMB Uniform Guidance?     Yes    No



**HOUSING AUTHORITY OF THE TOWN OF VIVIAN  
VIVIAN, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
For the Year Ended September 30, 2019**

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**Section II Financial Statement Findings**

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No findings.

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**Section III Federal Awards Findings and Questioned Costs.**

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Not applicable.

**HOUSING AUTHORITY OF THE TOWN OF VIVIAN  
VIVIAN, LOUISIANA**

**MANAGEMENT'S CORRECTIVE ACTION  
FOR CURRENT YEAR AUDIT FINDINGS**

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**FINDINGS:**

No findings.

**HOUSING AUTHORITY OF THE TOWN OF VIVIAN  
VIVIAN, LOUISIANA  
For the Year Ended September 30, 2019**

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**MANAGEMENT LETTER COMMENTS**

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During the course of our audit, we observed conditions and circumstances that may be improved. Below are findings noted for improvement, our recommendation for improvement and the Housing Authority's plan for corrective action.

**CURRENT YEAR MANAGEMENT LETTER COMMENTS**

No items to report.

**HOUSING AUTHORITY OF THE TOWN OF VIVIAN  
VIVIAN, LOUISIANA  
For the Year Ended September 30, 2019**

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**MANAGEMENT'S SUMMARY  
OF PRIOR YEAR FINDINGS**

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Legislative Auditor  
State of Louisiana  
Baton Rouge, Louisiana 70804-9397

The management of the Housing Authority of the Town of Vivian, Louisiana has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended September 30, 2018.

**PRIOR YEAR FINDINGS**

No prior year findings.

John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

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Tel: (318) 992-6348  
Fax: (318) 992-4374**

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### **AGREED-UPON PROCEDURES REPORT**

**Housing Authority of the Town of Vivian, Louisiana**

**Independent Accountant's Report**

**On Applying Agreed-Upon Procedures**

**For the Period of October 1, 2018 – September 30, 2019**

Housing Authority of the Town of Vivian  
Vivian, Louisiana

To the Housing Authority of the Town of Vivian and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Housing Authority of the Town of Vivian the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period October 1, 2018 through September 30, 2019. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this 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.

The procedures and associated findings are as follows:

## *Written Policies and Procedures*

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1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
  - f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
  - g) ***Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
  - h) ***Travel and expense reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
  - i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
  - j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
  - k) ***Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

**Observation:** We obtained the Entity's written policies and procedures and they addressed all of the above items except credit cards and debt service.

**Exception:** The policies and procedures did not address credit cards and debt service.

**Management's Response:** The Entity will add credit cards and debt service to its policies and procedures.

## ***Board or Finance Committee***

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2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

### **Observation:**

- A) The board meets at least monthly in accordance with the board's enabling legislation.**
- B) Observed that financial and budget information is read and approved by the board each month.**
- C) The Entity had a positive fund balance for the previous year.**

## ***Bank Reconciliations***

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3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

### **Observation:**

- A) Bank reconciliations included evidence they were prepared within two months of the statement closing date.**

**B) Bank reconciliations did not include evidence that a member of management/board member had reviewed each bank statement.**

**Exception: Bank reconciliations did not include evidence that a member of management/board member had reviewed each bank statement.**

**Management's Response: Management will initial each reconciliation as evidence each statement is reviewed.**

**C) There were no reconciling items outstanding for more than 12 months.**

### ***Collections (excluding EFTs)***

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4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

**Observation: The only deposit site is the main office building, which we selected.**

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.
- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

**Observation:**

**A) Employees that are responsible for cash collections do share cash drawers/registers.**

**Exception: Employees that are responsible for cash collections do share cash drawers/registers.**

**Management's Response: The Authority only has one cash drawer and there are not enough employees to implement this procedure.**

**B) Employees responsible for collecting cash are responsible for preparing/making bank deposits.**

**Exception: Employees responsible for collecting cash are responsible for preparing/making bank deposits.**



**Management's Response: The Authority does not have enough employees to implement this procedure. The Entity has a no cash policy to increase controls.**

- C) Employees responsible for collecting cash are responsible for posting collecting entries to the subsidiary ledgers.**

**Exception: Employees responsible for collecting cash are responsible for posting collection entries to the subsidiary ledgers.**

**Management's Response: The Authority does not have enough employees to implement this procedure.**

- D) Employees responsible for reconciling cash collections to the general ledger, by revenue source and fund additions are responsible for collecting cash.**

**Exception: Employees responsible for reconciling cash collections to the general ledger, but revenue source and fund additions are responsible for collecting cash.**

**Management's Response: The Authority does not have enough employees to implement this procedure.**

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

**Observation: Obtained a copy of the Authority's Surety Bond.**

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
- e) Trace the actual deposit per the bank statement to the general ledger.

**Observation: We randomly selected March 2 and March 9 deposit dates. No deposits were made on March 2 and March 9. We used the next deposit dates of March 4 and March 13.**

- A) Receipts are sequentially pre-numbered.**
- B) We traced receipts to deposit logs.**
- C) We traced the deposit slip total to the actual deposit per bank statement.**
- D) Deposits were made within on business day.**
- E) Traced actual deposit per bank statement to the general ledger.**

*Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)*

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8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

**Observation: Only disbursement location is the Authority's main office.**

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

**Observation: Selected the only location, which is the main office.**

**A) Two employees/officials are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.**

**B) Two employees/officials are involved in processing and approving payments to vendors.**

**C) The employee responsible for processing payments is not prohibited from adding/modifying vendor files.**

**Exception: The employees responsible for processing payments is not prohibited from adding/modifying vendor files.**

**Management's Response: The Authority does not have enough employees to implement this procedure.**

**D) The official responsible for signing checks gives the signed checks to an employee who is responsible for processing payments.**

**Exception: The official responsible for signing checks gives the signed checks to an employee who is responsible for processing payments.**

**Management's Response: The Authority does not have enough employees to implement this procedure.**

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original invoice/billing statement.
- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

**Observation: We selected 30 random disbursements at W/P 30 series with no exceptions.**

- A) Disbursements matched related original invoice/billing statement.
- B) Disbursement documentation included evidence of segregation of duties with dual signatures on checks.

### *Credit Cards/Debit Cards/Fuel Cards/P-Cards*

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11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

**Observation: The Authority does not have any credit/debit/fuel/p-cards.**

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
- b) Observe that finance charges and late fees were not assessed on the selected statements.

**Observation: The Authority does not have any credit/debit/fuel/p-cards.**

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

**Observation: The Authority does not have any credit/debit/fuel/p-cards.**

### *Travel and Travel-Related Expense Reimbursements (excluding card transactions)*

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14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Observation:**

- A) Reimbursements agreed to rates established by the U.S. General Services Administration.**
- B) Actual costs were supported by an original itemized receipt that identifies what was purchased.**
- C) Each reimbursement was supported by documentation of the business/public purpose and includes the names of the individuals participating.**
- D) Each reimbursement check was signed by a board member approving the reimbursement.**

***Contracts***

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15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

**Observation: Obtained a listing of all the contracts for professional services, materials, supplies, leases, and construction activities and selected the only one for testing.**

- A) The contract was bid in accordance with the Louisiana Public Bid Law.**
- B) The contract was approved by the governing board.**
- C) The contract had no amendments.**
- D) We selected one payment from the contract and obtained supporting invoice agreeing to the contract terms. We observed that the invoice and related payment agreed to the terms and conditions of the contract.**

## *Payroll and Personnel*

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16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

**Observation: We obtained a listing of all employees/elected officials during the fiscal period. Next, we randomly selected 5 employees/officials and confirmed their salary/rate in the personnel file.**

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

**Observation: We randomly selected the month of October 2018 and tested the employees for:**

**A) We observed that all selected employees/officials documented their daily attendance and leave. Elected officials do not document his/her attendance and leave.**

**B) The Executive Director approves attendance and leave of employees.**

**C) Leave accrued or taken during the pay period is reflected in the Authority's cumulative leave records.**

18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

**Observation: No terminations during the fiscal period.**

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

**Observation: Obtained management's representation that the Authority is current and compliant on all payroll related taxes/benefits.**

## *Ethics*

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20. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above: obtain ethics documentation from management, and:
- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity’s ethics policy during the fiscal period.

**Observation:**

**A) Only two of the five employees/officials had proof of the required one-hour training.**

**Exception: Not all employees/officials had documentation of the required one-hour training.**

**Management’s Response: All employees and officials will receive and have documentation of the required one-hour ethics training.**

**B) Each employee and board member attested through signature verification that he or she read the Authority’s ethics policy during the fiscal period.**

## *Debt Service*

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21. Obtain a listing of bonds/notes issued during the fiscal period and management’s representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

**Observation: The Authority has no debt service.**

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management’s representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Observation: The Authority has no debt service.**

## *Other*

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23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management’s representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

**Observation: The Authority had the Fight Fraud, Waste, and Abuse bulletin posted on its’ premises. The Authority does not have a website.**

24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

**Observation: The Authority did not have any misappropriations of public funds and assets during the fiscal period.**

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

*The Vercher Group*

Jena, Louisiana  
February 4, 2020

**Financial Data Schedule**



Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|  | Project Total | Subtotal | ELIM | Total    |
|--|---------------|----------|------|----------|
| 111 Cash - Unrestricted  | \$42,522      | \$42,522 |      | \$42,522 |
| 112 Cash - Restricted - Modernization and Development          |               |          |      |          |
| 113 Cash - Other Restricted                                    |               |          |      |          |
| 114 Cash - Tenant Security Deposits                            | \$11,012      | \$11,012 |      | \$11,012 |
| 115 Cash - Restricted for Payment of Current Liabilities       |               |          |      |          |
| 100 Total Cash   | \$53,534      | \$53,534 |      | \$53,534 |
|  |               |          |      |          |
| 121 Accounts Receivable - PHA Projects                         |               |          |      |          |
| 122 Accounts Receivable - HUD Other Projects                   | \$17,370      | \$17,370 |      | \$17,370 |
| 124 Accounts Receivable - Other Government                     |               |          |      |          |
| 125 Accounts Receivable - Miscellaneous                        |               |          |      |          |
| 126 Accounts Receivable - Tenants                              | \$976         | \$976    |      | \$976    |
| 126.1 Allowance for Doubtful Accounts - Tenants                | -\$97         | -\$97    |      | -\$97    |
| 126.2 Allowance for Doubtful Accounts - Other                  | \$0           | \$0      |      | \$0      |
| 127 Notes, Loans, & Mortgages Receivable - Current             |               |          |      |          |
| 128 Fraud Recovery   |               |          |      |          |
| 128.1 Allowance for Doubtful Accounts - Fraud                  |               |          |      |          |
| 129 Accrued Interest Receivable                                | \$118         | \$118    |      | \$118    |
| 120 Total Receivables, Net of Allowances for Doubtful Accounts | \$18,367      | \$18,367 |      | \$18,367 |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   |           |           |           |
|---|-----------|-----------|-----------|
| 131 Investments - Unrestricted                                | \$168,107 | \$168,107 | \$168,107 |
| 132 Investments - Restricted                                  |           |           |           |
| 135 Investments - Restricted for Payment of Current Liability |           |           |           |
| 142 Prepaid Expenses and Other Assets                         | \$24,989  | \$24,989  | \$24,989  |
| 143 Inventories   | \$273     | \$273     | \$273     |

|   | Project Total | Subtotal     | ELIM | Total        |
|---|---------------|--------------|------|--------------|
| 143.1 Allowance for Obsolete Inventories              | -\$14         | -\$14        |      | -\$14        |
| 144 Inter Program Due From                            |               |              |      |              |
| 145 Assets Held for Sale                              |               |              |      |              |
| 150 Total Current Assets                              | \$265,256     | \$265,256    |      | \$265,256    |
| 161 Land  | \$19,688      | \$19,688     |      | \$19,688     |
| 162 Buildings   | \$3,445,849   | \$3,445,849  |      | \$3,445,849  |
| 163 Furniture, Equipment & Machinery - Dwellings      | \$85,046      | \$85,046     |      | \$85,046     |
| 164 Furniture, Equipment & Machinery - Administration | \$289,994     | \$289,994    |      | \$289,994    |
| 165 Leasehold Improvements                            | \$371,709     | \$371,709    |      | \$371,709    |
| 166 Accumulated Depreciation                          | -\$3,364,704  | -\$3,364,704 |      | -\$3,364,704 |
| 167 Construction in Progress                          | \$88,200      | \$88,200     |      | \$88,200     |
| 168 Infrastructure                                    |               |              |      |              |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   |             |             |             |
|---|-------------|-------------|-------------|
| 160 Total Capital Assets, Net of Accumulated Depreciation     | \$935,782   | \$935,782   | \$935,782   |
| 171 Notes, Loans and Mortgages Receivable - Non-Current       |             |             |             |
| 172 Notes, Loans, & Mortgages Receivable - Non Current - Past |             |             |             |
| 173 Grants Receivable - Non Current                           |             |             |             |
| 174 Other Assets  |             |             |             |
| 176 Investments in Joint Ventures                             |             |             |             |
| 180 Total Non-Current Assets                                  | \$935,782   | \$935,782   | \$935,782   |
| 200 Deferred Outflow of Resources                             |             |             |             |
| 290 Total Assets and Deferred Outflow of Resources            | \$1,201,038 | \$1,201,038 | \$1,201,038 |

|  | Project Total | Subtotal | ELIM | Total    |
|--|---------------|----------|------|----------|
| 311 Bank Overdraft                                 |               |          |      |          |
| 312 Accounts Payable <= 90 Days                    | \$20,860      | \$20,860 |      | \$20,860 |
| 313 Accounts Payable >90 Days Past Due             |               |          |      |          |
| 321 Accrued Wage/Payroll Taxes Payable             | \$6,093       | \$6,093  |      | \$6,093  |
| 322 Accrued Compensated Absences - Current Portion | \$8,227       | \$8,227  |      | \$8,227  |
| 324 Accrued Contingency Liability                  |               |          |      |          |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|     |  |          |          |          |
|-----|--|----------|----------|----------|
| 325 | Accrued Interest Payable                                   |          |          |          |
| 331 | Accounts Payable - HUD PHA Programs                        |          |          |          |
| 332 | Account Payable - PHA Projects                             |          |          |          |
| 333 | Accounts Payable - Other Government                        | \$17,678 | \$17,678 | \$17,678 |
| 341 | Tenant Security Deposits                                   | \$11,012 | \$11,012 | \$11,012 |
| 342 | Unearned Revenue   | \$704    | \$704    | \$704    |
| 343 | Current Portion of Long-term Debt - Capital                |          |          |          |
| 344 | Current Portion of Long-term Debt - Operating Borrowings   |          |          |          |
| 345 | Other Current Liabilities                                  |          |          |          |
| 346 | Accrued Liabilities - Other                                | \$584    | \$584    | \$584    |
| 347 | Inter Program - Due To                                     |          |          |          |
| 348 | Loan Liability - Current                                   |          |          |          |
| 310 | Total Current Liabilities                                  | \$65,158 | \$65,158 | \$65,158 |
| 351 | Long-term Debt, Net of Current - Capital Projects/Mortgage |          |          |          |
| 352 | Long-term Debt, Net of Current - Operating Borrowings      |          |          |          |
| 353 | Non-current Liabilities - Other                            |          |          |          |
| 354 | Accrued Compensated Absences - Non Current                 | \$22,624 | \$22,624 | \$22,624 |
| 355 | Loan Liability - Non Current                               |          |          |          |
| 356 | FASB 5 Liabilities   |          |          |          |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Balance Sheet Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   | Project Total | Subtotal    | ELIM | Total       |
|---|---------------|-------------|------|-------------|
| 357 Accrued Pension and OPEB Liabilities                          |               |             |      |             |
| 350 Total Non-Current Liabilities                                 | \$22,624      | \$22,624    |      | \$22,624    |
|   |               |             |      |             |
| 300 Total Liabilities   | \$87,782      | \$87,782    |      | \$87,782    |
| 400 Deferred Inflow of Resources                                  |               |             |      |             |
|   |               |             |      |             |
| 508.4 Net Investment in Capital Assets                            | \$935,782     | \$935,782   |      | \$935,782   |
| 511.4 Restricted Net Position                                     | \$0           | \$0         |      | \$0         |
| 512.4 Unrestricted Net Position                                   | \$177,474     | \$177,474   |      | \$177,474   |
| 513 Total Equity - Net Assets / Position                          | \$1,113,256   | \$1,113,256 |      | \$1,113,256 |
|   |               |             |      |             |
| 600 Total Liabilities, Deferred Inflows of Resources and Equity - | \$1,201,038   | \$1,201,038 |      | \$1,201,038 |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   | Project Total | Subtotal  | ELIM | Total     |
|---|---------------|-----------|------|-----------|
| 70300 Net Tenant Rental Revenue                         | \$182,706     | \$182,706 |      | \$182,706 |
| 70400 Tenant Revenue - Other                            | \$6,357       | \$6,357   |      | \$6,357   |
| 70500 Total Tenant Revenue                              | \$189,063     | \$189,063 |      | \$189,063 |
|   |               |           |      |           |
| 70600 HUD PHA Operating Grants                          | \$217,435     | \$217,435 |      | \$217,435 |
| 70610 Capital Grants                                    | \$344,446     | \$344,446 |      | \$344,446 |
| 70710 Management Fee                                    |               |           |      |           |
| 70720 Asset Management Fee                              |               |           |      |           |
| 70730 Book Keeping Fee                                  |               |           |      |           |
| 70740 Front Line Service Fee                            |               |           |      |           |
| 70750 Other Fees  |               |           |      |           |
| 70700 Total Fee Revenue                                 |               |           |      |           |
|   |               |           |      |           |
| 70800 Other Government Grants                           |               |           |      |           |
| 71100 Investment Income - Unrestricted                  | \$1,594       | \$1,594   |      | \$1,594   |
| 71200 Mortgage Interest Income                          |               |           |      |           |
| 71300 Proceeds from Disposition of Assets Held for Sale |               |           |      |           |
| 71310 Cost of Sale of Assets                            |               |           |      |           |
| 71400 Fraud Recovery                                    |               |           |      |           |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|  |           |           |           |
|--|-----------|-----------|-----------|
| 71500 Other Revenue                          | \$2,946   | \$2,946   | \$2,946   |
| 71600 Gain or Loss on Sale of Capital Assets |           |           |           |
| 72000 Investment Income - Restricted         |           |           |           |
| 70000 Total Revenue                          | \$755,484 | \$755,484 | \$755,484 |
|  |           |           |           |
| 91100 Administrative Salaries                | \$143,959 | \$143,959 | \$143,959 |

|   | Project Total | Subtotal  | ELIM | Total     |
|---|---------------|-----------|------|-----------|
| 91200 Auditing Fees                                   | \$6,150       | \$6,150   |      | \$6,150   |
| 91300 Management Fee                                  |               |           |      |           |
| 91310 Book-keeping Fee                                |               |           |      |           |
| 91400 Advertising and Marketing                       | \$1,803       | \$1,803   |      | \$1,803   |
| 91500 Employee Benefit contributions - Administrative | \$37,390      | \$37,390  |      | \$37,390  |
| 91600 Office Expenses                                 | \$7,954       | \$7,954   |      | \$7,954   |
| 91700 Legal Expense                                   |               |           |      |           |
| 91800 Travel  | \$6,021       | \$6,021   |      | \$6,021   |
| 91810 Allocated Overhead                              |               |           |      |           |
| 91900 Other   | \$7,135       | \$7,135   |      | \$7,135   |
| 91000 Total Operating - Administrative                | \$210,412     | \$210,412 |      | \$210,412 |
|   |               |           |      |           |
| 92000 Asset Management Fee                            |               |           |      |           |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   |               |          |      |          |
|---|---------------|----------|------|----------|
| 92100 Tenant Services - Salaries                          |               |          |      |          |
| 92200 Relocation Costs                                    |               |          |      |          |
| 92300 Employee Benefit Contributions - Tenant Services    |               |          |      |          |
| 92400 Tenant Services - Other                             |               |          |      |          |
| 92500 Total Tenant Services                               | \$0           | \$0      |      | \$0      |
| 93100 Water   | \$502         | \$502    |      | \$502    |
| 93200 Electricity   | \$6,092       | \$6,092  |      | \$6,092  |
| 93300 Gas   | \$228         | \$228    |      | \$228    |
| 93400 Fuel  |               |          |      |          |
| 93500 Labor   |               |          |      |          |
| 93600 Sewer   | \$298         | \$298    |      | \$298    |
| 93700 Employee Benefit Contributions - Utilities          |               |          |      |          |
|   |               |          |      |          |
|   | Project Total | Subtotal | ELIM | Total    |
| 93800 Other Utilities Expense                             |               |          |      |          |
| 93000 Total Utilities                                     | \$7,120       | \$7,120  |      | \$7,120  |
| 94100 Ordinary Maintenance and Operations - Labor         | \$43,704      | \$43,704 |      | \$43,704 |
| 94200 Ordinary Maintenance and Operations - Materials and | \$20,849      | \$20,849 |      | \$20,849 |
| 94300 Ordinary Maintenance and Operations Contracts       | \$37,510      | \$37,510 |      | \$37,510 |



Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   |           |           |           |
|---|-----------|-----------|-----------|
| 94500 Employee Benefit Contributions - Ordinary Maintenance | \$6,961   | \$6,961   | \$6,961   |
| 94000 Total Maintenance                                     | \$109,024 | \$109,024 | \$109,024 |
|   |           |           |           |
| 95100 Protective Services - Labor                           |           |           |           |
| 95200 Protective Services - Other Contract Costs            |           |           |           |
| 95300 Protective Services - Other                           |           |           |           |
| 95500 Employee Benefit Contributions - Protective Services  |           |           |           |
| 95000 Total Protective Services                             | \$0       | \$0       | \$0       |
|   |           |           |           |
| 96110 Property Insurance                                    | \$23,041  | \$23,041  | \$23,041  |
| 96120 Liability Insurance                                   | \$3,201   | \$3,201   | \$3,201   |
| 96130 Workmen's Compensation                                | \$9,542   | \$9,542   | \$9,542   |
| 96140 All Other Insurance                                   | \$2,897   | \$2,897   | \$2,897   |
| 96100 Total insurance Premiums                              | \$38,681  | \$38,681  | \$38,681  |
|   |           |           |           |
| 96200 Other General Expenses                                |           |           |           |
| 96210 Compensated Absences                                  | \$11,333  | \$11,333  | \$11,333  |
| 96300 Payments in Lieu of Taxes                             | \$17,679  | \$17,679  | \$17,679  |
| 96400 Bad debt - Tenant Rents                               | \$198     | \$198     | \$198     |
| 96500 Bad debt - Mortgages                                  |           |           |           |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   | Project Total | Subtotal  | ELIM | Total     |
|---|---------------|-----------|------|-----------|
| 96600 Bad debt - Other                                    |               |           |      |           |
| 96800 Severance Expense                                   |               |           |      |           |
| 96000 Total Other General Expenses                        | \$29,210      | \$29,210  |      | \$29,210  |
| 96710 Interest of Mortgage (or Bonds) Payable             |               |           |      |           |
| 96720 Interest on Notes Payable (Short and Long Term)     |               |           |      |           |
| 96730 Amortization of Bond Issue Costs                    |               |           |      |           |
| 96700 Total Interest Expense and Amortization Cost        | \$0           | \$0       |      | \$0       |
| 96900 Total Operating Expenses                            | \$394,447     | \$394,447 |      | \$394,447 |
| 97000 Excess of Operating Revenue over Operating Expenses | \$361,037     | \$361,037 |      | \$361,037 |
| 97100 Extraordinary Maintenance                           |               |           |      |           |
| 97200 Casualty Losses - Non-capitalized                   |               |           |      |           |
| 97300 Housing Assistance Payments                         |               |           |      |           |
| 97350 HAP Portability-In                                  |               |           |      |           |
| 97400 Depreciation Expense                                | \$119,776     | \$119,776 |      | \$119,776 |
| 97500 Fraud Losses  |               |           |      |           |
| 97600 Capital Outlays - Governmental Funds                |               |           |      |           |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   |               |           |      |           |
|---|---------------|-----------|------|-----------|
| 97700 Debt Principal Payment - Governmental Funds             |               |           |      |           |
| 97800 Dwelling Units Rent Expense                             |               |           |      |           |
| 90000 Total Expenses  | \$514,223     | \$514,223 |      | \$514,223 |
| 10010 Operating Transfer In                                   | \$13,581      | \$13,581  |      | \$13,581  |
| 10020 Operating transfer Out                                  | -\$13,581     | -\$13,581 |      | -\$13,581 |
|   |               |           |      |           |
|   | Project Total | Subtotal  | ELIM | Total     |
| 10030 Operating Transfers from/to Primary Government          |               |           |      |           |
| 10040 Operating Transfers from/to Component Unit              |               |           |      |           |
| 10050 Proceeds from Notes, Loans and Bonds                    |               |           |      |           |
| 10060 Proceeds from Property Sales                            |               |           |      |           |
| 10070 Extraordinary Items, Net Gain/Loss                      |               |           |      |           |
| 10080 Special Items (Net Gain/Loss)                           |               |           |      |           |
| 10091 Inter Project Excess Cash Transfer In                   |               |           |      |           |
| 10092 Inter Project Excess Cash Transfer Out                  |               |           |      |           |
| 10093 Transfers between Program and Project - In              |               |           |      |           |
| 10094 Transfers between Project and Program - Out             |               |           |      |           |
| 10100 Total Other financing Sources (Uses)                    | \$0           | \$0       |      | \$0       |
|   |               |           |      |           |
| 10000 Excess (Deficiency) of Total Revenue Over (Under) Total | \$241,261     | \$241,261 |      | \$241,261 |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|   |           |           |           |
|---|-----------|-----------|-----------|
| 11020 Required Annual Debt Principal Payments                   | \$0       | \$0       | \$0       |
| 11030 Beginning Equity  | \$871,995 | \$871,995 | \$871,995 |
| 11040 Prior Period Adjustments, Equity Transfers and Correction |           |           |           |
| 11050 Changes in Compensated Absence Balance                    |           |           |           |
| 11060 Changes in Contingent Liability Balance                   |           |           |           |
| 11070 Changes in Unrecognized Pension Transition Liability      |           |           |           |
| 11080 Changes in Special Term/Severance Benefits Liability      |           |           |           |
| 11090 Changes in Allowance for Doubtful Accounts - Dwelling     |           |           |           |
| 11100 Changes in Allowance for Doubtful Accounts - Other        |           |           |           |
| 11170 Administrative Fee Equity                                 |           |           |           |
| 11180 Housing Assistance Payments Equity                        |           |           |           |

|  | Project Total | Subtotal  | ELIM | Total     |
|--|---------------|-----------|------|-----------|
| 11190 Unit Months Available                      | 939           | 939       |      | 939       |
| 11210 Number of Unit Months Leased               | 931           | 931       |      | 931       |
| 11270 Excess Cash                                | \$141,980     | \$141,980 |      | \$141,980 |
| 11610 Land Purchases                             | \$0           | \$0       |      | \$0       |
| 11620 Building Purchases                         | \$344,446     | \$344,446 |      | \$344,446 |
| 11630 Furniture & Equipment - Dwelling Purchases | \$0           | \$0       |      | \$0       |

Housing Authority of Vivian (LA088)  
Vivian, LA  
**Entity Wide Revenue and Expense Summary**

Submission Type: Audited/Non Single Audit

Fiscal Year End: 09/30/2019

|  |     |     |     |
|--|-----|-----|-----|
| 11640 Furniture & Equipment - Administrative Purchases | \$0 | \$0 | \$0 |
| 11650 Leasehold Improvements Purchases                 | \$0 | \$0 | \$0 |
| 11660 Infrastructure Purchases                         | \$0 | \$0 | \$0 |
| 13510 CFFP Debt Service Payments                       | \$0 | \$0 | \$0 |
| 13901 Replacement Housing Factor Funds                 | \$0 | \$0 | \$0 |