

**HOUSING AUTHORITY OF OAKDALE, LOUISIANA**

**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTAL DATA**

**TWELVE MONTHS ENDED SEPTEMBER 30, 2017**

**Mike Estes, P.C.**  
A Professional Accounting Corporation

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Independent Auditor's Report

Board of Commissioners  
Housing Authority of Oakdale  
Oakdale, Louisiana

***Report on the Financial Statements***

We have audited the accompanying financial statements of each major fund of the Housing Authority of the City of Oakdale, Louisiana as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Housing Authority of Oakdale, Louisiana 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 financial statements. The procedures selected depend on the auditor's judgment, including 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 and 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 each major fund of the Housing Authority of the City of Oakdale, Louisiana, as of September 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Emphasis of Matter***

Also included in Supplementary Information is an Agreed-Upon Procedures report, which reports on an Agreed-Upon Procedures engagement now required by the Louisiana Legislative Auditor. Our opinion is not modified in respect to this matter.

### ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Managements' Discussion and Analysis on pages 4 to 10 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 general 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 City of Oakdale, Louisiana's basic financial statements. The statement and certification of actual modernization costs, financial data schedules, schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and other information as listed on the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The statement and certification of actual modernization costs, financial data schedules, schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and other information as listed on the table of contents is the responsibility of management and was

derived from and relates 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 statement and certification of actual modernization costs, financial data schedules, schedule of expenditures of federal awards, and other information as listed on the table of contents 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 14, 2018 on our consideration of the Housing Authority of the City of Oakdale, Louisiana’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 Audit Standards* in considering the Housing Authority of the City of Oakdale, Louisiana’s internal control over financial reporting and compliance.



Mike Estes, P.C.  
Fort Worth, Texas  
February 14, 2018

**HOUSING AUTHORITY OF OAKDALE, LOUISIANA**

**REQUIRED SUPPLEMENTAL INFORMATION**

**MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)  
September 30, 2017**

**The management of Public Housing Authority of Oakdale, Louisiana presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending September 30, 2017. This represents an overview of financial information. Please read this discussion and analysis in conjunction with the Authority's included audited financial statements.**

## **FINANCIAL HIGHLIGHTS**

- The primary source of funding for these activities continues to be subsidies and grants from the Department of Housing and Urban Development (HUD), whereas tenant rentals provide a secondary but also significant source of funding.
  
- The Housing Authority's assets exceeded its liabilities by \$3,185,125 at the close of the fiscal year ended 2017.
  - ✓ Of this amount \$2,642,695 represents a restriction equal to the net amount invested in land, buildings, furnishings, leasehold improvements, equipment, and construction in progress, minus associated debts.
  
  - ✓ The remainder of \$542,430 of unrestricted assets could be used to meet the Housing Authority's ongoing obligations to citizens and creditors. As a measure of financial strength, this amount equals 59% of the total operating expenses of \$1,320,288 for the fiscal year 2017, which means the Authority might be able to operate about 5 months using the unrestricted assets alone, compared to 4 months in the prior fiscal year.
  
- The Housing Authority's total net position decreased by \$28,876, a 1% decrease from the prior fiscal year 2016.
  
- The Authority spent \$157,214 on capital asset additions during the current fiscal year.
  
- These changes led to a decrease in total assets by \$3,947 and an increase in total liabilities by \$24,929. As related measure of financial health, there are still over \$10 of current assets covering each dollar of total current liabilities, which compares to \$9 covering the prior fiscal year's liabilities.
  
- The Housing Authority continues to operate without the need for debt borrowing.

## **OVERVIEW OF THE FINANCIAL STATEMENTS**

This MD&A is intended to serve as an introduction to the Housing Authority's basic financial statements. The Housing Authority is a special-purpose government engaged in business-type activities. Accordingly, only fund financial statements are presented as the basic financial statements, comprised of two components: (1) fund financial statements and (2) a series of notes to the financial statements. These provide information about the activities of the Housing Authority as a whole and present a longer-term view of the Housing Authority's finances. This report also contains other supplemental information in addition to the basic financial statements themselves demonstrating how projects funded by HUD have been completed, and whether there are inadequacies in the Authority's internal controls.

## Reporting on the Housing Authority as a Whole

One of the most important questions asked about the Authority's finances is, "Is the Housing Authority as a whole better off, or worse off, as a result of the achievements of fiscal year 2017?" The Statement of net position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Housing Authority as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

## Fund Financial Statements

All of the funds of the Housing Authority are reported as proprietary funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Housing Authority, like other enterprises operated by state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Housing Authority's financial statements report its net position and changes in net position. One can think of the Housing Authority's net position – the difference between assets and liabilities – as one way to measure the Authority's financial health, or financial position. Over time, increases and decreases in the Authority's net position are one indicator of whether its financial health is improving or deteriorating. One will need to consider other non-financial factors, however, such as the changes in the Authority's occupancy levels or its legal obligations to HUD, to assess the overall health of the Housing Authority.

## USING THIS ANNUAL REPORT

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

Low Rent Public Housing	\$ 437,061
Public Housing Capital Fund Program	156,995
Housing Choice Vouchers	378,330
Total funding received this current fiscal year	<u>\$ 972,386</u>

The Housing Authority's auditors provided assurance in their independent auditors' report with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

## Reporting the Housing Authority's Most Significant Funds

The Housing Authority's financial statements provide detailed information about the most significant funds. Some funds are required to be established by the Department of Housing and Urban Development (HUD). However, the Housing Authority establishes other funds to help it control and manage money for particular purposes, or to show that it is meeting legal responsibilities for using grants and other money.

The Housing Authority's enterprise funds use the following accounting approach for Proprietary funds: All of the Housing Authority's services are reported in enterprise funds. The focus of proprietary funds is on income measurement, which, together with the maintenance of net position, is an important financial indicator.

**FINANCIAL ANALYSIS**

The Housing Authority's net position was \$3,185,125 as of September 30, 2017. Of this amount, \$2,642,695 was invested in capital assets, and the remaining \$542,430 was unrestricted. No other specific Assets are restricted.

**CONDENSED FINANCIAL STATEMENTS**

**Condensed Statement of Net Position  
 As of September 30, 2017**

	<u><b>2017</b></u>	<u><b>2016</b></u>
<b>ASSETS</b>		
Current assets	\$ 749,767	\$ 601,497
Assets restricted for Housing Choice Voucher (HCV) program	-	6,604
Capital assets, net of depreciation	2,642,695	2,788,308
Total assets	3,392,462	3,396,409
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred payments to government assistance programs	-	-
<b>LIABILITIES</b>		
Current liabilities	77,649	69,109
Non-current liabilities	129,688	113,299
Total liabilities	207,337	182,408
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred revenues from government assistance programs	-	-
<b>NET POSITION (DEFICIT)</b>		
Invested in capital assets, net of depreciation	2,642,695	2,788,307
Net position restricted for the Housing Choice Voucher program	0	6,604
Unrestricted net position	542,430	419,090
Total net position	\$ 3,185,125	\$ 3,214,001

**CONDENSED FINANCIAL STATEMENTS (Continued)**

The net position of these funds increased by \$28,876, or by 1%, from those of fiscal year 2016, as explained below. In the narrative that follows, the detail factors causing this change are discussed:

**Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position  
 Fiscal Year Ended September 30, 2017**

	2017	2016
<b>OPERATING REVENUES</b>		
Dwelling rental	\$ 273,578	\$ 269,327
Governmental operating grants	821,137	791,604
Other- tenant revenue	18,188	16,047
Other	26,857	40,872
Total Operating Revenues	1,139,760	1,117,850
<b>OPERATING EXPENSES</b>		
Administration	242,213	236,863
Utilities	61,144	57,778
Ordinary maintenance & operations	251,187	227,823
General expenses	126,333	121,518
Depreciation	302,826	299,009
Extraordinary maintenance	4,400	0
Casualty losses	0	29,480
Housing assistance payments	332,185	305,839
Total Operating Expenses	1,320,288	1,278,310
Income (Loss) from Operations	(180,528)	(160,460)
Non Operating Revenues (Expenses)		
Interest earnings	403	423
Total Non-Operating Revenues	403	423
Income (Loss) before contribution	(180,125)	(160,037)
Capital Contribution	151,249	175,006
Change in net position	(28,876)	14,969
Total net position - beginning	3,214,001	3,199,032
Total net position - ending	\$ 3,185,125	\$ 3,214,001

## EXPLANATIONS OF FINANCIAL ANALYSIS

Compared with the prior fiscal year, total operating, non-operating revenues, and capital contributions decreased \$1,867, from a combination of offsetting factors. Reasons for most of this change are listed below in order of impact from greatest to least:

- Total tenant revenue increased by \$6,392, or by 2%, from that of the prior fiscal year because the amount of rent each tenant pays is based on a sliding scale of their personal income. Included in this increase is an increase to Other tenant revenues (such as fees collected from tenants for late payment of rent, damages to their units, and other assessments) by \$2,141 from the prior fiscal year.
- Federal revenues from HUD for operations increased by \$29,533, or by 4% from that of the prior fiscal year. The determination of operating grants is based in part upon operations performance of prior years. This amount fluctuates from year-to-year because of the complexities of the funding formula HUD employs. Generally, this formula calculates an allowable expense level adjusted for inflation, occupancy, and other factors, and then uses this final result as a basis for determining the grant amount. The amount of rent subsidy received from HUD depends upon an eligibility scale of each tenant. There was an increase in the number of eligible tenants receiving subsidies, so Housing Assistance Grants increased accordingly, lowering the overall total.
- Federal Capital Funds from HUD decreased by \$23,757, or by 14% from that of the prior fiscal year. The Housing Authority was still in the process of completing projects funded from grants by HUD for fiscal year 2016, and submitted a new grant during fiscal year 2017.
- Total other non-operating revenue decreased by \$14,015 from that of the prior fiscal year.
- Interest income totaling \$403 did not change significantly from the prior to the current year.

Compared with the prior fiscal year, total operating expenses increased \$41,978, or by 3%, but this also was made up of a combination of offsetting factors. Again, reasons for most of this change are listed below in order of impact from greatest to least:

- Depreciation expense increased by \$3,817 from that of the prior fiscal year partially because there was an increase in capital assets.
- Maintenance and repairs increased by \$23,364, or by 11% from that of the prior fiscal year due to several factors: Repair staff wages increased by \$4,942 and related employee benefit contributions increased by \$5,663. Also, materials used increased by \$1,776, Contract labor costs increased by \$7,191, and Extraordinary maintenance increased by \$4,400.
- General Expenses increased by \$4,815 from that of the prior fiscal year. Payments in lieu of taxes (PILOT) increased by \$271. PILOT is calculated as a percentage of rent minus utilities and reflects changes in each of these. Other general expenses increased by \$260. Bad debts increased by \$3,756. Compensated absences increased by \$2,909. Insurance premiums offset most of some this total increase with a decrease of \$2,382.
- Administrative Expenses decreased by \$5,350 from that of the prior fiscal year due to a combination of offsetting factors: Administrative staff salaries decreased by \$450, related employee benefit contributions decreased by \$5,434 and office expenses decreased by \$4,202; however, audit fees increased by \$905, staff travel reimbursements increased by \$350, and sundry expenses increased by \$4,397.
- Housing Assistance Payments to landlords increased by \$26,346, or by 9% from that of the prior fiscal year.

- Utilities Expense increased by \$3,366, or by 6% from that of the prior fiscal year because water cost increased by \$2,578, electricity cost increased by \$884, but gas cost decreased by \$94 and other utilities expense (such as labor, benefits, garbage, sewage, and waste removal) decreased by \$96.
- Casualty losses decreased by \$29,480 from the prior fiscal year.
- Extraordinary maintenance increased by \$4,400.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At September 30, 2017, the Housing Authority had a total cost of \$10,240,697 invested in a broad range of assets and construction in progress from projects funded in 2016 listed below. This amount, not including depreciation, represents increases of \$157,214 from the prior year. More detailed information about capital assets appears in the notes to the financial statements.

**Statement of Capital Assets  
 As of September 30, 2017**

	<u>2017</u>	<u>2016</u>
Land	\$ 181,400	\$ 181,400
Buildings	8,851,816	8,715,212
Leasehold improvements	873,356	873,356
Furniture and equipment	344,310	326,845
Accumulated Depreciation	(7,608,187)	(7,308,505)
Total	\$ 2,642,695	\$ 2,788,308

**Debt**

Non-current liabilities also include accrued annual leave due to employees. The Housing Authority has not incurred any mortgages, leases, or bond indentures for financing capital assets or operations.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by Federal budget than by local economic conditions. The capital budgets for the 2018 fiscal year have already been submitted to HUD for approval and no major changes are expected.

The Capital fund programs are multiple year budgets and have remained relatively stable. Capital Funds are used for the modernization of public housing properties including administrative fees involved in the modernization.

**CONTACTING THE HOUSING AUTHORITY'S FINANCIAL MANAGEMENT**

Our financial report is designed to provide our citizens, investors, and creditors with a general overview of the Housing Authority's finances, and to show the Housing Authority's accountability for the money it receives. If you have questions about this report, or wish to request additional financial information, contact Tina Johnson, at Public Housing Authority of Oakdale, Louisiana; P.O. Box BQ; Oakdale, LA 71463.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
STATEMENT OF NET POSITION

SEPTEMBER 30, 2017

	General	Housing Choice Voucher	Total
<b>ASSETS</b>			
Current assets			
Cash and cash equivalents	\$ 419,913	\$ 73,430	\$ 493,343
Investments	128,526	56,227	184,753
Accounts receivable net	2,205	2,881	5,086
Interest receivable	0	13	13
Prepaid items and other assets	42,023	2,909	44,932
Restricted assets - cash and cash equivalents	21,640	0	21,640
<b>Total Current Assets</b>	<b>614,307</b>	<b>135,460</b>	<b>749,767</b>
Capital Assets, net			
Land and other non-depreciated assets	181,400	0	181,400
Other capital assets - net of depreciation	2,461,295	0	2,461,295
<b>Total Capital Assets, net</b>	<b>2,642,695</b>	<b>0</b>	<b>2,642,695</b>
<b>Total Assets</b>	<b>\$ 3,257,002</b>	<b>\$ 135,460</b>	<b>\$ 3,392,462</b>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts payable	\$ 17,964	\$ 616	\$ 18,580
Unearned income	4,714	0	4,714
Compensated absences payable	10,134	1,035	11,169
Accrued PILOT	21,546	0	21,546
Deposits due others	21,640	0	21,640
<b>Total Current Liabilities</b>	<b>75,998</b>	<b>1,651</b>	<b>77,649</b>
Noncurrent Liabilities			
Compensated absences payable	126,580	3,108	129,688
<b>Total Liabilities</b>	<b>202,578</b>	<b>4,759</b>	<b>207,337</b>
<b>NET POSITION</b>			
Net investment in capital assets	2,642,695	0	2,642,695
Unrestricted	411,729	130,701	542,430
<b>Net Position</b>	<b>\$ 3,054,424</b>	<b>\$ 130,701</b>	<b>\$ 3,185,125</b>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN FUND NET POSITION

YEAR ENDED SEPTEMBER 30, 2017

	General	Housing Choice Voucher	Total
<b>OPERATING REVENUES</b>			
Dwelling rental	\$ 273,578	\$ 0	\$ 273,578
Governmental operating grants	442,807	378,330	821,137
Other- tenant revenue	18,188	0	18,188
Other	26,857	0	26,857
<b>Total Operating Revenues</b>	<b>761,430</b>	<b>378,330</b>	<b>1,139,760</b>
<b>OPERATING EXPENSES</b>			
Administration	189,405	52,808	242,213
Utilities	61,144	0	61,144
Ordinary maintenance & operations	251,187	0	251,187
General expenses	123,473	2,860	126,333
Depreciation	302,826	0	302,826
Extraordinary maintenance	4,400	0	4,400
Housing assistance payments	0	332,185	332,185
<b>Total Operating Expenses</b>	<b>932,435</b>	<b>387,853</b>	<b>1,320,288</b>
<b>Income (Loss) from Operations</b>	<b>(171,005)</b>	<b>(9,523)</b>	<b>(180,528)</b>
<b>Non Operating Revenues (Expenses)</b>			
Interest earnings	304	99	403
<b>Total Non-Operating Revenues (Expenses)</b>	<b>304</b>	<b>99</b>	<b>403</b>
<b>Income (Loss) before contribution</b>	<b>(170,701)</b>	<b>(9,424)</b>	<b>(180,125)</b>
Capital Contribution	151,249	0	151,249
<b>Change in net position</b>	<b>(19,452)</b>	<b>(9,424)</b>	<b>(28,876)</b>
Total net position - beginning	3,073,876	140,125	3,214,001
<b>Total net position - ending</b>	<b>\$ 3,054,424</b>	<b>\$ 130,701</b>	<b>\$ 3,185,125</b>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
STATEMENT OF CASH FLOWS

YEAR ENDED SEPTEMBER 30, 2017

	General	Housing Choice Voucher	Total
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rental receipts	\$ 271,231	\$ 0	\$ 271,231
Other receipts (disbursement)	45,347	(2,880)	42,467
Federal grants	442,518	378,329	820,847
Payments to vendors	(323,170)	(20,175)	(343,345)
Payments to employees – net	(289,045)	(35,928)	(324,973)
Payments to private landlords	0	(332,185)	(332,185)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net cash provided (used) by operating activities	146,881	(12,839)	134,042
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Purchase of capital assets	(157,213)	0	(157,213)
Federal Capital Grants	151,249	0	151,249
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net cash provided (used) by capital and related financing activities	(5,964)	0	(5,964)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest income	345	103	448
Purchase of investments	(130)	(61)	(191)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net cash provided (used) by investing activities	215	42	257
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	141,132	(12,797)	128,335
<b>CASH AND CASH EQUIVALENTS Beginning of Fiscal Year</b>	300,421	86,227	386,648
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>CASH AND CASH EQUIVALENTS End of Fiscal Year</b>	\$ 441,553	\$ 73,430	\$ 514,983
	<u>                    </u>	<u>                    </u>	<u>                    </u>

Continued

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
STATEMENT OF CASH FLOWS

YEAR ENDED SEPTEMBER 30, 2017

	General	Housing Choice Voucher	Total
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>			
Operating income (loss)	\$ (171,005)	\$ (9,523)	\$ (180,528)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation Expense	302,826	0	302,826
Provision of uncollectible accounts	1,410	0	1,410
Change in assets and liabilities:			
Receivables	(1,052)	(2,881)	(3,933)
Prepaid items	(8,314)	(2,059)	(10,373)
Account payables	5,783	490	6,273
Unearned income	1,128	0	1,128
Deposits due others	70	0	70
Accrued compensated absences	16,035	1,134	17,169
Net cash provided (used) by operations	<u>\$ 146,881</u>	<u>\$ (12,839)</u>	<u>\$ 134,042</u>

Concluded

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

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NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** The accompanying financial statements of the Housing Authority of the City of Oakdale have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**A. REPORTING ENTITY** Housing Authorities are chartered as public corporations under the laws (LSA – R.S. 40.391) of the State of Louisiana for the purpose of providing safe and sanitary dwellings accommodations. This creation was contingent upon the local governing body of the city or parish declaring a need for the Housing Authority to function in such city or parish. The Housing Authority is governed by a five member Board of Commissioners. The members, appointed by the Honorable Mayor of the City of Oakdale, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing	FW 719	156
Section 8		
Housing Choice Vouchers	LA-033VO	120

GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt with HUD approval.

The Housing Authority is a related organization of the City of Oakdale since the City of Oakdale appoints a voting majority of the Housing Authority’s governing board. The City of Oakdale is not financially accountable for the Housing Authority as it cannot impose its will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, the City of Oakdale. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the City of Oakdale.

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

- 1) Appointing a voting majority of an organization's governing body, and:
  - a) The ability of the government to impose its will on that organization and/or
  - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
- 2) Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government.
- 3) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

**B. FUNDS** The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

The transactions of the Housing Authority are reported in a proprietary enterprise fund. The general fund accounts for the transactions of the Public Housing Low Rent program and the Capital Fund program. The housing choice voucher fund accounts for the Section 8 Housing Choice Voucher program.

### **C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

**PROPRIETARY FUNDS** Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the statement of net position.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal ongoing operations. According to the Authority's policy, governmental operating grants are considered operating revenues. The other principal operating revenues of the Housing Authority are rent and maintenance charges to residents and operating fees earned. Operating expenses for proprietary funds include the administrative costs of providing the service and the housing assistance payments to landlords. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

**D. CASH AND CASH EQUIVALENTS** Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits, of less than ninety days, and cash with fiscal agent. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

On the Statement of Cash Flows, cash and cash equivalents, end of year, is \$514,983. This is comprised of cash and cash equivalents of \$493,343 and restricted assets – cash of \$21,640, on the statement of net position.

**E. INVESTMENTS** Investments are limited to L.S.-R.S. 33:2955 and the Housing Authority investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31:

Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

**F. REVENUE RECOGNITION** Revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual – that is, when they become *measurable* and *available* to the finance expenditures of the fiscal period. “Available” is determined as collectible within the 12 months of the fiscal year or soon enough thereafter to be used in pay liabilities of the current period.

**G. INVENTORY** All purchased inventory items are valued at cost using the first-in, first-out method. Inventory is recorded using the purchase method. At year end, the amount of inventory is recorded for external financial reporting.

**H. PREPAID ITEMS** Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

**I. CAPITAL ASSETS** Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$2,500. Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	15-40 years
Building improvements	15 years
Furniture and equipment	5-7 years
Computers	3 years

**J. UNEARNED INCOME** The Housing Authority reports prepaid revenues on its statement of net position. Prepaid revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for prepaid revenue is removed from the statement of net position and the revenue is recognized.

**K. COMPENSATED ABSENCES** The Housing Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave, for up to ten years of service. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. For employees that exceed ten years of service, additional hours are earned, in accordance with a vesting schedule. However, the leave pay is predicated on the Authority reserve amount. If the Authority reserve amount is less than 60% of maximum or if the additional leave pay would bring the reserve level below 50%, the amount is limited to not bring the reserve below 50%. The Executive Director is the sole exception. The E.D.'s additional pay is not limited to any percentage of a reserve amount. Sick leave hours accumulate, but other than for the Executive Director, the employee is not paid for them if not used by his/her retirement or termination date.

**L. POST EMPLOYMENT BENEFITS** The Authority does not recognize or pay any post employment benefits. Accordingly, Governmental Accounting Standards Board (GASB) Statement Number 45 does not apply.

**M. NET POSITION AND FLOW ASSUMPTIONS** Net position is reported as restricted when constraints placed on net position use as either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Sometime the Authority may fund outlays from both restricted and unrestricted resources. In the event that should occur, the Authority must make a flow assumption about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

**N. USE OF ESTIMATES** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires 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, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 – DEPOSITS AND INVESTMENTS** The Housing Authority has reported their investments with a maturity at time of purchase of one year or less at amortized cost. Investments with maturity at time of purchase of greater than one year are presented at fair value at September 30, 2017. Deposits are stated at cost, which approximates fair value.

Interest Rate Risk: The Housing Authority's policy does not address interest rate risk.

Credit Rate Risk: GASB 40 disclosure of credit rate risk does not apply, since the Authority's only investments are certificates of deposit.

Custodial Credit Risk: The Authority's policy requires the financial institution to cover the first \$250,000 of deposits with FDIC coverage. Any excess deposits must be collateralized with securities held by the pledging financial institution, with a fair market value that equals or exceeds the amount of excess deposits.

Restricted Cash: \$21,640 is restricted in the General Fund for security deposits.

At September 30, 2017, the Housing Authority's carrying amount of deposits was \$699,636 and the bank balance was \$720,262, which includes \$184,753 in certificates of deposits classified as investments. Petty cash consists of \$100. \$444,647 of the bank balance was covered by FDIC Insurance. Of the remaining bank balance of \$275,615, \$230,821 was covered by pledged securities (See the Management Letter Comment). However, this \$275,615 was exposed to custodial credit risk, as defined by GASBS No. 40, para. 8, because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Housing Authority's name.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the Housing Authority that the fiscal agent has failed to pay deposited funds upon demand. Investments during the year were solely in time deposits at banks.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

**NOTE 3 – ACCOUNTS RECEIVABLE** The receivables at September 30, 2017, are as follows:

<u>Class of Receivables</u>	<u>General</u>	<u>Housing Choice Voucher</u>	<u>Total</u>
Local sources:			
Tenants	\$ 1,621	\$ 0	\$ 1,621
Federal sources:			
Grants	584	2,881	3,465
Total	<u>\$ 2,205</u>	<u>\$ 2,881</u>	<u>\$ 5,086</u>

The tenants account receivable is net of an allowance for doubtful accounts of \$1,449.

**NOTE 4 – CAPITAL ASSETS** The changes in capital assets are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Non-depreciable assets				
Land and buildings	\$ 181,400	\$ 0	\$ 0	\$ 181,400
Depreciable assets:				
Buildings	9,588,568	136,604	0	9,725,172
Furniture and equipment	316,660	20,610	3,145	334,125
Total capital assets	<u>10,086,628</u>	<u>157,214</u>	<u>3,145</u>	<u>10,240,697</u>
Less: accumulated depreciation				
Buildings	7,021,446	286,530	0	7,307,976
Furniture and equipment	276,874	16,297	3,145	290,026
Total accumulated depreciation	<u>7,298,320</u>	<u>302,827</u>	<u>3,145</u>	<u>7,598,002</u>
Total capital assets, net	<u>\$ 2,788,308</u>	<u>\$ (145,613)</u>	<u>\$ 0</u>	<u>\$ 2,642,695</u>

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

**NOTE 5 – ACCOUNTS PAYABLE** The payables at September 30, 2017 are as follows:

	General	Housing Choice Voucher	Total
Vendors	\$ 9,527	\$ 290	\$ 9,817
Payroll taxes & Retirement withheld	3,902	326	4,228
Utilities	4,535	0	4,535
Total	\$ 17,964	\$ 616	\$ 18,580

**NOTE 6 – COMPENSATED ABSENCES** At September 30, 2017, employees of the Housing Authority have accumulated and vested \$140,857 of employee leave computed in accordance with GASB, Codification Section C60.

**NOTE 7 – LONG-TERM OBLIGATIONS** The following is a summary of the long-term obligation transactions for the year ended September 30, 2017.

	Compensated Absences
Balance, beginning	\$ 123,688
Additions	30,137
Deletions	12,968
Balance, ending	140,857
Amounts due in one year	\$ 11,169

**NOTE 8 – INTERFUND RECEIVABLES AND PAYABLES** At September 30, 2017, the General Fund owes the Housing Choice Voucher Fund \$344. For financial statement purposes, this amount was deducted from General Fund cash and added to Housing Choice Voucher Fund cash.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

**NOTE 9 – RETIREMENT SYSTEM** The Housing Authority participates in the Housing Agency Retirement Trust (HART), which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan on the first day after completing six continuous months of employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The employer is required to make monthly contributions equal to 14% of each participant's effective compensation.

The Housing Authority's contribution for each employee and income allocated to the employee's account is fully vested after five years of continuous service. The Housing Authority's contributions and interest forfeited by employees who leave employment before five years of service are first used to pay for plan expenses and if there is any residual amount, the amount is refunded to the Housing Authority.

The Housing Authority has the right to establish or amend retirement plan provisions. The Housing Authority's Joinder Agreement with the Housing Renewal and Local Agency Retirement Plan may be amended or modified by Board Resolution. Amendment of the Joinder Agreement is limited to provisions affecting plan specifications.

The Housing Authority made the required contributions of \$27,099 for the year ended September 30, 2017, of which \$27,099 was paid by the Housing Authority. No payments were made out of the forfeiture account.

**NOTE 10 – COMMITMENTS AND CONTINGENCIES**

**Commitments** On March 26, 2009, the Authority entered into an Employment Agreement with the Executive Director. The agreement was for five years. However, the contract renewed in March 2014 and was extended for an additional five years.

The contract can be terminated only for non performance of the duties on the part of the Executive Director, or other good and valid cause which has a provable detrimental effect on the operation of the Authority. Due process is required to terminate, as specified in the contract. In the event the Executive Director is terminated, she is to receive a lump sum payment for the remaining time on the contract or any renewals or extensions. However, if the remaining time is less than 12 months, then the payment shall be equivalent to the sum of twelve months equal to the monthly pay being paid immediately prior to termination.

In addition, the Executive Director is entitled to all earned annual leave and sick leave at the time of separation, regardless of reason for the separation.

**Litigation** The Housing Authority is not presently involved in litigation.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2017

**Grant Disallowances** The Housing Authority participates in a number of federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Housing Authority management believes that the amount of disallowance, if any, which may arise from future audits will not be material.

**Construction Projects** There are certain renovation or construction projects in progress at September 30, 2017. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

**Risk Management** The Housing Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Housing Authority carries commercial insurance.

The Housing Authority transfers risk of loss by participating in a public entity risk pool and contracting with a commercial insurance carrier for all major categories of exposed risk.

This includes coverage of property, general liability, public liability, auto, bond, and worker's compensation. The risk pool and insurance contracted are obligated to meet settlements up to the maximum coverage, after the PHA's premiums and deductions are met.

Louisiana State law prohibits one governmental entity assessing another entity. If the Louisiana Housing Council Group Self Insured Fund (LHC) risk pool is unable to meet its obligations, the risk to the Housing Authority is only that its own claim would be unpaid.

Coverage has not significantly changed from the previous year and settlements for each of the past three years have not exceeded insurance coverage.

**NOTE 11 – ECONOMIC DEPENDENCE** The Department of Housing and Urban Development provided \$972,386 to the Housing Authority, which represents approximately 75% of the Housing Authority's total revenue and capital contributions for the year.

**NOTE 12 - SUBSEQUENT EVENTS** Management has evaluated events and transactions subsequent to the statement of net position date through, February 14, 2018, of the independent auditor's report for potential recognition or disclosure in the financial statements. Management has not identified any items requiring recognition or disclosure.



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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*

Independent Auditor's Report

Housing Authority of Oakdale  
Oakdale, Louisiana

We have audited, 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, the financial statements of each major fund of the Housing Authority of the City of Oakdale, Louisiana, as of and for the year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Oakdale, Louisiana's basic financial statements, and have issued our report thereon dated February 14, 2018.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Oakdale, Louisiana'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 City of Oakdale, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Oakdale, Louisiana'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 City of Oakdale, Louisiana's financial statements are free of 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.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
February 14, 2018



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Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Independent Auditor's Report

Housing Authority of Oakdale  
Oakdale, Louisiana

***Report on Compliance for Each Major Federal Program***

We have audited the Housing Authority of the City of Oakdale, Louisiana's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Housing Authority of the City of Oakdale, Louisiana's major federal programs for the year ended September 30, 2017. The Housing Authority of the City of Oakdale, Louisiana's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Housing Authority of the City of Oakdale, Louisiana's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of the City of Oakdale, Louisiana's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Housing Authority of the City of Oakdale, Louisiana's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, the Housing Authority of the City of Oakdale, Louisiana complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2017.

### ***Report on Internal Control Over Compliance***

Management of the Housing Authority of the City of Oakdale, Louisiana is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Housing Authority of the City of Oakdale, Louisiana's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of Oakdale, Louisiana's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charges with governance.

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

***Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance***

We have audited the financial statements of Housing Authority of the City of Oakdale, Louisiana as of and for the year ended September 30, 2017, and have issued our report thereon dated February 14, 2018, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
February 14, 2018

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2017

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs:		
Low-Income Housing Operating Subsidy	14.850a	\$ 437,061
Capital Fund Program	14.872	156,995
Housing Choice Voucher	14.871	378,330
Total United States Department of Housing and Urban Development		\$ 972,386
Total Expenditures of Federal Awards		\$ 972,386

The accompanying notes are an integral part of this schedule.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
 NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2017

**NOTE 1 – BASIS OF PRESENTATION** The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the Housing Authority of the City of Oakdale, Louisiana (the “Housing Authority”) under programs of the federal government for the year ended September 30, 2017. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Housing Authority.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Housing Authority has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS** Federal awards revenues are reported in the Housing Authority’s basic financial statements as follows:

	Federal Sources
Enterprise Funds	
Governmental operating grants	\$ 821,137
Capital contributions	151,249
	972,386
Total	\$ 972,386

**NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS** Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2017

**Section I – Summary of the Auditor’s Results**

**Financial Statement Audit**

1. Type of Auditor’s Report Issued on Financial Statements – Unmodified.
2. Internal Control Over Financial Reporting:
  - a. Material weakness(es) identified? \_\_\_\_\_ yes ✓ no
  - b. Significant deficiency(ies) identified? \_\_\_\_\_ yes ✓ none reported
3. Noncompliance material to financial statements noted? \_\_\_\_\_ yes ✓ no

**Audit of Federal Awards**

1. Internal Control Over Major Programs:
  - a. Material weakness(es) identified? \_\_\_\_\_ yes ✓ no
  - b. Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes ✓ none reported
2. Type of Auditor’s Report Issued on Compliance For Major Programs – Unmodified.
3. Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? \_\_\_\_\_ yes ✓ no
4. The programs tested as major programs include:

CFDA# 14.850                      Public and Indian Housing – Low Rent Program
5. Dollar threshold used to distinguish between Type A and Type B Programs: \$750,000
6. Auditee qualified as low-risk auditee? ✓ yes \_\_\_\_\_ no
7. Nonstatistical sampling was used. To determine sample sizes, the AICPA Audit Guide *Audit Sampling* was used.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2017

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

None

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2017

**Section III – Findings and questioned costs for federal awards which are required to be reported under OMB Circular No. A-133 Section .510 (a):**

None

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2017

There were no audit findings.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED SEPTEMBER 30, 2017

**The following prior audit findings were required to be reported under OMB Circular No. A-133, Section 510(a) (for the major program) for the prior year:**

There were no prior audit findings.

**SEE MANAGEMENT LETTER ON NEXT PAGE**

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
SCHEDULE OF MANAGEMENT LETTER ITEMS

YEAR ENDED SEPTEMBER 30, 2017

To Management and the Board of Commissioners:

In planning and performing our audit of the financial statements of the Housing Authority of the City of Oakdale for the year ended September 30, 2017, we considered the Authority's internal controls in order to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on internal controls.

However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum contained in this letter summarizes our comments and suggestions regarding those matters. (We have also reported on the Authority's internal control in our report dated February 14, 2018.) This letter does not affect our report dated February 14, 2018 on the financial statements of the Housing Authority of the City of Oakdale.

The status of these comments will be reviewed during the next audit engagement. We have already discussed these comments and suggestions with various authority personnel, and we will be pleased to discuss them in further detail at your convenience, to perform additional study of these matters, or to assist you in implementing the recommendations.

Our recommendations are as follows:

M-1-Bank Pledged Collateral Not Adequate

As disclosed in Note 2, at September 30, 2017, the Authority needed to have \$275,615 of pledged bank collateral. Federal regulations require the Authority to ensure that the bank pledge collateral over any deposits insured by the \$250,000 of FDIC coverage.

The under-pledge was \$44,794, since only \$230,821 was pledged. We recommend that Management ensure that adequate collateral is pledged by the bank at all time.

Corrective Action Plan-Response

I am Tina Johnson, Executive Director and Designated Person to answer this. We will do as the auditor suggests. We note that we presently have sufficient pledged collateral. We have sent this documentation, dated February 5, to the auditor.

**SUPPLEMENTARY INFORMATION**

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
STATEMENT AND CERTIFICATION OF ACTUAL MODERNIZATION COSTS  
ANNUAL CONTRIBUTION CONTRACT

YEAR ENDED SEPTEMBER 30, 2017

		2016 Capital Fund
Funds approved	\$	170,156
Funds expended		170,156
Excess of funds approved	\$	0
Funds advanced	\$	170,156
Funds expended		170,156
Excess (Deficiency) of funds advanced	\$	0

1. The Actual Modernization Costs are as follows:
2. The distribution of costs by project as shown on the Final Statement of Modernization Costs dated May 30, 2017 accompanying the Actual Modernization Costs Certificate submitted to HUD for approval is in agreement with the PHA's records.
3. All modernization costs have been paid and all related liabilities have been discharged through payment.

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED SEPTEMBER 30, 2017

**Agency Head Name:** Tina Johnson, Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 71,751
Benefits-insurance	8,654
Benefits-retirement	9,765
Benefits-<list any other here>	
Car allowance	
Vehicle provided by government	<enter amount reported on W-2>
Per diem	
Reimbursements	
Travel	
Registration fees	
Conference travel	
Continuing professional education fees	
Housing	
Unvouchered expenses*	
Special meals	
Total	\$ 90,170

See accountant's report



MIKE ESTES, CPA

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ACCOUNTANTS  
and the  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

## AGREED UPON PROCEDURES REPORT

### Independent Accountant's Report On Applying Agreed-Upon Procedures

To the Board of Directors of the Oakdale Housing Authority and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Oakdale Housing Authority and 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, 2016 through September 30, 2017. The Oakdale Housing Authority'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 the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
  - 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***, including receiving, recording, and preparing deposits

- 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, and (5) monitoring card usage
- 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. Note: Ethics requirements are not applicable to nonprofits.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Results of Testing:

The Authority has policies for Budgeting, Disbursements, Personnel, and Credit Cards. In our opinion, these policies should be revised to fully comply with state law. For the other required policies or to review for revisions, we have directed Management to the policies listed under the Best Practices section on the LLA's website. In addition, we have provided examples of all the policies enumerated above in [a] through [i]. Debt service is not applicable.

The Authority duly and timely published a notice about the upcoming public hearing to review and approve the annual operating budget for the General Fund.

Corrective Action Response:

I am Tina Johnson, Executive Director and Designated Person to respond to these AUP suggestions. We will revise and/or adopt the policies noted above.

***Board***

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2. Obtain and review the board/committee minutes for the fiscal period, and:

- a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

- If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.
- c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

Results of Testing:

- a) The Authority's by-laws state that "regular meetings may be held without notice at such times and places as may from time to time be determined by resolution of the Authority." Six board meetings were held during the audit year.
- b) The minutes reflect that the board reviewed financial statements at each meeting. However, the minutes do not specifically state that year-to-date actuals were compared to year-to-date budgeted amounts. In the future, the minutes should specifically state that the budget to actual comparisons were made.

Year-to-date financial statements should be no older than ninety days, preferably even less, to be of maximum value as a tool.

- c) All the board minutes properly noted that non-budgetary information was reviewed at each meeting.

Corrective Action Response:

In the future, our board minutes will properly reflect that we reviewed year-to-date budgeted numbers to actual numbers.

***Bank Reconciliations***

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- 3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

Results of Testing:

We reviewed Management's representation that the list is complete.

- 4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- a) Bank reconciliations have been prepared;
- b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and
- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

Results of Testing:

- a) Monthly bank reconciliations for all accounts were prepared.
- b) All included documentation that they had been reviewed by a person with no involvement with the bank account transactions.
- c) Management had documentation that the three checks older than 6 months should still be listed as outstanding.

*Collections*

---

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

Results of Testing:

We obtained Management's representations that the list is complete.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* **For each cash collection location selected:**

- a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.
- b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source

and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

- c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:
  - Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.
  - Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

#### Results of Testing:

- a) The employees that accept tenant payments are bonded. The persons that accept payments do not make the bank deposits or reconcile the cash account.
- b) Written documentation exists that there is a process to reconcile cash collections to the general ledger and rental register by a person who is not responsible for cash collections.
- c) For our test period, all tenant receipts were deposited within one business day of collection. Receipts collected on a Friday, August 4<sup>th</sup> were deposited on Monday, August 7<sup>th</sup>. For our test period, the tenant receipts, rental register, bank statement, and general ledger were satisfactorily reconciled.

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and 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) by a person who is not responsible for collections.

#### Results of Testing:

Management has a written procedure that defines how to determine the completeness of collections, including electronic transfers by a person not responsible for collections.

#### *Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)*

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

Results of Testing:

We obtained Management's representation that the list is complete.

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

- a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.
- b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.
- c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

Results of Testing:

- a) The Authority uses a system of purchase orders that separates the initiation function from the approval function. In our tests of 25, we noted two that did not use a purchase order. Management claims this was an oversight.
- b) Purchase orders were approved by the person who did not initiate the purchase.
- c) The Authority has a process to match the goods received with the purchase order. However, this process needs to be better documented. We recommend that when the goods are received, the person that checks to see that the proper number and the correct specs that were ordered where what was actually received, the checker should either sign or initial and dated on the right hand corner of the invoice, and circle this.

Corrective Action Response:

We will use purchase orders on all goods received in the future. We will also follow the auditor's suggestion in [c] above, for a procedure in lieu of using receiving reports.

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

Results of Testing:

There was no documentation in writing that the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing system, although the Executive Director approves all vendors.

Corrective Action Response:

Language requiring the Executive Director's approval is included in the Purchasing, Disbursements, and Contracting Policy that we will soon adopt.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

Results of Testing:

The persons with signatory authority or who makes the final authorization for disbursements have no responsibility for initiating or recording purchases.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

Results of Testing:

The supply of used checks is maintained in a locked location, with access restricted to those persons that do not have regularity authority.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

Results of Testing:

After Management reviews the final list of Section Eight monthly checks to the landlords, the fee accountant in Dallas prints and mails the checks with the signature stamp. The signer gives her consent.

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

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14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

### Results of Testing:

Management represented that the list was complete.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, 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) Report whether finance charges and/or late fees were assessed on the selected statements.

### Results of Testing:

- a) The monthly statements tested were reviewed and approved in writing by someone other than the person initiating the purchase.
- b) No finance charges or late fees were assessed on the reviewed statements.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:
  - An original itemized receipt (i.e., identifies precisely what was purchased)
  - Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

- Other documentation that may be required by written policy (e.g., purchase order, written authorization.)
- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.
- c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

Results of Testing:

- a) Each transaction tested was supported by an itemized receipt, and sufficient and appropriate documentation.
- b) For each transaction tested, the transaction was in compliance with the Authority's Disbursements Policy. All amounts tested were under the Micro Purchase amount level.
- c) For each transaction tested, the transaction was not prohibited when compared to the requirements of Article 7, Section 14 of the Louisiana Constitution.

*Travel and Expense Reimbursement*

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17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

Results of Testing:

Management represented that the list was complete.

18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) and report any amounts that exceed GSA rates.

Results of Testing:

No exceptions were noted in the review of the Travel Policy.

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

- a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.
- b) Report whether each expense is supported by:
  - An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.] ➤ Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).
  - Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)
- c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.
- d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

#### Results of Testing:

- a) All three persons tested for travel generated expense documentation that was in accordance with written policies.
- b) Each expense tested had documentation that identified what was purchased, and noted the business purpose.
- c) No payments were noted that were not in accordance with Article 7, Section 14 of the Louisiana Constitution.
- d) Each disbursement tested was reviewed and approved in writing by someone other than the person receiving the disbursement.

#### ***Contracts***

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20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

#### Results of Testing:

Management represented that the list was complete.

21. Using the listing above, select the five contract “vendors” that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

- a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.
- b) Compare each contract’s detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:
  - If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)
  - If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.
- c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.
- d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.
- e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

#### Results of Testing:

- a) Written contracts supported the amounts paid.
- b) Bids were obtained for the largest expenditure, which was for the only contractor used during the year for renovation expenditures. Two of the remaining four largest vendors were for the fee accountant and the architect. Management timely requested proposals in writing for both, but was unable to obtain three quotes on either.

The remaining two of the five largest vendors were for supplies and monthly air conditioning and related repairs. Management has compared prices at various times, but could not provide documentation of this.

Management should solicit proposals at least every five years for professional services, and use criteria to evaluate the proposals. For supplies and air conditioning and related services, Management should periodically solicit bids on enough of the purchases to document the reasonableness of the expenditures. If criteria other than low bid is used, the reasons should be documented. If obtaining at least two other bids is not possible, Management should at least obtain price comparisons from other near Louisiana sources, to check the fairness of price. Due to additional travel expenses and timeliness of the service, it may not be practicable to use these out of town services.

- c) The contracts were not amended.

d) The invoices tested were in terms and conditions of the contract.

e) Board minutes were sufficient in regards to contracts.

Corrective Action Response:

We will comply with the auditor's recommendations. In addition, as the auditor suggests, we will soon adopt a new Purchasing, Disbursements, and Contracting Policy.

*Payroll and Personnel*

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22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

Results of Testing:

a) Compensation paid to the five highest selected employees were made in strict accordance with the terms and conditions of the employment contract for the Executive Director and the pay rate structure for the other tested employees.

b) No changes in hourly pay rates were noted. Four of the five tested employees received Longevity pay, which we agreed to the Authority's policy, paid on sliding scale, determined on length of service.

23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

a) Report whether 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) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

Results of Testing:

- a) All tested employees documented their daily attendance on time sheets.
- b) Although there is anecdotal evidence that Management reviewed and approved the timesheets, Management did not sign the timesheets.
- c) On the tested employees, there is written documentation that Management maintained written leave records.

In the future, both the employee and also the supervisor should sign the timesheets.

Corrective Action Response:

We will do as the auditor suggests.

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

Results of Testing:

No employees were terminated during the year.

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

Results of Testing:

We noted no exceptions in the above tests.

*Ethics (excluding nonprofits)*

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26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

Results of Testing:

The five tested employees did not obtain ethics training during the audit year. Management should ensure that all employees and board members obtain required Ethics training annually. In addition, state law require that each board member and employee annually attest in writing that they have read the Ethics Policy.

Corrective Action Response:

We will do as the auditor suggests.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

Results of Testing:

Management represents that no alleged violations were reported to them during the year.

*Debt Service (excluding nonprofits)*

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28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

Results of Testing:

Not applicable.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

Results of Testing:

Not applicable.

30. If the entity had tax mileages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any mileages that continue to be received for debt that has been paid off.

Results of Testing:

Not applicable.

*Other*

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31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Results of Testing:

Management represents that they are not aware of any misappropriation of public funds or assets.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at [www.la.gov/hotline](http://www.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results of Testing:

The notice is properly posted.

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

Results of Testing:

No exceptions to Management's representations were noted.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. 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.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
February 14, 2018

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2017

Entity Wide Balance Sheet Summary				
	Project Total	14.871 Housing Choice Vouchers	ELIM	Total
111 Cash - Unrestricted	\$419,913	\$73,430		\$493,343
112 Cash - Restricted - Modernization and Development	\$0			\$0
113 Cash - Other Restricted	\$0			\$0
114 Cash - Tenant Security Deposits	\$21,640			\$21,640
115 Cash - Restricted for Payment of Current Liabilities	\$0			\$0
100 Total Cash	\$441,553	\$73,430	\$0	\$514,983
121 Accounts Receivable - PHA Projects	\$0			\$0
122 Accounts Receivable - HUD Other Projects	\$584			\$584
124 Accounts Receivable - Other Government	\$0			\$0
125 Accounts Receivable - Miscellaneous		\$2,881		\$2,881
126 Accounts Receivable - Tenants	\$3,031			\$3,031
126.1 Allowance for Doubtful Accounts - Tenants	-\$1,449	\$0		-\$1,449
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$0			\$0
128 Fraud Recovery	\$0			\$0
128.1 Allowance for Doubtful Accounts - Fraud	\$0			\$0
129 Accrued Interest Receivable	\$39	\$13		\$52
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$2,205	\$2,894	\$0	\$5,099
131 Investments - Unrestricted	\$128,526	\$56,227		\$184,753
132 Investments - Restricted	\$0			\$0
135 Investments - Restricted for Payment of Current Liability	\$0			\$0
142 Prepaid Expenses and Other Assets	\$42,023	\$2,909		\$44,932
143 Inventories	\$0			\$0
143.1 Allowance for Obsolete Inventories	\$0			\$0
144 Inter Program Due From		\$0	\$0	\$0
145 Assets Held for Sale	\$0			\$0
150 Total Current Assets	\$614,307	\$135,460	\$0	\$749,767
161 Land	\$181,400			\$181,400
162 Buildings	\$8,851,816			\$8,851,816
163 Furniture, Equipment & Machinery - Dwellings	\$157,041			\$157,041
164 Furniture, Equipment & Machinery - Administration	\$177,084	\$10,185		\$187,269
165 Leasehold Improvements	\$873,356			\$873,356
166 Accumulated Depreciation	-\$7,598,002	-\$10,185		-\$7,608,187
167 Construction in Progress	\$0			\$0
168 Infrastructure	\$0			\$0
160 Total Capital Assets, Net of Accumulated Depreciation	\$2,642,695	\$0	\$0	\$2,642,695
171 Notes, Loans and Mortgages Receivable - Non-Current				
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due				
173 Grants Receivable - Non Current	\$0			\$0
174 Other Assets				
176 Investments in Joint Ventures				
180 Total Non-Current Assets	\$2,642,695	\$0	\$0	\$2,642,695
200 Deferred Outflow of Resources	\$0			\$0
290 Total Assets and Deferred Outflow of Resources	\$3,257,002	\$135,460	\$0	\$3,392,462

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2017

<b>Entity Wide Balance Sheet Summary</b>				
	Project Total	14.871 Housing Choice Vouchers	ELIM	Total
311 Bank Overdraft	\$0			\$0
312 Accounts Payable <= 90 Days	\$9,527	\$290		\$9,817
313 Accounts Payable >90 Days Past Due	\$0			\$0
321 Accrued Wage/Payroll Taxes Payable	\$3,902	\$326		\$4,228
322 Accrued Compensated Absences - Current Portion	\$10,134	\$1,035		\$11,169
324 Accrued Contingency Liability	\$0			\$0
325 Accrued Interest Payable	\$0			\$0
331 Accounts Payable - HUD PHA Programs				
332 Account Payable - PHA Projects	\$0			\$0
333 Accounts Payable - Other Government	\$21,546			\$21,546
341 Tenant Security Deposits	\$21,640			\$21,640
342 Unearned Revenue	\$4,714			\$4,714
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue				
344 Current Portion of Long-term Debt - Operating Borrowings	\$0			\$0
345 Other Current Liabilities	\$0			\$0
346 Accrued Liabilities - Other	\$4,535			\$4,535
347 Inter Program - Due To	\$0		\$0	\$0
348 Loan Liability - Current				
310 Total Current Liabilities	\$75,998	\$1,651	\$0	\$77,649
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue				
352 Long-term Debt, Net of Current - Operating Borrowings	\$0			\$0
353 Non-current Liabilities - Other	\$0			\$0
354 Accrued Compensated Absences - Non Current	\$126,580	\$3,108		\$129,688
355 Loan Liability - Non Current				
356 FASB 5 Liabilities	\$0			\$0
357 Accrued Pension and OPEB Liabilities				
350 Total Non-Current Liabilities	\$126,580	\$3,108	\$0	\$129,688
300 Total Liabilities	\$202,578	\$4,759	\$0	\$207,337
400 Deferred Inflow of Resources	\$0			\$0
508.4 Net Investment in Capital Assets	\$2,642,695	\$0		\$2,642,695
511.4 Restricted Net Position	\$0	\$0		\$0
512.4 Unrestricted Net Position	\$411,729	\$130,701		\$542,430
513 Total Equity - Net Assets / Position	\$3,054,424	\$130,701	\$0	\$3,185,125
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$3,257,002	\$135,460	\$0	\$3,392,462

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2017

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$273,578		\$273,578
70400 Tenant Revenue - Other	\$18,188		\$18,188
70500 Total Tenant Revenue	\$291,766	\$0	\$291,766
70600 HUD PHA Operating Grants	\$437,061	\$5,746	\$442,807
70610 Capital Grants		\$151,249	\$151,249
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	\$304		\$304
71200 Mortgage Interest Income			
71300 Proceeds from Disposition of Assets Held for Sale			
71310 Cost of Sale of Assets			
71400 Fraud Recovery			
71500 Other Revenue	\$26,857		\$26,857
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$755,988	\$156,995	\$912,983
91100 Administrative Salaries	\$97,216		\$97,216
91200 Auditing Fees	\$9,033		\$9,033
91300 Management Fee			
91310 Book-keeping Fee			
91400 Advertising and Marketing	\$2,130		\$2,130
91500 Employee Benefit contributions - Administrative	\$40,768		\$40,768
91600 Office Expenses	\$25,166		\$25,166
91700 Legal Expense			
91800 Travel	\$2,078		\$2,078
91810 Allocated Overhead			
91900 Other	\$13,014		\$13,014
91000 Total Operating - Administrative	\$189,405	\$0	\$189,405
92000 Asset Management Fee			
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	\$53,709		\$53,709
93200 Electricity	\$6,330		\$6,330
93300 Gas	\$902		\$902
93400 Fuel			
93500 Labor			
93600 Sewer	\$203		\$203

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2017

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities			
93800 Other Utilities Expense			
93000 Total Utilities	\$61,144	\$0	\$61,144
94100 Ordinary Maintenance and Operations - Labor	\$92,433		\$92,433
94200 Ordinary Maintenance and Operations - Materials and Other	\$47,675		\$47,675
94300 Ordinary Maintenance and Operations Contracts	\$62,657		\$62,657
94500 Employee Benefit Contributions - Ordinary Maintenance	\$48,422		\$48,422
94000 Total Maintenance	\$251,187	\$0	\$251,187
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	\$35,082		\$35,082
96120 Liability Insurance	\$14,339		\$14,339
96130 Workmen's Compensation	\$9,035		\$9,035
96140 All Other Insurance	\$10,667		\$10,667
96100 Total insurance Premiums	\$69,123	\$0	\$69,123
96200 Other General Expenses			
96210 Compensated Absences	\$28,932		\$28,932
96300 Payments in Lieu of Taxes	\$21,546		\$21,546
96400 Bad debt - Tenant Rents	\$3,872		\$3,872
96500 Bad debt - Mortgages			
96600 Bad debt - Other			
96800 Severance Expense			
96000 Total Other General Expenses	\$54,350	\$0	\$54,350
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	\$625,209	\$0	\$625,209
97000 Excess of Operating Revenue over Operating Expenses	\$130,779	\$156,995	\$287,774
97100 Extraordinary Maintenance	\$4,400		\$4,400
97200 Casualty Losses - Non-capitalized			
97300 Housing Assistance Payments			
97350 HAP Portability-In			
97400 Depreciation Expense	\$302,826		\$302,826
97500 Fraud Losses			
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense			
90000 Total Expenses	\$932,435	\$0	\$932,435

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2017

	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$5,746		\$5,746
10020 Operating transfer Out		-\$5,746	-\$5,746
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)	\$5,746	-\$5,746	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$170,701	\$151,249	-\$19,452
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$3,073,876	\$0	\$3,073,876
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$284,003	-\$284,003	\$0
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 Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	1832		1832
11210 Number of Unit Months Leased	1788		1788
11270 Excess Cash	\$444,186		\$444,186
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$0	\$133,140	\$133,140
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$14,314	\$14,314
11640 Furniture & Equipment - Administrative Purchases	\$0	\$3,795	\$3,795
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

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2017

Entity Wide Revenue and Expense Summary				
	Project Total	14,871 Housing Choice Vouchers	ELIM	Total
70300 Net Tenant Rental Revenue	\$273,578			\$273,578
70400 Tenant Revenue - Other	\$18,188			\$18,188
70500 Total Tenant Revenue	\$291,766	\$0		\$291,766
70600 HUD PHA Operating Grants	\$442,807	\$378,329		\$821,136
70610 Capital Grants	\$151,249			\$151,249
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	\$304	\$99		\$403
71200 Mortgage Interest Income				
71300 Proceeds from Disposition of Assets Held for Sale				
71310 Cost of Sale of Assets				
71400 Fraud Recovery				
71500 Other Revenue	\$26,857	\$1		\$26,858
71600 Gain or Loss on Sale of Capital Assets				
72000 Investment Income - Restricted				
70000 Total Revenue	\$912,983	\$378,429		\$1,291,412
91100 Administrative Salaries	\$97,216	\$25,708		\$122,924
91200 Auditing Fees	\$9,033	\$3,871		\$12,904
91300 Management Fee				
91310 Book-keeping Fee				
91400 Advertising and Marketing	\$2,130			\$2,130
91500 Employee Benefit contributions - Administrative	\$40,768	\$10,349		\$51,117
91600 Office Expenses	\$25,166	\$12,615		\$37,781
91700 Legal Expense				
91800 Travel	\$2,078	\$144		\$2,222
91810 Allocated Overhead				
91900 Other	\$13,014	\$121		\$13,135
91000 Total Operating - Administrative	\$189,405	\$52,808		\$242,213
92000 Asset Management Fee				
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	\$53,709			\$53,709
93200 Electricity	\$6,330			\$6,330
93300 Gas	\$902			\$902
93400 Fuel				
93500 Labor				
93600 Sewer	\$203			\$203

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2017

Entity Wide Revenue and Expense Summary				
	Project Total	14.871 Housing Choice Vouchers	ELIM	Total
93700 Employee Benefit Contributions - Utilities				
93800 Other Utilities Expense				
93000 Total Utilities	\$61,144	\$0		\$61,144
94100 Ordinary Maintenance and Operations - Labor	\$92,433			\$92,433
94200 Ordinary Maintenance and Operations - Materials and Other	\$47,675			\$47,675
94300 Ordinary Maintenance and Operations Contracts	\$62,657			\$62,657
94500 Employee Benefit Contributions - Ordinary Maintenance	\$48,422			\$48,422
94000 Total Maintenance	\$251,187	\$0		\$251,187
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	\$35,082	\$812		\$35,894
96120 Liability Insurance	\$14,339			\$14,339
96130 Workmen's Compensation	\$9,035	\$582		\$9,617
96140 All Other Insurance	\$10,667			\$10,667
96100 Total insurance Premiums	\$69,123	\$1,394		\$70,517
96200 Other General Expenses		\$261		\$261
96210 Compensated Absences	\$28,932	\$1,205		\$30,137
96300 Payments in Lieu of Taxes	\$21,546			\$21,546
96400 Bad debt - Tenant Rents	\$3,872			\$3,872
96500 Bad debt - Mortgages				
96600 Bad debt - Other				
96800 Severance Expense				
96000 Total Other General Expenses	\$54,350	\$1,466		\$55,816
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	\$625,209	\$55,668		\$680,877
97000 Excess of Operating Revenue over Operating Expenses	\$287,774	\$322,761		\$610,535
97100 Extraordinary Maintenance	\$4,400			\$4,400
97200 Casualty Losses - Non-capitalized				
97300 Housing Assistance Payments		\$332,185		\$332,185
97350 HAP Portability-In				
97400 Depreciation Expense	\$302,826			\$302,826
97500 Fraud Losses				
97600 Capital Outlays - Governmental Funds				
97700 Debt Principal Payment - Governmental Funds				
97800 Dwelling Units Rent Expense				
90000 Total Expenses	\$932,435	\$387,853		\$1,320,288

HOUSING AUTHORITY OF OAKDALE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2017

Entity Wide Revenue and Expense Summary				
	Project Total	14.871 Housing Choice Vouchers	ELIM	Total
10010 Operating Transfer In	\$5,746			\$5,746
10020 Operating transfer Out	-\$5,746			-\$5,746
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 Expenses	-\$19,452	-\$9,424		-\$28,876
11020 Required Annual Debt Principal Payments	\$0	\$0		\$0
11030 Beginning Equity	\$3,073,876	\$140,125		\$3,214,001
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0			\$0
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 Rents				
11100 Changes in Allowance for Doubtful Accounts - Other				
11170 Administrative Fee Equity		\$130,701		\$130,701
11180 Housing Assistance Payments Equity		\$0		\$0
11190 Unit Months Available	1832	1133		2965
11210 Number of Unit Months Leased	1788	1133		2921
11270 Excess Cash	\$444,186			\$444,186
11610 Land Purchases	\$0			\$0
11620 Building Purchases	\$133,140			\$133,140
11630 Furniture & Equipment - Dwelling Purchases	\$14,314			\$14,314
11640 Furniture & Equipment - Administrative Purchases	\$3,795			\$3,795
11650 Leasehold Improvements Purchases	\$0			\$0
11660 Infrastructure Purchases	\$0			\$0
13510 CFFP Debt Service Payments	\$0			\$0
13901 Replacement Housing Factor Funds	\$0			\$0