

**HOUSING AUTHORITY OF PATTERSON, LOUISIANA**

**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTAL DATA**

**TWELVE MONTHS ENDED JUNE 30, 2018**

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

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ACCOUNTANTS  
and the  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

Independent Auditor's Report

Board of Commissioners  
Housing Authority of Patterson  
Patterson, Louisiana

***Report on the Financial Statements***

We have audited the accompanying financial statements of the Housing Authority of the City of Patterson, Louisiana as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Housing Authority of Patterson 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.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Housing Authority of the City of Patterson, Louisiana, as of June 30, 2018, 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 Patterson, Louisiana's basic financial statements. The statement and certification of actual modernization costs, statement of modernization-uncompleted, financial data schedules, 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, statement of modernization costs-uncompleted, financial data schedules, 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, statement of modernization-uncompleted, financial data schedules, 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 December 20, 2018 on our consideration of the Housing Authority of the City of Patterson, 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 Patterson, Louisiana's internal control over financial reporting and compliance.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
December 20, 2018

**Housing Authority of the Town of Patterson, Louisiana**  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
**For the Fiscal Year Ended June 30, 2018**

As management of the Housing Authority of the Town of Patterson (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the Authority's financial performance for the fiscal year ended June 30, 2018. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements.

Our financial report is designed to (a) assist the reader in focusing on significant financial issues, (b) identify changes in the Authority's financial position (its ability to address the next and subsequent year challenges), and (c) identify individual program issues or concerns. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Executive Director, Housing Authority of the Town of Patterson, P. O. Box 10, Patterson, Louisiana 70392.

**Financial Highlights**

- The assets of the Authority exceeded its liabilities at the close of the 2018 fiscal year by \$1,375,566 (*net position*). Of this amount, \$170,104 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- The Authority's net position of \$1,375,566 reported at the 2018 fiscal year end represented a decrease of \$160,634 as compared to the 2017 fiscal year ending net position balance of \$1,536,200.
- In 2018, operating revenues increased \$6,147 as compared to 2017. Non-operating revenue decreased \$101,747, from a total ending balance of \$155,131 in 2017 to an ending balance of \$53,384 in 2018.
- Total expenses increased \$62,758, representing a 9% increase from \$731,765 in fiscal year 2017 to \$794,523 in fiscal year 2018.
- The Authority had intergovernmental revenue of \$232,437 in operating subsidies from the Department of Housing and Urban Development (HUD), \$29,785 in operating grants, and \$51,973 in capital grants for the fiscal year ended June 30, 2018
- .

Overview of Financial Statements

The financial statements included in this annual report are those of a special-purpose government engaged in a single business-type activity prepared on an accrual basis. Over time, significant changes in the Authority's net position serve as a useful indicator of whether its financial health is improving or deteriorating. To fully assess the financial health of any authority, the reader must also consider other non-financial factors such as changes in family composition, fluctuations in the local economy. Department of Housing and Urban Development mandated program administrative changes, and the physical condition of capital assets.

**Housing Authority of the Town of Patterson, Louisiana**  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
**For the Fiscal Year Ended June 30, 2018**

Overview of Financial Statements (continued)

The following statements are included:

- **Statement of Net Position** – this statement reports the Authority's assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position at the end of the fiscal year. You can think of the Authority's net position as the difference between what the Authority owns (assets and deferred outflows of resources) and what the Authority owes (liabilities and deferred inflows of resources).
- **Statement of Revenues, Expenses, and Changes in Net Position** – this statement presents information showing how the Authority's net position increased or decreased during the current fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of when the cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will result in cash inflows and cash outflows in future periods.
- **Statement of Cash Flows** – this statement presents information showing the total cash receipts and cash disbursements of the Authority during the current fiscal year. The statement reflects the net changes in cash resulting from operations plus any other cash requirements during the current year (i.e. capital additions, debt service, prior period obligations, etc.). In addition, the statement reflects the receipt of cash that was obligated to the Authority in prior periods and subsequently received during the current fiscal year (i.e. accounts receivable).
- **Notes to the Basic Financial Statements** – notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided. These notes provide greater understanding on the overall activity of the Authority and how values are assigned to certain assets and liabilities and the longevity of these values. In addition, notes reflect the impact (if any) of any uncertainties the Authority may face.

In addition to the basic financial statements listed above, our report includes supplemental information. This information provides additional detail on the Authority's various programs and the required information mandated by regulatory bodies that fund the Authority's various programs.

**Continued on next page**

**Housing Authority of the Town of Patterson, Louisiana  
MANAGEMENT'S DISCUSSION & ANALYSIS  
For the Fiscal Year Ended June 30, 2018**

**Financial Analysis**

**Statement of Net Position**

	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>Total Change</u>
<b>Assets</b>			
Current assets	\$ 256,133	\$ 353,537	\$ (97,404)
Capital assets, net of depreciation	<u>1,205,462</u>	<u>1,279,044</u>	<u>(73,582)</u>
<b>Total Assets</b>	<u>\$ 1,461,595</u>	<u>\$ 1,632,581</u>	<u>\$ (170,986)</u>
<b>Liabilities</b>			
Current liabilities	\$ 70,079	\$ 81,106	\$ (11,027)
Long-term liabilities	<u>15,950</u>	<u>15,275</u>	<u>675</u>
<b>Total Liabilities</b>	<u>86,029</u>	<u>96,381</u>	<u>(10,352)</u>
<b>Net Position:</b>			
Net investment in capital assets	1,205,462	1,279,044	(73,582)
Unrestricted net position	<u>170,104</u>	<u>257,156</u>	<u>(87,052)</u>
<b>Total Net Position</b>	<u>1,375,566</u>	<u>1,536,200</u>	<u>(160,634)</u>
<b>Total Liabilities and Net Position</b>	<u>\$ 1,461,595</u>	<u>\$ 1,632,581</u>	<u>\$ (170,986)</u>

**Total Assets** at the end of the 2018 fiscal year were \$1,461,595 as compared to \$1,632,581 at the June 2017 year end, amounting to an overall decrease of \$170,986.

**Current Assets** decreased \$97,404 during the 2018 fiscal year. Receivables increased \$5,357, while cash balances decreased \$60,538 and other current assets decreased by \$42,223.

**Net Capital Assets** decreased by \$73,582 as seen on page six. Although the Authority invested \$51,973 in capital outlays, current depreciation expenses lowered the value of net capital assets by \$125,555. So, the decrease in net capital assets is the function of current depreciation exceeding capital outlays.

**Current Liabilities** decreased \$11,027 due to decreases totaling \$15,328 in unearned revenue and tenant security deposits. These decreases were offset by increases totaling \$4,301 in accrued vendor, payroll and other payables.

**Long Term Liabilities** increased \$675 in accrued compensated absences payable.

**Housing Authority of the Town of Patterson, Louisiana**  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
**For the Fiscal Year Ended June 30, 2018**

*Financial Analysis (continued)*

**Net Position** – The difference between an organization's assets and its liabilities is its net position. Net position is categorized as one of three types.

1. Net Investment in capital assets – capital assets, net of accumulated depreciation and related debt, is due to the capital asset and long-term debt activity;
2. Restricted – the Authority's net position whose use is subject to constraints imposed by law or agreement consisting primarily of debt service reserves;
3. Unrestricted – the Authority's net position that is neither invested in capital assets nor restricted which increase is principally due to operations. These resources are available to meet the Authority's ongoing obligations to its residents and creditors.

**Continued on next page**

**Housing Authority of the Town of Patterson, Louisiana  
MANAGEMENT'S DISCUSSION & ANALYSIS  
For the Fiscal Year Ended June 30, 2018**

Statement of Revenue, Expenses and Changes in Net Position

	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>Net Change</u>
<b>Revenues:</b>			
Operating revenues:			
Public housing operating subsidy	\$ 232,437	\$ 242,333	\$ (9,896)
Operating grants	29,785	14,356	15,429
Tenant revenue - rents and other income	318,283	317,669	614
<b>Non-operating revenues:</b>			
Capital grants	51,973	153,901	(101,928)
Interest revenue	887	910	(23)
Miscellaneous revenue	524	320	204
Total revenues	<u>633,889</u>	<u>729,489</u>	<u>(95,600)</u>
<b>Expenses:</b>			
General and Administrative	267,934	265,787	2,147
Repairs and Maintenance	298,090	206,715	91,375
Utilities	102,944	85,562	17,382
Depreciation expense	125,555	173,701	(48,146)
Total expenses	<u>794,523</u>	<u>731,765</u>	<u>62,758</u>
Increase / (Decrease) in Net Position	(160,634)	(2,276)	(158,358)
Net Position - July 1	1,536,200	1,538,476	(2,276)
Net Position - June 30	<u>\$ 1,375,566</u>	<u>\$ 1,536,200</u>	<u>\$ (160,634)</u>

**Total Operating Revenues** increased in fiscal year 2018 by \$6,147, as compared to fiscal year 2017. Tenant revenue earned in fiscal year 2018 was \$614 more than the prior fiscal year. HUD revenue will often vary from year to year since it is dependent on the federal budget (operating subsidy) and availability and/or use of grant revenues. In 2018, the Authority received \$9,896 less in operating subsidy revenues, as compared to 2017, due to changes in the various calculation factors used by HUD. The operating grant revenue disbursed from HUD's Capital Fund Program is recognized whenever the funds are expended. The Authority expended \$15,429 more in CFP operating grant revenue in 2018 than in 2017.

**Non-operating Revenues** decreased by \$101,747 because the Authority primarily expended \$101,928 less in capital grant revenue in 2018 than in 2017 on capital improvements.

**Housing Authority of the Town of Patterson, Louisiana  
MANAGEMENT'S DISCUSSION & ANALYSIS  
For the Fiscal Year Ended June 30, 2018**

**Expenses** are categorized by the Authority as general and administrative, repairs and maintenance, utilities and depreciation expense. The increase of \$62,758 in total expenses is attributable to increases in each one of these categories except for depreciation expense.

General and Administrative Expenses increased slightly by \$2,147. The Authority experienced decreases of \$2,743 in administrative expenditures which were offset by a total increase of \$4,890 in insurance expense and other general expenses.

Repairs and Maintenance Expenses increased 44% in fiscal year 2018 by \$91,375. During fiscal year 2017, the Authority relied on CFP grants to improve dwelling structures and leasehold improvements at the same time as cutting back on all maintenance expenditures from the LR program in order to reduce budget spending. Since the Authority expended \$101,928 less in CFP capital grants in fiscal year 2018, all maintenance category expenses increased. These increases amounted to \$18,010 in employee wages and benefits, \$15,439 in maintenance materials and \$57,926 in maintenance contracts.

Utilities increased 20% in fiscal year 2018, amounting to an increase of \$17,382 from the prior fiscal year.

Depreciation Expense decreased \$48,146 in fiscal year 2018.

**Capital Assets and Debt Administration**

The Authority's capital assets as of June 30, 2018 amounted to \$1,205,462 (net of accumulated depreciation). The investment in capital assets includes land, buildings and improvements, furniture and equipment, and accumulated depreciation. The total net decrease in the Authority's capital assets for the current fiscal year was \$73,582.

**Housing Authority of the Town of Patterson – Capital Assets**

	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>Total Change</u>
Land	\$ 166,104	\$ 166,104	\$ 0
Buildings and improvements	6,310,675	6,258,702	51,973
Furniture and equipment	38,996	38,996	0
Subtotal	6,515,775	6,463,802	51,973
Accumulated Depreciation	(5,310,313)	(5,184,758)	(125,555)
Total Capital Assets	<u>\$1,205,462</u>	<u>\$1,279,044</u>	<u>(73,582)</u>

The Authority primarily acquires its assets with the proceeds from federal capital grants. There are no commitments on approved capital asset construction projects at the present time.

**Debt**

At June 30, 2018, the Authority had non-current liabilities in the form of compensated absences of \$15,950. The Authority did not have any debts in the form of notes or bonds or other long-term payables.

**Housing Authority of the Town of Patterson, Louisiana**  
**MANAGEMENT'S DISCUSSION & ANALYSIS**  
**For the Fiscal Year Ended June 30, 2018**

**Economic Factors**

Several factors may affect the financial position of the Authority in the subsequent fiscal year. These factors include:

- Federal funding provided by Congress to the Department of Housing and Urban Development and new rules and regulations, which could be unfunded;
- Local labor supply and demand, which can affect salary and wage rates;
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore tenant rental income;
- Natural disasters which can have a devastating impact on the local economy;
- Inflationary pressure on utility rates, insurance premiums, supplies and other costs;
- Unemployment rates which can have an effect on rent.
- Trends in the current housing market.

HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
STATEMENT OF NET POSITION

JUNE 30, 2018

**ASSETS**

## Current assets

Cash and cash equivalents	\$	18,704
Investments		158,525
Accounts receivable net		7,948
Interest receivable		319
Prepaid items and other assets		42,506
Inventory		3,793
Restricted assets - cash and cash equivalents		24,338

Total Current Assets	256,133
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## Capital Assets, net

Land and other non-depreciated assets	166,104
Other capital assets - net of depreciation	1,039,358

Total Capital Assets, net	1,205,462
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Total Assets	\$ 1,461,595
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**LIABILITIES**

## Current Liabilities

Accounts payable	\$	19,180
Unearned income		3,918
Compensated absences payable		5,800
Accrued PILOT		21,534
Deposits due others		19,647

Total Current Liabilities	70,079
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## Noncurrent Liabilities

Compensated absences payable	15,950
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Total Liabilities	86,029
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**NET POSITION**

Net investment in capital assets	1,205,462
Unrestricted	170,104

Net Position	\$ 1,375,566
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The Notes to the Financial Statements are an integral part of these statements.

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

FOR THE YEAR ENDED JUNE 30, 2018

<b>OPERATING REVENUES</b>	
Dwelling rental	\$ 297,944
Governmental operating grants	262,222
Other	524
Other- dwelling	20,339
Total Operating Revenues	581,029
<b>OPERATING EXPENSES</b>	
Administration	172,334
Utilities	102,944
Ordinary maintenance & operations	298,090
General expenses	95,600
Depreciation	125,555
Total Operating Expenses	794,523
Income (Loss) from Operations	(213,494)
Non Operating Revenues (Expenses)	
Interest earnings	887
Total Non-Operating Revenues (Expenses)	887
Income (Loss) before contribution	(212,607)
Capital Contribution	51,973
Change in net position	(160,634)
Total net position - beginning	1,536,200
Total net position - ending	\$ 1,375,566

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

HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2018

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Rental receipts	\$ 265,357
Other receipts	18,462
Federal grants	260,505
Payments to vendors	(401,263)
Payments to employees – net	(245,701)
	<hr/>
Net cash provided (used) by operating activities	(102,640)
	<hr/>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Purchase of capital assets	(51,973)
Insurance proceeds	51,973
	<hr/>
Net cash provided (used) by capital and related financing activities	0
	<hr/>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest income	862
Proceeds from maturity of investments	41,240
	<hr/>
Net cash provided (used) by investing activities	42,102
	<hr/>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>(60,538)</b>
<b>CASH AND CASH EQUIVALENTS</b>	
Beginning of Fiscal Year	103,580
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<b>CASH AND CASH EQUIVALENTS</b>	
End of Fiscal Year	\$ 43,042
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HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2018

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

Operating income (loss)	\$ (213,494)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation Expense	125,555
Change in assets and liabilities:	
Allowance for doubtful accounts	(53)
Receivables	(5,279)
Inventories	1,362
Prepaid items	(379)
Account payables	6,652
Unearned income	(14,603)
Accrued PILOT	(1,676)
Deposits due others	(725)
Net cash provided (used) by operations	<u>\$ (102,640)</u>

Concluded

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

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

JUNE 30, 2018

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

JUNE 30, 2018

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** The accompanying financial statements of the Housing Authority of the City of Patterson 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 Patterson, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing	FW 1426	104
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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 Patterson since the City of Patterson appoints a voting majority of the Housing Authority's governing board. The City of Patterson 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 Patterson. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the City of Patterson.

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 PATTERSON, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

- 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.

### **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 sheet.

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. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

JUNE 30, 2018

**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 \$43,042. This is comprised of cash and cash equivalents of \$18,704 and restricted assets – cash of \$24,338, 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 PATTERSON, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**I. CAPITAL ASSETS** Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$5,000. 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	20 years
Buildings	20 years
Building improvements	10 years
Furniture and equipment	5 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. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but 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 are 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.

Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.

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

JUNE 30, 2018

**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 June 30, 2018. 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: \$20,420 is restricted in the General Fund for security deposits. \$3,918 is restricted for an amount equal to unearned revenue.

At June 30, 2018, the Housing Authority's carrying amount of deposits was \$201,367 and the bank balance was \$227,725, which includes \$158,525 in certificates of deposits classified as investments. Petty cash consists of \$200. The entire bank balance was covered by FDIC Insurance.

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

JUNE 30, 2018

**NOTE 3 – ACCOUNTS RECEIVABLE** The receivables at June 30, 2018, are as follows:

<u>Class of Receivables</u>	
Local sources:	
Tenants	\$ 6,231
Federal sources:	
Grants	1,717
Total	\$ 7,948

The tenants account receivables is net of an allowance for doubtful accounts of \$693.

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

	Beginning Balance	Additions	Deletions	Ending Balance
Non-depreciable assets				
Land and buildings	\$ 166,104	\$ 0	\$ 0	\$ 166,104
Depreciable assets:				
Buildings	6,258,702	0	0	6,258,702
Furniture and equipment	38,996	51,973	0	90,969
Total capital assets	6,463,802	51,973	0	6,515,775
Less: accumulated depreciation				
Buildings	5,146,962	125,555	0	5,272,517
Furniture and equipment	37,796	0	0	37,796
Total accumulated depreciation	5,184,758	125,555	0	5,310,313
Total capital assets, net	\$ 1,279,044	\$ (73,582)	\$ 0	\$ 1,205,462

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

JUNE 30, 2018

**NOTE 5 – ACCOUNTS PAYABLE** The payables at June 30, 2018 are as follows:

Vendors	\$	4,098
Payroll taxes & Retirement withheld		5,053
Utilities		10,029
Total	\$	19,180

**NOTE 6 – COMPENSATED ABSENCES** At June 30, 2018, employees of the Housing Authority have accumulated and vested \$21,750 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 June 30, 2018.

		Compensated Absences
Balance, beginning	\$	20,830
Additions		2,461
Deletions		1,541
Balance, ending		21,750
Amounts due in one year	\$	5,800

**NOTE 8 – RETIREMENT SYSTEM** The Housing Authority participates in a defined contribution plan. 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 of the month after attaining age 18 and completing three months of continued employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Each participant in the plan is required to make a monthly contribution equal to 4% of his effective compensation, and may make additional contributions. The employer is required to make monthly contributions equal to 6 ½% of each participant’s effective compensation.

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

JUNE 30, 2018

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 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 \$13,153 for the year ended June 30, 2018, of which \$8,142 was paid by the Housing Authority and \$5,011 was paid by employees. No payments were made out of the forfeiture account.

**NOTE 9 – COMMITMENTS AND CONTINGENCIES**

**Commitments** On December 28, 2010, the Authority entered into an Employment Agreement with the Executive Director. The agreement was for five years. In December 2015, the Agreement was extended for five years. The Executive Director is also entitled to payment of her accrued annual leave upon her termination of employment for any reason.

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

**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 June 30, 2018. 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.

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

JUNE 30, 2018

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 10 – ECONOMIC DEPENDENCE** The Department of Housing and Urban Development provided \$314,195 to the Housing Authority, which represents approximately 50% of the Housing Authority's total revenue and capital contributions for the year.

**NOTE 11 - SUBSEQUENT EVENTS** Management has evaluated events and transactions subsequent to the statement of net position date through, December 20, 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 Patterson  
Patterson, 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 the Housing Authority of the City of Patterson, Louisiana, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Patterson, Louisiana's basic financial statements, and have issued our report thereon dated December 20, 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 Patterson, 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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Patterson, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Patterson, 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 Patterson, 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  
December 20, 2018

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

YEAR ENDED YEAR ENDED JUNE 30, 2018

**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

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

YEAR ENDED JUNE 30, 2018

**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 PATTERSON, LOUISIANA  
CORRECTIVE ACTION PLAN

YEAR ENDED JUNE 30, 2018

There were no audit findings.

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

YEAR ENDED JUNE 30, 2018

**The following prior audit finding was a significant deficiency, required to be reported, in the prior year in accordance with *Governmental Auditing Standards* generally accepted in the United States of America:**

There were no prior audit findings.

**SUPPLEMENTARY INFORMATION**

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

YEAR ENDED JUNE 30, 2018

		2015 Capital Fund
Funds approved	\$	122,873
Funds expended		122,873
Excess of funds approved	\$	<u>0</u>
Funds advanced	\$	122,873
Funds expended		122,873
Excess (Deficiency) of funds advanced	\$	<u>0</u>

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 March 5, 2018 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.

See accountants' report

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

YEAR ENDED JUNE 30, 2018

CASH BASIS

		2016 Capital Fund
Funds approved	\$	127,899
Funds expended		116,401
Excess of funds approved	\$	11,498
Funds advanced	\$	114,684
Funds expended		116,401
Excess (Deficiency) of funds advanced	\$	(1,717)

See accountants' report

HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
 SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD  
 OR CHIEF EXECUTIVE DIRECTOR

YEAR ENDED JUNE 30, 2018

**Agency Head Name:** Susan Mendoza, Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 59,075.52
Benefits-insurance	9,689.16
Benefits-retirement	3,662.68
Benefits	
Car allowance	
Vehicle provided by government	
Per diem	225.00
Reimbursements	75.60
Travel	435.00
Registration fees	225.00
Conference travel	
Continuing professional education fees	
Housing	
Unvouchered expenses*	
Special meals	
<b>Total</b>	<b>\$ 73,387.96</b>

See accountants' report

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

YEAR ENDED JUNE 30, 2018

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	\$ 232,437
Capital Fund Program	14.872	81,758
Total United States Department of Housing and Urban Development		\$ 314,195
Total Expenditures of Federal Awards		\$ 314,195

The accompanying notes are an integral part of this schedule.

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

YEAR ENDED JUNE 30, 2018

**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 Patterson, Louisiana (the “Housing Authority”) under programs of the federal government for the year ended June 30, 2018. 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	\$ 262,222
Capital contributions	51,973
	314,195
Total	\$ 314,195

**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.



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## AGREED UPON PROCEDURES REPORT

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

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

We have performed the procedures enumerated below, which were agreed to by the Patterson 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 July 1, 2017 through June 30, 2018. The Patterson 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*

---

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

#### Results of Testing:

We noted in the prior year that the Authority had policies for Budgeting, Purchasing, Disbursements, Personnel, Credit Cards, and Travel and Expense Reimbursement. We also noted that the Authority had the policies required by HUD. We provided copies to the Authority for Receipts, Payroll, Contracting, and Ethics. We recommended Management adopt these policies and consider revising the ones they had.

Management followed the above suggestion and adopted the suggested policies.

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

---

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

### Results of Testing:

- a) The board met on a regular basis in accordance with the bylaws.
- b) The board minutes were thorough. However, the minutes did not specifically mention that budget-to-actual comparisons were made, as recommended by [b] above. Material variances in material accounts should be explained to the board, although specific explanations do not have to be described in the minutes.
- c) The unrestricted balance in the prior year audit report was not a negative amount.

### Corrective Action Response:

As the auditor suggests, we will note in the minutes that budget-to-actual comparisons were made.

### Bank Reconciliations

---

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

### Results of Testing:

As noted in the Year 2 instructions, if this category had no exceptions in Year 1, Year 2 tests may be omitted. Since there were no Year 1 exceptions, these tests are omitted.

### Collections

---

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

### Results of Testing:

Since there were no Year 1 exceptions in this category, these tests are omitted.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures

relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

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

Results of Testing:

Since there were no Year 1 exceptions in this category, these tests are omitted.

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

Results of Testing”

Employees who have access to cash are covered by a bond.

6. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day. *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
  - e) Trace the actual deposit per the bank statement to the general ledger.

Results of Testing:

Since there were no Year 1 exceptions in this category, these tests are omitted.

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

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

Results of Testing:

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

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

Results of Testing:

Since there were no Year 1 exceptions in this category, these tests were omitted.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement matched the related original invoice/billing statement.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Results of Testing:

Since there were no Year 1 exceptions in this category, these tests are omitted.

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

Results of Testing:

Management represents that the list is complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.

Results of Testing:

- a) Either the other office employee or a board member should document that the credit card charges have been reviewed, since the one credit card is in the name of the Executive Director. The authorized co-signer does review the charges. However, someone noted above other than the E.D. should note that they reviewed the monthly charges by signing or initialing and dating the right hand corner of the monthly statement, and draw a square around the markings. This should only be done after all charges on the monthly statement is agreed to the detail.
- b) No finance charges or late fees were assessed on the tested statements.

Corrective Action Response:

We will do as the auditor suggests.

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

Results of Testing:

The recommendation noted in 12(b) above also applies here.

Corrective Action Response:

We will do as the auditor suggests.

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

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14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Results of Testing:

- a) The Authority's Travel Policy says the per diem in state will be \$50 in state and \$60 out of state. We recommended last year that the Policy should be amended to use the rate listed at [www.gsa.gov](http://www.gsa.gov). We still recommend that the Authority do this.
- b) The reimbursements are supported by an original itemized receipt that identifies what was purchased.
- c) The reimbursements are correctly documented.
- d) The authorized co-signer reviewed and approved the reimbursements.

Corrective Action Response:

We will do as the auditor suggests.

***Contracts***

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15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

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

Results of Testing:

- a) Major contractor awards in the current year were correctly bid out. We noted in the prior year report that two of the five contracts tested were for professional services. We recommended that once the contracts in place were up for renewal, Management should solicit other quotes, since quotes had not been solicited for these services in the last five years.
- b) The current year contract awards were approved by the board.
- c) No contracts were amended.
- d) Multiple payments to contractors were reviewed, and no exceptions were noted.

Corrective Action Response:

When the two existing contracts for professional services approach expiration, we will solicit other quotes, and evaluate using common criteria.

***Payroll and Personnel***

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

Results of Testing:

Since there were no Year 1 exceptions in this category, these tests are omitted.

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

Results of Testing:

Since there were no Year 1 exceptions in this category, these tests are omitted.

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

Results of Testing:

No termination payments were made in the audit-fiscal year.

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

Results of Testing:

Since no Year 1 exceptions were noted in this category, these tests are omitted.

***Ethics***

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

Results of Testing:

- a) Each tested employee submitted documentation that they obtained sufficient ethics training during the fiscal year.
- b) Management did not obtain documentation that employees and board members attested through signature verification that they had read the ethics policy during the fiscal period.

Management should obtain documentation each year that all employees and board members obtained the ethics training. In addition, Management should also obtain documentation each year that all employees and board members have read the ethics policy.

Corrective Action Response:

We will comply with the auditor's suggestion.

## *Debt Service*

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

### Results of Testing:

Not applicable.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

### Results of Testing:

Not applicable.

## *Other*

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

### Results of Testing:

Management asserts that there were no misappropriation of public funds or assets during the audit-fiscal year.

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

### Results of Testing:

The notice was properly posted.

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  
December 20, 2018

**HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Balance Sheet Summary</b>			
	Project Total	Subtotal	Total
111 Cash - Unrestricted	\$18,704	\$18,704	\$18,704
112 Cash - Restricted - Modernization and Development			
113 Cash - Other Restricted	\$3,918	\$3,918	\$3,918
114 Cash - Tenant Security Deposits	\$20,420	\$20,420	\$20,420
115 Cash - Restricted for Payment of Current Liabilities			
100 Total Cash	\$43,042	\$43,042	\$43,042
121 Accounts Receivable - PHA Projects			
122 Accounts Receivable - HUD Other Projects	\$1,717	\$1,717	\$1,717
124 Accounts Receivable - Other Government			
125 Accounts Receivable - Miscellaneous	\$0	\$0	\$0
126 Accounts Receivable - Tenants	\$6,924	\$6,924	\$6,924
126.1 Allowance for Doubtful Accounts - Tenants	-\$693	-\$693	-\$693
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current			
128 Fraud Recovery			
128.1 Allowance for Doubtful Accounts - Fraud			
129 Accrued Interest Receivable	\$319	\$319	\$319
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$8,267	\$8,267	\$8,267
131 Investments - Unrestricted	\$158,525	\$158,525	\$158,525
132 Investments - Restricted			
135 Investments - Restricted for Payment of Current Liability			
142 Prepaid Expenses and Other Assets	\$42,506	\$42,506	\$42,506
143 Inventories	\$3,793	\$3,793	\$3,793
143.1 Allowance for Obsolete Inventories	\$0	\$0	\$0
144 Inter Program Due From			
145 Assets Held for Sale			
150 Total Current Assets	\$256,133	\$256,133	\$256,133
161 Land	\$166,104	\$166,104	\$166,104
162 Buildings	\$5,450,983	\$5,450,983	\$5,450,983
163 Furniture, Equipment & Machinery - Dwellings			
164 Furniture, Equipment & Machinery - Administration	\$38,996	\$38,996	\$38,996
165 Leasehold Improvements	\$859,692	\$859,692	\$859,692
166 Accumulated Depreciation	-\$5,310,313	-\$5,310,313	-\$5,310,313
167 Construction in Progress			
168 Infrastructure			
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,205,462	\$1,205,462	\$1,205,462
171 Notes, Loans and Mortgages Receivable - Non-Current			
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due			
173 Grants Receivable - Non Current			
174 Other Assets			
176 Investments in Joint Ventures			
180 Total Non-Current Assets	\$1,205,462	\$1,205,462	\$1,205,462
200 Deferred Outflow of Resources			
290 Total Assets and Deferred Outflow of Resources	\$1,461,595	\$1,461,595	\$1,461,595

**HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Balance Sheet Summary</b>			
	Project Total	Subtotal	Total
311 Bank Overdraft			
312 Accounts Payable <= 90 Days	\$4,098	\$4,098	\$4,098
313 Accounts Payable >90 Days Past Due			
321 Accrued Wage/Payroll Taxes Payable	\$5,053	\$5,053	\$5,053
322 Accrued Compensated Absences - Current Portion	\$5,800	\$5,800	\$5,800
324 Accrued Contingency Liability			
325 Accrued Interest Payable			
331 Accounts Payable - HUD PHA Programs			
332 Account Payable - PHA Projects			
333 Accounts Payable - Other Government	\$21,534	\$21,534	\$21,534
341 Tenant Security Deposits	\$19,647	\$19,647	\$19,647
342 Unearned Revenue	\$3,918	\$3,918	\$3,918
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue			
344 Current Portion of Long-term Debt - Operating Borrowings			
345 Other Current Liabilities			
346 Accrued Liabilities - Other	\$10,029	\$10,029	\$10,029
347 Inter Program - Due To			
348 Loan Liability - Current			
310 Total Current Liabilities	\$70,079	\$70,079	\$70,079
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue			
352 Long-term Debt, Net of Current - Operating Borrowings			
353 Non-current Liabilities - Other			
354 Accrued Compensated Absences - Non Current	\$15,950	\$15,950	\$15,950
355 Loan Liability - Non Current			
356 FASB 5 Liabilities			
357 Accrued Pension and OPEB Liabilities			
350 Total Non-Current Liabilities	\$15,950	\$15,950	\$15,950
300 Total Liabilities	\$86,029	\$86,029	\$86,029
400 Deferred Inflow of Resources			
508.4 Net Investment in Capital Assets	\$1,205,462	\$1,205,462	\$1,205,462
511.4 Restricted Net Position	\$0	\$0	\$0
512.4 Unrestricted Net Position	\$170,104	\$170,104	\$170,104
513 Total Equity - Net Assets / Position	\$1,375,566	\$1,375,566	\$1,375,566
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$1,461,595	\$1,461,595	\$1,461,595

HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$297,944		\$297,944
70400 Tenant Revenue - Other	\$20,339		\$20,339
70500 Total Tenant Revenue	\$318,283	\$0	\$318,283
70600 HUD PHA Operating Grants	\$232,437	\$29,785	\$262,222
70610 Capital Grants		\$51,973	\$51,973
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	\$887		\$887
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	\$524		\$524
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$552,131	\$81,758	\$633,889
91100 Administrative Salaries	\$89,776		\$89,776
91200 Auditing Fees	\$13,355		\$13,355
91300 Management Fee			
91310 Book-keeping Fee			
91400 Advertising and Marketing			
91500 Employee Benefit contributions - Administrative	\$35,358		\$35,358
91600 Office Expenses	\$22,042		\$22,042
91700 Legal Expense			
91800 Travel	\$736		\$736
91810 Allocated Overhead			
91900 Other	\$11,067	\$0	\$11,067
91000 Total Operating - Administrative	\$172,334	\$0	\$172,334
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	\$48,464		\$48,464
93200 Electricity	\$7,079		\$7,079
93300 Gas	\$16,120		\$16,120
93400 Fuel			
93500 Labor			
93600 Sewer	\$31,281		\$31,281

HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities			
93800 Other Utilities Expense			
93000 Total Utilities	\$102,944	\$0	\$102,944
94100 Ordinary Maintenance and Operations - Labor	\$91,424		\$91,424
94200 Ordinary Maintenance and Operations - Materials and Other	\$51,905		\$51,905
94300 Ordinary Maintenance and Operations Contracts	\$123,932		\$123,932
94500 Employee Benefit Contributions - Ordinary Maintenance	\$30,829		\$30,829
94000 Total Maintenance	\$298,090	\$0	\$298,090
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	\$41,875		\$41,875
96120 Liability Insurance	\$6,449		\$6,449
96130 Workmen's Compensation	\$4,449		\$4,449
96140 All Other Insurance	\$6,004		\$6,004
96100 Total insurance Premiums	\$58,777	\$0	\$58,777
96200 Other General Expenses			
96210 Compensated Absences	\$920		\$920
96300 Payments in Lieu of Taxes	\$21,534		\$21,534
96400 Bad debt - Tenant Rents	\$14,369		\$14,369
96500 Bad debt - Mortgages			
96600 Bad debt - Other			
96800 Severance Expense			
96000 Total Other General Expenses	\$36,823	\$0	\$36,823
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	\$668,968	\$0	\$668,968
97000 Excess of Operating Revenue over Operating Expenses	-\$116,837	\$81,758	-\$35,079
97100 Extraordinary Maintenance			
97200 Casualty Losses - Non-capitalized			
97300 Housing Assistance Payments			
97350 HAP Portability-In			
97400 Depreciation Expense	\$125,555	\$0	\$125,555
97500 Fraud Losses			
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense			
90000 Total Expenses	\$794,523	\$0	\$794,523

HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$29,785		\$29,785
10020 Operating transfer Out		-\$29,785	-\$29,785
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)	\$29,785	-\$29,785	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$212,607	\$51,973	-\$160,634
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$1,536,200	\$0	\$1,536,200
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors			
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	1254		1254
11210 Number of Unit Months Leased	1195		1195
11270 Excess Cash	\$80,090		\$80,090
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$0	\$55,887	\$55,887
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$0
11650 Leasehold Improvements Purchases	\$0	\$14,759	\$14,759
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 PATTERSON, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Revenue and Expense Summary</b>			
	Project Total	Subtotal	Total
70300 Net Tenant Rental Revenue	\$297,944	\$297,944	\$297,944
70400 Tenant Revenue - Other	\$20,339	\$20,339	\$20,339
70500 Total Tenant Revenue	\$318,283	\$318,283	\$318,283
70600 HUD PHA Operating Grants	\$262,222	\$262,222	\$262,222
70610 Capital Grants	\$51,973	\$51,973	\$51,973
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	\$887	\$887	\$887
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	\$524	\$524	\$524
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$633,889	\$633,889	\$633,889
91100 Administrative Salaries	\$89,776	\$89,776	\$89,776
91200 Auditing Fees	\$13,355	\$13,355	\$13,355
91300 Management Fee			
91310 Book-keeping Fee			
91400 Advertising and Marketing			
91500 Employee Benefit contributions - Administrative	\$35,358	\$35,358	\$35,358
91600 Office Expenses	\$22,042	\$22,042	\$22,042
91700 Legal Expense			
91800 Travel	\$736	\$736	\$736
91810 Allocated Overhead			
91900 Other	\$11,067	\$11,067	\$11,067
91000 Total Operating - Administrative	\$172,334	\$172,334	\$172,334
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	\$48,464	\$48,464	\$48,464
93200 Electricity	\$7,079	\$7,079	\$7,079
93300 Gas	\$16,120	\$16,120	\$16,120
93400 Fuel			
93500 Labor			
93600 Sewer	\$31,281	\$31,281	\$31,281

HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Revenue and Expense Summary</b>			
	Project Total	Subtotal	Total
93700 Employee Benefit Contributions - Utilities			
93800 Other Utilities Expense			
93000 Total Utilities	\$102,944	\$102,944	\$102,944
94100 Ordinary Maintenance and Operations - Labor	\$91,424	\$91,424	\$91,424
94200 Ordinary Maintenance and Operations - Materials and Other	\$51,905	\$51,905	\$51,905
94300 Ordinary Maintenance and Operations Contracts	\$123,932	\$123,932	\$123,932
94500 Employee Benefit Contributions - Ordinary Maintenance	\$30,829	\$30,829	\$30,829
94000 Total Maintenance	\$298,090	\$298,090	\$298,090
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	\$41,875	\$41,875	\$41,875
96120 Liability Insurance	\$6,449	\$6,449	\$6,449
96130 Workmen's Compensation	\$4,449	\$4,449	\$4,449
96140 All Other Insurance	\$6,004	\$6,004	\$6,004
96100 Total insurance Premiums	\$58,777	\$58,777	\$58,777
96200 Other General Expenses			
96210 Compensated Absences	\$920	\$920	\$920
96300 Payments in Lieu of Taxes	\$21,534	\$21,534	\$21,534
96400 Bad debt - Tenant Rents	\$14,369	\$14,369	\$14,369
96500 Bad debt - Mortgages			
96600 Bad debt - Other			
96800 Severance Expense			
96000 Total Other General Expenses	\$36,823	\$36,823	\$36,823
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	\$668,968	\$668,968	\$668,968
97000 Excess of Operating Revenue over Operating Expenses	-\$35,079	-\$35,079	-\$35,079
97100 Extraordinary Maintenance			
97200 Casualty Losses - Non-capitalized			
97300 Housing Assistance Payments			
97350 HAP Portability-In			
97400 Depreciation Expense	\$125,555	\$125,555	\$125,555
97500 Fraud Losses			
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense			
90000 Total Expenses	\$794,523	\$794,523	\$794,523

HOUSING AUTHORITY OF PATTERSON, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Revenue and Expense Summary</b>			
	Project Total	Subtotal	Total
10010 Operating Transfer In	\$29,785	\$29,785	\$29,785
10020 Operating transfer Out	-\$29,785	-\$29,785	-\$29,785
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	-\$160,634	-\$160,634	-\$160,634
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$1,536,200	\$1,536,200	\$1,536,200
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors			
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	1254	1254	1254
11210 Number of Unit Months Leased	1195	1195	1195
11270 Excess Cash	\$80,090	\$80,090	\$80,090
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$55,887	\$55,887	\$55,887
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$0
11650 Leasehold Improvements Purchases	\$14,759	\$14,759	\$14,759
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0