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**LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS  
STATE OF LOUISIANA**

**Compiled Financial Statements**

**As of and for the Year Ended June 30, 2008**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11/12/08

**LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS**

**P. O. BOX 3257  
BATON ROUGE, LOUISIANA 70821-3257  
(225) 342-2668**

**GOVERNING BOARD**

**(August 15, 2008)**

**Chairman - Judge Perrell Fuselier**

**Secretary - Vincent P. Borrello, Jr., CCR**

**Treasurer - Phyllis M. Pool, CCR**

**Suzette Magee, CCR  
Gail Freese, CCR  
Suzanne Stinson, CCR**

**May Dunn, CCR  
Edward Dion Young, Attorney  
Vacant, Attorney**

**Tonya R. Armentor, Administrator**

## TABLE OF CONTENTS

|   | <u>Note</u> | <u>Page</u> |
|---|-------------|-------------|
| Report on the Compiled Financial Statements .....                       |             | 1           |
| <b>Compiled Financial Statements:</b>                                   |             |             |
| Statement of Financial Position .....                                   |             | 2           |
| Statement of Activities and Changes in Net Assets .....                 |             | 3           |
| <b>Notes to the Financial Statements -</b>                              |             |             |
| Introduction .....  | 1           | 4           |
| Summary of Significant Accounting Policies .....                        | 2           | 4           |
| Basis of Presentation .....   |             | 4           |
| Reporting Entity .....  |             | 4           |
| Basis of Accounting .....   |             | 5           |
| Budget Practices .....  |             | 5           |
| Encumbrances .....  |             | 5           |
| Cash and Cash Equivalents .....   |             | 5           |
| Inventories .....   |             | 5           |
| Capital Assets .....  |             | 5           |
| Compensated Absences .....  |             | 6           |
| Net Assets .....  |             | 6           |
| Cash, Cash Equivalents, and Investments .....                           | 3           | 6           |
| Changes in Capital Assets .....   | 4           | 7           |
| Pension Plan .....  | 5           | 7           |
| Estimates .....   | 6           | 8           |
| Risk Management .....   | 7           | 8           |
| Litigation and Claims .....   | 8           | 8           |
| Federal Financial Assistance .....                                      | 9           | 8           |
| Compensation Paid to Board Members .....                                | 10          | 8           |
| <b>Supplemental Information Required by Division of Administration:</b> |             |             |
| Annual Financial Report .....   |             | 10          |

# *George F. Delaune*

CERTIFIED PUBLIC ACCOUNTANT

(A Professional Corporation)

Practice Limited to Governmental Accounting, Auditing and Financial Reporting

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AMERICAN INSTITUTE OF CPAs  
LOUISIANA SOCIETY OF CPAs  
GOVERNMENT FINANCE  
OFFICERS ASSOCIATION

## REPORT ON THE COMPILED FINANCIAL STATEMENTS

Board Members of  
Louisiana Board of Examiners  
of Certified Shorthand Reporters  
State of Louisiana  
Baton Rouge, Louisiana

I compiled the accompanying financial statements of the business-type activities of the LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS, a component unit of the State of Louisiana, as of and for the year ended June 30, 2008, as listed in the Table of Contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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

Management has not presented the management's discussion and analysis information that the Governmental Accounting Standards Board has determined is required to supplement, although not required to be a part of, the basic financial statements.

I have also issued compiled the Board's annual financial report to the Division of Administration as of and for the year ended June 30, 2008.

I am not independent with respect to Louisiana Board of Examiners of Certified Shorthand Reporters.

*George F. Delaune, CPA*

August 21, 2008

LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS  
STATE OF LOUISIANA  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2008

|  |                   |
|--|-------------------|
| <b>ASSETS</b>                              |                   |
| Cash                                       | \$ 38,146         |
| Investments                                | 158,723           |
| Receivables                                | 1,858             |
| Property and equipment                     | <u>0</u>          |
| <b>TOTAL ASSETS</b>                        | <u>190,727</u>    |
| <br><b>LIABILITIES</b>                     |                   |
| Accounts payable                           | 15,904            |
| Accrued payroll liabilities and deductions | <u>1,653</u>      |
| <b>TOTAL LIABILITIES</b>                   | <u>17,557</u>     |
| <br><b>NET ASSETS</b>                      |                   |
| Unrestricted - undesignated                | <u>181,170</u>    |
| <b>TOTAL NET ASSETS</b>                    | <u>\$ 181,170</u> |

See accountant's compilation report.

**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS  
STATE OF LOUISIANA  
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
YEAR ENDED JUNE 30, 2008**

|                                      |                          |
|--------------------------------------|--------------------------|
| <b>REVENUES</b>                      |                          |
| Licenses, permits, and fees          | \$ 121,500               |
| Interest income                      | 8,211                    |
| <b>Total Revenues</b>                | <u>129,711</u>           |
| <b>EXPENSES</b>                      |                          |
| Personal services -                  |                          |
| Board members' per diem              | 2,625                    |
| Administrative salaries              | 37,705                   |
| Employee benefits                    | 12,738                   |
| Professional services -              |                          |
| Accounting                           | 1,331                    |
| Legal                                | 25,019                   |
| Outside services                     | 2,035                    |
| Travel -                             |                          |
| Board members                        | 2,705                    |
| Administrative                       | 836                      |
| Operating services -                 |                          |
| Printing                             | 591                      |
| Seals                                | 7,113                    |
| Insurance                            | 623                      |
| Equipment maintenance                | 0                        |
| Office rent                          | 11,100                   |
| Equipment rent                       | 2,425                    |
| Postage                              | 4,712                    |
| Telephone, internet, and web service | 5,313                    |
| Examination expense                  | 9,850                    |
| Miscellaneous                        | 1,636                    |
| Supplies -                           |                          |
| Office supplies and expenses         | 2,234                    |
| Depreciation                         | 0                        |
| <b>Total Expenses</b>                | <u>130,591</u>           |
| <b>CHANGE IN NET ASSETS</b>          | <b>(880)</b>             |
| Net Assets at Beginning of Year      | <u>182,050</u>           |
| <b>NET ASSETS AT END OF YEAR</b>     | <u><u>\$ 181,170</u></u> |

See accountant's compilation report.

**LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS  
STATE OF LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2008**

**NOTE 1 - INTRODUCTION**

The Louisiana Board of Certified Shorthand Reporters was created by the Louisiana State Legislature under the provisions of Louisiana Revised Statute 37:2551-2560. The Board is under the control of the Office of the Governor and a component unit of the State of Louisiana and is an integral part of such reporting entity. The board is composed of nine (9) members appointed by the Governor of Louisiana, who serve three (3) year terms. Six appointees shall be certified shorthand reporters, two appointees shall be attorneys, and one appointee shall be a judge. Board members are not compensated for Board meetings they attend; but are reimbursed allowable necessary expenses in the performance of their duties as members of the board.

The Board is charged with encouraging proficiency in the practice of shorthand reporting as a profession, promoting efficiency in court and general reporting, and extending to the courts and to the public the protection afforded by a standardized profession by establishing a standard of competency for those persons engaged in it

The Board's office is located in Baton Rouge, Louisiana, and employs one administrative personnel. The Board's operations are funded entirely through annual self-generated revenues.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The financial statements of the Board are prepared in accordance with accounting principles generally accepted in the United States of America. The Board's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements and applicable Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The Board may also apply all FASB pronouncements or interpretations issued after November 30, 1989, except for those that conflict with or contradict GASB pronouncements.

**Reporting Entity**

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included in the reporting entity. In conformance with GASB Codification Section 2100, this entity is a component unit of the State of Louisiana because the board is not legally separate and the state holds the board's corporate powers. The accompanying basic financial statements present only the transactions of the Louisiana Board of Examiners of Certified Shorthand Reporters, a component unit of the State of Louisiana.

Annually the State of Louisiana issues financial statements which includes the activity contained in the accompanying financial statement. The financial statement is issued by the Louisiana Division of Administration-Office of Statewide Reporting and Accounting Policy and audited by the Louisiana Legislative Auditor.

LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS  
STATE OF LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2008

*Basis of Accounting*

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America using the accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period incurred.

*Budget Practices*

The Board prepares its budget on the modified accrual basis of accounting and all appropriations contained in the budget lapse at year end.

The proposed budgets are prepared by the administrator, adopted by the Board, and made available to the Office of the Governor (Department of Economic Development prior to be reassigned) by January 1<sup>st</sup> of each year in compliance with Louisiana Revised Statute 36:803. The Board has the authority to make changes or amendments within various budget classifications. Budgeted amounts included in the accompanying financial statements include the original adopted budget. Formal budget integration is not employed as a management control device during the year.

*Encumbrances*

Encumbrance accounting is used when purchase orders are recorded in order to reserve that portion of the applicable appropriation. The Board does not follow the encumbrance method of accounting.

*Cash and Cash Equivalents*

Cash and equivalents include cash, demand deposits, time deposits, and certificates of deposit at year end. Under state law, the Board may deposit funds with a bank organized under the laws of Louisiana, or national banks having their principal office in the state of Louisiana, in savings accounts or shares of savings and loan associations and savings banks, as defined by R.S. 6:703(15) and (16), or in share accounts and share certificate accounts of federally or state chartered credit unions.

Under state law, the Board may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

*Inventories*

Inventories for supplies are immaterial and are recorded as expenditures when purchased.

*Capital Assets*

Capital assets purchased in excess of \$5,000 are recorded at historical cost and depreciated over their estimated useful lives. Estimated useful life is management's estimate of how long the asset is estimated to meet service demands. Straight line depreciation is used based on the following estimated useful lives for furniture 5-7 years and equipment 5-10 years.



**LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS  
STATE OF LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2008**

**Compensated Absences**

The Board has adopted the following policy related to vacation and personal days: After 12 months of full-time service 5 vacation days will be granted to the employee. After 24 months of full-time service 10 vacation days will be granted to the employee. All vacation time must be taken within the calendar year granted. Vacation time shall not accumulate or roll over. After 12 months of full-time service 6 personal days per calendar year shall be granted to the employee. At the end of each calendar year the employee shall be paid at the current hourly rate for any personal days not used. There was no accrued leave at the end of June 30, 2008.

**Net Assets**

The unreserved-undesignated net assets represent the amount available for budgeting future operations. Reservations and designations of net assets are created to either (1) satisfy legal covenants that require that a portion of net assets be segregated or (2) identify the portion of the net assets that is not appropriate for future expenditures.

**NOTE 3 - CASH, CASH EQUIVALENTS, and INVESTMENTS**

At June 30, 2008, cash, cash equivalents, and investments as shown on the balance sheet is composed and secured from risk as follows:

|  | Book<br>Balance | Bank<br>Balance |
|--|-----------------|-----------------|
| Demand deposit account                         | \$ 38,056       | \$ 38,248       |
| Cash on hand                                   | 90              |                 |
| Total cash and cash equivalents                | \$ 38,146       | 38,248          |
| Certificates of deposit - investments          | 158,723         | 158,723         |
| Total cash, cash equivalents, and investments  | \$ 196,869      | 196,971         |
| Secured by federal deposit insurance           |                 | 100,000         |
| Secured by collateralized pledge of securities |                 | 96,971          |
| Unsecured/uncollateralized                     |                 | \$ 0            |

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the state treasurer.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the

**LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS  
STATE OF LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2008**

custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Board that the fiscal agent has failed to pay deposited funds upon demand.

**NOTE 4 - CHANGES IN CAPITAL ASSETS**

A summary of changes in capital assets composed of furniture and office equipment follows:

|  |    |          |
|--|----|----------|
| Furniture, fixtures, and equipment, July 1, 2007 | \$ | 11,534   |
| Additions  |    |          |
| Deletions  |    |          |
| Balance, June 30, 2008                           |    | 11,534   |
| Accumulated depreciation, July 1, 2007           |    | (11,534) |
| Additions  |    |          |
| Deletions  |    |          |
| Balance, June 30, 2008                           |    | (11,534) |
| Total Capital Assets, June 30, 2008              | \$ | 0        |

**NOTE 5 - PENSION PLAN**

The one employee of the Board is a members of the Louisiana State Employees Retirement System ("System"), a multiple-employer, public employee retirement system (PERS). The system is a statewide public retirement system for the benefit of state employees, which is administered and controlled by a separate board of trustees.

All full time employees are eligible to participate in the System. Benefits vest with ten years of service. At retirement age, employees are entitled to annual benefits equal to \$300 plus 2.5% of their highest consecutive 36 month average salary multiplied by their years of credited service. Vested employees may retire at [a] any age with thirty years of service, [b] age 55 with twenty-five years of service, or [c] age 60 with ten years of service. The System also provides death and disability benefits. Benefits are established by state statute. The system issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana State Employees' Retirement System, P. O. Box 44213, Baton Rouge, Louisiana 70804-4213 or by calling (225) 922-0600.

In addition to the employee contribution withheld at 7.5% of gross salary, the Board contributes an additional percentage of gross salary to the System (20.4% from July 1, 2007 to June 30, 2008). Contributions to the System during fiscal years ended June 30, 2008, 2007, and 2006, were funded through employee and employer contributions of \$7,335, \$6,645, and \$6,347, respectively.

**LOUISIANA BOARD OF EXAMINERS  
OF CERTIFIED SHORTHAND REPORTERS  
STATE OF LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2008**

**NOTE 6 - ESTIMATES**

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

**NOTE 7 - RISK MANAGEMENT**

The Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Board purchases insurance coverage through the State Office of Risk Management, which is responsible for negotiating, compromising and settling all claims including all tort claims against the Board.

**NOTE 8 - LITIGATION AND CLAIMS**

There were no judgments, claims or similar contingencies pending against the Board at June 30, 2008.

**NOTE 9 - FEDERAL FINANCIAL ASSISTANCE**

The Board received no federal funds during the fiscal years ended June 30, 2008.

**NOTE 10 - COMPENSATION PAID TO BOARD MEMBERS**

The schedule of per diem payments to Board Members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Board members receive a per diem of \$75 per day for services performed as provided by Louisiana Revised Statute 37:2551(D).

|                            |    |              |
|----------------------------|----|--------------|
| Guy P. Holdridge           | \$ | 150          |
| Vincent P. Borrello, Jr.   |    | 450          |
| Peter Gilberti             |    | 300          |
| S. Richard Brooks          |    | 375          |
| Celeste Ware               |    | 150          |
| Christopher L. Whittington |    | 150          |
| Milton P. Donegan, Jr.     |    | 375          |
| Phyllis M. Pool            |    | 375          |
| Glenn P. Orgeron           |    | 300          |
| Total                      | \$ | <u>2,625</u> |

**SUPPLEMENTARY INFORMATION**

**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS**  
**STATE OF LOUISIANA**  
**Annual Financial Statements**  
**June 30, 2008**

C O N T E N T S

TRANSMITTAL LETTER  
AFFIDAVIT

Statements

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|   |   |
|---|---|
| Balance Sheet   | A |
| Statement of Revenues, Expenses, and Changes in Fund Net Assets                     | B |
| Statement of Activities   | C |
| Statement of Cash Flows   | D |
| Notes to the Financial Statements   |   |
| A. Summary of Significant Accounting Policies                                       |   |
| B. Budgetary Accounting   |   |
| C. Deposits with Financial Institutions and Investments (Information in Appendix B) |   |
| D. Capital Assets – Including Capital Lease Assets                                  |   |
| E. Inventories  |   |
| F. Restricted Assets  |   |
| G. Leave  |   |
| H. Retirement System  |   |
| I. <b>Other Postemployment Benefits</b> (Information in Appendix F)                 |   |
| J. Leases   |   |
| K. Long-Term Liabilities  |   |
| L. Contingent Liabilities   |   |
| M. Related Party Transactions   |   |
| N. Accounting Changes   |   |
| O. In-Kind Contributions  |   |
| P. Defeased Issues  |   |
| <b>Q. Revenues or Receivables – Pledged or Sold (GASB 48)</b> (See Appendix G)      |   |
| R. Government-Mandated Nonexchange Transactions (Grants)                            |   |
| S. Violations of Finance-Related Legal or Contractual Provisions                    |   |
| T. Short-Term Debt  |   |
| U. Disaggregation of Receivable Balances  |   |
| V. Disaggregation of Payable Balances   |   |
| W. Subsequent Events  |   |
| X. Segment Information  |   |
| Y. Due to/Due from and Transfers  |   |
| Z. Liabilities Payable from Restricted Assets                                       |   |
| AA. Prior-Year Restatement of Net Assets  |   |
| BB. Net Assets Restricted by Enabling Legislation (Information in Appendix C)       |   |
| CC. Impairment of Capital Assets (Information in Appendix D)                        |   |
| DD. Employee Termination Benefits   |   |

Schedules

- 1 Schedule of Per Diem Paid to Board Members
- 3 Schedules of Long-Term Debt
- 4 Schedules of Long-Term Debt Amortization
- 5 Schedule of Current Year Revenue and Expenses – Budgetary Comparison of Current Appropriation – Non GAAP Basis (Only applicable for entities whose budget is appropriated by the legislature)
- 15 Comparison Figures
- 16 Cooperative Endeavors

Appendix

- A Instructions for the Simplified Statement of Activities
- B Information for Note C - Deposits with Financial Institutions and Investments
- C Information for Note BB – Net Assets Restricted by Enabling Legislation
- D Information for Note CC – Impairment of Capital Assets
- E Information for Schedule 16 – Cooperative Endeavors
- F **Information for Note I – Other Postemployment Benefits**
- G **Information for Note Q – Revenues or Receivables – Pledged or Sold (GASB 48)**

STATE OF LOUISIANA  
Annual Financial Statements  
Fiscal Year Ending June 30, 2008

Louisiana Board of Examiners of Certified Shorthand Reporters Board  
P. O. Box 3257  
Baton Rouge, LA 70821-3257

Division of Administration  
Office of Statewide Reporting  
and Accounting Policy  
P. O. Box 94095  
Baton Rouge, Louisiana 70804-9095

Legislative Auditor  
P. O. Box 94397  
Baton Rouge, Louisiana 70804-9397

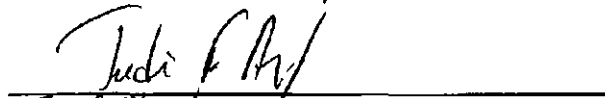
Physical Address:  
1201 N. Third Street  
Claiborne Building, 6<sup>th</sup> Floor, Suite 6-130  
Baton Rouge, Louisiana 70802

Physical Address:  
1600 N. Third Street  
Baton Rouge, Louisiana 70802

AFFIDAVIT

Personally came and appeared before the undersigned authority, **Judge Perrell Fuselier, Chairman of Louisiana Board of Examiners of Certified Shorthand Reporters** who duly sworn, deposes and says, that the financial statements herewith given present fairly the financial position of **Louisiana Board of Examiners of Certified Shorthand Reporters** at **June 30, 2008** and the results of operations for the year then ended in accordance with policies and practices established by the Division of Administration or in accordance with Generally Accepted Accounting Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed before me, this 11<sup>th</sup> day of SEPTEMBER, 2008.

  
Signature of Agency Official

  
Judi F. Abrusky  
65th Coll No 24272  
NOTARY PUBLIC

Prepared by: **George F. Delaune, CPA**

Title: **Contract Financial Consultant**

Telephone No.: **225-937-9735**

Date: **August 21, 2008**

STATE OF LOUISIANA  
Annual Financial Statements  
Fiscal Year Ending June 30, 2008

Louisiana Board of Examiners of Certified Shorthand Reporters  
P. O. Box 3257  
Baton Rouge, LA 70821-3257

Division of Administration  
Office of Statewide Reporting  
and Accounting Policy  
P. O. Box 94095  
Baton Rouge, Louisiana 70804-9095

Legislative Auditor  
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1201 N. Third Street  
Claiborne Building, 6<sup>th</sup> Floor, Suite 6-130  
Baton Rouge, Louisiana 70802

Physical Address:  
1600 N. Third Street  
Baton Rouge, Louisiana 70802

AFFIDAVIT

Personally came and appeared before the undersigned authority, **Judge Perrell Fuselier, Chairman of Louisiana Board of Examiners of Certified Shorthand Reporters** who duly sworn, deposes and says, that the financial statements herewith given present fairly the financial position of **Louisiana Board of Examiners of Certified Shorthand Reporters** at **June 30, 2008** and the results of operations for the year then ended in accordance with policies and practices established by the Division of Administration or in accordance with Generally Accepted Accounting Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed before me, this 11<sup>th</sup> day of September, 2008.

  
\_\_\_\_\_  
Signature of Agency Official

  
\_\_\_\_\_  
Judi F. Abrusky NOTARY PUBLIC  
Bm Roll No. 242721

Prepared by: **George F. Delaune, CPA**

Title: **Contract Financial Consultant**

Telephone No.: **225-937-9735**

Date: **August 21, 2008**



**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 BALANCE SHEET  
 AS OF JUNE 30, 2008**

**ASSETS**

**CURRENT ASSETS:**

|   |               |
|---|---------------|
| Accounts payable and accruals (Note V)                    | \$ 15,904     |
| Due to other funds (Note Y)                               | _____         |
| Due to federal government                                 | _____         |
| Deferred revenues   | _____         |
| Amounts held in custody for others                        | _____         |
| Other current liabilities                                 | 1,653         |
| <b>Current portion of long-term liabilities: (Note K)</b> | _____         |
| Contracts payable   | _____         |
| Compensated absences payable                              | _____         |
| Capital lease obligations                                 | _____         |
| Claims and litigation payable                             | _____         |
| Notes payable   | _____         |
| Bonds payable   | _____         |
| Other long-term liabilities                               | _____         |
| <b>Total current liabilities</b>                          | <b>17,557</b> |

**NONCURRENT LIABILITIES: (Note K)**

|  |               |
|--|---------------|
| Contracts payable                      | _____         |
| Compensated absences payable (Note K)  | _____         |
| Capital lease obligations (Note J)     | _____         |
| Claims and litigation payable (Note K) | _____         |
| Notes payable                          | _____         |
| Bonds payable                          | _____         |
| <b>GPEB payable</b>                    | _____         |
| Other long-term liabilities            | _____         |
| <b>Total noncurrent liabilities</b>    | <b>_____</b>  |
| <b>Total liabilities</b>               | <b>17,557</b> |

**NET ASSETS**

|   |                   |
|---|-------------------|
| Invested in capital assets, net of related debt | _____             |
| Restricted for:                                 | _____             |
| Capital projects                                | _____             |
| Debt service                                    | _____             |
| Unemployment compensation                       | _____             |
| Other specific purposes                         | _____             |
| Unrestricted                                    | 181,170           |
| <b>Total net assets</b>                         | <b>181,170</b>    |
| <b>Total liabilities and net assets</b>         | <b>\$ 198,727</b> |

The accompanying notes are an integral part of this financial statement.

Statement A

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS  
 FOR THE YEAR ENDED JUNE 30, 2008**

|   |                  |
|---|------------------|
| <b>OPERATING REVENUES</b>   |                  |
| Sales of commodities and services                                     | \$ _____         |
| Assessments   | _____            |
| Use of money and property   | _____ 8,211      |
| Licenses, permits, and fees   | _____ 121,500    |
| Other   | _____            |
| Total operating revenues  | _____ 129,711    |
| <b>OPERATING EXPENSES</b>   |                  |
| Cost of sales and services  | _____ 130,591    |
| Administrative  | _____            |
| Depreciation  | _____            |
| Amortization  | _____            |
| Total operating expenses  | _____ 130,591    |
| Operating income(loss)  | _____ (880)      |
| <b>NON-OPERATING REVENUES(EXPENSES)</b>                               |                  |
| State appropriations  | _____            |
| Intergovernmental revenues(expenses)                                  | _____            |
| Taxes   | _____            |
| Use of money and property   | _____            |
| Gain on disposal of fixed assets                                      | _____            |
| Loss on disposal of fixed assets                                      | _____            |
| Federal grants  | _____            |
| Interest expense  | _____            |
| Other revenue   | _____            |
| Other expense   | _____            |
| Total non-operating revenues(expenses)                                | _____ -          |
| Income(loss) before contributions, extraordinary items, and transfers | _____ (880)      |
| Capital contributions   | _____            |
| Extraordinary item - Loss on impairment of capital assets             | _____            |
| Transfers in  | _____            |
| Transfers out   | _____            |
| Change in net assets  | _____ (880)      |
| Total net assets – beginning  | _____ 182,050    |
| Total net assets – ending   | \$ _____ 181,170 |

The accompanying notes are an integral part of this financial statement.

Statement B

STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 2008

See Appendix A for instructions

|  | <u>Expenses</u>   | <u>Program Revenues</u>         |   | <u>Net (Expense)<br/>Revenue and<br/>Changes in<br/>Net Assets</u> |   |
|--|-------------------|---------------------------------|---|--|---|
|  |                   | <u>Charges for<br/>Services</u> | <u>Operating<br/>Grants and<br/>Contributions</u> |  | <u>Capital<br/>Grants and<br/>Contributions</u> |
| Entity   | \$ <u>130,591</u> | \$ <u>121,500</u>               | \$ _____  | \$ _____   | \$ <u>(9,091)</u>                               |
| General revenues:  |                   |                                 |   |  |   |
| Taxes  |                   |                                 |   |  | _____   |
| State appropriations   |                   |                                 |   |  | _____   |
| Grants and contributions not restricted to specific programs |                   |                                 |   |  | _____   |
| Interest   |                   |                                 |   |  | 8,211   |
| Miscellaneous  |                   |                                 |   |  | _____   |
| Special items  |                   |                                 |   |  | _____   |
| Extraordinary item - Loss on impairment of capital assets    |                   |                                 |   |  | _____   |
| Transfers  |                   |                                 |   |  | _____   |
| Total general revenues, special items, and transfers         |                   |                                 |   |  | 8,211   |
| Change in net assets   |                   |                                 |   |  | (880)   |
| Net assets - beginning as restated                           |                   |                                 |   |  | 182,050   |
| Net assets - ending  |                   |                                 |   |  | \$ <u>181,170</u>                               |

The accompanying notes are an integral part of this statement.

Statement C

STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 STATEMENT OF CASH FLOWS  
 FOR THE YEAR ENDED JUNE 30, 2008

|   |            |                      |
|---|------------|----------------------|
| <b>Cash flows from operating activities</b>                         |            |                      |
| Cash received from customers  | \$ 121,203 |                      |
| Cash payments to suppliers for goods and services                   | (77,523)   |                      |
| Cash payments to employees for services                             | (40,302)   |                      |
| Payments in lieu of taxes   |            |                      |
| Internal activity-payments to other funds                           |            |                      |
| Claims paid to outsiders  |            |                      |
| Other operating revenues(expenses)                                  | 8,211      |                      |
| Net cash provided(used) by operating activities                     |            | <u>11,589</u>        |
| <b>Cash flows from non-capital financing activities</b>             |            |                      |
| State appropriations  |            |                      |
| Proceeds from sale of bonds   |            |                      |
| Principal paid on bonds   |            |                      |
| Interest paid on bond maturities                                    |            |                      |
| Proceeds from issuance of notes payable                             |            |                      |
| Principal paid on notes payable                                     |            |                      |
| Interest paid on notes payable                                      |            |                      |
| Operating grants received   |            |                      |
| Transfers in  |            |                      |
| Transfers out   |            |                      |
| Other   |            |                      |
| Net cash provided(used) by non-capital financing activities         |            | <u>-</u>             |
| <b>Cash flows from capital and related financing activities</b>     |            |                      |
| Proceeds from sale of bonds   |            |                      |
| Principal paid on bonds   |            |                      |
| Interest paid on bond maturities                                    |            |                      |
| Proceeds from issuance of notes payable                             |            |                      |
| Principal paid on notes payable                                     |            |                      |
| Interest paid on notes payable                                      |            |                      |
| Acquisition/construction of capital assets                          |            |                      |
| Proceeds from sale of capital assets                                |            |                      |
| Capital contributions   |            |                      |
| Other   |            |                      |
| Net cash provided(used) by capital and related financing activities |            | <u>-</u>             |
| <b>Cash flows from investing activities</b>                         |            |                      |
| Purchases of investment securities                                  |            |                      |
| Proceeds from sale of investment securities                         | 17,891     |                      |
| Interest and dividends earned on investment securities              |            |                      |
| Net cash provided(used) by investing activities                     |            | <u>17,891</u>        |
| Net increase(decrease) in cash and cash equivalents                 |            | <u>29,480</u>        |
| Cash and cash equivalents at beginning of year                      |            | <u>8,666</u>         |
| Cash and cash equivalents at end of year                            | \$         | <u><u>38,146</u></u> |

STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 STATEMENT OF CASH FLOWS  
 FOR THE YEAR ENDED JUNE 30, 2008

Reconciliation of operating income(loss) to net cash provided(used) by operating activities:

|   |        |                          |
|---|--------|--------------------------|
| Operating income(loss)                                      | \$     | <u>(880)</u>             |
| Adjustments to reconcile operating income(loss) to net cash |        |                          |
| Depreciation/amortization                                   |        | _____                    |
| Provision for uncollectible accounts                        |        | _____                    |
| Other   |        | _____                    |
| Changes in assets and liabilities:                          |        |                          |
| (Increase)decrease in accounts receivable, net              |        | _____ (297)              |
| (Increase)decrease in due from other funds                  |        | _____                    |
| (Increase)decrease in prepayments                           |        | _____                    |
| (Increase)decrease in inventories                           |        | _____                    |
| (Increase)decrease in other assets                          |        | _____                    |
| Increase(decrease) in accounts payable and accruals         |        | _____ 12,766             |
| Increase(decrease) in compensated absences payable          |        | _____                    |
| Increase(decrease) in due to other funds                    |        | _____                    |
| Increase(decrease) in deferred revenues                     |        | _____                    |
| <b>Increase(decrease) in OPEB payable</b>                   |        | _____                    |
| Increase(decrease) in other liabilities                     |        | _____                    |
| <br>Net cash provided(used) by operating activities         | <br>\$ | <br><u><u>11,589</u></u> |

Schedule of noncash investing, capital, and financing activities:

|  |        |                     |
|--|--------|---------------------|
| Borrowing under capital lease  | \$     | _____               |
| Contributions of fixed assets  |        | _____               |
| Purchases of equipment on account  |        | _____               |
| Asset trade-ins  |        | _____               |
| Other (specify)  |        | _____               |
| _____  |        | _____               |
| _____  |        | _____               |
| _____  |        | _____               |
| <br><b>Total noncash investing, capital, and<br/>financing activities:</b> | <br>\$ | <br><u><u>-</u></u> |

The accompanying notes are an integral part of this statement.

Statement D (concluded)

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

**INTRODUCTION**

The **Louisiana Board of Examiners of Certified Shorthand Reporters (BTA)** was created by the Louisiana State Legislature under the provisions of Louisiana Revised Statute **37:2511**. The following is a brief description of the operations of **Louisiana Board of Examiners of Certified Shorthand Reporters (BTA)** which includes the parish/parishes in which the (BTA) is located:

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF ACCOUNTING**

*In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.*

The accompanying financial statements of **Louisiana Board of Examiners of Certified Shorthand Reporters (BTA)** present information only as to the transactions of the programs of the **Louisiana Board of Examiners of Certified Shorthand Reporters (BTA)** as authorized by Louisiana statutes and administrative regulations.

Basis of accounting refers to when revenues and expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accounts of the **Louisiana Board of Examiners of Certified Shorthand Reporters (BTA)** are maintained in accordance with applicable statutory provisions and the regulations of the Division of Administration – Office of Statewide Reporting and Accounting Policy as follows:

Revenue Recognition

Revenues are recognized using the full accrual basis of accounting; therefore, revenues are recognized in the accounting period in which they are earned and become measurable.

Expense Recognition

Expenses are recognized on the accrual basis; therefore, expenses, including salaries, are recognized in the period incurred, if measurable.

**B. BUDGETARY ACCOUNTING**

The appropriations made for the operations of the various programs of the **Louisiana Board of Examiners of Certified Shorthand Reporters (BTA)** are annual lapsing appropriations.

1. The budgetary process is an annual appropriation valid for one year.
2. The agency is prohibited by statute from over expending the categories established in the budget.
3. Budget revisions are granted by the Joint Legislative Committee on the Budget, a committee of the Louisiana Legislature. Interim emergency appropriations may be granted by the Interim Emergency Board.

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

4. The budgetary information included in the financial statements includes the original appropriation plus subsequent amendments as follows:

|                          | <u>APPROPRIATIONS</u>       |
|--------------------------|-----------------------------|
| Original approved budget | \$ <u>153,935</u>           |
| Amendments:              | <u>(7,483)</u>              |
|                          | <u>                    </u> |
|                          | <u>                    </u> |
| Final approved budget    | \$ <u><u>146,452</u></u>    |

**C. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS** (If all agency cash and investments are deposited in the State Treasury, disregard Note C.) See Appendix B for information related to Note C.

**1. DEPOSITS WITH FINANCIAL INSTITUTIONS**

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. Under state law the **Louisiana Board of Examiners of Certified Shorthand Reporters (BTA)** may deposit funds within a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the (BTA) may invest in time certificates of deposit in any bank domiciled or having a branch office in the state of Louisiana; in savings accounts or shares of savings and loan associations and savings banks and in share accounts and share certificate accounts of federally or state chartered credit unions.

For the purpose of the Statement of Cash Flows and balance sheet presentation, all highly liquid investments (including negotiable CDs and restricted cash and cash equivalents) and deposits (including nonnegotiable CDs and restricted cash and cash equivalents) with a maturity of three months or less when purchased are considered to be cash equivalents.

Deposits in bank accounts are stated at cost, which approximates market. Under state law these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the State Treasurer.

**GASB Statement 40, which amended GASB Statement 3**, eliminated the requirement to disclose all deposits by the three categories of risk. GASB Statement 40 requires only the disclosure of deposits that are considered to be exposed to custodial credit risk. An entity's deposits are exposed to custodial credit risk if the deposit balances are either 1) uninsured and uncollateralized, 2) uninsured and collateralized with securities held by the pledging financial institution, or 3) uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the entity's name.

The deposits at June 30, 2008, consisted of the following:

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

|   | <u>Cash</u> | Nonnegotiable<br><u>Certificates<br/>of Deposit</u> | <u>Other<br/>(Describe)</u> | <u>Total</u> |
|---|-------------|---|-----------------------------|--------------|
| Balance per agency books  | \$ 38,056   | \$ 158,723  | \$ _____                    | \$ 196,779   |
| Deposits in bank accounts per bank  | \$ 38,248   | \$ 158,723  | \$ _____                    | \$ 196,971   |
| Bank balances of deposits exposed to custodial credit risk:   |             |   |                             |              |
| a. Deposits not insured and uncollateralized  | \$ _____    | \$ _____  | \$ _____                    | \$ -         |
| b. Deposits not insured and collateralized with securities held by the pledging institution.  | \$ _____    | \$ _____  | \$ _____                    | \$ -         |
| c. Deposits not insured and collateralized with securities held by the pledging institution's trust department or agency <u>but not in the entity's name.</u> | \$ _____    | \$ 96,971   | \$ _____                    | \$ 96,971    |

NOTE: The "Deposits in bank accounts per bank" will not necessarily equal the "Balance per agency books" due to outstanding items.

The following is a breakdown by banking institution, program, account number, and amount of the "Deposits in bank accounts per bank" balances shown above:

| <u>Banking Institution</u>                    | <u>Program</u>   | <u>Amount</u> |
|---|------------------|---------------|
| 1. <u>Capital One #882118266</u>              | <u>Operating</u> | \$ 38,056     |
| 2. <u>Capital One Certificates of Deposit</u> | <u>Operating</u> | 158,723       |
| 3. _____                                      | _____            | _____         |
| 4. _____                                      | _____            | _____         |
| Total   |                  | \$ 196,779    |

Cash in State Treasury and petty cash are not required to be reported in the note disclosure. However, to aid in reconciling amounts reported on the balance sheet to amounts reported in this note, list below any cash in treasury and petty cash that are included on the balance sheet.

|                        |          |
|------------------------|----------|
| Cash in State Treasury | \$ _____ |
| Petty cash             | \$ _____ |

**2. INVESTMENTS (Not Applicable)**

The \_\_\_\_\_ (BTA) does/does not maintain investment accounts as authorized by \_\_\_\_\_ (Note legal provisions authorizing investments by (BTA)).

**Custodial Credit Risk**

Investments can be exposed to custodial credit risk if the securities underlying the investment are uninsured, not registered in the name of the entity, and are either held by the counterparty or the counterparty's trust department or agent but not in the entity's name. Repurchase agreements are not subject to credit risk if the securities underlying the repurchase agreement are exempt from credit risk disclosure. Using the table on the



**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

next page, list each type of investment disclosing the total carrying amounts and market values, and any amounts exposed to custodial credit risk.

GASB Statement 40 amended GASB Statement 3 to eliminate the requirement to disclose all investments by the three categories of risk. GASB Statement 40 requires only the separate disclosure of investments that are considered to be exposed to custodial credit risk. Those investments exposed to custodial credit risk are reported by type in one of two separate columns depending upon whether they are held by a counterparty, or held by a counterparty's trust department or agent not in the entity's name. In addition, the total reported amount and fair value columns still must be reported for total investments regardless of exposure to custodial credit risk.

| <u>Type of Investment</u>          | <u>Uninsured, *Unregistered, and Held by Counterparty</u> | <u>*Unregistered, and Held by Counterparty's Trust Dept. or Agent Not in Entity's Name</u> | <u>Reported Amount Per Balance Sheet</u> | <u>Fair Value</u> |
|------------------------------------|---|--|--|-------------------|
| Negotiable CDs                     | \$ _____  | \$ _____   | \$ _____                                 | \$ _____          |
| Repurchase agreements              | _____   | _____  | _____                                    | _____             |
| U.S. Government Obligations **     | _____   | _____  | _____                                    | _____             |
| U.S. Agency Obligations            | _____   | _____  | _____                                    | _____             |
| Common & preferred stock           | _____   | _____  | _____                                    | _____             |
| Mortgages (including CMOs & MBSes) | _____   | _____  | _____                                    | _____             |
| Corporate bonds                    | _____   | _____  | _____                                    | _____             |
| Mutual funds                       | _____   | _____  | _____                                    | _____             |
| Real estate                        | _____   | _____  | _____                                    | _____             |
| Other: (identify)                  | _____   | _____  | _____                                    | _____             |
|                                    | _____   | _____  | _____                                    | _____             |
|                                    | _____   | _____  | _____                                    | _____             |
|                                    | _____   | _____  | _____                                    | _____             |
| <b>Total investments</b>           | <b>\$ _____ -</b>   | <b>\$ _____ -</b>  | <b>\$ _____ -</b>                        | <b>\$ _____ -</b> |

\* Unregistered - not registered in the name of the government or entity

\*\* These obligations generally are not exposed to custodial credit risk because they are backed by the full faith and credit of the U.S. government. (See Appendix B for the definition of U.S. Government Obligations)

**3. DERIVATIVES**

The institution does/does not invest in derivatives as part of its investment policy. Accordingly, the exposure to risk from these investments is as follows:

credit risk \_\_\_\_\_  
 market risk \_\_\_\_\_  
 legal risk \_\_\_\_\_

Technical Bulletin 2003-1 requires certain note disclosures for derivatives that are not reported at fair value on the Statement of Net Assets. See Appendix B for more details and disclose any of these required note disclosures below, if applicable.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

**4. CREDIT RISK, INTEREST RATE RISK, CONCENTRATION OF CREDIT RISK, AND FOREIGN CURRENCY RISK DISCLOSURES**

**A. Credit Risk of Debt Investments**

Disclose the credit risk of debt investments by credit quality ratings as described by rating agencies as of the fiscal year end, including the rating agency used (Moody's, S&P, etc.). All debt investments regardless of type can be aggregated by credit quality rating (if any are un-rated, disclose that amount).

| <u>Rating Agency</u> | <u>Rating</u> | <u>Fair Value</u> |
|----------------------|---------------|-------------------|
| _____                | _____         | \$ _____          |
| _____                | _____         | _____             |
| _____                | _____         | _____             |
| _____                | _____         | _____             |
|                      | Total         | \$ _____          |

**B. Interest Rate Risk of Debt Investments**

1. Disclose the interest rate risk of debt investments by listing the investment type, total fair value, and breakdown of maturity in years for each debt investment type. (Note – This is the prescribed method, segmented time distribution, for the CAFR. Also, total debt investments reported in this table should equal total debt investments reported in Section A – Credit Risk of Debt Investments.)

| <u>Type of Debt Investment</u>      | <u>Investment Maturities (in Years)</u> |                    |                 |                 |                        |
|-------------------------------------|---|--------------------|-----------------|-----------------|------------------------|
|                                     | <u>Fair Value</u>                       | <u>Less Than 1</u> | <u>1 - 5</u>    | <u>6 - 10</u>   | <u>Greater Than 10</u> |
| U.S. Government obligations         | \$ _____                                | \$ _____           | \$ _____        | \$ _____        | \$ _____               |
| U.S. Agency obligations             | _____                                   | _____              | _____           | _____           | _____                  |
| Mortgage backed securities          | _____                                   | _____              | _____           | _____           | _____                  |
| Collateralized mortgage obligations | _____                                   | _____              | _____           | _____           | _____                  |
| Corporate bonds                     | _____                                   | _____              | _____           | _____           | _____                  |
| Other bonds                         | _____                                   | _____              | _____           | _____           | _____                  |
| Mutual bond funds                   | _____                                   | _____              | _____           | _____           | _____                  |
| Other                               | _____                                   | _____              | _____           | _____           | _____                  |
| <b>Total debt investments</b>       | <b>\$ _____</b>                         | <b>\$ _____</b>    | <b>\$ _____</b> | <b>\$ _____</b> | <b>\$ _____</b>        |

2. List the fair value and terms of any debt investments that are highly sensitive to changes in interest rates due to the terms (e.g. coupon multipliers, reset dates, etc.) of the investment. See Appendix B for examples of debt investments that are highly sensitive to changes in interest rates.

| <u>Debt Investment</u> | <u>Fair Value</u> | <u>Terms</u> |
|------------------------|-------------------|--------------|
| _____                  | \$ _____          | _____        |
| _____                  | _____             | _____        |
| _____                  | _____             | _____        |
| <b>Total</b>           | <b>\$ _____</b>   |              |

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

**C. Concentration of Credit Risk**

List, by amount and issuer, investments in any one issuer that represents 5% or more of total external investments (not including U.S. government securities, mutual funds, and investment pools).

| <u>Issuer</u> | <u>Amount</u>   | <u>% of Total Investments</u> |
|---------------|-----------------|-------------------------------|
| _____         | \$ _____        | _____                         |
| _____         | _____           | _____                         |
| _____         | _____           | _____                         |
| <b>Total</b>  | <b>\$ _____</b> | _____                         |

**D. Foreign Currency Risk**

Disclose the U.S. dollar balances of any deposits or investments that are exposed to foreign currency risk (deposits or investments denominated in foreign currencies); list by currency denomination and investment type, if applicable.

| <u>Foreign Currency</u> | <u>Fair Value in U.S. Dollars</u> |               |
|-------------------------|-----------------------------------|---------------|
|                         | <u>Bonds</u>                      | <u>Stocks</u> |
| _____                   | \$ _____                          | \$ _____      |
| _____                   | _____                             | _____         |
| _____                   | _____                             | _____         |
| _____                   | _____                             | _____         |

**5. POLICIES**

Briefly describe the deposit and/or investment policies related to the custodial credit risk, credit risk of debt investments, concentration of credit risk, interest rate risk, and foreign currency risk disclosed in this note. If no policy exists concerning the risks disclosed, please state that fact.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**6. OTHER DISCLOSURES REQUIRED FOR INVESTMENTS**

- a. Investments in pools managed by other governments or mutual funds \_\_\_\_\_  
 \_\_\_\_\_
- b. Securities underlying reverse repurchase agreements \_\_\_\_\_  
 \_\_\_\_\_
- c. Unrealized investment losses \_\_\_\_\_  
 \_\_\_\_\_

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

- d. Commitments as of \_\_\_\_\_ (fiscal close), to resell securities under yield maintenance repurchase agreements:  
1. Carrying amount and market value at June 30 of securities to be resold \_\_\_\_\_  
2. Description of the terms of the agreement \_\_\_\_\_
- e. Losses during the year due to default by counterparties to deposit or investment transactions \_\_\_\_\_
- f. Amounts recovered from prior-period losses which are not shown separately on the balance sheet \_\_\_\_\_

Legal or Contractual Provisions for Reverse Repurchase Agreements

- g. Source of legal or contractual authorization for use of reverse repurchase agreements \_\_\_\_\_
- h. Significant violations of legal or contractual provisions for reverse repurchase agreements that occurred during the year \_\_\_\_\_

Reverse Repurchase Agreements as of Year-End

- i. Credit risk related to the reverse repurchase agreements (other than yield maintenance agreements) outstanding at year end, that is, the aggregate amount of reverse repurchase agreement obligations including accrued interest compared to aggregate market value of the securities underlying those agreements including interest \_\_\_\_\_
- j. Commitments on \_\_\_\_\_ (fiscal close) to repurchase securities under yield maintenance agreements \_\_\_\_\_
- k. Market value on \_\_\_\_\_ (fiscal close) of the securities to be repurchased \_\_\_\_\_
- l. Description of the terms of the agreements to repurchase \_\_\_\_\_
- m. Losses recognized during the year due to default by counterparties to reverse repurchase agreements \_\_\_\_\_
- n. Amounts recovered from prior-period losses which are not separately shown on the operating statement \_\_\_\_\_

Fair Value Disclosures

- o. Methods and significant assumptions used to estimate fair value of investments, if fair value is not based on quoted market prices \_\_\_\_\_
- p. Basis for determining which investments, if any, are reported at amortized cost \_\_\_\_\_

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

- q. For investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool \_\_\_\_\_  
\_\_\_\_\_
- r. Whether the fair value of your investment in the external investment pool is the same as the value of the pool shares \_\_\_\_\_  
\_\_\_\_\_
- s. Any involuntary participation in an external investment pool \_\_\_\_\_  
\_\_\_\_\_
- t. If you are unable to obtain information from a pool sponsor to determine the fair value of your investment in the pool, methods used and significant assumptions made in determining fair value and the reasons for having had to make such an estimate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- u. Any income from investments associated with one fund that is assigned to another fund \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

**D. CAPITAL ASSETS – INCLUDING CAPITAL LEASE ASSETS**

The fixed assets used in the Special Purpose Government Engaged only in Business-Type Activities are included on the balance sheet of the entity and are capitalized at cost. Depreciation of all exhaustible fixed assets used by the entity is charged as an expense against operations. Accumulated depreciation is reported on the balance sheet. Depreciation for financial reporting purposes is computed by the straight line method over the useful lives of the assets.

|   | Year ended June 30, 2008 |            |          |           |            |             |           |
|---|--------------------------|------------|----------|-----------|------------|-------------|-----------|
|   | Balance                  | Prior      | Adjusted | Additions | Transfers* | Retirements | Balance   |
|   | 6/30/2007                | Period     | Balance  |           |            |             | 6/30/2007 |
|   |                          | Adjustment |          |           |            |             | 6/30/2008 |
| <b>Capital assets not being depreciated</b>       |                          |            |          |           |            |             |           |
| Land  | \$                       | \$         | \$       | \$        | \$         | \$          | \$        |
| Non-depreciable land improvements                 |                          |            |          |           |            |             |           |
| Capitalized collections                           |                          |            |          |           |            |             |           |
| Construction in progress                          |                          |            |          |           |            |             |           |
| <b>Total capital assets not being depreciated</b> |                          |            |          |           |            |             |           |
| <b>Other capital assets</b>                       |                          |            |          |           |            |             |           |
| Machinery and Equipment                           | 11,534                   |            | 11,534   |           |            |             | 11,534    |
| Less accumulated depreciation                     | (11,534)                 |            | (11,534) |           |            |             | (11,534)  |
| Total furniture, fixtures, and equipment          |                          |            |          |           |            |             |           |
| Buildings and improvements                        |                          |            |          |           |            |             |           |
| Less accumulated depreciation                     |                          |            |          |           |            |             |           |
| Total buildings and improvements                  |                          |            |          |           |            |             |           |
| Depreciable land improvements                     |                          |            |          |           |            |             |           |
| Less accumulated depreciation                     |                          |            |          |           |            |             |           |
| Total depreciable land improvements               |                          |            |          |           |            |             |           |
| Infrastructure                                    |                          |            |          |           |            |             |           |
| Less accumulated depreciation                     |                          |            |          |           |            |             |           |
| Total infrastructure                              |                          |            |          |           |            |             |           |
| <b>Total other capital assets</b>                 |                          |            |          |           |            |             |           |
| <b>Capital Asset Summary:</b>                     |                          |            |          |           |            |             |           |
| Capital assets not being depreciated              |                          |            |          |           |            |             |           |
| Other capital assets, at cost                     | 11,534                   |            | 11,534   |           |            |             | 11,534    |
| Total cost of capital assets                      | 11,534                   |            | 11,534   |           |            |             | 11,534    |
| Less accumulated depreciation                     | (11,534)                 |            | (11,534) |           |            |             | (11,534)  |
| <b>Capital assets, net</b>                        | \$                       | \$         | \$       | \$        | \$         | \$          | \$        |

\* Should be used only for those completed projects coming out of construction-in-progress to fixed assets; not associated with transfers reported elsewhere in this packet.

**STATE OF LOUISIANA  
LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
Notes to the Financial Statement  
As of and for the year ended June 30, 2008**

**E. INVENTORIES (Not Applicable)**

The BTA's inventories are valued using \_\_\_\_\_ (method of valuation – FIFO, LIFO, weighted average, moving average, specific identification, etc). These are perpetual inventories and are expensed when used.

**F. RESTRICTED ASSETS (Not Applicable)**

Restricted assets in the \_\_\_\_\_ (BTA) at \_\_\_\_\_ (fiscal year end), reflected at \$ \_\_\_\_\_ in the non-current assets section on Statement A, consisting of \$ \_\_\_\_\_ in cash with fiscal agent, \$ \_\_\_\_\_ in receivables, and \$ \_\_\_\_\_ investment in \_\_\_\_\_ (identify the type of investments held.) State the purpose of the restrictions:  
\_\_\_\_\_

**G. LEAVE**

**1. COMPENSATED ABSENCES**

The Louisiana Board of Examiners of Certified Shorthand Reporters (BTA) has the following policy on annual and sick leave: (Describe leave policy.)

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the fund when leave is actually taken; it is recognized in the enterprise funds when the leave is earned. The cost of leave privileges applicable to general government operations not requiring current resources is recorded in long-term obligations.

**2. COMPENSATORY LEAVE**

Employees who are considered having non-exempt status according to the guidelines contained in the Fair Labor Standards Act may be paid for compensatory leave earned (K-time). Upon termination or transfer, an employee will be paid for any time and one-half compensatory leave earned and may or may not be paid for any straight hour-for-hour compensatory leave earned. Compensation paid will be based on the employees' hourly rate of pay at termination or transfer. The liability for accrued payable compensatory leave at \_\_\_\_\_ (fiscal year end) computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards, Section C60.105 is estimated to be \$ \_\_\_\_\_. The leave payable is recorded in the accompanying financial statements.

**H. RETIREMENT SYSTEM**

Substantially all of the employees of the (BTA) are members of the Louisiana State Employees Retirement System (LASERS), a single employer defined benefit pension plan. The System is a statewide public employee retirement system (PERS) for the benefit of state employees, which is administered and controlled by a separate board of trustees. (Note: If LASERS is not your entity's retirement system, indicate the retirement system that is and replace any wording in this note that doesn't apply to your retirement system with the applicable wording.)

**STATE OF LOUISIANA  
LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
Notes to the Financial Statement  
As of and for the year ended June 30, 2008**

All full-time (BTA) employees are eligible to participate in the System unless they elect to continue as a contributing member in any other retirement system for which they remain eligible for membership. Certain elected officials and officials appointed by the governor may, at their option, become members of LASERS. Normal benefits vest with 10 years of service. Generally, retirement age employees are entitled to annual benefits equal to \$300 plus 2.5% of their highest consecutive 36 months' average salary multiplied by their years of credited service except for members eligible to begin participation in the Defined Benefit Plan (DBP) on or after July 1, 2006. Act 75 of the 2005 Regular Session changes retirement eligibility and final average compensation for members who are eligible to begin participation in the DBP beginning July 1, 2006. Retirement eligibility for these members is limited to age 60, or thereafter, upon attainment of ten years of creditable service. Final average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment.

Vested employees eligible to begin participation in the DBP before July 1, 2006, are entitled to a retirement benefit, payable monthly for life at (a) any age with 30 years of service, (b) age 55 with 25 years of service, or (c) age 60 with 10 years of service. In addition, these vested employees have the option of reduced benefits at any age with 20 years of service. Those hired on or after July 1, 2006 have only a single age option. They cannot retire until age 60 with a minimum of 10 years of service. The System also provides death and disability benefits and deferred benefit options, with qualifications and amounts defined by statute. Benefits are established or amended by state statute. The System issues a publicly available annual financial report that includes financial statements and required supplementary information for the System. For a full description of the LASERS defined benefit plan, please refer to the LASERS 2007 Financial Statements, specifically, footnotes A – Plan Description and C – Contributions. That report may be obtained by writing to the Louisiana State Employees Retirement System, Post Office Box 44213, Baton Rouge, Louisiana 70804-4213, or by calling (225) 922-0608 or (800) 256-3000. The footnotes to the Financial Statements contain additional details and are also available on-line at:

[http://www.lasers.state.la.us/PDFs/Publications\\_and\\_Reports/Fiscal\\_Documents/Comprehensive\\_Financial\\_Reports/Comprehensive%20Financial%20Reports\\_07.pdf](http://www.lasers.state.la.us/PDFs/Publications_and_Reports/Fiscal_Documents/Comprehensive_Financial_Reports/Comprehensive%20Financial%20Reports_07.pdf)

Members are required by state statute to contribute with the single largest group ("regular members") contributing 7.5% of gross salary, and the (BTA) is required to contribute at an actuarially determined rate as required by R.S. 11:102. The contribution rate for the fiscal year ended June 30, 2008, increased to 20.4% of annual covered payroll from the 19.1% and 19.1% required in fiscal years ended June 30, 2007 and 2006 respectively. The (BTA) contributions to the System for the years ending June 30, 2008, 2007, and 2006, were \$7,335, \$6,645, and \$6,347, respectively, equal to the required contributions for each year.

**I. OTHER POSTEMPLOYMENT BENEFITS (Not Applicable)**

**GASB Statement 45 requires Other Postemployment Benefit disclosures. If your only subsidized healthcare and life insurance provider for retirees is OGB, your entity will have no additional note disclosures for OSRAP; however, if your entity issues separately issued financial statements, then you should include the GASB Statement No. 45 note disclosures in your separately issued financial statements. Also, please provide OSRAP with the applicable GASB 45 note disclosures if your entity's healthcare or life insurance provider for retirees is administered by an entity other than OGB.**

**I. Plan Description**

- a) Name of Plan**
- b) Identify entity that administers the plan**
- c) Type of plan: (FYI – OGB is considered an agent multiple employer plan)**
- d) Brief description of the types of benefits**
- e) Authority under which benefit provisions are established and may be amended**
- f) Whether the OPEB plan issues a stand alone financial report or is included in the report of a PERS or another entity, and, if so how to obtain the report.**



**STATE OF LOUISIANA  
LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
Notes to the Financial Statement  
As of and for the year ended June 30, 2008**

**II. Funding Policy**

- a) Authority under which the obligations of the plan members, employers, and other contributing entities (e.g., state contributions to local government plans) to contribute to the plan are established or may be amended.
- b) Required contribution rates of plan members (amount per member or percentage of covered payroll).
- c) Required contribution rates of the employer in accordance the funding policy (in dollars or as percentage of current-year covered payroll) and, if applicable, legal or contractual maximum contribution rates: If the plan is a single-employer or agent plan and the rate differs significantly from the ARC, disclose how the rate is determined (e.g., by statute or contract) or that the plan is financed on as pay as you go basis. If the plan is a cost-sharing plan, disclose the required contributions in dollars and the percentage of that amount contributed for the current year and each of the two preceding years, and how the required contribution rate is determined (e.g., by statute or by contract, or on an actuarially determined basis) or that the plan is financed on a pay-as-you go basis.

**III. Additional disclosures for sole and agent employers for each plan:**

- a) For current year (CY), annual OPEB cost and the dollar amount of contributions made. If the employer has a net OPEB obligation, also disclose the components of annual OPEB cost (ARC, interest on the net OPEB obligation, and the adjustment to the ARC), the increase or decrease in the net OPEB obligation, and the net OPEB obligation at the end of the year.
- b) For the current year and each of the two preceding years, annual OPEB cost, percentage of annual OPEB cost contributed that year, and net OPEB obligation at the end of the year. (For the first two years, the required information should be presented for the transition year, and for the current and transition years, respectively.)
- c) Information about the funded status of the plan as of the most recent valuation date, including the actuarial valuation date, the actuarial value of assets, the actuarial accrued liability, the total unfunded actuarial liability (or funding excess), the actuarial value of assets as a percentage of the actuarial accrued liability (funded ratio), the annual covered payroll, and the ratio of the unfunded actuarial liability (or funding excess) to annual covered payroll. The information should be calculated in accordance with the parameters. However, employers that meet the criteria in GASB Statement 45, paragraph 11 may elect to use the alternative measurement method discussed in GASB Statement 45, paragraphs 33 through 35. Employers that use the aggregate actuarial cost method should prepare this information using the entry age actuarial cost method for that purpose only.
- d) Information about the actuarial methods and assumptions used in valuations on which reported information about the ARC, annual OPEB cost, and the funded status and funding progress of OPEB plans is based, including the following:
  - 1) Disclosure that actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and that actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.
  - 2) Disclosure that the required schedule of funding progress immediately following the notes to the financial statements presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.
  - 3) Disclosure that calculations are based on the types of benefits provided under the terms of the substantive plan at the time of each valuation and on the pattern of sharing of costs between the employer and plan members to that point. In addition, if applicable, the employer should disclose that the projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations (as discussed in the disclosure of funding policy in paragraph II(c) above) on the pattern of cost sharing between the employer and plan members in the future.
  - 4) Disclosure that actuarial calculations reflect a long-term perspective. In addition, if applicable, disclosure that, consistent with that perspective, actuarial methods and assumptions used include

**STATE OF LOUISIANA  
LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
Notes to the Financial Statement  
As of and for the year ended June 30, 2008**

techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets.

5) Identification of the actuarial methods and significant assumptions used to determine the ARC for the current year and the information required by paragraph III(c) above. The disclosures should include:

(a) The actuarial cost method.

(b) The method(s) used to determine the actuarial value of assets.

(c) The assumptions with respect to the inflation rate, investment return (including the method used to determine a blended rate for a partially funded plan, if applicable), postretirement benefit increases if applicable, projected salary increases if relevant to determination of the level of benefits, and, for postemployment healthcare plans, the healthcare cost trend rate. If the economic assumptions contemplate different rates for successive years (year-based or select and ultimate rates), the rates that should be disclosed are the initial and ultimate rates.

(d) The amortization method (level dollar or level percentage of projected payroll) and the amortization period (equivalent single amortization period, for plans that use multiple periods) for the most recent actuarial valuation and whether the period is closed or open. Employers that use the aggregate actuarial cost method should disclose that because the method does not identify or separately amortize unfunded actuarial liabilities, information about funded status and funding progress has been prepared using the entry age actuarial cost method for that purpose, and that the information presented is intended to approximate the funding progress of the plan.

**IV. Required Supplementary Information -**

Sole and agent employers should present the following information for the most recent actuarial valuation and the two preceding valuations:

a. Information about the funding progress of the plan, including, for each valuation, each of the elements of information listed in paragraph III(c) above.

b. Factors that significantly affect the identification of trends in the amounts reported, including, for example, changes in benefit provisions, the size or composition of the population covered by the plan, or the actuarial methods and assumptions used. (The amounts reported for prior years should not be restated.)

The information should be calculated in accordance with the parameters and should be presented as RSI. Employers that use the aggregate actuarial cost method should prepare the information using the entry age actuarial cost method and should disclose that fact and that the purpose of this disclosure is to provide information that approximates the funding progress of the plan.

If the cost-sharing plan in which an employer participates does not issue and make publicly available a stand-alone plan financial report prepared in accordance with the requirements of Statement 43, and the plan is not included in the financial report of a PERS or another entity, the cost-sharing employer should present as RSI in its own financial report schedules of funding progress and employer contributions for the plan (and notes to these schedules), prepared in accordance with the requirements of Statement 43. The employer should disclose that the information presented relates to the cost-sharing plan as a whole, of which the employer is one participating employer, and should provide information helpful for understanding the scale of the information presented relative to the employer.

The following is an illustration of notes to the financial statements and schedule of funding progress for an employer contributing to an agent multiple-employer defined benefit healthcare plan:

**City of XYZ**

**Notes to the Financial Statements  
for the Year Ended June 30, 20X2**

**STATE OF LOUISIANA  
LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
Notes to the Financial Statement  
As of and for the year ended June 30, 2008**

**Note X. Postemployment Healthcare Plan**

**Plan Description.** The city's defined benefit postemployment healthcare plan, XYZ Postemployment Healthcare Plan (XPHP), provides medical benefits to eligible retired city employees and their beneficiaries. XPHP is affiliated with the Municipal Retired Employees Health Plan (MREHP), an agent multiple-employer postemployment healthcare plan administered by the ABC Retirement System. Article 39 of the Statutes of the State of ABC assigns the authority to establish and amend the benefit provisions of the plans that participate in MREHP to the respective employer entities; for XPHP, that authority rests with the city of XYZ. The ABC Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for MREHP. That report may be obtained by writing to ABC Retirement System, 399 Grocer Aisle, Caffe, RO 02000, or by calling 1-877-555-PLAN.

**Funding Policy.** The contribution requirements of plan members and the city are established and may be amended by the MREHP board of trustees. XPHP members receiving benefits contribute \$75 per month for retiree-only coverage and \$150 per month for retiree and spouse coverage to age 65, and \$40 and \$80 per month, respectively, thereafter.

The city of XYZ is required to contribute the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The current ARC rate is 13.75 percent of annual covered payroll.

**Annual OPEB Cost.** For 20X2, the city's annual OPEB cost (expense) of \$870,517 for XPHP was equal to the ARC. The city's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 20X2 and the two preceding years were as follows:

| <u>Fiscal Year Ended</u> | <u>Annual OPEB Cost</u> | <u>Percentage of Annual OPEB Cost Contributed</u> | <u>Net OPEB Obligation</u> |
|--------------------------|-------------------------|---|----------------------------|
| 6/30/X0                  | \$929,401               | 100%  | \$0                        |
| 6/30/X1                  | 910,042                 | 100   | 0                          |
| 6/30/X2                  | 870,517                 | 100   | 0                          |

**Funded Status and Funding Progress.** The funded status of the plan as of December 31, 20X1, was as follows:

|   |              |
|---|--------------|
| Actuarial accrued liability (AAL)                 | \$19,490,482 |
| Actuarial value of plan assets                    | 15,107,180   |
| Unfunded actuarial accrued liability (UAAL)       | 4,383,302    |
| Funded ratio (actuarial value of plan assets/AAL) | 77.5%        |
| Covered payroll (active plan members)             | \$6,331,031  |
| UAAL as a percentage of covered payroll           | 69.2%        |

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that

STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008

shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Actuarial Methods and Assumptions.** Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the December 31, 20X1, actuarial valuation, the entry age actuarial cost method was used. The actuarial assumptions included a 7.5 percent investment rate of return (net of administrative expenses) and an annual healthcare cost trend rate of 12 percent initially, reduced by decrements to an ultimate rate of 5 percent after ten years. Both rates include a 4.5 percent inflation assumption. The actuarial value of XPHP assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a three-year period. XPHP's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis. The remaining amortization period at December 31, 20X1, was twenty-two years.

REQUIRED SUPPLEMENTARY INFORMATION  
 Schedule of Funding Progress for XPHP

| Actuarial Valuation Date | Actuarial Value of Assets (a) | Actuarial Liability (AAL)-Entry Age (b) | Unfunded AAL (UAAL) (b-a) | Funded Ratio (a/b) | Covered Payroll (c) | UAAL as a Percentage of Covered Payroll ((b-a) / c) |
|--------------------------|-------------------------------|---|---------------------------|--------------------|---------------------|---|
| 12/31/W9                 | \$10,138,007                  | \$16,867,561                            | \$6,729,554               | 60.10%             | 5,984,554           | 112.40%   |
| 12/31/X0                 | 12,093,839                    | 17,572,474                              | 5,478,635                 | 68.8               | 6,182,351           | 88.6  |
| 12/31/X1                 | 15,107,180                    | 19,490,482                              | 4,383,302                 | 77.5               | 6,331,031           | 69.2  |

J. LEASES

**NOTE:** Where five-year amounts are requested, list the total amount (sum) for the five-year period, not the annual amount for each of the five years.)

1. OPERATING LEASES

The total payments for operating leases during fiscal year 6/30/2008 amounted to \$113,525. (Note: If lease payments extend past FY 2023, create additional columns and report these future minimum lease payments in five year increments.) A schedule of payments for operating leases follows:

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

| Nature of lease | FY 2009         | FY 2010     | FY 2011     | FY 2012     | FY 2013     | FY 2014-2018 | FY 2019-2023 |
|-----------------|-----------------|-------------|-------------|-------------|-------------|--------------|--------------|
| Office Space    | \$ 1,850        | \$          | \$          | \$          | \$          | \$           | \$           |
| Equipment       | 0               |             |             |             |             |              |              |
| Land            |                 |             |             |             |             |              |              |
| Other           |                 |             |             |             |             |              |              |
|                 |                 |             |             |             |             |              |              |
|                 |                 |             |             |             |             |              |              |
| <b>Total</b>    | <b>\$ 1,850</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ -</b>  |

**2. CAPITAL LEASES (Not Applicable)**

Capital leases are/are not recognized in the accompanying financial statements. The amounts to be accrued for capital leases and the disclosures required for capital and operating leases by National Council on Governmental Accounting (NCGA) Statement No. 5, as adopted by the Governmental Accounting Standards Board, and FASB 13 should be reported on the following schedules:

Capital leases are defined as an arrangement in which any one of the following conditions apply: (1) ownership transfers by the end of the lease, (2) the lease contains a bargain purchase option, (3) the lease term is 75% of the asset life or, (4) the discounted minimum lease payments are 90% of the fair market value of the asset.

**Schedule A should be used to report all capital leases including new leases in effect as of 6/30/08. In Schedule B, report only those new leases entered into during fiscal year 2007-2008.**

**SCHEDULE A – TOTAL AGENCY CAPITAL LEASES EXCEPT LEAF**

| Nature of lease | Gross Amount of Leased Asset (Historical Costs) | Remaining interest to end of lease | Remaining principal to end of lease |
|-----------------|---|------------------------------------|-------------------------------------|
| a. Office space | \$ _____  | \$ _____                           | \$ _____                            |
| b. Equipment    | _____   | _____                              | _____                               |
| c. Land         | _____   | _____                              | _____                               |
| <b>Total</b>    | <b>\$ -</b>                                     | <b>\$ -</b>                        | <b>\$ -</b>                         |

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the minimum lease payments as of (last day of your fiscal year) and a breakdown of yearly principal and interest: **(Note: If lease payments extend past FY2028, create additional rows and report these future minimum lease payments in five year increments.)**

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

| Year ending June 30 :                       | Total      |
|---|------------|
| 2009  | \$ _____   |
| 2010  | _____      |
| 2011  | _____      |
| 2012  | _____      |
| 2013  | _____      |
| 2014-2018                                   | _____      |
| 2019-2023                                   | _____      |
| 2024-2028                                   | _____      |
| Total minimum lease payments                | _____ -    |
| Less amounts representing executory costs   | _____      |
| Net minimum lease payments                  | _____ -    |
| Less amounts representing interest          | _____      |
| Present value of net minimum lease payments | \$ _____ - |

**SCHEDULE B – NEW AGENCY CAPITAL LEASES EXCEPT LEAF**

| <u>Nature of lease</u> | <u>Gross Amount of<br/>Leased Asset<br/>(Historical Costs)</u> | <u>Remaining<br/>interest to<br/>end of<br/>lease</u> | <u>Remaining<br/>principal to<br/>end of<br/>lease</u> |
|------------------------|--|---|--|
| a. Office space        | \$ _____   | \$ _____  | \$ _____   |
| b. Equipment           | _____  | _____   | _____  |
| c. Land                | _____  | _____   | _____  |
| Total                  | \$ _____ -   | \$ _____ -  | \$ _____ -   |

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of (last day of your fiscal year) and a breakdown of yearly principal and interest: **(Note: If lease payments extend past FY2028, create additional rows and report these future minimum lease payments in five year increments.)**

| Year ending June 30:                        | Total      |
|---|------------|
| 2009  | \$ _____   |
| 2010  | _____      |
| 2011  | _____      |
| 2012  | _____      |
| 2013  | _____      |
| 2014-2018                                   | _____      |
| 2019-2023                                   | _____      |
| 2024-2028                                   | _____      |
| Total minimum lease payments                | _____ -    |
| Less amounts representing executory costs   | _____      |
| Net minimum lease payments                  | _____ -    |
| Less amounts representing interest          | _____      |
| Present value of net minimum lease payments | \$ _____ - |

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

SCHEDULE C – LEAF CAPITAL LEASES

| <u>Nature of lease</u> | <u>Gross Amount of<br/>Leased Asset<br/>(Historical Costs)</u> | <u>Remaining<br/>interest to<br/>end of<br/>lease</u> | <u>Remaining<br/>principal to<br/>end of<br/>lease</u> |
|------------------------|--|---|--|
| a. Office space        | \$ _____   | \$ _____  | \$ _____   |
| b. Equipment           | _____  | _____   | _____  |
| c. Land                | _____  | _____   | _____  |
| Total                  | \$ _____ -   | \$ _____ -  | \$ _____ -   |

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of (last day of your fiscal year) and a breakdown of yearly principal and interest. **(Note: If lease payments extend past FY2028, create additional rows and report these future minimum lease payments in five year increments.)**

| <u>Year ending June 30:</u>                 | <u>Total</u> |
|---|--------------|
| 2009  | \$ _____     |
| 2010  | _____        |
| 2011  | _____        |
| 2012  | _____        |
| 2013  | _____        |
| 2014-2018                                   | _____        |
| 2019-2023                                   | _____        |
| 2024-2028                                   | _____        |
| Total minimum lease payments                | _____ -      |
| Less amounts representing executory costs   | _____        |
| Net minimum lease payments                  | _____ -      |
| Less amounts representing interest          | _____        |
| Present value of net minimum lease payments | \$ _____ -   |

3. LESSOR DIRECT FINANCING LEASES (Not Applicable)

A lease is classified as a direct financing lease (1) when any one of the four capitalization criteria used to define a capital lease for the lessee is met and (2) when both the following criteria are satisfied:

- Collectibility of the minimum lease payments is reasonably predictable.
- No important uncertainties surround the amount of the unreimbursable costs yet to be incurred by the lessor under the lease.

**STATE OF LOUISIANA  
LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
Notes to the Financial Statement  
As of and for the year ended June 30, 2008**

Provide a general description of the direct financing agreement and complete the chart below:

| Composition of lease                             | Date of lease | Minimum lease payment receivable | Remaining interest to end of lease | Remaining principal to end of lease |
|--|---------------|----------------------------------|------------------------------------|-------------------------------------|
| a. Office space                                  |               | \$ _____                         | \$ _____                           | \$ _____                            |
| b. Equipment                                     |               | _____                            | _____                              | _____                               |
| c. Land  |               | _____                            | _____                              | _____                               |
| Less amounts representing executory costs        |               | _____                            |                                    |                                     |
| Minimum lease payment receivable                 |               | _____                            |                                    |                                     |
| Less allowance for doubtful accounts             |               | _____                            |                                    |                                     |
| Net minimum lease payments receivable            |               | _____                            |                                    |                                     |
| Less estimated residual value of leased property |               | _____                            |                                    |                                     |
| Less unearned income                             |               | _____                            |                                    |                                     |
| Net investment in direct financing lease         |               | \$ _____                         |                                    |                                     |

Minimum lease payment receivables do not include contingent rentals which may be received as stipulated in the lease contracts. Contingent rental payments occur if, for example, the use of the equipment, land, or building etc., exceeds a certain level of activity each year. Contingent rentals received for fiscal year 2008 were \$ \_\_\_\_\_ for office space, \$ \_\_\_\_\_ for equipment, and \$ \_\_\_\_\_ for land.

The following is a schedule by year of minimum leases receivable for the remaining fiscal years of the lease as of \_\_\_\_\_ (the last day of your fiscal year): **(Note: If lease receivables extend past FY2028, please create additional rows and report these future minimum lease payment receivables in five year increments.)**

|                    |          |
|--------------------|----------|
| Year ending _____: |          |
| 2009               | \$ _____ |
| 2010               | _____    |
| 2011               | _____    |
| 2012               | _____    |
| 2013               | _____    |
| 2014-2018          | _____    |
| 2019-2023          | _____    |
| 2024-2028          | _____    |
| Total              | \$ _____ |

**4. LESSOR – OPERATING LEASE (Not Applicable)**

When a lease agreement does not satisfy at least one of the four criteria (common to both lessee and lessor accounting), and both of the criteria for a lessor (collectibility and no uncertain reimbursable costs), the lease is classified as an operating lease. In an operating lease, there is no simulated sale and the lessor simply records rent revenues as they become measurable and available.

Provide the cost and carrying amount, if different, of property on lease or held for lease organized by major class of property and the amount of accumulated depreciation as of \_\_\_\_\_ 20\_\_:



**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

|                 | <u>Cost</u>     | <u>Accumulated<br/>depreciation</u> | <u>Carrying<br/>amount</u> |
|-----------------|-----------------|-------------------------------------|----------------------------|
| a. Office space | \$ _____        | \$ _____                            | \$ _____                   |
| b. Equipment    | _____           | _____                               | _____                      |
| c. Land         | _____           | _____                               | _____                      |
| Total           | <u>\$ _____</u> | <u>\$ _____</u>                     | <u>\$ _____</u>            |

The following is a schedule by years of minimum future rentals receivable on non-cancelable operating lease(s) as of \_\_\_\_\_ (the last day of your fiscal year): (Note: If lease receivables extend past FY2028, please create additional columns and report these future minimum lease payment receivables in five year increments.)

| Year Ended<br>June 30, | Office Space    | Equipment       | Land            | Other           | Total           |
|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 2009                   | \$ _____        | \$ _____        | \$ _____        | \$ _____        | \$ _____        |
| 2010                   |                 |                 |                 |                 | -               |
| 2011                   |                 |                 |                 |                 | -               |
| 2012                   |                 |                 |                 |                 | -               |
| 2013                   |                 |                 |                 |                 | -               |
| 2014-2018              |                 |                 |                 |                 | -               |
| 2019-2023              |                 |                 |                 |                 | -               |
| 2024-2028              |                 |                 |                 |                 | -               |
| Total                  | <u>\$ _____</u> | <u>\$ _____</u> | <u>\$ _____</u> | <u>\$ _____</u> | <u>\$ _____</u> |

Current year lease revenues received in fiscal year \_\_\_\_\_ totaled \$ \_\_\_\_\_. Contingent rentals received from operating leases received for your fiscal year was \$ \_\_\_\_\_ for office space, \$ \_\_\_\_\_ for equipment, and \$ \_\_\_\_\_ for land.

**K. LONG-TERM LIABILITIES (Not Applicable)**

The following is a summary of long-term debt transactions of the entity for the year ended June 30, 20\_\_:  
 (Balances at June 30<sup>th</sup> should include current and non-current portion of long-term liabilities. Send OSRAP a copy of the amortization schedule for any new debt issued.)

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

|                                    | <u>Year ended June 30, 2008</u> |             |             |                             |  |
|------------------------------------|---------------------------------|-------------|-------------|-----------------------------|--|
|                                    | Balance<br>June 30,<br>2007     | Additions   | Reductions  | Balance<br>June 30,<br>2008 | Amounts<br>due within<br><u>one year</u> |
| <b>Notes and bonds payable:</b>    |                                 |             |             |                             |  |
| Notes payable                      | \$ -                            | \$ -        | \$ -        | \$ -                        | \$ -                                     |
| Bonds payable                      | -                               | -           | -           | -                           | -  |
| Total notes and bonds              | <u>-</u>                        | <u>-</u>    | <u>-</u>    | <u>-</u>                    | <u>-</u>                                 |
| <b>Other liabilities:</b>          |                                 |             |             |                             |  |
| Contracts payable                  | -                               | -           | -           | -                           | -  |
| Compensated absences payable       | -                               | -           | -           | -                           | -  |
| Capital lease obligations          | -                               | -           | -           | -                           | -  |
| Claims and litigation              | -                               | -           | -           | -                           | -  |
| <b>OPEB payable</b>                |                                 |             |             |                             |  |
| Other long-term liabilities        | -                               | -           | -           | -                           | -  |
| Total other liabilities            | <u>-</u>                        | <u>-</u>    | <u>-</u>    | <u>-</u>                    | <u>-</u>                                 |
| <b>Total long-term liabilities</b> | <u>\$ -</u>                     | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u>                 | <u>\$ -</u>                              |

**L. CONTINGENT LIABILITIES**

GAAP requires that the notes to the financial statements disclose any situation where there is at least a reasonable possibility that assets have been impaired or that a liability has been incurred along with the dollar amount if it can reasonably be estimated. Do not report impaired capital assets as defined by GASB 42 below, rather disclose GASB 42 impaired capital assets in Note CC. Losses or ending litigation that is probable should be reflected on the balance sheet.

The Louisiana Board of Examiners of Certified Shorthand Reporters (BTA) is not involved in any litigation at June 30, 2008.

| <u>Date of<br/>Action</u> | <u>Description of Litigation and<br/>Probable outcome<br/>(Reasonably possible or probable)</u> | <u>Estimated Settlement<br/>Amt for Claims &amp; Litigation<br/>(Opinion of legal counsel)</u> | <u>Insurance<br/>Coverage</u> |
|---------------------------|---|--|-------------------------------|
|                           |   | \$ -   | \$ -                          |
|                           |   |  |                               |
|                           |   |  |                               |
|                           |   |  |                               |
| Totals                    |   | \$ -   | \$ -                          |

\*Note: Liability for claims and judgments should include specific, incremental claim expenses if known or if it can be estimated. For example, the cost of outside legal assistance on a particular claim may be an incremental cost, whereas assistance from internal legal staff on a claim may not be incremental because the salary costs for internal staff normally will be incurred regardless of the claim. (See GASB 30, paragraph 9)

Those agencies collecting federal funds, who have been informed that certain of their previously claimed costs were disallowed, should disclose the requested information in the schedule shown below. Show each possible disallowance on a separate line in the chart.

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

| <u>Program</u> | <u>Date of Disallowance</u> | <u>Amount</u> | <u>Probability of Payment*</u> | <u>Estimated Settlement Amount</u> |
|----------------|-----------------------------|---------------|--------------------------------|------------------------------------|
| 1. _____       | _____                       | \$ _____      | _____                          | \$ _____                           |
| 2. _____       | _____                       | _____         | _____                          | _____                              |
| 3. _____       | _____                       | _____         | _____                          | _____                              |
| 4. _____       | _____                       | _____         | _____                          | _____                              |

(Only answer the following questions for those claims and litigation not being handled by the Office of Risk Management.)

Indicate the way in which risks of loss are handled (circle one).

- purchase of commercial insurance,
- participation in a public entity risk pool (e.g., Office of Risk Management claims)
- risk retention (e.g., Use of an internal service fund is considered risk retention because the entity as a whole has retained the risk of loss.)
- Other (explain) \_\_\_\_\_

For entities participating in a risk pool (other than the Office of Risk Management), describe the nature of the participation, including the rights and the responsibilities of both the entity and the pool. \_\_\_\_\_

Describe any significant reductions in insurance coverage from coverage in the prior year by major categories of risk. Also, indicate whether the amount of settlements exceeded insurance coverage for each of the past three fiscal years. \_\_\_\_\_

Disclose any cases where it is probable that a liability has been incurred, but the effect of the liability has not been reflected in the financial statements because it can not be estimated. \_\_\_\_\_

Disclose any guarantee of indebtedness even if there is only a remote chance that the government will be called on to honor its guarantee. \_\_\_\_\_

**M. RELATED PARTY TRANSACTIONS (Not Applicable)**

FASB 57 requires disclosure of the description of the relationship, the transaction(s), the dollar amount of the transaction(s) and any amounts due to or from which result from related party transactions. List all related party transactions. \_\_\_\_\_

**N. ACCOUNTING CHANGES (Not Applicable)**

Accounting changes made during the year involved a change in accounting \_\_\_\_\_ (principle, estimate or entity). The effect of the change is being shown in \_\_\_\_\_.

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

**O. IN-KIND CONTRIBUTIONS (Not Applicable)**

List all in-kind contributions that are not included in the accompanying financial statements.

| <u>In-Kind Contributions</u> | <u>Cost/Estimated Cost/Fair Market Value/As Determined by the Grantor</u> |
|------------------------------|---|
| _____                        | \$ _____  |
| _____                        | _____   |
| _____                        | _____   |
| _____                        | _____   |
| Total                        | \$ _____  |

**P. DEFEASED ISSUES (Not Applicable)**

In \_\_\_\_\_, 20\_\_\_\_, the \_\_\_\_\_ (BTA), issued \$\_\_\_\_\_ of taxable bonds. The purpose of the issue was to provide monies to advance refund portions of \_\_\_\_\_ bonds. In order to refund the bonds, portions of the proceeds of the new issue \$\_\_\_\_\_, plus an additional \$\_\_\_\_\_ of sinking fund monies together with certain other funds and/or securities, were deposited and held in an escrow fund created pursuant to an escrow deposit agreement dated \_\_\_\_\_ between the (BTA) and the escrow trustee. The amount in the escrow, together with interest earnings, will be used to pay the principal, redemption premium, and interest when due. The refunding resulted in reducing the total debt service payments by almost \$\_\_\_\_\_ and gave the (BTA) an economic gain (difference between the present values of the debt service payments on the old and new debt) of \$\_\_\_\_\_.

**Q. REVENUES – PLEDGED OR SOLD (GASB 48) (Not Applicable)**

**1. PLEDGED REVENUES**

Pledged revenues are specific revenues that have been formally committed to directly collateralize or secure debt of the pledging government, or directly or indirectly collateralize or secure debt of a component unit. Pledged revenues must be disclosed for each period in which the secured debt remains outstanding and for each secured debt issued.

Provide the following information about the specific revenue pledged:

**a. Identify the specific pledged revenue:**

- Pledged revenue is \_\_\_\_\_
- Debt secured by the pledge revenue (amount) \_\_\_\_\_
- Approximate amount of pledge \_\_\_\_\_  
 (equal to the remaining principal and interest requirements)

**b. Term of the commitment:** \_\_\_\_\_

[number of years (beginning and ending dates by month and year) that the revenue will not be available for other purposes]

**c. General purpose for the debt secured by the pledge:** \_\_\_\_\_

**d. Relationship of the pledged amount to the specific revenue:** \_\_\_\_\_

(the proportion of the specific revenue that has been pledged)

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

**e. Comparison of the pledged revenues (current year information):**

- Principal requirements \_\_\_\_\_
- Interest requirements \_\_\_\_\_
- Pledged revenues recognized during the period \_\_\_\_\_  
 (gross pledged revenue minus specified operating expenses)

**NOTE:** For the first year of this note, please send a copy of the following sections of the official bond statement

- Cover page
- Introductory statement
- Plan of financing
- Security for the bond (pledged revenue information)

**2. FUTURE REVENUES REPORTED AS A SALE**

Future revenues reported as a sale are proceeds that an agency/entity received in exchange for the rights to future cash flows from specific future revenues and for which the agency/entity's continuing involvement with those revenues or receivables is effectively terminated. (see Appendix F)

Provide the following information in the year of the sale ONLY:

- a. Identify the specific revenue sold:
  - the revenue sold is \_\_\_\_\_
  - the approximate amount \_\_\_\_\_
  - significant assumptions used in determining the approximate amount \_\_\_\_\_
- b. Period of the sale: \_\_\_\_\_
- c. Relationship of the sold amount to the total for that specific revenue: \_\_\_\_\_
- d. Comparison of the sale:
  - proceeds of the sale \_\_\_\_\_
  - present value of the future revenues sold \_\_\_\_\_
  - significant assumptions in determining the present value \_\_\_\_\_

**R. GOVERNMENT-MANDATED NONEXCHANGE TRANSACTIONS (GRANTS) (Not Applicable)**

The following government-mandated nonexchange transactions (grants) were received during fiscal year 2007-2008:

| CFDA<br>Number  | Program Name | State Match<br>Percentage | Total Amount<br>of Grant |
|---|--------------|---------------------------|--------------------------|
| _____   | _____        | _____                     | \$ _____                 |
| _____   | _____        | _____                     | _____                    |
| _____   | _____        | _____                     | _____                    |
| _____   | _____        | _____                     | _____                    |
| _____   | _____        | _____                     | _____                    |
| _____   | _____        | _____                     | _____                    |
| _____   | _____        | _____                     | _____                    |
| _____   | _____        | _____                     | _____                    |
| Total government-mandated nonexchange transactions (grants) |              |                           | \$ _____                 |

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

**S. VIOLATIONS OF FINANCE-RELATED LEGAL OR CONTRACTUAL PROVISIONS (Not Applicable)**

At June 30, 20\_\_, the \_\_\_\_\_ (BTA) was not in compliance with the provisions of \_\_\_\_\_ Bond Reserve Covenant that requires \_\_\_\_\_ The \_\_\_\_\_ (BTA) did \_\_\_\_\_ to correct this deficiency.

**T. SHORT-TERM DEBT (Not Applicable)**

The \_\_\_\_\_ (BTA) issues short-term notes for the following purpose(s): \_\_\_\_\_

Short-term debt activity for the year ended June 30, 20\_\_, was as follows:

| List the type of Short-term debt<br>(e.g., tax anticipation notes) | Beginning<br>Balance | Issued   | Redeemed | Ending<br>Balance |
|--|----------------------|----------|----------|-------------------|
| _____  | \$ _____             | \$ _____ | \$ _____ | \$ _____          |

The \_\_\_\_\_ (BTA) uses the following revolving line of credit to finance \_\_\_\_\_ (list purpose for the S-T debt).

Short-term debt activity for the year ended June 30, 20\_\_, was as follows:

|                | Beginning<br>Balance | Draws    | Redeemed | Ending<br>Balance |
|----------------|----------------------|----------|----------|-------------------|
| Line of credit | \$ _____             | \$ _____ | \$ _____ | \$ _____          |

STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008

U. DISAGGREGATION OF RECEIVABLE BALANCES

Receivables at June 30, 2008, were as follows:

| Fund<br>(gen. fund, gas tax fund, etc.)                               | Customer<br>Receivables | Taxes | Receivables<br>from other<br>Governments | Other<br>Receivables | Total<br>Receivables |
|---|-------------------------|-------|--|----------------------|----------------------|
| General Fund  | \$ 397                  | \$ -  | \$ -                                     | \$ 1,461             | \$ 1,858             |
| Gross receivables   | \$ 397                  | \$ -  | \$ -                                     | \$ 1,461             | \$ 1,858             |
| Less allowance for<br>uncollectible accounts                          | -                       | -     | -  | -                    | -                    |
| Receivables, net  | \$ 397                  | \$ -  | \$ -                                     | \$ 1,461             | \$ 1,858             |
| Amounts not scheduled<br>for collection during the<br>subsequent year | \$ -                    | \$ -  | \$ -                                     | \$ -                 | \$ -                 |

V. DISAGGREGATION OF PAYABLE BALANCES

Payables at June 30, 2008, were as follows:

| Fund           | Vendors   | Salaries<br>and<br>Benefits | Accrued<br>Interest | Other<br>Payables | Total<br>Payables |
|----------------|-----------|-----------------------------|---------------------|-------------------|-------------------|
| General Fund   | \$ 15,904 | \$ 1,653                    | \$ -                | \$ -              | \$ 17,557         |
| Total payables | \$ 15,904 | \$ 1,653                    | \$ -                | \$ -              | \$ 17,557         |

W. SUBSEQUENT EVENTS

Disclose any material event(s) affecting the (BTA) occurring between the close of the fiscal period and issuance of the financial statement. None

X. SEGMENT INFORMATION (Not Applicable)

Governments that report enterprise funds or that use enterprise fund accounting and reporting standards to report their activities are required to present segment information for those activities in the notes to the financial statements. For purposes of this disclosure, a segment is an identifiable activity (or group of activities), reported as or within an enterprise fund or another stand-alone entity that has one or more bonds or other debt instruments outstanding, with a revenue stream pledged in support of that debt. In addition, the activity's revenues, expenses, gains and losses, assets, and liabilities are required to be accounted for separately. This requirement for separate accounting applies if imposed by an external party, such as accounting and reporting requirements set forth in bond indentures. Disclosure requirements for each segment should be met by identifying the types of goods and services provided and by presenting condensed financial statements in the notes, including the elements in A through C below (GASB 34, paragraph 122, as modified by GASB 37, paragraph 17.)

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

Type of goods or services provided by the segment \_\_\_\_\_

**A. Condensed balance sheet:**

- (1) Total assets – distinguishing between current assets, capital assets, and other assets. Amounts receivable from other funds or BTAs should be reported separately.
- (2) Total liabilities – distinguishing between current and long-term amounts. Amounts payable to other funds or BTAs should be reported separately.
- (3) Total net assets – distinguishing among restricted (separately reporting expendable and nonexpendable components); unrestricted; and amounts invested in capital assets, net of related debt.

Condensed Balance sheet:

|   | <u>Segment #1</u> | <u>Segment #2</u> |
|---|-------------------|-------------------|
| Current assets                                  | \$ _____          | \$ _____          |
| Due from other funds                            | _____             | _____             |
| Capital assets                                  | _____             | _____             |
| Other assets                                    | _____             | _____             |
| Current liabilities                             | _____             | _____             |
| Due to other funds                              | _____             | _____             |
| Long-term liabilities                           | _____             | _____             |
| Restricted net assets                           | _____             | _____             |
| Unrestricted net assets                         | _____             | _____             |
| Invested in capital assets, net of related debt | _____             | _____             |

**B. Condensed statement of revenues, expenses, and changes in net assets:**

- (1) Operating revenues (by major source).
- (2) Operating expenses. Depreciation (including any amortization) should be identified separately.
- (3) Operating income (loss).
- (4) Nonoperating revenues (expenses) – with separate reporting of major revenues and expenses.
- (5) Capital contributions and additions to permanent and term endowments.
- (6) Special and extraordinary items.
- (7) Transfers
- (8) Change in net assets.
- (9) Beginning net assets.
- (10) Ending net assets.



**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

Condensed Statement of Revenues, Expenses, and Changes in Net Assets:

|  |          |          |
|--|----------|----------|
| Operating revenues   | \$ _____ | \$ _____ |
| Operating expenses   | _____    | _____    |
| Depreciation and amortization                                    | _____    | _____    |
| Operating income (loss)  | _____ -  | _____ -  |
| Nonoperating revenues (expenses)                                 | _____    | _____    |
| Capital contributions/additions to permanent and term endowments | _____    | _____    |
| Special and extraordinary items                                  | _____    | _____    |
| Transfers in   | _____    | _____    |
| Transfers out  | _____    | _____    |
| Change in net assets   | _____ -  | _____ -  |
| Beginning net assets   | _____    | _____    |
| Ending net assets  | _____ -  | _____ -  |

C. Condensed statement of cash flows:

- (1) Net cash provided (used) by:
  - (a) Operating activities
  - (b) Noncapital financing activities
  - (c) Capital and related financing activities
  - (d) Investing activities
- (2) Beginning cash and cash equivalent balances
- (3) Ending cash and cash equivalent balances

Condensed Statement of Cash Flows:

|  |          |          |
|--|----------|----------|
| Net cash provided (used) by operating activities                     | \$ _____ | \$ _____ |
| Net cash provided (used) by noncapital financing activities          | _____    | _____    |
| Net cash provided (used) by capital and related financing activities | _____    | _____    |
| Net cash provided (used) by investing activities                     | _____    | _____    |
| Beginning cash and cash equivalent balances                          | _____    | _____    |
| Ending cash and cash equivalent balances                             | _____ -  | _____ -  |

**Y. DUE TO/DUE FROM AND TRANSFERS (Not Applicable)**

- 1. List by fund type the amounts **due from other funds** detailed by individual fund at fiscal year end:  
 (Types of funds include general fund, statutory dedicated funds, discrete component unit funds, etc).

| <u>Type of Fund</u>               | <u>Name of Fund</u> | <u>Amount</u>   |
|-----------------------------------|---------------------|-----------------|
| _____                             | _____               | \$ _____        |
| _____                             | _____               | _____           |
| <b>Total due from other funds</b> |                     | <b>\$ _____</b> |

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

2. List by fund type the amounts **due to other funds** detailed by individual fund at fiscal year end:

| <u>Type of Fund</u>      | <u>Name of Fund</u> | <u>Amount</u>   |
|--------------------------|---------------------|-----------------|
| _____                    | _____               | \$ _____        |
| _____                    | _____               | _____           |
| _____                    | _____               | _____           |
| Total due to other funds |                     | \$ <u>_____</u> |

3. List by fund type **all transfers from other funds for the fiscal year:**

| <u>Type of Fund</u>              | <u>Name of Fund</u> | <u>Amount</u>   |
|----------------------------------|---------------------|-----------------|
| _____                            | _____               | \$ _____        |
| _____                            | _____               | _____           |
| _____                            | _____               | _____           |
| Total transfers from other funds |                     | \$ <u>_____</u> |

4. List by fund type **all transfers to other funds for the fiscal year:**

| <u>Type of Fund</u>            | <u>Name of Fund</u> | <u>Amount</u>   |
|--------------------------------|---------------------|-----------------|
| _____                          | _____               | \$ _____        |
| _____                          | _____               | _____           |
| _____                          | _____               | _____           |
| Total transfers to other funds |                     | \$ <u>_____</u> |

**Z. LIABILITIES PAYABLE FROM RESTRICTED ASSETS (Not Applicable)**

Liabilities payable from restricted assets in the \_\_\_\_\_ (BTA) at \_\_\_\_\_ (fiscal year end), reflected at \$ \_\_\_\_\_ in the liabilities section on Statement A, consist of \$ \_\_\_\_\_ in accounts payable, \$ \_\_\_\_\_ in notes payable, and \$ \_\_\_\_\_ in \_\_\_\_\_.

**AA. PRIOR-YEAR RESTATEMENT OF NET ASSETS (Not Applicable)**

The following adjustments were made to restate beginning net assets for June 30, 20\_\_.

| <u>Ending net assets</u><br><u>6/30/07 as reported to</u><br><u>OSRAP on PY AFR</u> | <u>Adjustments to end net</u><br><u>assets 6/30/07 (after AFR</u><br><u>was submitted to OSRAP)</u><br><u>+ or (-)</u> | <u>Restatements</u><br><u>(Adjustments to</u><br><u>beg. Balance 7/1/07)</u><br><u>+ or (-)</u> | <u>Beg net assets</u><br><u>@ 7/1/07</u><br><u>as restated</u> |
|---|--|---|--|
| \$ _____  | \$ _____   | \$ _____  | \$ _____   |
| _____   | _____  | _____   | _____  |
| _____   | _____  | _____   | _____  |
| _____   | _____  | _____   | _____  |
| _____   | _____  | _____   | _____  |

Each adjustment must be explained in detail on a separate sheet  
 Include all audit adjustments accepted by the agency or entity.

**BB. NET ASSETS RESTRICTED BY ENABLING LEGISLATION (GASB STATEMENT 46) (Not Applicable)**

Of the total net assets reported on Statement A at June 30, 20\_\_, \$ \_\_\_\_\_ are restricted by enabling legislation. **Enabling legislation authorizes a government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally**

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2008**

**enforceable requirement that the resources be used only for the specific purposes stipulated in the legislation. Refer to Appendix C for more details on the determination of the amount to be reported as required by GASB Statement 46. List below the net assets restricted by enabling legislation, the purpose of the restriction, and the Louisiana Revised Statute (LRS) that authorized the revenue:**

| <u>Purpose of Restriction</u> | <u>LA Revised Statute<br/>Authorizing Revenue</u> | <u>Amount</u>   |
|-------------------------------|---|-----------------|
| _____                         | _____   | \$ _____        |
| _____                         | _____   | _____           |
| _____                         | _____   | _____           |
| <b>Total</b>                  |   | <b>\$ _____</b> |

**CC. IMPAIRMENT OF CAPITAL ASSETS (Not Applicable)**

**GASB 42 establishes accounting and financial reporting standards for the impairment of capital assets and for insurance recoveries. Governments are required to evaluate prominent events or changes in circumstances affecting capital assets to determine whether impairment has occurred. A capital asset generally should be considered impaired if both (a) the decline in service utility of the capital asset is large in magnitude and (b) the event or change in circumstance is outside the normal life cycle of the capital asset. See Appendix D for more information on GASB 42 and the Impairment of Capital Assets.**

**The following capital assets became permanently impaired in FY 07-08: (Insurance recoveries related to impairment losses should be used to offset those impairment losses if received in the same year as the impairment. Include these insurance recoveries in the third column in the table below. Calculate the net impairment loss after insurance recoveries received in the current fiscal year in the fourth column. Include in the Financial Statement Classification column the account line in which the net impairment loss is reported in the financial statements. There are five indicators of impairment described in Appendix D, (1) physical damage, (2) enactment of laws, etc. List the appropriate number (1-5) to identify the indicator of impairment in the second to last column below.)**

| <u>Type of asset</u> | <u>Amount of<br/>Impairment<br/>Loss</u> | <u>Insurance<br/>Recovery in<br/>the same FY</u> | <u>Net Impairment<br/>Loss per<br/>Financial Stmts</u> | <u>Financial<br/>Statement<br/>Classification</u> | <u>Appendix D<br/>Indicator of<br/>Impairment</u> | <u>Reason for<br/>Impairment<br/>(e.g. hurricane)</u> |
|----------------------|--|--|--|---|---|---|
| Buildings            | _____                                    | _____  | _____  | _____   | _____   | _____   |
| Movable Property     | _____                                    | _____  | _____  | _____   | _____   | _____   |
| Infrastructure       | _____                                    | _____  | _____  | _____   | _____   | _____   |

**Insurance recoveries received in FY 07- 08 related to impairment losses occurring in previous years, and insurance recoveries received in FY 07 – 08 other than those related to impairment of capital assets, should be reported as program revenues, nonoperating revenues, or extraordinary items, as appropriate. Indicate in the following table the amount and financial statement classification (account line in which the insurance recovery is reported in the financial statements) of insurance recoveries not included in the table above:**

**STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2008**

| <u>Type of asset</u>    | <u>Amount of Insurance Recovery</u> | <u>Financial Statement Classification</u> | <u>Reason for insurance recovery (e.g. fire)</u> |
|-------------------------|-------------------------------------|---|--|
| <b>Buildings</b>        | _____                               | _____                                     | _____  |
| <b>Movable Property</b> | _____                               | _____                                     | _____  |
| <b>Infrastructure</b>   | _____                               | _____                                     | _____  |

The carrying amount of impaired capital assets that are idle at year-end should be disclosed, regardless of whether the impairment is considered permanent or temporary. The following capital assets were idle at the end of the fiscal year: (Include any permanently impaired capital assets listed above that are still idle at the end of the fiscal year, any temporarily impaired capital assets, and any assets impaired in prior years that are still idle at the end of the current fiscal year.)

| <u>Type of asset</u>                           | <u>Carrying Value of Idle Impaired Assets</u> | <u>Reason for Impairment</u> |
|--|---|------------------------------|
| <b>Buildings - permanently impaired</b>        | _____   | _____                        |
| <b>Buildings - temporarily impaired</b>        | _____   | _____                        |
| <b>Movable Property - permanently impaired</b> | _____   | _____                        |
| <b>Movable Property - temporarily impaired</b> | _____   | _____                        |
| <b>Infrastructure - permanently impaired</b>   | _____   | _____                        |
| <b>Infrastructure - temporarily impaired</b>   | _____   | _____                        |

**DD. EMPLOYEE TERMINATION BENEFITS (Not Applicable)**

Termination benefits are benefits, other than salaries and wages, that are provided by employers as settlement for involuntary terminations initiated by management, or as an incentive for voluntary terminations initiated by employees. Voluntary termination benefits include benefits such as enhanced early retirement options resulting from an approved early retirement plan.

Other termination benefits may include:

1. Early retirement incentives, such as cash payments, enhancement to defined benefit formula
2. Healthcare coverage when none would otherwise be provided (COBRA)
3. Compensated absences, including payments for leave balances
4. Payments due to early release from employment contracts

GASB 47 requires the following disclosures about an employer's accounting for employee termination benefits:

1. A description of the termination benefit arrangement(s)
2. Period the employer becomes obligated
3. Number of employees affected
4. Cost of termination benefits
5. Type of benefit(s) provided
6. The period of time over which the benefits are expected to be provided
7. If the termination benefit affects the defined benefit pension (OPEB) obligations, disclose the change in the actuarial accrued liability for the pension or OPEB plan attributable to the termination benefit
8. When termination liabilities are reported, disclose the significant methods and assumptions used to determine the liabilities to be disclosed (for as long as the liability is reported)

**STATE OF LOUISIANA  
LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
Notes to the Financial Statement  
As of and for the year ended June 30, 2008**

**The GASB 47 note disclosures listed below are provided as an example and should be modified as necessary.**

Substantially all employees are eligible for termination benefits upon separation from the state. The agency recognizes the cost of providing these benefits as expenditures when paid during the year. For 2008, the cost of providing those benefits for \_\_\_\_\_ (number of) voluntary terminations totaled \$\_\_\_\_\_. For 2008, the cost of providing those benefits for \_\_\_\_\_ (number of) involuntary terminations totaled \$\_\_\_\_\_.  
[The termination benefits (voluntary and involuntary) paid in FY 2008 should also be included in the Statement of Revenues, Expenses, and Changes in Fund Net Assets on the account line "Administrative" in the Operating Expense Section.]

The liability for the accrued voluntary terminations benefits payable at June 30, \_\_\_\_\_ is \$\_\_\_\_\_. This liability consists of \_\_\_\_\_ (number of) voluntary terminations. The liability for the accrued involuntary terminations benefits payable at June 30, \_\_\_\_\_ is \$\_\_\_\_\_. This liability consists of \_\_\_\_\_ (number of) involuntary terminations.

[The termination benefits (voluntary and involuntary) payable at fiscal year end should also be included on the Balance Sheet in the "compensated absences payable" account line.]

If a termination benefit is not recognized because the expected benefits are not estimable, the employer should disclose that fact. Briefly describe termination benefits provided to employees as discussed above. If none, please state that fact.

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A terminated employee can continue to access health benefits, however, if the COBRA participant is paying the ENTIRE premium then there is no state contribution on behalf of this individual. Therefore, when a terminated employee pays 100% of the premium, the state would not have a termination liability.



**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**SCHEDULE OF NOTES PAYABLE**  
**June 30, 2008**

| Issue        | Date of Issue | Original Issue  | Principal Outstanding 6/30/PY | Redeemed (Issued) | Principal Outstanding 6/30/CY | Interest Rates | Interest Outstanding 6/30/CY |
|--------------|---------------|-----------------|-------------------------------|-------------------|-------------------------------|----------------|------------------------------|
| _____        | _____         | \$ _____        | \$ _____                      | \$ _____          | \$ _____                      | _____          | \$ _____                     |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| <b>Total</b> |               | <b>\$ _____</b> | <b>\$ _____</b>               | <b>\$ _____</b>   | <b>\$ _____</b>               |                | <b>\$ _____</b>              |

\*Send copies of new amortization schedules

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**SCHEDULE OF BONDS PAYABLE**  
**June 30, 2008**

| Issue        | Date of Issue | Original Issue  | Principal Outstanding 6/30/PY | Redeemed (Issued) | Principal Outstanding 6/30/CY | Interest Rates | Interest Outstanding 6/30/CY |
|--------------|---------------|-----------------|-------------------------------|-------------------|-------------------------------|----------------|------------------------------|
| _____        | _____         | \$ _____        | \$ _____                      | \$ _____          | \$ _____                      | _____          | \$ _____                     |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| _____        | _____         | _____           | _____                         | _____             | _____                         | _____          | _____                        |
| <b>Total</b> |               | <b>\$ _____</b> | <b>\$ _____</b>               | <b>\$ _____</b>   | <b>\$ _____</b>               |                | <b>\$ _____</b>              |

\*Send copies of new amortization schedules



**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**SCHEDULE OF CAPITAL LEASE AMORTIZATION**  
**For The Year Ended June 30, 2008**

| Fiscal Year<br>Ending: | <u>Payment</u>          | <u>Interest</u>         | <u>Principal</u>         | <u>Balance</u>           |
|------------------------|-------------------------|-------------------------|--------------------------|--------------------------|
| 2009                   | \$ _____                | \$ _____                | \$ _____                 | \$ --                    |
| 2010                   | _____                   | _____                   | _____                    | --                       |
| 2011                   | _____                   | _____                   | _____                    | --                       |
| 2012                   | _____                   | _____                   | _____                    | --                       |
| 2013                   | _____                   | _____                   | _____                    | --                       |
| 2014-2018              | _____                   | _____                   | _____                    | --                       |
| 2019-2023              | _____                   | _____                   | _____                    | --                       |
| 2024-2028              | _____                   | _____                   | _____                    | --                       |
| 2029-2033              | _____                   | _____                   | _____                    | --                       |
| <br>Total              | <br>\$ <u>    -    </u> | <br>\$ <u>    -    </u> | <br>\$ <u>    --    </u> | <br>\$ <u>    --    </u> |

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**SCHEDULE OF NOTES PAYABLE AMORTIZATION**  
**For the Year Ended June 30, 2008**

| Fiscal Year<br><u>Ending:</u> | <u>Principal</u> | <u>Interest</u> |
|-------------------------------|------------------|-----------------|
| 2009                          | \$ _____         | \$ _____        |
| 2010                          | _____            | _____           |
| 2011                          | _____            | _____           |
| 2012                          | _____            | _____           |
| 2013                          | _____            | _____           |
| 2014-2018                     | _____            | _____           |
| 2019-2023                     | _____            | _____           |
| 2024-2028                     | _____            | _____           |
| 2029-2033                     | _____            | _____           |
| Total                         | \$ _____ -       | \$ _____ -      |

**STATE OF LOUISIANA**  
**LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)**  
**SCHEDULE OF BONDS PAYABLE AMORTIZATION**  
**For The Year Ended June 30, 2008**

| Fiscal Year<br><u>Ending:</u> | <u>Principal</u> | <u>Interest</u> |
|-------------------------------|------------------|-----------------|
| 2009                          | \$ _____         | \$ _____        |
| 2010                          | _____            | _____           |
| 2011                          | _____            | _____           |
| 2012                          | _____            | _____           |
| 2013                          | _____            | _____           |
| 2014                          | _____            | _____           |
| 2015                          | _____            | _____           |
| 2016                          | _____            | _____           |
| 2017                          | _____            | _____           |
| 2018                          | _____            | _____           |
| 2019                          | _____            | _____           |
| 2020                          | _____            | _____           |
| 2021                          | _____            | _____           |
| 2022                          | _____            | _____           |
| 2023                          | _____            | _____           |
| 2024                          | _____            | _____           |
| 2025                          | _____            | _____           |
| 2026                          | _____            | _____           |
| 2027                          | _____            | _____           |
| 2028                          | _____            | _____           |
| 2029                          | _____            | _____           |
| 2030                          | _____            | _____           |
| 2031                          | _____            | _____           |
| 2032                          | _____            | _____           |
| 2033                          | _____            | _____           |
| <b>Total</b>                  | \$ _____ -       | \$ _____ -      |

STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)  
 SCHEDULE OF CURRENT YEAR REVENUE AND EXPENSES  
 BUDGETARY COMPARISON OF CURRENT APPROPRIATION  
 NON-GAAP BASIS  
 JUNE 30, 2008

|  | Financial Statement | Adjustments | ISIS Appropriation Report-08/14/08 | Revised Budget | Variance Positive/(Negative) |
|--|---------------------|-------------|------------------------------------|----------------|------------------------------|
| <b>Revenues:</b>   |                     |             |                                    |                |                              |
| Intergovernmental Revenues                                   | \$                  |             | \$                                 | \$             | -                            |
| Federal Funds  |                     |             |                                    |                | -                            |
| Sales of Commodities and Services                            |                     |             |                                    |                | -                            |
| Other  |                     |             |                                    |                | -                            |
| Total appropriated revenues                                  |                     |             |                                    |                | -                            |
| <b>Expenses:</b>   |                     |             |                                    |                |                              |
| Cost of goods sold   | \$                  |             | \$                                 | \$             | -                            |
| Personal services  |                     |             |                                    |                | -                            |
| Travel   |                     |             |                                    |                | -                            |
| Operating Services   |                     |             |                                    |                | -                            |
| Supplies   |                     |             |                                    |                | -                            |
| Professional services  |                     |             |                                    |                | -                            |
| Other charges  |                     |             |                                    |                | -                            |
| Capital outlay   |                     |             |                                    |                | -                            |
| Interagency transfers  |                     |             |                                    |                | -                            |
| Debt service   |                     |             |                                    |                | -                            |
| Other:   |                     |             |                                    |                | -                            |
| Bad debts  |                     |             |                                    |                | -                            |
| Depreciation   |                     |             |                                    |                | -                            |
| Compensated absences   |                     |             |                                    |                | -                            |
| Interest expense   |                     |             |                                    |                | -                            |
| Other (identify)   |                     |             |                                    |                | -                            |
| Total appropriated expenses                                  |                     |             |                                    |                | -                            |
| Excess (deficiency) of revenues over expenses (budget basis) | \$                  | \$          | \$                                 | \$             | -                            |

STATE OF LOUISIANA  
 LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS  
 SCHEDULE OF CURRENT YEAR REVENUE AND EXPENSES  
 BUDGETARY COMPARISON OF CURRENT APPROPRIATION  
 NON-GAAP BASIS  
 June 30, 2008

|  |          |
|--|----------|
| Excess (deficiency) of revenues over expenses (budget basis) | \$ _____ |
| Reconciling items:   |          |
| Cash carryover   | _____    |
| Use of money and property (interest income)                  | _____    |
| Depreciation   | _____    |
| Compensated absences adjustment                              | _____    |
| Capital outlay   | _____    |
| Disposal of fixed assets                                     | _____    |
| Change in inventory  | _____    |
| Interest expense   | _____    |
| Bad debts expense  | _____    |
| Prepaid expenses   | _____    |
| Principal payment  | _____    |
| Loan principal repayments included in Revenue                | _____    |
| Loan disbursements included in Expenses                      | _____    |
| Accounts receivable adjustment                               | _____    |
| Accounts payable/estimated liabilities adjustment            | _____    |
| Other  | _____    |
| Change in Net Assets   | \$ _____ |

**Note : Schedule 5 is only applicable for entities whose budget is appropriated by the legislature**

STATE OF LOUISIANA

LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS (BTA)

COMPARISON FIGURES

To assist OSRAP in determining the reason for the change in financial position for the State, please complete the schedule below. If the change is greater than \$1 million, explain the reason for the change.

|                   | <u>2008</u> | <u>2007</u> | <u>Difference</u> | <u>Percentage<br/>Change</u> |
|-------------------|-------------|-------------|-------------------|------------------------------|
| 1) Revenues       | \$ 129,711  | \$ 107,893  | \$ 21,818         | \$ 20.22%                    |
| Expenses          | 130,591     | 144,831     | (14,240)          | (9.83)%                      |
| 2) Capital assets |             |             | -                 |                              |
| Long-term debt    |             |             | -                 |                              |
| Net Assets        | 181,170     | 182,050     | (880)             | (0.48)%                      |

Explanation for change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Name of Entity: Louisiana Board of Examiners of Certified Shortland Reporters  
 Schedule 6: Schedule of Expenditures of Federal Programs  
 FYE June 30, 2008

Basis of Accounting Used to Prepare Schedule  
 Circle One: Full Accrual Cash Basis

NOTE: If other than cash basis,  
 please attach description of basis used.

ISIS Agency Number:  
 Preparer:

Phone Number: ( ) -

DUNS Number:  
 EIN Number: 72-

| Federal Grantor | Pass-Through Entity | Program Name/Title and Cluster Name | CFDA or Other Identifying No. | Pass-through Entity's Number | Project Name | Award Number | Award Period | Cash Disbursements | Receipts/Issues | Total |
|-----------------|---------------------|-------------------------------------|-------------------------------|------------------------------|--------------|--------------|--------------|--------------------|-----------------|-------|
|-----------------|---------------------|-------------------------------------|-------------------------------|------------------------------|--------------|--------------|--------------|--------------------|-----------------|-------|

Direct Awards:

\$ \$ \$ \$ \$ \$

Awards from a Pass-Through Entity:

Total \$

See instructions for completing this form beginning on page 2 of the instructions.

Also, if necessary, a reconciliation of the Schedule 6 to the entity's financial statements is required.

Federal Grantor = the federal agency that provided the federal award to your entity or a pass-through entity.

Pass-Through Entity = the quasi-public agency, local government, other state government, public college or university in another state, or other, that provided the federal award to carry out a federal program, if applicable.

Program Name/Title and Cluster Name = the program name from the CFDA catalog; if not available, the name should be taken from the federal award document; the cluster name should come from these instructions if a program falls within a cluster.

CFDA or Other Identifying No. = number presented on the federal award document; if a CFDA number is not available, an other identifying number must be provided along with the 2-digit federal agency prefix, i.e., federal award no., etc.

Pass-Through Entity Number = identifying number assigned by the pass-through entity, if applicable.

Project Name = the name of the grant or project as identified in the accounting records; if the project name is the same as the program, enter SAME.

Award ID = the grant, contract, etc. number that was assigned by the Federal grantor; this number is the number that is used when corresponding with the grantor.

Award Period = the period during which the assistance is available to your entity.

Cash Disbursements = the amount of indirect costs and actual cash disbursements made during the 12 months ended June 30, 2008, which have or will be funded with Federal funds.

Receipts = the dollar value of food stamps, federal commodities, or other nonmonetary assistance issued during the 12 months ended June 30, 2008.

Total = the total amounts in the cash disbursements and issues columns.

Receipts = the receipt of property or the receipt of surplus property.

Name of Entity: \_\_\_\_\_  
 Schedule 6: Schedule of Expenditures of Federal Programs  
 FYE June 30, 2008

Preparer: \_\_\_\_\_

Phone Number: ( ) -

Loan Information (if applicable):

DUNS Number: \_\_\_\_\_  
 EIN Number: 72-

| Federal Grantor | Program Name/Title and Cluster Name | CFDA or Other Identifying No. | Project Name | Outstanding Loan Balance |
|-----------------|-------------------------------------|-------------------------------|--------------|--------------------------|
|                 |                                     |                               |              | \$                       |

Total \$



Name of Entity: Louisiana Board of Examiners of Certified Shorthand Reporters  
 Schedule 8 - 1: Schedule of Fixed Price Contracts  
 FYE June 30, 2008

ISIS Agency Number:  
 Preparer:  
 Phone Number: ( )  
 DUNS Number:  
 EIN Number: 72-

Not Applicable

| Federal Grantor | Pass-Through Entity | Program Name/Title and Cluster Name | CFDA or Other Identifying No. | Pass-through Entity's Number | Project Name | Award ID Number | Award Period | Revenues |
|-----------------|---------------------|-------------------------------------|-------------------------------|------------------------------|--------------|-----------------|--------------|----------|
|-----------------|---------------------|-------------------------------------|-------------------------------|------------------------------|--------------|-----------------|--------------|----------|

Direct Awards: \$

Awards From a Pass-Through Entity: \$

Total \$

See instructions for completing this form beginning on page 9 of the Instructions.

Federal Grantor = the federal agency that provided the federal award.

Pass-Through Entity = the quasi-public agency, local government, non-profit organization, other state government, public college or university in another state, et cetera, that provided the federal award to carry out the federal program, if applicable.

Program Name/Title and Cluster Name = the program name from the CFDA catalog; if not available, the name should be taken from the federal award document; the cluster name should come from these instructions if a program falls within a cluster.

CFDA or Other Identifying No. = this number should be presented on the federal award document; if a CFDA number is not available, an other identifying number, along with a 2-digit federal agency prefix, must be included; i.e., federal award no., etc.

Pass-Through Entity Number = identifying number assigned by the pass-through entity, if applicable.

Project Name = the name of the grant or project as identified in the accounting records; if the project name is the same as the program, enter SAME.

Award ID = the grant, contract, etc., number that was assigned by the Federal grantor; this number is the number that is used when corresponding with the grantor.

Award Period = the period during which the assistance is available to your entity.

Revenues = the amount of revenues received during the year under fixed-price contracts.

ISIS Agency Number: \_\_\_\_\_

Preparer: \_\_\_\_\_

Not Applicable

Phone Number: \_\_\_\_\_

**Reconciliation of  
 Schedule 1 to Schedule 8  
 For The Year Ended June 30, 2008**

|   |        |                    |
|---|--------|--------------------|
| Total Federal Expenditures per Schedule 8                             | \$     | _____ -            |
| Plus: Current Year 13th Period Expenditures (7/1/0X - 8/14/0X)        |        | _____              |
| Less: Current Year Indirect Cost not recorded in AFS Org              | \$     | _____              |
| Prior Year 13th Period Expenditures (7/1/0X - 8/14/0X)                |        | _____              |
| Prior Year Indirect Cost Reported on CY Schedule 8 (7/1/0X - 8/14/0X) |        | _____              |
| <br>Total ISIS Expenditures at 8/14 Current Year                      |        | <br>_____          |
| <br>Other Reconciling Items(s) ***<br>(Describe)                      |        | <br>_____<br>_____ |
| <br>Total Revenue per Schedule 1, Col. V, line 4                      | <br>\$ | <br>_____<br>_____ |

\*\*\* Other Reconciling Items will be specific to your agency

**Schedule 8-3 Form  
Not Applicable**

Finding Title: \_\_\_\_\_  
\_\_\_\_\_

Reference Number(s): \_\_\_\_\_  
(from attached schedule of findings, may include more than one)

Single Audit Report Year: \_\_\_\_\_

Initial Year of Finding: \_\_\_\_\_

Amount of Questioned Costs in Finding (if applicable): \$ \_\_\_\_\_

Page Number (from Single Audit Report): \_\_\_\_\_

Program Name(s): \_\_\_\_\_

Federal Grantor Agency: \_\_\_\_\_

CFDA Number(s): \_\_\_\_\_

Status of Questioned Costs (check one):  
Resolved: \_\_\_\_\_ Unresolved: \_\_\_\_\_ No Further Action Needed: \_\_\_\_\_

Briefly describe the status of the Questioned Costs. Were they refunded to federal government?  
Are they still in negotiation?  
\_\_\_\_\_  
\_\_\_\_\_

Status of Finding (check one):  
Fully Corrected \_\_\_\_\_ Not Corrected \_\_\_\_\_  
Partially Corrected \_\_\_\_\_ No Further Action Needed \_\_\_\_\_  
Change of Corrective Action \_\_\_\_\_ {See OMB A-133 Section 315(b)(4)}

Description of Status: (include corrective action planned and anticipated completion date, if applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Use this form to present the status of any findings that are listed for your agency on the attached schedule. You should only present 1 finding per form. If you have 2 findings to present, then you should use 2 forms (1 for each finding). If there are no federal findings to present in this schedule, write NONE above.**

Preparer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Entity: Louisiana Board of Examiners of Certified Shorthand Reporters  
 Schedule 8 - 4: Schedule of Non-State Sub-recipients of Major Federal Programs  
 FYE June 30, 2008

ISIS Agency Number:  
 Preparer:  
 Phone Number:

EIN Number: 72-  
 DUNS Number:

Not Applicable

| Federal Grantor and<br>CFDA or<br>Other Identifying No. | Award or<br>Subaward<br>Number | Project<br>Number | Major Program Name<br>and Cluster Name, when applicable | Amount of<br>Major Program<br>Funds Disbursed to |                           |
|---|--------------------------------|-------------------|---|--|---------------------------|
|   |                                |                   |   | Non-State<br>Subrecipient                        | Non-State<br>Subrecipient |

\$  
 Sub-total \$  
 Total \$

**NOTE: Please provide subtotals by program on the schedule.**  
 See instructions for completing this form beginning on page 35 of the instructions.

CFDA or Other Identifying No. = number in the Catalog of Federal Domestic Assistance (CFDA) that identifies the federal program; if a CFDA number is not available, an other identifying number along with the 2-digit federal agency prefix should be assigned to the program to identify it; the number should appear on the attached list of major programs.

Major Program Name and Cluster Name = the name of the major federal program from which the funds were passed through to the secondary sub-recipient; the cluster name should be presented if the program is a part of a cluster as designated by OMB.  
 The program name and cluster name, if applicable, should appear on the attached list of major programs.

Amount of Major Program Funds Disbursed to Non-State Subrecipient = the amount of the major program funds passed through to a non-state subrecipient.

Non-State Subrecipient = the unit of local government, the public non-Louisiana college or university (University of Georgia), the unit of state government other than the State of Louisiana, or the name of the quasi-public agency to which the major program funds were passed through in a subrecipient relationship.

Name of Entity: Louisiana Board of Examiners of Cert  
 Schedule 8 - 5: Schedule of State Agency, Hospital, College, and University Sub-Recipients of Federal Programs  
 FYE June 30, 2008

ISIS Agency Number: \_\_\_\_\_  
 Preparer: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_  
 EIN Number: 72- \_\_\_\_\_  
 DUNS Number: \_\_\_\_\_

Not Applicable

| Federal Grantor and<br>CFDA or<br>Other Identifying No. | Award or<br>Sub-award<br>Number | Project<br>Number | Federal Program Name<br>and Cluster Name, when applicable | Amount of<br>Federal Program<br>Funds Disbursed to<br>State Agency,<br>Hospital, College,<br>or University | Name of State Agency, Hospital,<br>College or University Sub-recipient |
|---|---------------------------------|-------------------|---|--|--|
|   |                                 |                   |   | \$   |  |
|   |                                 |                   |   | Sub-total \$   |  |
|   |                                 |                   |   | Total \$   |  |

NOTE: Please provide subtotals by program on the schedule.  
 See instructions for completing this form beginning on page 41 of the instructions.

CFDA or Other Identifying No. = number in the Catalog of Federal Domestic Assistance (CFDA) that identifies the federal program; if a CFDA number is not available, an other identifying number along with the 2-digit federal agency prefix should be assigned to the program to identify it

Federal Program Name and Cluster Name = the name of the federal program from which the funds were passed through to the state agency, board, commission, or other component unit subrecipient; the cluster name should be presented if the program is a part of a cluster as designated by OMB; the program name and cluster name if applicable.

State Agency = a state department, agency, board, commission, or other component unit

Amount of Federal Program Funds Disbursed to State Agency, Hospital, College, or University = the federal dollars passed through to a state department, agency, board, commission, other component unit, hospital, college, or university.