

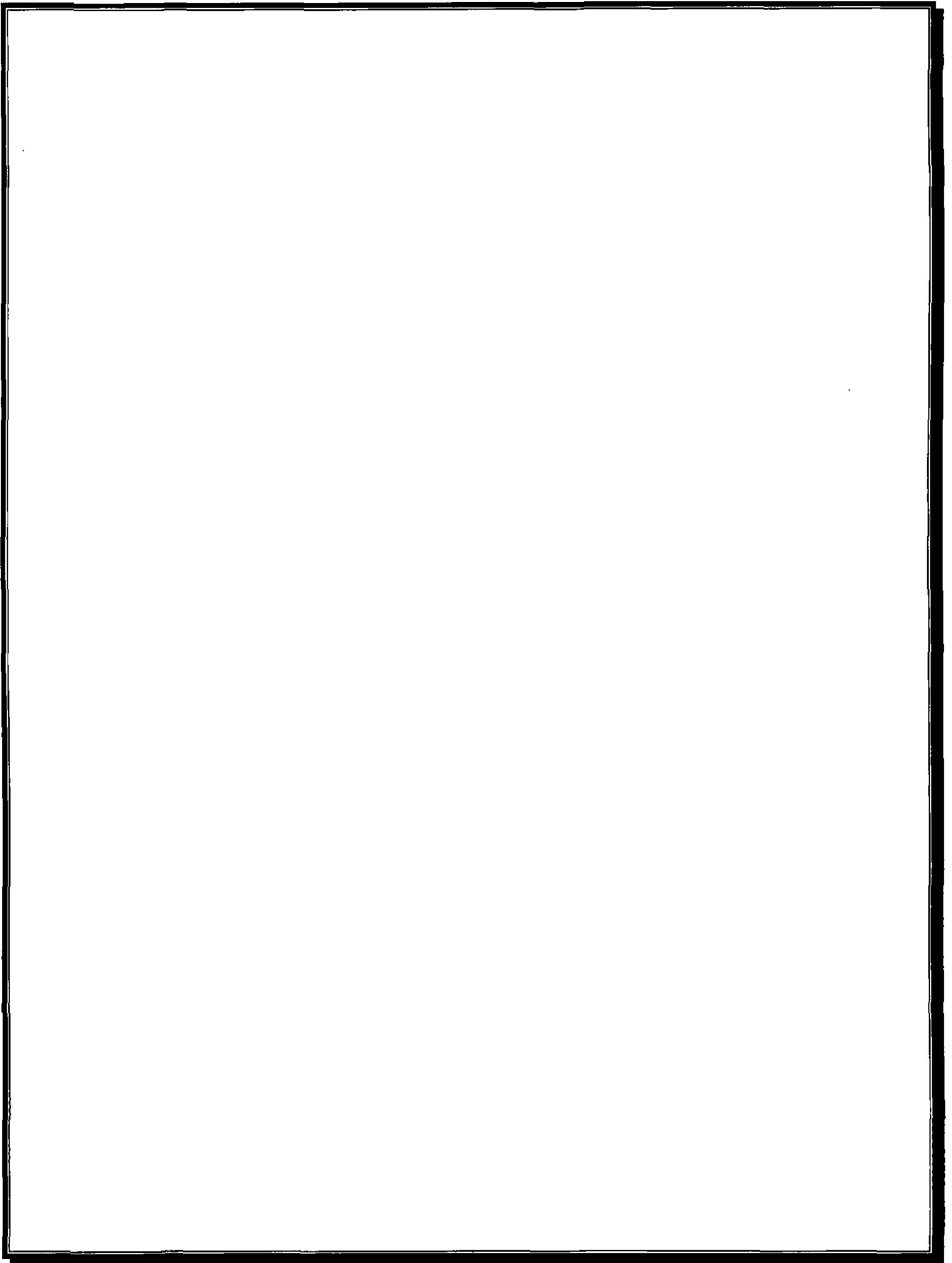
**B. W. COOPER, RMC  
3400 ERATO STREET  
NEW ORLEANS, LA 70125**

**TO THE BOARD OF DIRECTORS**

**INDEPENDENT AUDIT REPORT  
FOR THE YEAR ENDED SEPTEMBER 30, 2009**

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 5/19/10



**B. W. COOPER RMC  
3400 EARHART BLVD.  
NEW ORLEANS, LA 70125**

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**BOBBIE L. HOWARD, CPA**

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**INDEPENDENT AUDITOR'S REPORT**

**To the Board of Directors  
B. W. COOPER, RMC  
3400 ERATO STREET  
NEW ORLEANS, LA 70125**

I have audited the accompanying statement of financial position of the B.W Cooper, RMC "a nonprofit organization" as of September 30, 2009 and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of B. W. Cooper, RMC's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of B. W. Cooper, RMC as of September 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued our report dated March 22, 2010, on my consideration of B. W. Cooper, RMC internal

control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

My audit was conducted for the purpose of forming an opinion on the basic financial statements of B. W. Cooper, RMC taken as a whole. The accompanying schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by *U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects in relation to the basic financial statements taken as a whole.

**Bobbie L Howard**  
**Certified Public Accountant**  
**Houma, LA**

**March 22, 2010**

**B. W. COOPER, RMC  
STATEMENT OF FINANCIAL POSITION  
SEPTEMBER 30, 2009**

**ASSETS**

**Current Assets**

Cash ( Note A & E)	\$ 1,222,207
Grant Receivables	-0-
Other Receivables	8,398
Other Current Assets	<u>2,980</u>

**Total Current Assets** **\$ 1,233,585**

Property, Plant and Equipment	
Net of Accumulated Depreciation of \$202,728 ( Note A & B)	<u>352,339</u>

**Total Assets** **\$ 1,585,924**

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts Payable	3,760
Compensated Absences	<u>77,650</u>

**Total Current Liabilities** **\$ 81,410**

**Net Assets**

Unrestricted	<u>\$ 1,504,514</u>
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**Total Net Assets** **\$ 1,504,514**

**Total Liabilities and Net Assets** **\$ 1,585,924**

**See auditor's report and notes to financial statements**

**B. W. COOPER, RMC  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED  
SEPTEMBER 30, 2009**

**REVENUES**

<b>Revenues, Gains, and Other Support</b>	<b>Unrestricted</b>
Management Contract	\$ 1,538,294
Hano Rent	647,971
Program Services	5,750
Contributions	2,200
Interest Income	6,294
Miscellaneous	20,648
<b>Total Revenues, Gains and Other Support</b>	<b>\$ <u>2,221,157</u></b>

**EXPENSES**

Management Contract	\$ 2,313,990
General Administrative	167,171
Program Services	5,750
<b>Total Expenses</b>	<b>\$ <u>2,486,911</u></b>
 <b>Change in Net Assets</b>	 <b>\$ (265,754)</b>
 <b>Net Assets, Beginning of year</b>	 <b>\$ 1,770,268</b>
 <b>Net Assets, End of year</b>	 <b>\$ <u>1,504,514</u></b>

**See auditor's report and notes to the financial statements.**

**B. W. COOPER RMC**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2009**

	<u>Manage</u> <u>Contract</u>	<u>General</u> <u>Admin.</u>	<u>Program</u> <u>Services</u>	<u>Total</u> <u>Expenses</u>
Salaries	1,120,130	57,175	-	1,177,305
Payroll Taxes	77,626	4,373	-	81,999
<b>Total Employee Cost</b>	<b>1,197,756</b>	<b>61,548</b>	<b>-</b>	<b>1,259,304</b>
Employee Benefits	202,603	10,665	-	213,268
Administrative Expenses	-	15,148	-	15,148
Professional Services	15,570	10,670	-	26,240
Supplies	50,590	-	-	50,590
Telephone	51,238	-	-	51,238
Travel & Seminars	27,777	18,517	-	46,294
Printing and Reproduction	8,195	-	-	8,195
Equipment Rental	3,065	-	-	3,065
Tenant Services	-	26,158	-	26,158
Technical Assistance	-	24,465	-	24,465
Stipends	11,800	-	-	11,800
Maintenance	226,886	-	-	226,886
Utilities	229,417	-	-	229,417
Insurance	173,037	-	-	173,037
Program Services	-	-	5,750	5,750
Security	56,190	-	-	56,190
Depreciation	59,866	-	-	59,866
	<b>1,116,234</b>	<b>105,623</b>	<b>5,750</b>	<b>1,227,607</b>
	<b>2,313,990</b>	<b>167,171</b>	<b>5,750</b>	<b>2,486,911</b>

**See auditor's report and notes to the financial statements.**

**B. W. COOPER, RMC**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2009**

<b>Cash Flows from Operating Activities:</b>	
Decrease in net assets	\$ (187,103)
<b>Adjustments to reconcile net income to net cash provided by operating activities:</b>	
Depreciation	59,866
(Increase) decrease in operating assets:	
Grant receivable	150,718
Increase (decrease) in operating liabilities:	
Accounts payable	(20,449)
Other liabilities	(9,460)
<b>Total Adjustments</b>	<b>\$ <u>180,675</u></b>
<b>Net Cash Provided by Operating Activities:</b>	<b>(6,428)</b>
<b>Cash Flows from Investment Activities</b>	
Purchase of Fixed Assets	(4,617)
<b>Net Cash Provided by Investing Activities</b>	<b>(4,617)</b>
<b>Net Decrease in Cash and Cash Equivalents</b>	<b>(11,045)</b>
<b>Cash and Cash Equivalents at Beginning of Year</b>	<b><u>1,233,252</u></b>
<b>Cash and Cash Equivalents at End of Year</b>	<b>\$ <u>1,222,207</u></b>

See auditor's report and notes to financial statements.

**B. W. COOPER, RMC**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2009**

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

**1. Organization**

B. W. Cooper, RMC is a non-profit organization established primarily to provide service in the form of property management for the B. W. Cooper Apartments. Other goals involve housing rehabilitation, improving public facilities and revitalization of the neighborhood economic condition by providing decent housing, suitable living environments and expanded economic opportunities for residents of B. W. Cooper Apartments.

**2. Presentation Of Financial Statement**

The accounting financial statements of B.W. Cooper, RMC have been prepared on the accrual basis of accounting and accordingly reflect all significant receivable, payable, and other liabilities.

**3. Basis of Reporting**

Financial statements presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organization. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**4. Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Agency considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents.

5. **Concentration of Grants**

Approximately 70% of the Organization's funding is provided from a grant from the Housing Authority of New Orleans.

6. **Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amount of assets and liabilities, the disclosure of contingent and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

7. **Functional Allocation of Expenses**

The costs for providing for various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain cost have been allocated among the programs and supporting services benefited.

8. **Income Tax Status**

The Organization is exempt from federal tax under Section 501(c) (3) of the Internal Revenue Code. However, income from certain activities not directly related to the Organization's tax- exempt purpose is subject to taxation as *unrelated business income*. In addition, the Organization qualifies for charitable contribution deduction under Section 170(b) (1) (A) and has been classified as an organization other than a private foundation under Section 509(a) (2).

9. **Property, Plant and Equipment**

All acquisitions of property and equipment in excess of \$1,000.00 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximated fair value at the date of donation. Depreciation is computed using the straight-line method.

**10. Budgetary Data**

B.W. Cooper, RMC adopts a budget. The budgetary data are submitted to Housing Authority of New Orleans for approval.

**NOTE B – PROPERTY AND EQUIPMENT**

Property and Equipment consisted of the following at September 30, 2009

	9/30/08	Additions	9/30/09
Furniture & Equipment	\$ 34,934	\$ 1,750	\$ 36,684
Computer Equipment	17,978	2,867	20,845
Other Equipment	110,298		110,298
Auto	93,410		93,410
Major Bldg Improvements	275,832		275,832
Land Improvement	8,978		8,978
Security Lights	<u>9,000</u>		<u>9,000</u>
	\$ 550,430	\$ 4,617	\$ 555,047
Accumulated depreciation	<u>(142,842)</u>	(59,866)	<u>( 202,708)</u>
	\$ 407,588		\$ 352,339

**NOTE C – COMPENSATION TO DIRECTORS**

The resident council (board) received a stipend of \$200.00 per month expense associated with carrying out their duties as directors for the year ended September 30, 2009.

#### **NOTE D – REVENUES, GAINS, AND OTHER SUPPORT**

Management Contract	\$ 1,538,294
Hano Rent	647,971
Program Services	5,750
Contributions	2,200
Interest Income	6,294
Miscellaneous	<u>20,648</u>
<b>Total Revenues, Gains and Other Support</b>	<b>\$ <u>2,221,157</u></b>

Last fiscal year the organization started collecting rent from the tenants instead of having the Housing Authority of New Orleans (HANO) whom had previously collected tenants rent.

#### **NOTE E – CASH IN BANK**

The Organization maintains its cash balances in one financial institution located in New Orleans, La. The balances are insured by the Federal Deposit insurance Corporation up to \$250,000. Cash at this institution exceeded federally insured limits. The amount in excess of FDIC limited total \$972,207

#### **NOTE F – ECONOMIC DEPENDENCY**

The agency received the majority of its revenue form contracts with the Housing Authority of New Orleans, pass through funds from the Department of Housing and Urban Development. If significant budget cuts or legislative changes are made at the federal, state or city level, the amount of funding could be reduced significantly and have an adverse impact on its current program. Management is not aware of any actions that will adversely affect the funding it will receive in the next fiscal year.

## **NOTE G – RETIREMENT PLANS**

Substantially all of the Agencies employees are eligible for a 401 K plan. During the current year the Agency matched \$51,494. The agency amount of for compensated absences total \$77,650.

## **NOTE H- CONCENTRATION RISK**

B.W. Cooper, RMC housing units has been targeted for demolition under Phase I and Phase II of an agreement with HANO and a developer to make way for multi-family units to be managed by B.W. Cooper, RMC & the developer. A portion of the housing units are currently being demolished under Phase I. Completion of Phase II has yet to be determined.

**BOBBIE L. HOWARD, CPA**

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**INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN REPORT ON ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS.**

**To The Board of Directors  
B. W. COOPER, RMC  
3400 EARHART BVLD.  
New Orleans, LA 70125**

I have audited the financial statements of B. W. Cooper, RMC (a nonprofit organization) as of and for the year ended September 30, 2009, and have issued my report thereon dated March 22, 2010. I conducted my audit in accordance with auditing standards generally accepted in the United States of American and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered B. W. Cooper, RMC internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the B.W. Cooper, RMC internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

My consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant

deficiencies or material weaknesses. However, as discussed below, I identified certain deficiencies in internal control over financial reporting that I consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiencies or combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control. I consider the deficiencies described in the accompanying schedule of findings and questioned costs to be significant deficiencies in internal control over financial reporting. As item # 09-01.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the organization's internal control.

My consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and, accordingly would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, of the reportable conditions described above I consider as Item # 09-01, considered to be a material weakness.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about weather the of B. W. Cooper, RMC's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management. B. W. Cooper, RMC, the Housing Authority of New Orleans, the Legislative Auditor of the State of Louisiana, Federal, state and local awarding agencies and pass-through agencies and is not intended to be used by anyone other than those specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

**Bobbie L Howard**  
**Certified Public Accountant**  
**Houma, LA**

**March 22, 2010**

**BOBBIE L. HOWARD, CPA**

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH  
*OMB CIRCULAR A-133***

To The Board of Directors  
B. W. COOPER, RMC  
3400 EARHART BVLD.  
New Orleans, LA 70125

**Compliance**

I have audited the compliance of B. W. Cooper, RMC ( a nonprofit organization) with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major programs for the year ended September 30, 2009. B. W. Cooper, RMC's major federal programs is identified in the summary of the auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each its major federal programs, is the responsibility of B. W. Cooper, RMC's management. My responsibility is to express an opinion on B. W. Cooper, RMC's compliance based on our audit.

I conducted my audit of compliance in accordance with auditing Standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, OMB Circular A-133, "Audits of States, Local Governments and Non Profit Organizations". Those standards and *OMB Circular A-133* require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred.

An audit includes examining, on a test basis, evidence about B. W. Cooper, RMC's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on B. W. Cooper, RMC's compliance with those requirements.

In my opinion, B.W Cooper, RMC complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2009.

### **Internal Control Over Compliance**

The management of B. W. Cooper, RMC is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable for federal programs. In planning and performing my audit, I considered B. W. Cooper, RMC's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of B.W. Cooper, RMC's internal control over compliance.

My consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in the entity's internal control that might be significant deficiencies or material weaknesses as defined below. However, as discussed below, I identified certain deficiencies in internal control over compliance that I consider to be a significant deficiencies and others that I consider to be material weaknesses.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with the type of compliance requirement of federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

I consider the deficiencies in internal control over compliance described in the accompanying schedule of finding and questioned costs as item # 09-01.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control . Of the significant deficiencies in internal control over compliance described in the accompanying schedule of finding and questioned costs, I consider item #09-01 to be material weaknesses.

*B.W. Cooper, RMC's response to the findings identified in my audit is described in the accompanying schedule of findings and questioned costs. I did not audit B.W. Cooper, RMC's response and accordingly, I express no opinion on it.*

This report is intended for the information of the Board and management B. W. Cooper, RMC, the Housing Authority of New Orleans, the Legislative Auditor of the State of Louisiana, Federal, state and local awarding agencies and pass-through agencies and is not intended to be used by anyone other than those specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

**Bobbie L Howard**  
**Certified Public Accountant**  
**Houma, LA**

**March 22, 2010**

**B.W. COOPER, RMC**  
**SCHEDULE OF EXPENDITURES OF FINANCIAL AWARDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2009**

Federal Grant/ Pass-Thru Grantor/ Program Title	Federal CFDA Number	Agency Pass Thru	Federal Expenditures
U.S Department of Housing And Urban Development			
Pass-through from Housing Authority of New Orleans	14.850		\$ 2,313,990
 <b>TOTAL</b>			 <b>\$ 2,313,990</b>

The schedule of expenditures of federal awards is presented on the accrual basis of accounting.

**B. W. COOPER, RMC**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**SUMMARY OF THE INDEPENDENT AUDITOR'S RESULTS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2009**

1. The auditor's report expresses an unqualified opinion on the financial statements of B. W. Cooper, RMC.
2. One significant deficiencies disclosed during the audit of the financial statements are reported in the Schedule of Finding and Questioned Cost. The conditions are reported as a material weakness.
3. No instances of noncompliance material to the financial statements of B. W. Cooper, RMC which would be required to be reported in accordance with *Government Auditing Standards*, was disclosed during the audit.
4. One significant deficiencies in internal control over major federal award programs disclosed during the audit are reported in the Schedule of Findings and Questioned Cost. The conditions are reported as a material weakness.
5. The auditor's report on compliance for the major federal award programs for B. W. Cooper, RMC expresses a unqualified opinion.
6. Audit findings that are required to be reported in accordance with Section 510 (a) of OMB Circular A-133 are reported in this Schedule.
7. The program tested as a major program.

<u>Pass Thru Number</u>	<u>Name of Federal Program</u>
14.850	Management Contract

8. The dollar threshold used to distinguish between Type A and B described in *OMB Circular A-133, Section 520(b)* are as follows:

<u>Program</u>	<u>Amount</u>
Type A	\$ 300,000

9. B. W. COOPER, RMC does not qualify as a low risk auditee, under *OMB Circular A-133, Section 530*

**B. W. COOPER, RMC**  
**SCHEDULE OF FINDING AND QUESTIONED COST**  
**YEAR ENDED SEPTEMBER 30, 2009**

**FINDING-FINANCIAL STATEMENT AUDIT**

**SIGNIFICANT DEFICIENCIES AND MATERIAL WEAKNESS**

**09-01 Payroll**

**Condition:** Two out of Twenty-five payroll checks tested had no supporting time sheets.

**Criteria:** Internal control should be in place that provides assurance that all payroll checks written have supporting time sheets.

**Effect:** Because of failure to have supporting time sheets payroll checks could be written for services never performed.

**Question Cost:** None

**Recommendations:** Procedures should be implemented requiring all payroll checks written have supporting time sheet.

**B. W. COOPER, RMC**  
**SCHEDULE OF FINDING AND QUESTIONED COST**  
**YEAR ENDED SEPTEMBER 30, 2009**

**FINDINGS AND QUESTIONED COSTS—MAJOR FEDERAL AWARD  
PROGRAM  
MANAGEMENT CONTRACT—PASS THROUGH NUMBER 14.850**

**09-01 Payroll**

**Condition:** Two out of Twenty-five payroll checks tested had no supporting time sheet.

**Criteria:** Internal control should be in place that provides assurance that all payroll checks written have supporting time sheets.

**Effect:** Because of failure to have supporting time sheets payroll checks could be written for services never performed.

**Recommendations:** Procedures should be implemented requiring all payroll checks written have supporting time sheets.

**BOBBIE L. HOWARD, CPA**

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**CORRECTIVE ACTION PLAN**

**FOR THE YEAR ENDED SEPTEMBER 30, 2009**

B. W. COOPER, RMC respectfully submits the following corrective action plan for the year ended September 30, 2009.

Firm Name: **Bobbie L. Howard, CPA,**  
921 Church Street – Rear Entrance  
Houma, LA 70360

Audit Period: **For the Year Ended September 30, 2009**

The findings from the September 30, 2009 Schedule of Findings and Questioned Costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

**FINDINGS — FINANCIAL STATEMENT AUDIT**

**REPORTABLE CONDITIONS**

**09-01 Payroll**

**Recommendation:** Procedures should be implemented requiring all payroll checks written have supporting time sheets.

**Action Taken:** We concur with the recommendation, and it was implemented effective immediately.

**FINDINGS — MAJOR FEDERAL AWARD PROGRAM**

**MANAGEMENT CONTRACT – PASS THROUGH NUMBER 14.850**

**REPORTABLE CONDITIONS**

**09-01 Payroll**

**Recommendation:** Procedures should be implemented requiring all payroll checks written have supporting time sheets.

**Action Taken:** We concur with the recommendation, and it was implemented effective immediately.

If the oversight agency has questions regarding this plan, please call Eric Lilly, B. W. Cooper, RMC, Comptroller, (504) 822-8840.

Sincerely,

Eric Lilly, Comptroller  
March 22, 2010

**SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED  
SEPTEMBER 30, 2009**

08-01 Payroll	Unresolved
08-02 Cash Disbursements	Resolved
08-03 Misappropriation of Assets	Resolved
07-03 Management Contract	Resolved
07-02 Cash Disbursement	Unresolved
07-01 Payroll	Unresolved
06-04 Child and Nutrition Program	Resolved
06-03 Property, Plant and Equipment	Resolved
06-02 Cash Disbursements	Unresolved
06-01 Payroll	Unresolved
05-04 Untimely audit report	Resolved
05-03 Property, Plant and equipment	Unresolved
05-02 Cash Disbursement	Unresolved
05-01 Payroll	Resolved
04-03 Property, Plant and Equipment	Unresolved
04-02 Cash Disbursements	Unresolved
04-01 Payroll	Unresolved
03-02 Management Contract	Resolved
03-01 Payroll	Resolved
02-01 Purchasing Procedures	Resolved