

**ST. TAMMANY PARISH  
WATERWORKS DISTRICT NO. 3  
Covington, Louisiana**

Financial Statements  
and  
Independent Accountant's Review Report

December 31, 2012

## Contents

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<b>Independent Accountant's Review Report</b>	<b>1 - 2</b>
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### **Financial Statements**

Statement of Net Position	3
Statement of Revenues, Expenses and Changes in Net Position	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 12

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<b>Independent Accountant's Report on Applying Agreed-Upon Procedures</b>	<b>13 - 15</b>
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<b>Louisiana Attestation Questionnaire</b>	<b>16 - 17</b>
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## Independent Accountant's Review Report

To the Board of Commissioners  
St. Tammany Parish Waterworks District No. 3  
Covington, Louisiana

We have reviewed the accompanying statement of net position of St. Tammany Parish Waterworks District No. 3 ("the District"), a component unit of the St. Tammany Parish Council, as of December 31, 2012, and the related statements of revenues, expenses and changes in net position and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of District management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

In accordance with standards established by the American Institute of Certified Public Accountants, we have also issued our report dated May 3, 2013, on applying agreed-upon procedures for compliance with laws and regulations.

NEW ORLEANS HOUSTON BATON ROUGE COVINGTON

An Independently Owned Member, McGladrey Alliance

The McGladrey Alliance is a premier affiliation of independent accounting and consulting firms. The McGladrey Alliance member firms maintain their name, autonomy and independence and are responsible for their own client fee arrangements, delivery of services and maintenance of client relationships.

Management has omitted the management's discussion and analysis information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board ("GASB"), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

A handwritten signature in cursive script that reads "LaForte".

A Professional Accounting Corporation

Covington, LA  
May 3, 2013

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
**Statement of Net Position**  
**December 31, 2012**

<b>Assets</b>	
<b>Current Assets</b>	
Cash and Cash Equivalents	\$ 1,176,522
Revenues Receivable - Charges for Services	22,818
Prepaid insurance	<u>5,708</u>
<b>Total Current Assets</b>	<u>1,205,048</u>
<b>Restricted Assets</b>	
Cash and Cash Equivalents	<u>39,032</u>
<b>Total Restricted Assets</b>	<u>39,032</u>
<b>Noncurrent Assets</b>	
Property, Plant and Equipment (Net of Accumulated Depreciation)	<u>677,108</u>
<b>Total Noncurrent Assets</b>	<u>677,108</u>
<b>Total Assets</b>	<u>1,921,188</u>
<b>Liabilities</b>	
<b>Current Liabilities (Payable from Unrestricted Assets)</b>	
Accounts Payable	8,333
Due to Other Governmental Entities	<u>95,487</u>
<b>Total Current Liabilities (Payable from Unrestricted Assets)</b>	<u>103,820</u>
<b>Current Liabilities (Payable from Restricted Assets)</b>	
Meter Deposits	<u>39,273</u>
<b>Total Current Liabilities (Payable from Restricted Assets)</b>	<u>39,273</u>
<b>Total Liabilities</b>	<u>143,093</u>
<b>Net Position</b>	
Net Invested in Capital Assets	677,108
Unrestricted	<u>1,100,987</u>
<b>Total Net Position</b>	<u>\$ 1,778,095</u>

See accompanying notes and independent accountant's review report.

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**For the Year Ended December 31, 2012**

<b>Operating Revenues</b>	
Charges for Services	\$ 219,309
Administrative Fees for New Users	<u>1,275</u>
<b>Total Operating Revenues</b>	<u>220,584</u>
<b>Operating Expenses</b>	
Advertising	473
Bank Charges	32
Bookkeeping	6,000
Depreciation	15,374
Dues and Subscriptions	250
Engineering Fees	33,995
Insurance	7,548
Legal and Professional Services	9,220
Licenses and Permits	5,255
Office Supplies and Expenses	2,187
Postage and Delivery	2,199
Repairs and Maintenance	38,230
Utilities and Telephone	<u>16,816</u>
<b>Total Operating Expenses</b>	<u>137,579</u>
<b>Operating Income</b>	83,005
<b>Nonoperating Revenues</b>	
Interest Income	<u>974</u>
<b>Total Nonoperating Revenues</b>	<u>974</u>
<b>Change in Net Position</b>	83,979
<b>Net Position, Beginning of Year</b>	<u>1,694,116</u>
<b>Net Position, End of Year</b>	<u><u>\$ 1,778,095</u></u>

See accompanying notes and independent accountant's review report.

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2012**

<b>Cash Flows from Operating Activities</b>	
Cash Received from Customers	\$ 216,789
Cash Payments to Suppliers for Goods and Services	<u>(127,832)</u>
<b>Net Cash Provided by Operating Activities</b>	<u>88,957</u>
<b>Cash Flows from Non-Capital Financing Activities</b>	
Cash Received for Other Governmental Entity, Net	75,832
Payments for Capital Acquisitions	<u>(269,848)</u>
<b>Net Cash Used in Non-Capital Financing Activities</b>	<u>(194,016)</u>
<b>Cash Flows from Investing Activities</b>	
Interest Received	<u>974</u>
<b>Net Cash Provided by Investing Activities</b>	<u>974</u>
<b>Decrease in Cash and Cash Equivalents</b>	(104,085)
<b>Cash and Cash Equivalents at Beginning of Year</b>	<u>1,280,607</u>
<b>Cash and Cash Equivalents at End of Year</b>	<u><u>\$ 1,176,522</u></u>
<b>Reconciliation of Operating Income to Net Cash Provided by Operating Activities</b>	
Operating Income	\$ 83,005
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:	
Depreciation	15,374
Increase in Receivables	(3,795)
Increase in Prepaid Expenses	(303)
Decrease in Accounts Payable	<u>(5,324)</u>
<b>Net Cash Provided by Operating Activities</b>	<u><u>\$ 88,957</u></u>

See accompanying notes and independent accountant's review report.

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
**Covington, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

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**Introduction**

The St. Tammany Parish Waterworks District No. 3 (“the District”) was created by the St. Tammany Parish Police Jury (“the Police Jury”), as provided by Louisiana Revised Statute (“LSA-R.S.”) 33:3881. The District is governed by a four-member board of commissioners (“the Board”), who are residents of and own real estate in the District. The Board is appointed by the Police Jury and is responsible for providing water service to users within the boundaries of the District. The water comes from deep artesian wells, and it is distributed through a central water tower. The District is the collection agent for St. Tammany Parish Sewerage Districts No. 1 and No. 4.

Governmental Accounting Standards Board (“GASB”) Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the District is considered a component unit of the St. Tammany Parish Council (“the Council”). In accordance with GASB codification Section 2100, the District is considered a component unit of the Parish reporting entity because (1) commissioners of the District are appointed by the Council and (2) the District provides water services to residents within St. Tammany Parish. While the District is an integral part of the Parish reporting entity, and should be included within the financial statements of that reporting entity, GASB codification Section 2600 provides that a component unit may also issue financial statements separate from those of the reporting entity. Accordingly, the accompanying financial statements present information only on the financial operations of the District and do not present information on the Council, the general government services provided by the Council or on other component units that comprise the St. Tammany Parish reporting entity.

**Note 1. Summary of Significant Accounting Policies**

**Financial Statements**

GASB Statement No. 34, *Basic Financial Statements - and Management’s Discussion and Analysis - for State and Local Governments*, provides that special-purpose governments engaged only in business-type activities should present only the financial statements required for enterprise funds. For these governments, basic financial statements and required supplementary information (“RSI”) consists of:

1. Management’s discussion and analysis (“MD&A”). (The District’s management has not presented MD&A that the GASB has determined to be required to supplement, although not required to be part of, the basic financial statements.)
2. Statement of net assets.
3. Statement of revenues, expenses and changes in net assets.
4. Statement of cash flows.
5. Notes to financial statements.
6. RSI, if applicable.

The District is a special-purpose government engaged only in business-type activities.

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
Covington, Louisiana

**NOTES TO FINANCIAL STATEMENTS**

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**Note 1. Summary of Significant Accounting Policies (Continued)**

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The District's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the enterprise fund financial statements to the extent that those standards do not conflict with or contradict guidance of the GASB. Governments also have the option of following subsequent private-sector guidance for their respective funds, subject to the same limitation. The District has elected not to follow subsequent private-sector guidance.

In accordance with Governmental Accounting Standards Board ("GASB") Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB No. 63, net position is classified into three components - net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

- a. *Net Investment in Capital Assets* - This component of net position consists of the historical cost of capital assets, including any restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets, plus deferred outflows of resources less deferred inflows of resources related to those assets.
- b. *Restricted* - This component of net position consists of assets that have constraints that are externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.
- c. *Unrestricted* - All other net position is reported in this category.

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
Covington, Louisiana

**NOTES TO FINANCIAL STATEMENTS**

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**Note 1. Summary of Significant Accounting Policies (Continued)**

**Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)**

Enterprise funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the District's proprietary fund are charges to customers for sales and services. The District also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for the proprietary fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

**Impact of Recently Issued and Adopted Accounting Pronouncements**

In December 2010, GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pro-November 30, 1989 FASB and AICPA Pronouncements*. GASB 62 incorporates into GASB's authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements: Financial Accounting Standards Board ("FASB") Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the American Institute of Certified Public Accountants' ("AICPA") Committee on Accounting Procedure. GASB 62 is effective for periods beginning after December 15, 2011.

The District's adoption of this statement in 2012 did not have any impact on the District's financial statements.

In June 2011, the GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASB 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. The statement of net assets is renamed the statement of net position and includes four components: assets, deferred outflows of resources, liabilities, and deferred inflows of resources. The provisions of this statement are effective for financial periods beginning after December 15, 2011. During 2012, the District adopted the statement and restated balances previously referred to as net assets to net position.

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
Covington, Louisiana

**NOTES TO FINANCIAL STATEMENTS**

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**Note 1. Summary of Significant Accounting Policies (Continued)**

**Recently Issued Accounting Pronouncements**

In March 2012, the GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*. GASB 65 clarifies the appropriate reporting of deferred outflows of resources and deferred inflows of resources to ensure consistency in financial reporting. The provisions of the statement are effective for periods beginning after December 15, 2012. Management does not anticipate that the adoption of this statement will have any impact on the District's financial statements.

**Cash, Cash Equivalents and Investments**

Cash and cash equivalents include amounts in interest bearing and non-interest bearing demand deposits. The District may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state of the union or the laws of the United States. Under state laws, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. State law LSA-R.S. 39:1225 provides that the amount of security shall at all times be equal to 100% of the amount on deposit to the credit of each depository authority, except that portion of the deposit insured by the United States of America. State law also allows the District to invest in collateralized certificates of deposits, government-backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government-backed securities. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. At December 31, 2012, the District did not have any investments with original maturities that exceed 90 days.

**Revenues Receivable**

The District bills customers in the month following the month in which services were provided. Unbilled service charges are accrued for the month of December at year end. Revenues receivable on the accompanying Statement of Net Position are considered to be fully collectible at December 31, 2012. Uncollectible amounts are recognized as bad debts through the establishment of an allowance account at the time the information becomes available, which would indicate the uncollectibility of an account.

**Capital Assets**

All capital assets of the proprietary fund are recorded at historical cost. Depreciation of all exhaustible capital assets is charged as an expense against their operations. Preconstruction costs associated with the development of the water system, which include engineering, legal, and interest costs, are capitalized and will be depreciated over their useful lives using the straight-line method.

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
Covington, Louisiana

**NOTES TO FINANCIAL STATEMENTS**

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**Note 1. Summary of Significant Accounting Policies (Continued)**

**Capital Assets (Continued)**

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable. The following estimated useful lives are used to compute depreciation:

	<b>Estimated Useful Lives</b>
Infrastructure - Water System	20 - 35 years
Equipment	15 - 20 years

**Federal Income Taxes**

The District is not subject to federal income taxes in accordance with Internal Revenue Code ("IRC") Section 115 regarding income of states, municipalities, political subdivisions, etc.

**Estimates**

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

**Note 2. Cash and Cash Equivalents**

At December 31, 2012, cash and cash equivalents for both current and restricted assets consisted of the following:

Unrestricted	\$ 1,176,522
Restricted	<u>39,032</u>
<b>Total</b>	<b><u>\$ 1,215,554</u></b>

Custodial credit risk is the risk that, in the event of bank failure, the District's deposits might not be recovered. The District's deposit policy for custodial credit risk conforms to state law, as described in Note 1. At December 31, 2012, the District's deposit bank balances of \$1,215,563 were secured by federal deposit insurance and pledged securities held by the District's fiscal agent bank in the District's name.

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
**Covington, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**

**Note 3. Restricted Assets**

At December 31, 2012, restricted cash of \$39,032 consisted of amounts held for meter deposits.

**Note 4. Capital Assets**

Capital asset activities for the year ended December 31, 2012, were as follows:

	Beginning Balance	Increases	Ending Balance
<b>Capital Assets Not Being Depreciated</b>			
Land	\$ 146,599	\$ 262,172	\$ 408,771
<b>Capital Assets Being Depreciated</b>			
Building	735	-	735
Water Lines	132,992	1,335	134,327
Water System Improvements	446,924	-	446,924
Machinery and Equipment	49,118	5,177	54,295
Water Storage	139,291	-	139,291
Improvements	1,941	1,164	3,105
<b>Total Capital Assets Being Depreciated</b>	<b>771,001</b>	<b>7,676</b>	<b>778,677</b>
<b>Less Accumulated Depreciation for:</b>			
Building	(735)	-	(735)
Water Lines	(132,573)	(70)	(132,643)
Water System Improvements	(178,587)	(13,319)	(191,906)
Machinery and Equipment	(47,893)	(364)	(48,257)
Water Storage	(133,335)	(1,084)	(134,419)
Improvements	(1,843)	(537)	(2,380)
<b>Total Accumulated Depreciation</b>	<b>(494,966)</b>	<b>(15,374)</b>	<b>(510,340)</b>
<b>Total Capital Assets Being Depreciated - Net</b>	<b>276,035</b>	<b>(7,698)</b>	<b>268,337</b>
<b>Capital Assets - Net</b>	<b>\$ 422,634</b>	<b>\$ 254,474</b>	<b>\$ 677,108</b>

**Note 5. Net Position**

Net position for the year ended December 31, 2012, consisted of the following:

Invested in Capital Assets	\$ 677,108
Unrestricted	<u>1,100,987</u>
<b>Total</b>	<b><u>\$ 1,778,095</u></b>

**ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3**  
Covington, Louisiana

**NOTES TO FINANCIAL STATEMENTS**

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**Note 6. Board Members' Per Diem Payments**

There were no fees paid to board members during the year ended December 31, 2012.

**Note 7. Revenues Receivable - Charges for Services**

The District had the following accounts receivable categorized by coverage area for the year ended December 31, 2012:

Riverwood	\$ 9,867
Covington Country Club	<u>12,951</u>
<b>Total</b>	<b><u>\$ 22,818</u></b>

**Note 8. Due to Other Governmental Agencies**

The District is the collection agent for St. Tammany Parish Sewerage Districts No. 1 and No. 4. Sewerage fees collected that had not been remitted to the sewerage districts at December 31, 2012, were as follows:

<b>Due To</b>	<b>Amount</b>
St. Tammany Parish Sewerage District No. 1	\$ 38,397
St. Tammany Parish Sewerage District No. 4	<u>57,090</u>
<b>Total</b>	<b><u>\$ 95,487</u></b>

**Note 9. Risk Management**

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The District purchases commercial insurance in amounts it believes sufficient to cover the risks of loss to which it is exposed.

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

To the Board of Commissioners  
St. Tammany Parish Waterworks District No. 3  
Covington, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of St. Tammany Parish Waterworks District No. 3 ("the District") and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the District's compliance with certain laws and regulations during the year ended December 31, 2012, included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### **Public Bid Law**

1. Select all expenditures made during the year for materials and supplies exceeding \$20,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-R.S. 38:2211-2251 (the public bid law).

A review was made of all disbursements for the year. There were no disbursements for materials and supplies that exceeded \$20,000, nor any disbursements for public works exceeding \$100,000, made during the year.

### **Code of Ethics for Public Officials and Public Employees**

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-R.S. 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information. We noted no transactions with any of these parties during the year.

3. Obtain from management a listing of all employees paid during the period under examination.

There were no employees. Contract labor consisted of a bookkeeper, Kinta Roberts, a billings position, Lynn Swiger, and an engineer, Lewis Galloway.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the individuals have a relationship with any of the board members.

### **Budgeting**

5. Obtain a copy of the legally adopted budget and all amendments.

Proprietary funds are not required to adopt an annual budget. The District did not adopt a budget in 2012.

6. Trace the budget adoption and amendments to the minute book.

Not applicable.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceeded budgeted amounts by 5% or more.

Not applicable.

### **Accounting and Reporting**

8. Randomly select six disbursements made during the period under examination and:

- a. trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six disbursements and found that payment was for the proper amount and made to the correct payee.

- b. determine if payments were properly coded to the correct fund and general ledger account; and

Payments were properly coded to the correct fund and account.

- c. determine whether payments received approval from proper authorities.

Inspection of documentation indicated proper approval was received concerning these disbursements.

### **Meetings**

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-R.S. 42:1 through 42:12 (the open meetings law).

Meeting dates were posted in advance in accordance with the open meetings law.

### **Debt**

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

There were no proceeds from bank loans, bonds or like indebtedness.

### **Advances and Bonuses**

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees, which may constitute bonuses, advances, or gifts.

There were no payments noted that may constitute bonuses, advances, or gifts.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of any opinion on management's assertions. Accordingly, we do not express such an opinion on management's assertions. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of St. Tammany Parish Waterworks District No.3 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



A Professional Accounting Corporation

Covington, LA  
May 3, 2013

**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)**

\_\_\_\_\_ (Date Transmitted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Auditors)

In connection with your review of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes  No

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes  No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes  No

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements,

without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [  ] No [  ]

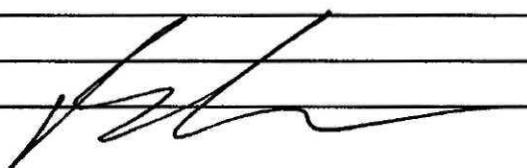
**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [  ] No [  ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
	President	6-6-13	Date