

**VILLAGE OF NORWOOD, LOUISIANA**

**ANNUAL FINANCIAL STATEMENTS**  
**WITH SUPPLEMENTAL INFORMATION**

**AS OF AND FOR THE YEAR ENDED JUNE 30, 2011**

**VILLAGE OF NORWOOD, LOUISIANA  
ANNUAL FINANCIAL STATEMENTS  
WITH SUPPLEMENTAL INFORMATION  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2011**

---

TABLE OF CONTENTS

	<u>Page No.</u>
<b>BASIC FINANCIAL STATEMENTS</b>	
Independent Accountants' Review Report .....	1
Required Supplemental Information (Part 1 of 2)	
Management's Discussion and Analysis .....	4
Government-Wide Financial Statements	
Statement of Net Assets .....	10
Statement of Activities .....	11
Fund Financial Statements	
Governmental Funds:	
Balance Sheet .....	14
Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Assets .....	15
Statement of Revenues, Expenditures and Changes in Fund Balances .....	16
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities .....	17
Proprietary Funds:	
Statement of Net Assets .....	18
Statement of Revenues, Expenses and Changes in Fund Net Assets .....	20
Statement of Cash Flows .....	21
Notes to the Financial Statements	
Index .....	24
Notes .....	25
Required Supplemental Information (Part 2 of 2)	
Budgetary Comparison Schedule – General Fund .....	39
Budgetary Comparison Schedule – Special Revenue Fund .....	41
<b>AGREED-UPON PROCEDURES</b>	
Independent Accountants' Report on Applying Agreed-Upon Procedures .....	43
<b>SUPPLEMENTAL INFORMATION</b>	
Schedule of Compensation Paid to Governing Members .....	47
Schedule of Insurance .....	48
Proposed Budgets – Year Ended June 30, 2012 .....	49
Louisiana Attestation Questionnaire .....	51

---

---

**BASIC FINANCIAL STATEMENTS**

---

---

**MARY SUE STAGES, CPA**  
**A PROFESSIONAL ACCOUNTING CORPORATION**

---

3121 Van Buren Street, Suite A  
P. O. Box 30  
Baker, Louisiana 70704-0030  
Phone (225) 775-4982 \* Fax (225) 775-4912  
[mstages@butlercpa.brcoxmail.com](mailto:mstages@butlercpa.brcoxmail.com)

*Louisiana Society of Certified Public Accountants*  
*American Institute of Certified Public Accountants*  
*Association of Governmental Accountants*  
*Governmental Audit Quality Control Center*

**INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

The Honorable Rebecca Bellue, Mayor  
And Board of Alderpersons  
Village of Norwood, Louisiana  
P. O. Box 249  
Norwood, Louisiana 70761

We have reviewed the accompanying financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Village of Norwood, LA, as of and for the year ended June 30, 2011, which collectively comprise the Village of Norwood, LA's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Village of Norwood, La. 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.

The management of the Village of Norwood, La. 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.

Our review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements for them to be in conformity with accounting principles generally accepted in the United States of America. The management's discussion and analysis and budgetary comparison information listed in the table of contents are presented for purposes of additional analysis. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic or historical context. The supplementary information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but it has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and accordingly, we do not express an opinion or provide any assurance on such supplementary information.

A handwritten signature in black ink that reads "Mary Sue Stages, CPA". The signature is written in a cursive style with a large, stylized initial "M".

Mary Sue Stages, CPA  
A Professional Accounting Corporation  
October 19, 2011

---

---

**REQUIRED SUPPLEMENTAL INFORMATION**  
**(PART 1 OF 2)**

---

---

**VILLAGE OF NORWOOD, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2011**

---

Management's discussion and analysis (MD&A) is a required element of the reporting model adopted by the Government Accounting Standards Board (GASB) in their Statement No. 34. Its purpose is to provide an overview of the financial activities of the Village based on currently known facts, decisions or conditions.

**HIGHLIGHTS OF THE PAST YEAR**

- Net assets of the Village as a whole at year-end were \$1,464,915
- Net assets of governmental activities increased by \$15,001
- Net assets of business-type activities increased by \$83,304

We feel that the Village has had a good year financially. We were fortunate to be able to secure a couple of grants that allowed us to overlay some streets with the Village's boundaries, put a down payment on a new fire pumper and continue water improvements.

As you can see, our Village is greatly dependent upon grants for its survival. We truly appreciate all of the agencies that donate money for roads, water, sewer, etc. Otherwise, we would be unable to purchase these necessary things that are needed for everyday life in a small town.

**OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION**

These financial statements are comprised of three components – (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplemental information contained in this report provided for additional information.

**Government-wide Financial Statements.** The government-wide financial statements present financial information for all activities of the Village from an economic resource measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the Village's overall financial status. They include a statement of net assets and statement of activities.

*Statement of Net Assets.* This statement presents information on all of the Village's assets and liabilities with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Village is improving or not.

*Statement of Activities.* This statement presents information of the change in net assets during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Village's financial reliance on general revenues.

**VILLAGE OF NORWOOD, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2011**

---

The government-wide financial statements can be found on pages 10-12 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Village has two categories of funds: governmental funds and proprietary funds.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the Village's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints.

Governmental funds of the Village include a general fund that is used to account for all accounts not required to be accounted for separately and a special revenue fund used to account for proceeds legally restricted for the purpose of street maintenance.

**Proprietary Funds.** Proprietary funds account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurements, which together with the maintenance of equity, is an important financial indicator.

Proprietary funds include an enterprise fund that is used to account for operations (a) where the intent of the providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Fund financial statements can be found on pages 14-22.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The index of the notes is found on page 24 with the actual notes beginning immediately afterwards.

**VILLAGE OF NORWOOD, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2011**

---

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Village's budgetary comparisons that start on page 40. These schedules indicate the Village's compliance with its adopted and final revised budgets.

**FINANCIAL ANALYSIS OF THE VILLAGE**

Net assets are an indicator of the Village's financial position from year to year. A summary of net assets follows.

**SUMMARY OF NET ASSETS**

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>	
	<u>2011</u>	<u>2010</u>	<u>2011</u>	<u>2010</u>
<b>Assets</b>				
Current assets	\$ 81,791.29	\$ 62,497.83	\$ 71,530.48	\$ 112,341.73
Restricted assets	13,848.16	19,905.72	33,379.49	32,410.42
Capital assets, net	300,008.62	296,972.12	1,041,157.67	952,540.60
Total Assets	<u>395,648.07</u>	<u>379,375.67</u>	<u>1,146,067.64</u>	<u>1,097,292.75</u>
<b>Liabilities</b>				
Current liabilities	3,331.34	2,059.63	5,387.48	36,456.70
Long-term liabilities	.00	.00	55,774.71	71,541.58
Total Liabilities	<u>3,331.34</u>	<u>2,059.63</u>	<u>61,162.19</u>	<u>107,998.26</u>
<b>Net Assets</b>				
Invested in capital assets, net of accumulated depreciation and related debt	300,008.62	296,972.12	980,857.59	952,540.60
Restricted	43,457.55	14,468.96	33,379.49	32,410.42
Unrestricted	48,850.56	65,874.96	58,361.34	4,343.43
Net Assets	<u>392,316.73</u>	<u>377,316.04</u>	<u>1,072,598.42</u>	<u>989,294.45</u>

A summary of changes in net assets is as follows:

**SUMMARY OF CHANGES IN NET ASSETS**

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>	
	<u>2011</u>	<u>2010</u>	<u>2011</u>	<u>2010</u>
<b>Revenues/Transfers</b>				
Charges for services	\$ 64,581.45	\$ 56,036.00	\$ 73,913.46	\$ 70,839.01
Operating grants/contributions	4,545.00	15,576.25	.00	.00
Capital grants/contributions	69,979.24	67,130.00	122,147.05	.00

**VILLAGE OF NORWOOD, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2011**

---

General revenues/transfers:				
Taxes	68,062.52	64,525.88	.00	.00
Licenses/permits	14,308.66	17,088.64	.00	.00
Interest earned	220.71	337.15	2,407.85	107.34
Interest expense	.00	.00	(3,135.06)	(3,344.76)
Other revenues	1,951.50	10,956.06	579.20	585.38
Total Revenues/Transfers	<u>223,649.08</u>	<u>231,649.98</u>	<u>195,912.50</u>	<u>104,546.81</u>
<b>Expenses</b>				
General government	59,953.01	56,794.14	.00	.00
Public safety/works	148,695.38	159,684.31	.00	.00
Water/sewer	.00	.00	112,608.53	112,922.49
Total Expenses	<u>208,648.39</u>	<u>216,478.45</u>	<u>112,608.53</u>	<u>112,922.49</u>
Change in net assets	15,000.69	15,171.53	83,303.97	(8,375.68)
Net assets, beginning	<u>377,316.04</u>	<u>362,144.51</u>	<u>989,294.45</u>	<u>997,670.13</u>
Net assets, ending	<u>392,316.73</u>	<u>377,316.04</u>	<u>1,072,598.42</u>	<u>989,294.45</u>

**BUDGETARY HIGHLIGHTS**

The Village's general fund realized \$19,931 or 14% more in revenues than budgeted. General government expenditures were \$2,366 or 5% more than anticipated while public safety (fire and police) expenditures were \$2,151 or 3% more than budgeted. Capital outlay was \$37,130 less than budgeted amounts.

The streets and sidewalks fund received \$1,923 (3%) less than anticipated while expenditures were \$3,657 or 1% more than anticipated.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

*Capital Assets:* The Village's investment in capital assets, net of accumulated depreciation and related debt at June 30, 2011 and 2010, was \$1,280,866 and \$1,249,513, respectively. These amounts include \$10,000 of land (non-depreciable assets). Additions included infrastructure (water system improvements), street repaving and a down payment towards a new fire engine.

**VILLAGE OF NORWOOD, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2011**

---

Capital assets at year-end are summarized as follows:

<b>CAPITAL ASSETS</b>				
<b>Net of Accumulated Depreciation</b>				
	<u>Governmental Activities</u>		<u>Business-Type Activities</u>	
	<u>2011</u>	<u>2010</u>	<u>2011</u>	<u>2010</u>
<b>Non-depreciable Assets</b>				
Land	\$ 10,000.00	\$ 10,000.00	\$ .00	\$ .00
<b>Depreciable Assets</b>				
Building and improvements	112,825.21	118,539.33	.00	.00
Equipment	16,418.05	6,847.90	.00	.00
Vehicles	76,923.31	108,362.12	.00	.00
Furniture/fixtures	3,611.89	3,611.89	.00	.00
Infrastructure	80,230.16	46,610.88	.00	.00
Sewer system	.00	.00	648,382.75	682,619.62
Water system	.00	.00	392,774.92	269,920.98
Net Depreciable Assets	<u>300,008.62</u>	<u>296,972.12</u>	<u>1,041,157.67</u>	<u>952,540.60</u>

*Long-Term Debt:* The proprietary funds of the Village have bonds that extend beyond one year. The long-term portion is \$55,775 at June 30, 2011. Annual requirements are detailed in Note 8.

**ECONOMIC ENVIRONMENT AND NEXT YEAR'S BUDGET**

The budget for 2011-12 again anticipates grant funding for improving the infrastructure within the Village's boundaries as well as enhancing police and fire protection. Sales tax collections are not expected to increase in the subsequent year presenting a challenge for capital improvements as well as operations.

**ADDITIONAL INFORMATION**

This financial report is designed to provide a general overview of the Village's finances, comply with finance-related laws and regulations and demonstrate the Village's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting Jennie Jelks at (225) 629-5347, P. O. Box 249, Norwood, Louisiana 70761.

---

---

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

---

---

**VILLAGE OF NORWOOD, LOUISIANA**  
**STATEMENT OF NET ASSETS**  
**JUNE 30, 2011**

<u>ASSETS</u>	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Cash and cash equivalents	\$ 81,791.29	\$ 64,903.51	\$ 146,694.80
Receivables, net	-	6,626.97	6,626.97
Restricted assets:			
Cash and cash equivalents	13,848.16	33,379.49	47,227.65
Capital assets, net	300,008.62	1,041,157.67	1,341,166.29
	<hr/>	<hr/>	<hr/>
Total Assets	395,648.07	1,146,067.64	1,541,715.71
 <u>LIABILITIES</u>			
Accounts payable	1,632.54	1,756.49	3,389.03
Payroll related withholdings/payable	1,698.80	-	1,698.80
Bonds payable	-	60,300.08	60,300.08
Customer deposits	-	11,412.65	11,412.65
	<hr/>	<hr/>	<hr/>
Total Liabilities	3,331.34	73,469.22	76,800.56
 <u>NET ASSETS</u>			
Invested in capital assets, net of related debt	300,008.62	980,857.59	1,280,866.21
Restricted for:			
Customer deposits	-	11,412.65	11,412.65
Debt retirement	-	21,966.84	21,966.84
Street maintenance/construction	43,457.55	-	43,457.55
Unrestricted	48,850.56	58,361.34	107,211.90
	<hr/>	<hr/>	<hr/>
Net Assets	392,316.73	1,072,598.42	1,464,915.15

See Accompanying Notes and Accountants' Review Report

VILLAGE OF NORWOOD, LOUISIANA  
 STATEMENT OF ACTIVITIES  
 YEAR ENDED JUNE 30, 2011

Functions/Programs	Program Revenues			Net Revenues (Expenses)			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<b>Governmental Activities</b>							
General government	\$ 59,953.01	\$ -	\$ -	\$ 25,000.00	\$ (34,953.01)	\$ -	\$ (34,953.01)
Intergovernmental	-	3,300.00	-	-	3,300.00	-	3,300.00
Public safety	112,619.45	61,281.45	4,545.00	10,000.00	(36,793.00)	-	(36,793.00)
Public works	36,075.93	-	-	34,979.24	(1,096.69)	-	(1,096.69)
<b>Total Governmental Activities</b>	<b>208,648.39</b>	<b>64,581.45</b>	<b>4,545.00</b>	<b>69,979.24</b>	<b>(69,542.70)</b>	<b>-</b>	<b>(69,542.70)</b>
<b>Business-Type Activities</b>							
Water	59,246.33	46,866.11	-	122,147.05	-	109,766.83	109,766.83
Sewer	53,362.20	27,047.35	-	-	-	(26,314.85)	(26,314.85)
<b>Total Business-Type Activities</b>	<b>112,608.53</b>	<b>73,913.46</b>	<b>-</b>	<b>122,147.05</b>	<b>-</b>	<b>83,451.98</b>	<b>83,451.98</b>
<b>Total Primary Government</b>	<b>321,256.92</b>	<b>138,494.91</b>	<b>4,545.00</b>	<b>192,126.29</b>	<b>(69,542.70)</b>	<b>83,451.98</b>	<b>13,909.28</b>
<b>General Revenues, Interest and Transfers</b>							
Taxes:							
Sales					47,994.00	-	47,994.00
Franchise					18,053.00	-	18,053.00
Beer					2,015.52	-	2,015.52

**VILLAGE OF NORWOOD, LOUISIANA**  
**STATEMENT OF ACTIVITIES (Continued)**  
**YEAR ENDED JUNE 30, 2011**

	Net Revenues (Expenses)		
	Governmental Activities	Business-Type Activities	Total
Licenses and permits	\$ 14,308.66	\$ -	\$ 14,308.66
Interest earned	220.71	2,407.85	2,628.56
Interest expense	-	(3,135.06)	(3,135.06)
Other revenues	1,951.50	579.20	2,530.70
	84,543.39	(148.01)	84,395.38
Total General Revenues, Interest and Transfers			
Change in Net Assets	15,000.69	83,303.97	98,304.66
Net Assets, beginning	377,316.04	989,294.45	1,366,610.49
Net Assets, ending	392,316.73	1,072,598.42	1,464,915.15

---

---

**FUND FINANCIAL STATEMENTS**

---

---

**VILLAGE OF NORWOOD, LOUISIANA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2011**

	<u>General</u>	<u>Streets and Sidewalks</u>	<u>Total Governmental Funds</u>
<u>ASSETS</u>			
Cash and cash equivalents	\$ 81,791.29	\$ -	\$ 81,791.29
Restricted assets:			
Cash and cash equivalents	11,171.69	2,676.47	13,848.16
<b>TOTAL ASSETS</b>	<b>92,962.98</b>	<b>2,676.47</b>	<b>95,639.45</b>
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities:			
Accounts payable	535.88	1,096.66	1,632.54
Payroll related withholdings/payable	1,698.80	-	1,698.80
<b>Total Liabilities</b>	<b>2,234.68</b>	<b>1,096.66</b>	<b>3,331.34</b>
Fund Balances:			
Restricted for street maintenance/construction	-	1,579.81	1,579.81
Assigned for insurance	3,180.97	-	3,180.97
Unassigned	87,547.33	-	87,547.33
<b>Total Fund Balances</b>	<b>90,728.30</b>	<b>1,579.81</b>	<b>92,308.11</b>
<b>TOTAL LIABILITIES AND FUND BALANCE:</b>	<b>92,962.98</b>	<b>2,676.47</b>	<b>95,639.45</b>

See Accompanying Notes and Accountants' Review Report

**VILLAGE OF NORWOOD, LOUISIANA**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE GOVERNMENT-WIDE STATEMENT OF NET ASSETS**  
**JUNE 30, 2011**

---

Total Fund Balances - Total Governmental Funds \$ 92,308.11

Amounts reported for governmental activities in the  
Statement of Net Assets are different because:

Capital assets used in governmental activities are not current  
financial resources and, therefore, are not reported in the  
Governmental Funds Balance Sheet. This is the capital  
assets, net of accumulated depreciation, reported on the  
Statement of Net Assets.

300,008.62

Net Assets - Governmental Activities

392,316.73

See Accompanying Notes and Accountants' Review Report

**VILLAGE OF NORWOOD, LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2011**

	<u>General</u>	<u>Streets and Sidewalks</u>	<u>Total Governmental Funds</u>
<b><u>REVENUES</u></b>			
Intergovernmental revenues	\$ -	\$ 3,300.00	\$ 3,300.00
Taxes:			
Sales	21,812.05	26,181.95	47,994.00
Franchise	18,053.00	-	18,053.00
Beer	2,015.52	-	2,015.52
Licenses and permits	14,308.66	-	14,308.66
Fines	61,281.45	-	61,281.45
Grants proceeds/donations	39,545.00	34,979.24	74,524.24
Interest earned	205.30	15.41	220.71
Other revenues	1,951.50	-	1,951.50
Total Revenues	159,172.48	64,476.60	223,649.08
<b><u>EXPENDITURES</u></b>			
General government	48,876.94	-	48,876.94
Public safety:			
Fire	20,100.48	-	20,100.48
Police	53,962.16	-	53,962.16
Public works	587.92	35,197.19	35,785.11
Capital outlay	10,000.00	42,960.20	52,960.20
Total Expenditures	133,527.50	78,157.39	211,684.89
Excess (Deficiency) of Revenues over Expenditures	25,644.98	(13,680.79)	11,964.19
Fund Balances, beginning	65,083.32	15,260.60	80,343.92
Fund Balances, ending	90,728.30	1,579.81	92,308.11

See Accompanying Notes and Accountants' Review Report

**VILLAGE OF NORWOOD, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES  
TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2011**

---

Net Change in Fund Balances - Total Governmental Funds \$ 11,964.19

Amounts reported for governmental activities in the  
Statement of Activities are different because:

Governmental funds report capital outlays as expenditures.  
However, in the Statement of Activities, the cost of those  
assets is allocated over their estimated useful lives as  
depreciation expense. This is the amount by which depreciation  
differed from capital outlay charged in the current period.

3,036.50

Change in Net Assets - Governmental Activities

15,000.69

**VILLAGE OF NORWOOD, LOUISIANA**  
**STATEMENT OF NET ASSETS**  
**PROPRIETARY FUNDS**  
**JUNE 30, 2011**

<u>ASSETS</u>	<u>Business-Type Activities</u> <u>Enterprise Funds</u>		
	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b>Current Assets:</b>			
Cash and cash equivalents	\$ 56,109.35	\$ 8,794.16	\$ 64,903.51
Receivables, net	3,825.22	2,801.75	6,626.97
<b>Total Current Assets</b>	<b>59,934.57</b>	<b>11,595.91</b>	<b>71,530.48</b>
<b>Restricted Assets:</b>			
Cash and cash equivalents	11,412.65	21,966.84	33,379.49
<b>Capital Assets:</b>			
Furniture and equipment	695.00	-	695.00
Water well/distribution system	689,231.96	-	689,231.96
Sewer treatment plant	-	1,364,531.48	1,364,531.48
Less: accumulated depreciation	(297,152.06)	(716,148.71)	(1,013,300.77)
<b>Capital Assets, net</b>	<b>392,774.90</b>	<b>648,382.77</b>	<b>1,041,157.67</b>
<b>Total Assets</b>	<b>464,122.12</b>	<b>681,945.52</b>	<b>1,146,067.64</b>
 <u>LIABILITIES</u>			
<b>Current Liabilities:</b>			
Accounts payable	894.38	862.11	1,756.49
Payable from restricted assets:			
Bonds payable	-	4,525.37	4,525.37
<b>Total Current Liabilities</b>	<b>894.38</b>	<b>5,387.48</b>	<b>6,281.86</b>

Continued

**VILLAGE OF NORWOOD, LOUISIANA**  
**STATEMENT OF NET ASSETS (Continued)**  
**PROPRIETARY FUNDS**  
**JUNE 30, 2011**

	Business-Type Activities Enterprise Funds		
	Water	Sewer	Total
Long-Term Liabilities:			
Bonds payable	\$ -	\$ 38,333.24	\$ 38,333.24
Payable from restricted assets:			
Customer deposits	11,412.65	-	11,412.65
Bonds payable	-	17,441.47	17,441.47
<u>Total Long-Term Liabilities</u>	<u>11,412.65</u>	<u>55,774.71</u>	<u>67,187.36</u>
<u>Total Liabilities</u>	<u>12,307.03</u>	<u>61,162.19</u>	<u>73,469.22</u>
<u>NET ASSETS</u>			
Invested in capital assets, net of related debt	392,774.90	588,082.69	980,857.59
Restricted for:			
Customer deposits	11,412.65	-	11,412.65
Debt retirement	-	21,966.84	21,966.84
Unrestricted	47,627.54	10,733.80	58,361.34
<u>Total Net Assets</u>	<u>451,815.09</u>	<u>620,783.33</u>	<u>1,072,598.42</u>

See Accompanying Notes and Accountants' Review Report

**VILLAGE OF NORWOOD, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES**  
**IN FUND NET ASSETS**  
**PROPRIETARY FUNDS**  
**YEAR ENDED JUNE 30, 2011**

	Business-Type Activities Enterprise Funds		
	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b><u>OPERATING REVENUES</u></b>			
Charges for services	\$ 46,866.11	\$ 27,047.35	\$ 73,913.46
Other operating revenues	476.74	102.46	579.20
Total Operating Revenues	47,342.85	27,149.81	74,492.66
<b><u>OPERATING EXPENSES</u></b>			
Administrative	2,050.29	120.88	2,171.17
Depreciation	24,093.13	34,236.85	58,329.98
Employee and related expenses	8,514.75	3,706.02	12,220.77
Occupancy	8,047.54	3,009.89	11,057.43
Personal services	16,540.62	12,288.56	28,829.18
Total Operating Expenses	59,246.33	53,362.20	112,608.53
Operating Loss	(11,903.48)	(26,212.39)	(38,115.87)
<b><u>NON-OPERATING REVENUES (EXPENSES)</u></b>			
Interest earned	2,327.41	80.44	2,407.85
Grants and other contributions	122,147.05	-	122,147.05
Interest expense	-	(3,135.06)	(3,135.06)
Total Non-Operating Revenues (Expenses)	124,474.46	(3,054.62)	121,419.84
Change in Net Assets	112,570.98	(29,267.01)	83,303.97
Net Assets, beginning	339,244.11	650,050.34	989,294.45
Net Assets, ending	451,815.09	620,783.33	1,072,598.42

See Accompanying Notes and Accountants' Review Report

**VILLAGE OF NORWOOD, LOUISIANA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**YEAR ENDED JUNE 30, 2011**

	Business-Type Activities Enterprise Funds		
	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash received from customers/grantors	\$ 45,836.19	\$ 26,196.88	\$ 72,033.07
Cash paid to suppliers for goods/services	(27,999.83)	(14,454.76)	(42,454.59)
Cash paid to employees for services	(8,514.75)	(3,706.02)	(12,220.77)
Net Cash Provided by Operating Activities	9,321.61	8,036.10	17,357.71
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>			
	-	-	-
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Cash received from capital grants/contributions	122,147.05	-	122,147.05
Principal paid on notes and bond maturities	-	(4,304.94)	(4,304.94)
Interest paid on notes and bonds	-	(3,135.06)	(3,135.06)
Net Cash Provided by (Used for) Capital and Related Financing Activities	122,147.05	(7,440.00)	114,707.05
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Acquisition of capital assets	(144,947.05)	-	(144,947.05)
Redemption of long-term investments	16,535.37	-	16,535.37
Interest received from savings/certificates of deposit	2,327.41	80.44	2,407.85
Net Cash Provided by (Used for) Investing Activities	(126,084.27)	80.44	(126,003.83)
Net Increase in Cash and Cash Equivalents	5,384.39	676.54	6,060.93
Cash and Cash Equivalents, beginning of year	62,137.61	30,084.46	92,222.07
Cash and Cash Equivalents, end of year	67,522.00	30,761.00	98,283.00

Continued

**VILLAGE OF NORWOOD, LOUISIANA**  
**STATEMENT OF CASH FLOWS (Continued)**  
**PROPRIETARY FUNDS**  
**YEAR ENDED JUNE 30, 2011**

	Business-Type Activities Enterprise Funds		
	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b>RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>			
Operating loss	\$ (11,903.48)	\$ (26,212.39)	\$ (38,115.87)
Adjustments to Reconcile Operating Loss to Net Cash Provided by Operating Activities:			
Depreciation	24,093.13	34,236.85	58,329.98
(Increase) decrease in assets:			
Accounts receivable	(1,677.83)	(850.47)	(2,528.30)
Increase (decrease) in liabilities:			
Accounts payable	(1,361.38)	862.11	(499.27)
Customer deposits	171.17	-	171.17
Net Cash Provided by Operating Activities	9,321.61	8,036.10	17,357.71
Cash Presentation on Statement of Net Assets:			
Current Assets: Cash and cash equivalents	56,109.35	8,794.16	64,903.51
Restricted Assets: Cash and cash equivalents	11,412.65	21,966.84	33,379.49
Cash and Cash Equivalents, end of year	67,522.00	30,761.00	98,283.00

See Accompanying Notes and Accountants' Review Report

---

---

**NOTES TO FINANCIAL STATEMENTS**

---

---

**VILLAGE OF NORWOOD, LOUISIANA**  
**INDEX TO NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

<u>Note No.</u>	<u>Description</u>	<u>Page No.</u>
	Introduction.....	25
1	Summary of Significant Accounting Policies .....	25
2	Cash and Cash Equivalents .....	31
3	Receivables.....	32
4	Capital Assets .....	32
5	Accounts and Other Payables.....	34
6	Long-Term Obligations.....	34
7	Restricted Net Assets.....	35
8	Leases .....	35
9	Retirement System .....	35
10	Post Employment Benefits .....	35
11	Proprietary Fund Segment Information.....	35
12	Related Party Transactions.....	37
13	Litigation .....	37
14	Subsequent Events.....	37

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

INTRODUCTION

The Village of Norwood, Louisiana (hereafter referred to as the Village) was created under the provisions of the Lawrason Act, La. Revised Statute 33:321-463, in 1960. Therefore, it operates under a Mayor-Board of Aldermen form of government.

The Mayor and three Alderpersons are elected at large every four years by the citizens of the Village. They are compensated for their services.

The purpose of the municipality is to promote the general welfare and the safety, health, peace, good order, comfort, convenience and morals of its inhabitants. It currently serves approximately 196 utility customers and employs eight persons.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Basis of Presentation:** The accounting and reporting practice of the Village conforms to governmental accounting principles generally accepted in the United States of America. Such accounting and reporting procedures also conform to the requirements of La. Revised Statute 24:513 and to the guidelines set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide, *Audits of State and Local Governmental Units*.

**Financial 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 within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Village includes all funds which are controlled by or dependent on the Village which was determined on the basis of oversight responsibility, including accountability for fiscal and budget matter, designation of management or governing authority and authority to issue debt. Certain units of local government over which the Village exercises no oversight responsibility, such as the parish police jury, parish school board, other independently elected officials, and other municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Village.

**Government-Wide Accounting:** In accordance with Government Accounting Standards Boards Statement No. 34, the Village has presented a statement of net assets and statement of activities for the Village as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

Government-wide statements distinguish between governmental-type and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

Policies specific to the government-wide statements are as follows:

*Eliminating Internal Activity*

Interfund receivables and payables are eliminated in the statement of net assets except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses from one function to another or within the same function is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

*Capitalizing Assets*

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net assets. Depreciation of contributed assets of proprietary funds is charged against contributed capital as opposed to unrestricted net assets.

Under the requirements of GASB Statement No. 34, the Village is considered a Phase 3 government, as its total annual revenues are less than \$10 million. Such governments were not required to report major general infrastructure assets retroactively. The Village opted not to retroactively report those types of capital assets.

*Program Revenues*

The statement of activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the Village. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are restricted for a specific use.

*Indirect Expenses*

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the Village has chosen not to do so.

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

*Operating/Non-Operating Revenues*

Proprietary funds separately report operating and non-operating revenues. Revenues from transactions of the Village's operation of providing water and sewer services are considered operating revenues. All other revenues, which are reported as cash flows from capital or non-capital financing and investing, are reported as non-operating revenues.

*Restricted Net Assets*

Restricted net assets are those for which a constraint has been imposed either externally or by law. The Village recognizes the use of restricted resources for expenditures that comply with the specific restrictions. Restricted resources are exhausted before unrestricted net assets are used.

**Fund Accounting:** The Village uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate entity with a self-balancing set of accounts. Funds of the Village are classified into two categories: governmental and proprietary. Each category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds: Governmental funds account for all or most of the Village's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the Village include:

1. General Fund – is the general operating fund of the Village and accounts for all financial resources, except those required to be accounted for in other funds.
2. Special Revenue Funds – account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Proprietary Funds: Proprietary funds account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which, together with the maintenance of equity, is an important financial indicator. Proprietary funds of the Village include:

1. Enterprises Funds – account for operations (a) where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**Basis of Accounting/Measurement Focus:** 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, is recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental-type and business-type activities are included in the statement of net assets. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

**Budgets:** The Village adopts an annual budget for the general fund, special revenue fund and enterprise fund. It is prepared in accordance with the basis of accounting utilized by that fund. It is published and made available for public inspection prior to the start of the fiscal year. Appropriations lapse at year-end. The Board of Alderpersons must approve any revisions that alter the total expenditures. Budgeted amounts shown are as originally adopted and as amended, if applicable, by the Board. Budget amendments are passed on an as-needed basis. A balanced budget is required.

**Cash and Cash Equivalents:** Cash includes amounts in demand deposits, interest bearing demand deposits and money market savings. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Village may deposit funds in demand deposits, interest-bearing demand deposits,

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

money market accounts or time deposits with state banks organized under Louisiana law or any other state of the United States or under the laws of the United States.

**Investments:** Investments are limited by La. Revised Statute 49:327. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value, based on quoted market prices, with the corresponding increase or decrease reported in investment earnings.

**Inventory:** Inventory of the Village includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statement.

**Receivables:** Receivables are recorded net of any allowance for uncollectible amounts in both governmental and business-type activities. Management bases its uncollectible amounts in part on historical information. Revenues become susceptible to accrual when they become both measurable and available.

**Use of Estimates:** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Restricted Assets:** Certain proceeds of business-type activities are classified as restricted assets on the statement of net assets because their use is limited. Components of these assets are as follows:

	<u>Customer</u>	<u>Debt</u>	<u>Street</u>	<u>Total</u>
	<u>Deposits</u>	<u>Retirement</u>	<u>Maintenance</u>	
Cash and cash equivalents	\$ 11,412.65	\$ 21,966.84	\$ 13,848.16	<u>\$ 47,227.65</u>

**Capital Assets:** The Village's assets are recorded at historical cost or estimated cost if historical cost is not available. Donated assets are recorded at their estimated fair market value at the date of donation. The Village utilizes a threshold of \$1,000 or more for capitalizing assets. The cost of maintaining and/or repairing capital assets is expensed unless the repair will extend the assets life materially. Significant costs associated with the construction of capital assets are capitalized along with any interest incurred during the construction phase.

Depreciation is recorded using the straight-line method over the useful lives of the assets as follows: buildings – 40 years; equipment – 4-10 years; furniture – 5-7 years; vehicles – 7-10 years and infrastructure – 40-50 years.

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

In June 1999, the Governmental Accounting Standards Board issued Statement No. 34 which requires the inclusion of infrastructure assets used in governmental activities in the basic financial statements retroactively reported back to 1982. An exception existed for local governments with annual revenues of less than \$10 million. As a result of this exception, the Village elected to not report its governmental infrastructure retroactively. The infrastructure currently being depreciated over a period of 40-50 years is the water and sewer system that is reported in the business-type activities of the Village. From that point forward, the Village has used the basic approach to infrastructure reporting for its governmental activities.

**Compensated Absences:** The Village does not provide compensated absences.

**Long-Term Obligations:** In the government-wide financial statements, debt principal payments of both governmental and business-type activities are reported as decreases in the balance of the liability on the statement of net assets. In the fund financial statements of governmental activities, however, debt principal payments of governmental funds are recognized as expenditures when paid.

**Equity:** In the statement of net assets, the difference between a government's assets and liabilities is recorded as net assets. The three components of net assets are as follows:

*Invested in Capital Assets, Net of Related Debt*

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

*Restricted Net Assets*

Net assets that are restricted by external sources, such as banks or by law, are reported separately as restricted net assets. When assets are required to be retained in perpetuity, these non-expendable net assets are recorded separately from expendable net assets. These are components of restricted net assets.

*Unrestricted Net Assets*

This category represents net assets not appropriable for expenditures or legally segregated for a specific future use.

In the balance sheet of governmental funds, fund balances are segregated as follows:

*Nonspendable* – that portion of net resources that cannot be spent because of its form or because it must be maintained intact

*Restricted* – net resources for which an external and enforceable limitation was placed on its use either by creditors, grantors, contributors or laws/regulations of other governments

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

*Committed* – net resources with a self-imposed limitation set in place by the governing body through a formal action of that body as to its intended use prior to year-end

*Assigned* – net resources for which an intended specific use is placed by the governing body, a committee thereof or by an official designated to handle that particular use not requiring a formal action of the governing body

*Unassigned* - that portion of net resources not otherwise classified as nonspendable, restricted, committed or assigned, i.e. surplus.

**Interfund Transactions:** All interfund transactions, except quasi-external transactions, are reported as operating transfers. These are eliminated in the government-wide statements.

**Sales Taxes:** Sales taxes are levied by the Police Jury of East Feliciana Parish and allocated to the Village according to their population within the parish. They are collected by the Jury and remitted to the Village the following month.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

Deposits are stated at cost, which approximates market. Under state law, they 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 securities are held in the name of the pledging fiscal agent bank in a holding, or custodial bank mutually acceptable to both parties.

Even though pledged securities are considered uncollateralized under the provisions of GASB Statement No. 3, La. Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

With the adoption of GASB Statement No. 40, only deposits that are considered exposed to custodial credit risk are required to be disclosed. The Village has no deposits (bank balances) that are considered uninsured and uncollateralized at June 30, 2011.

A summary of cash and cash equivalents (book balances) at June 30, 2011, of which \$47,227.65 is restricted, is as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>
Petty cash	\$ 100.00	\$ .00
Demand deposits	8,760.44	.00

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

Interest-bearing demand deposits	25,107.28	18,509.58
Savings accounts	61,671.73	79,773.43
Total	95,639.45	98,283.01

**NOTE 3 – RECEIVABLES**

The following is a summary of receivables at June 30, 2011:

<u>Class</u>	<u>Enterprise Funds</u>
Accounts	\$ <u>6,626.97</u>

An allowance of \$176.01 has been calculated based on prior years' collection history considering subsequent period receipts.

**NOTE 4 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2011, was as follows:

	<u>Beginning</u> <u>Balance</u>	<u>Additions</u>	<u>Retire-</u> <u>ments</u>	<u>Ending</u> <u>Balance</u>
<b>Governmental Activities</b>				
Capital Assets, not being depreciated				
Land	\$ 10,000.00	\$ .00	\$ .00	\$ 10,000.00
Capital Assets, being depreciated				
Buildings and Improvements	155,783.60	.00	.00	155,783.60
Less: accumulated depreciation	<u>37,244.25</u>	<u>5,714.14</u>	<u>.00</u>	<u>42,958.39</u>
Net Buildings and Improvements	118,539.35	(5,714.14)	.00	112,825.21
Equipment	275,490.12	7,980.96	8,058.00	275,413.08
Less: accumulated depreciation	<u>256,637.15</u>	<u>10,415.88</u>	<u>(8,058.00)</u>	<u>258,995.03</u>
Net Equipment	18,852.97	(2,434.92)	.00	16,418.05
Furniture and fixtures	19,091.24	.00	.00	19,091.24
Less: accumulated depreciation	<u>15,479.35</u>	<u>.00</u>	<u>.00</u>	<u>15,479.35</u>
Net Furniture and Fixtures	3,611.89	.00	.00	3,611.89
Vehicles	208,283.27	10,000.00	6,450.71	211,832.56
Less: accumulated depreciation	<u>111,926.24</u>	<u>29,433.72</u>	<u>(6,450.71)</u>	<u>134,909.25</u>
Net Vehicles	96,357.04	(19,433.72)	.00	76,923.31

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

Infrastructure	52,221.88	34,979.24	.00	87,201.12
Less: accumulated depreciation	<u>2,611.00</u>	<u>4,359.96</u>	<u>.00</u>	<u>6,970.96</u>
Net Infrastructure	<u>49,610.88</u>	<u>30,619.28</u>	<u>.00</u>	<u>80,230.16</u>
Total Capital Assets, being depreciated, net	<u>286,972.12</u>	<u>3,036.50</u>	<u>.00</u>	<u>290,008.62</u>
Capital Assets, net	<u>296,972.12</u>	<u>3,036.50</u>	<u>.00</u>	<u>300,008.62</u>

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retire- ments</u>	<u>Ending Balance</u>
<b>Business-type Activities</b>				
Capital Assets, being depreciated				
Furniture and Equipment	\$ 695.00	\$ .00	\$ .00	\$ 695.00
Less: accumulated depreciation	<u>695.00</u>	<u>.00</u>	<u>.00</u>	<u>695.00</u>
Net Furniture and Equipment	.00	.00	.00	.00
Sewer system	1,364,531.48	.00	.00	1,364,531.48
Less: accumulated depreciation	<u>681,911.86</u>	<u>34,236.86</u>	<u>.00</u>	<u>716,148.72</u>
Net Sewer System	682,619.62	(34,236.86)	.00	648,382.76
Water system	542,284.91	146,947.05	.00	689,231.96
Less: accumulated depreciation	<u>272,363.93</u>	<u>24,093.12</u>	<u>.00</u>	<u>296,457.05</u>
Net Water System	<u>269,920.98</u>	<u>122,853.93</u>	<u>.00</u>	<u>392,774.91</u>
Capital Assets, net	<u>952,540.60</u>	<u>88,617.07</u>	<u>.00</u>	<u>1,041,157.67</u>

Depreciation expense was charged to governmental functions as follows:

General government	\$ 11,076.07
Public safety	38,556.81
Public works	<u>290.82</u>
Total	<u>49,923.70</u>

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

**NOTE 5 – ACCOUNTS AND OTHER PAYABLES**

The following is a summary of current payables at June 30, 2011:

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Enterprise Funds</u>	<u>Total</u>
Accounts	\$ 535.88	\$ 1,096.66	\$ 1,756.49	\$ 3,389.03
Payroll/withholdings	1,698.80	.00	.00	1,698.80
Customer deposits	.00	.00	11,412.65	11,412.65
Bonds, short term portion	.00	.00	4,525.37	4,525.37
Bonds, long term portion	.00	.00	55,774.71	55,774.71
<b>Total</b>	<u>2,234.68</u>	<u>1,096.66</u>	<u>73,469.22</u>	<u>76,800.56</u>

**NOTE 6 – LONG-TERM OBLIGATIONS**

The following is a summary of long-term obligations incurred as of June 30, 2011:

	<u>Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending</u>	<u>Due Within One Year</u>
<b>Business-Type Activities:</b>					
Bonds	<u>64,605.02</u>	<u>.00</u>	<u>4,304.94</u>	<u>60,300.08</u>	<u>4,525.37</u>

Annual requirements to retire long-term debt associated with bonds issued are as follows:

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>
6/30/12	\$ 4,525.37	\$ 2,914.63
6/30/13	4,757.10	2,682.90
6/30/14	5,810.13	1,629.87
6/30/15	5,256.75	2,183.25
6/30/16	5,054.81	2,385.19
Next 5 years	31,836.68	5,363.32
Remaining years	<u>3,059.24</u>	<u>38.36</u>
<b>Total</b>	<u>60,300.08</u>	<u>17,197.52</u>

**VILLAGE OF NORWOOD, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011**

---

**NOTE 7 – RESTRICTED NET ASSETS**

The following is a summary of restricted net assets at June 30, 2011:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>
<b>Restricted for:</b>		
Customer deposits	\$ .00	\$ 11,412.65
Debt retirement	.00	21,966.84
Street maintenance/construction	<u>43,457.55</u>	<u>.00</u>
 Total Restricted for	 <u>43,457.55</u>	 <u>33,379.49</u>

**NOTE 8 – LEASES**

No capital leases existed at June 30, 2011.

**NOTE 9 – RETIREMENT SYSTEM**

The Village pays social security on its employees. No other system of retirement is currently in place.

**NOTE 10- POST-EMPLOYMENT BENEFITS**

The Village does not provide any post-employment benefits to its employees.

**NOTE 11 – PROPRIETARY FUND SEGMENT INFORMATION**

The Village maintains one enterprise fund which provides water and sewer services. Segment information for the year ended June 30, 2011, is as follows:

**Condensed Statement of Net Assets**

Current assets	\$ 71,530.48
Restricted assets	33,379.49
Capital assets, net	<u>1,041,157.67</u>
 Total Assets	 1,146,067.64
 Current liabilities	 6,281.86
Long-term liabilities	<u>67,187.36</u>
 Total Liabilities	 <u>73,469.22</u>

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

Invested in capital assets, net	980,857.59
Restricted	33,379.49
Unrestricted	<u>58,361.34</u>
 Total Net Assets	 <u>1,072,598.42</u>

**Condensed Statement of Revenues, Expenses and Changes in Fund Net Assets**

Operating Revenues:	
Charges for services	\$ 73,913.46
Other revenues	<u>579.20</u>
 Total Operating Revenues	 74,492.66
 Operating expenses	 54,278.55
Depreciation	<u>58,329.98</u>
 Total Operating Expenses	 <u>112,608.53</u>
 Operating Loss	 (38,115.87)
 Non-operating revenue (expenses)	 <u>121,419.84</u>
 Change in Net Assets	 <u>83,303.97</u>

**Condensed Statement of Cash Flows**

Net cash provided by (used for):	
Operating activities	\$ 17,357.71
Non-capital financing activities	.00
Capital and related financing activities	114,707.05
Investing activities	<u>(126,003.83)</u>
 Net increase in cash and cash equivalents	 6,060.93
 Cash and cash equivalents, beginning of year	 <u>92,222.07</u>
 Cash and cash equivalents, end of year	 <u>98,283.00</u>

Currently, the Village has an average of 105 residential and non-residential sewer customers. Rates for sewer services are \$10.12 for the first 100 gallons and 29¢ per hundred thereafter. There are approximately 181 residential and non-residential water customers that the Village serves.

**VILLAGE OF NORWOOD, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2011**

---

NOTE 12 – RELATED PARTY TRANSACTIONS

There were no related party transactions that require disclosure.

NOTE 13 – LITIGATION

There is no litigation that would require disclosure in the accompanying financial statements.

NOTE 14 – SUBSEQUENT EVENTS

There have been no transactions or events subsequent to June 30, 2011, through the date of this report that would materially impact the accompanying financial statements.

---

---

**REQUIRED SUPPLEMENTAL INFORMATION**  
**(PART 2 OF 2)**

---

---

**VILLAGE OF NORWOOD, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
YEAR ENDED JUNE 30, 2011**

<u>REVENUES</u>	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
Taxes:				
Sales	\$ -	\$ -	\$ 21,812.05	\$ 21,812.05
Franchise	19,700.00	19,100.00	18,053.00	(1,047.00)
Beer	2,000.00	2,000.00	2,015.52	15.52
Licenses and permits	14,550.00	14,550.00	14,308.66	(241.34)
Fines	55,000.00	58,000.00	61,281.45	3,281.45
Rebates and reimbursements	-	3,600.00	-	(3,600.00)
Grants proceeds/donations	96,000.00	39,555.00	39,545.00	(10.00)
Interest earned	165.00	86.00	205.30	119.30
Other revenues	2,200.00	2,350.00	1,951.50	(398.50)
Total Revenues	189,615.00	139,241.00	159,172.48	19,931.48
 <u>EXPENDITURES</u>				
General Government:				
Dues and subscriptions	200.00	315.00	415.00	(100.00)
Gas and oil	-	70.00	67.20	2.80
Insurance	7,000.00	1,100.00	1,659.42	(559.42)
Miscellaneous expense	1,000.00	1,100.00	900.00	200.00
Office expense	2,500.00	2,300.00	2,577.65	(277.65)
Postage	350.00	264.00	220.00	44.00
Professional fees	1,200.00	1,180.00	1,177.96	2.04
Public notices	800.00	1,200.00	1,615.40	(415.40)
Repairs/maintenance	11,000.00	9,000.00	8,940.55	59.45
Salaries and payroll taxes	29,370.00	29,370.00	30,620.04	(1,250.04)
Telephone	1,300.00	1,200.00	1,271.64	(71.64)
Total General Government	54,720.00	47,099.00	49,464.86	(2,365.86)
 Public Safety:				
Fire				
Gas and oil	1,000.00	-	-	-
Office expense	100.00	44.00	44.00	-
Miscellaneous expense	-	450.00	410.03	39.97
Repairs/maintenance	4,376.84	16,900.11	16,982.26	(82.15)

Continued

**VILLAGE OF NORWOOD, LOUISIANA**  
**BUDGETARY COMPARISON SCHEDULE (Continued)**  
**GENERAL FUND**  
**YEAR ENDED JUNE 30, 2011**

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
Telephone	\$ 1,500.00	\$ 1,160.00	\$ 1,154.71	\$ 5.29
Training	-	200.00	195.91	4.09
Utilities	1,500.00	1,500.00	1,313.57	186.43
Total Fire	8,476.84	20,254.11	20,100.48	153.63
<b>Police</b>				
Sheriff/dispatch fees	600.00	600.00	600.00	-
Gas and oil	6,500.00	7,000.00	7,863.72	(863.72)
Insurance	11,000.00	9,000.00	10,246.32	(1,246.32)
Miscellaneous expense	1,700.00	750.00	1,520.16	(770.16)
Office expense	400.00	350.00	325.15	24.85
Repairs/maintenance	28,000.00	4,157.90	3,699.50	458.40
Salaries and payroll taxes	26,900.00	26,900.00	26,878.75	21.25
Telephone	700.00	700.00	687.14	12.86
Training	400.00	800.00	827.87	(27.87)
Utilities	1,100.00	1,400.00	1,313.55	86.45
Total Police	77,300.00	51,657.90	53,962.16	(2,304.26)
Total Public Safety	85,776.84	71,912.01	74,062.64	(2,150.63)
Capital Outlay	77,000.00	47,130.00	10,000.00	37,130.00
Total Expenditures	217,496.84	166,141.01	133,527.50	32,613.51
Change in Fund Balances	(27,881.84)	(26,900.01)	25,644.98	(12,682.03)
Fund Balances, beginning	65,083.32	65,083.32	65,083.32	-
Fund Balances, ending	37,201.48	38,183.31	90,728.30	(12,682.03)

See Accountants' Review Report

**VILLAGE OF NORWOOD, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
STREETS AND SIDEWALKS FUND  
YEAR ENDED JUNE 30, 2011**

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b><u>REVENUES</u></b>				
Intergovernmental:				
La. DOTD maintenance fees	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	\$ -
Taxes:				
Sales	32,600.00	28,000.00	26,181.95	(1,818.05)
Grant proceeds/contributions	20,000.00	35,000.00	34,979.24	(20.76)
Interest earned	100.00	50.00	15.41	(34.59)
Other revenues	2,000.00	50.00	-	(50.00)
Total Revenues	<u>58,000.00</u>	<u>66,400.00</u>	<u>64,476.60</u>	<u>(1,923.40)</u>
<b><u>EXPENDITURES</u></b>				
Public Works:				
Gas and oil	2,400.00	1,800.00	2,271.56	(471.56)
Insurance	700.00	450.00	1,146.40	(696.40)
Miscellaneous expense	800.00	1,000.00	800.57	199.43
Repairs/maintenance	18,000.00	11,700.00	13,643.10	(1,943.10)
Utilities	7,500.00	6,600.00	7,684.77	(1,084.77)
Salaries and payroll taxes	8,200.00	9,950.00	9,650.79	299.21
Capital outlay	20,000.00	43,000.00	42,960.20	39.80
Total Public Works	<u>57,600.00</u>	<u>74,500.00</u>	<u>78,157.39</u>	<u>(3,657.39)</u>
Change in Fund Balances	400.00	(8,100.00)	(13,680.79)	(5,580.79)
Fund Balances, beginning	<u>15,260.60</u>	<u>15,260.60</u>	<u>15,260.60</u>	<u>-</u>
Fund Balances, ending	<u>15,660.60</u>	<u>7,160.60</u>	<u>1,579.81</u>	<u>(5,580.79)</u>

See Accountants' Review Report

---

---

**AGREED-UPON PROCEDURES**

---

---

**MARY SUE STAGES, CPA  
A PROFESSIONAL ACCOUNTING CORPORATION**

.....  
3121 Van Buren Street, Suite A  
P. O. Box 30  
Baker, Louisiana 70704-0030  
Phone (225) 775-4982 \* Fax (225) 775-4912  
mstages@butlercpa.brcoxmail.com

*Louisiana Society of Certified Public Accountants  
American Institute of Certified Public Accountants  
Association of Governmental Accountants  
Governmental Audit Quality Control Center*

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

The Honorable Rebecca Bellue, Mayor  
And Board of Alderpersons  
Village of Norwood, Louisiana  
P. O. Box 249  
Norwood, Louisiana 70761

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Village of Norwood, LA and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Norwood, LA's compliance with certain laws and regulations during the year ended June 30, 2011 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 material and supplies exceeding \$20,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law) or R.S. 39:1551-39:1755 (the state procurement code), whichever is applicable.

The cash disbursement journal was scanned and there were no expenditures exceeding \$20,000 for materials or supplies or public works exceeding \$100,000.

## **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-RS 42:1101-1124 (the code of ethics), and a list of outside business interest of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

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

Management provided us with the required list.

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 employees included on the list of employees provided by management in agreed-upon procedure (3) appeared on the list provided by management in agreed-upon procedure (2).

### **Budgeting**

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

Management provided us with a copy of the original and amended budget.

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

The adoption of the original and amended budgets was traced to the minutes.

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 exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. There were no exceptions.

### **Accounting and Reporting**

8. Randomly select 6 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 selected 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

All six of the payments were coded to the correct fund and general ledger account.

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

Inspection of documentation supporting each of the six selected disbursements indicated approval from the Mayor and Alderpersons.

### Meetings

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

Evidence examined supported that agendas for meetings were properly posted.

### 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.

We inspected copies of bank deposit slips for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds or like indebtedness.

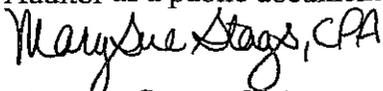
### Advances and Bonuses

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

We inspected payroll records for the year and noted no instances that would indicate payments to employees that would 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 an opinion on management's assertions. Accordingly, we do not express such an opinion. 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 the Village of Norwood, LA 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 Legislative Auditor as a public document.



Mary Sue Stages, CPA  
A Professional Accounting Corporation  
October 19, 2011

---

---

**SUPPLEMENTAL INFORMATION**

---

---

**VILLAGE OF NORWOOD, LOUISIANA**  
**SCHEDULE OF COMPENSATION PAID TO GOVERNING MEMBERS**  
**YEAR ENDED JUNE 30, 2011**

---

The following information is provided in compliance with House Concurrent Resolution No. 54 of the Louisiana Legislature.

<u>Name</u>	<u>Amount</u>
<i>Mayor</i>	
Rebecca G. Bellue P. O. Box 35 Norwood, LA 70761 (225) 629-5561	\$ 3,000.00
<i>Alderspersons</i>	
David C. Jett P. O. Box 8 Norwood, LA 70761 (225) 629-5422	900.00
James McCaa P. O. Box 5 Norwood, LA 70761 (225) 629-4003	900.00
James M. Reynolds P. O. Box 129 Norwood, LA 70761 (225) 629-5959	<u>900.00</u>
Total	<u>5,700.00</u>

See Accountants' Review Report

**VILLAGE OF NORWOOD, LOUISIANA  
SCHEDULE OF INSURANCE IN FORCE  
JUNE 30, 2011**

---

<u>Policy No.</u>	<u>Expiration</u>	<u>Carrier</u>	<u>Coverage</u>	<u>Amount</u>
T200148	1/1/2012	EMC Insurance Companies	Fidelity bond: Mayor Mayor Pro-Temp Clerk	\$ 30,000.00 \$ 30,000.00 \$ 10,000.00
70-02...	Mthly	La. Municipal Risk Management Agency	Workers' compensation	Statutory
100-0265-0001280	2/19/2012	La. Municipal Risk Management Agency	Commercial General Liability Premises operations Products aggregate limit Fire legal liability Bodily injury/property damage Medical limit, any one person Medical limit, per accident  Law Enforcement Officer Deductible Personal injury/property  Automobile Liability Bodily injury/property damage	\$ 500,000.00 \$ 500,000.00 \$ 50,000.00 \$ 500,000.00 \$ 1,000.00 \$ 10,000.00  \$ 1,000.00 \$ 500,000.00  \$ 500,000.00
2X8-96-62-10	3/19/2012	EMC Insurance Companies	Business Property Limit Deductible Coinsurance	\$ 54,080.00 \$ 1,000.00 80%
5CB 8346	10/9/2010	Essex Insurance Company	Auto Physical Damage Deductible each loss	\$ 500.00

See Accountants' Review Report

**VILLAGE OF NORWOOD, LOUISIANA**  
**PROPOSED BUDGET**  
**GENERAL FUND**  
**YEAR ENDING JUNE 30, 2012**

---

REVENUES

Taxes:

Franchise	\$ 19,100.00
Beer	2,000.00
Licenses and permits	14,550.00
Fines	58,000.00
Rebates and reimbursements	3,600.00
Grants proceeds/donations	39,555.00
Interest earned	86.00
Other revenues	<u>2,350.00</u>

Total Revenues, Proposed 139,241.00

EXPENDITURES

General Government	47,099.00
Public Safety:	
Fire	8,254.11
Police	51,657.90
Capital Outlay	<u>47,130.00</u>

Total Expenditures, Proposed 154,141.01

Change in Fund Balances (14,900.01)

**VILLAGE OF NORWOOD, LOUISIANA  
PROPOSED BUDGET  
STREETS AND SIDEWALKS FUND  
YEAR ENDING JUNE 30, 2012**

---

**REVENUES**

Intergovernmental:

    La. DOTD maintenance fees \$ 3,300.00

Taxes:

    Sales 28,000.00

Interest earned 50.00

Other revenues 50.00

Total Revenues, Proposed 31,400.00

**EXPENDITURES**

Public Works 31,500.00

Capital outlay 8,000.00

Total Expenditures, Proposed 39,500.00

Change in Fund Balances (8,100.00)

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

Mary Sue Stages, CPA, APAC  
P. O. Box 30  
Baker, Louisiana 70704-0030

In connection with your review of our financial statements as of June 30, 2011, and for the year then ended, and as required by Louisiana Revised Statute 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 October 19, 2011.

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, 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 LSA-RS 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 LSA-RS 42:1119.

Yes [] No [  ]

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

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 LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [] No [  ]

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [] No [  ]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [] No [  ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

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 LSA-RS 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, LSA-RS 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 which may occur subsequent to the issuance of your report.

Rebecca Bellus Mayor/Clerk/Director 12/23/11 Date

*Signatures as applicable*