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VILLAGE OF SALINE, LOUISIANA

## FINANCIAL STATEMENTS

June 30, 2003

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

Release Date 2-4-04

Marsha G. Milligan  
Certified Public Accountant  
Shreveport, Louisiana

VILLAGE OF SALINE, LOUISIANA

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## Marsha O. Millican

CERTIFIED PUBLIC ACCOUNTANT

The Honorable Peggy Choate, Mayor  
Members of the Board of Aldermen  
Village of Saline, Louisiana

I have compiled the accompanying general purpose financial statements of Village of Saline, Louisiana, as of June 30, 2003, and for the year then ended, and the accompanying supplementary information contained in Schedule of Compensation - Mayor and Aldermen, which is presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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

In accordance with the Louisiana Audit Guide and the provisions of state law, I have issued a report, dated December 28, 2003, on the results of my agreed-upon procedures.



Certified Public Accountant  
December 28, 2003

VILLAGE OF SALINE, LOUISIANA

Combined Balance Sheet - All Fund Types and Account Group  
June 30, 2001

	Governmental		Proprietary		Account Group		Totals (Memorandum Only)
	Fund Type	Fund Type	Fund Type	Fund Type	General Funds	Reserve	
<b>Assets</b>							
Cash	\$ 14,166	\$ 23,454	\$ -	\$ -			\$ 37,620
Receivables, net of allowance for uncollectibles	-	6,524	-	-			6,524
Accounts due from other funds	-	9,492	-	-			9,492
Buildings	-	-	-	7,505			7,505
Improvements other than buildings	-	-	-	9,966			9,966
Equipment	-	-	-	12,464			12,464
Land	-	-	-	4,500			4,500
Utility plant and equipment net of accumulated depreciation	"	1,034,167	"	"			1,034,167
Other assets	"	192	"	"			192
Total assets	\$ 14,166	\$ 2,001,439	\$ -	\$ 21,435			\$ 2,025,640

**Liabilities**

Revenue payable	\$	506	\$	1,224	\$	-	\$	1,730
Customer deposits	-	-	-	3,438	-	-	-	3,438
Due to other funds	9,460	-	-	-	-	-	-	9,462
Revenue bonds payable	-	-	41,528	-	-	-	-	41,528
Total liabilities	9,966	-	51,234	-	-	-	-	61,142

**Fund Equity**

Contributed capital	-	-	1,261,848	-	-	-	-	1,261,143
Investment in general fixed assets	-	-	-	36,436	-	-	-	36,436
Retained earnings: (Unreserved deficit)	-	(	227,980)	-	-	-	(	227,980)
Fund balance: Indesignated (deficit)	4,288	-	-	-	-	-	-	4,288
Total retained earnings (deficit)/fund balance	4,288	(	227,980)	-	-	-	(	223,692)
Total fund equity	4,288	-	1,023,203	-	36,436	-	-	1,063,923
Total liabilities and fund equity	14,254	(	1,024,632)	4	36,436	-	-	1,134,912

See accountant's compilation report.

VILLAGE OF SALINE, LOUISIANA

Statement of Revenues, Expenditures, and Changes  
 in Fund Balance - All Governmental Fund Types  
Year Ended June 30, 2003

	<u>General Fund</u>
Revenues:	
Taxes	\$ 9,638
Licenses and permits	11,346
Fines and penalties	2,283
Miscellaneous	<u>161</u>
Total revenues	<u>23,428</u>
Expenditures:	
Current:	
General government	15,545
Public safety	<u>4,138</u>
Total expenditures	<u>19,683</u>
Excess of revenue over expenditures	3,743
Fund balance at beginning of year	<u>512</u>
Fund balance at end of year	<u>\$ 4,282</u>

See accountant's compilation report.

## VILLAGE OF EARLE, LOUISIANA

Statement of Revenues, Expenditures, and  
 Changes in Fund Balance - Budget (GAAP Basis) and Actual -  
 General Fund  
 Year Ended June 30, 2003

	General Fund		Variance: Favorable (Unfavorable)
	Budget	Actual	
<b>Revenues:</b>			
Taxes	\$ 8,474	\$ 9,638	\$ 1,164
Licenses and permits	9,900	11,346	1,446
Fines and forfeits	2,000	2,393	293
Miscellaneous	352	161	(191)
<b>Total revenues</b>	<b>20,726</b>	<b>23,538</b>	<b>2,812</b>
<b>Expenditures:</b>			
<b>Current:</b>			
General government	19,270	15,945	3,325
Public safety	3,815	4,150	(335)
<b>Total expenditures</b>	<b>23,085</b>	<b>19,895</b>	<b>3,190</b>
Excess of revenue over expenditures before other financing sources	( 2,414)	3,743	6,157
<b>Other financing sources:</b>			
Transfer from Utility Fund	4,800	-	( 4,800)
Excess of revenue over expenditures	2,386	3,743	1,357
<b>Fund balance at beginning of year</b>	<b>311</b>	<b>311</b>	<b>-</b>
<b>Fund balance at end of year</b>	<b>\$ 2,993</b>	<b>\$ 4,264</b>	<b>\$ 1,271</b>

VILLAGE OF SAGINE, LOUISIANA

Statement of Revenues, Expenses, and Changes in  
 Retained Earnings - Proprietary Fund Type  
Year Ended June 30, 2003

Operating revenues:	
Water revenue	\$ 35,221
Sewer revenue	<u>20,233</u>
Total operating revenues	55,454
Operating expenses:	
Water department expenses	25,907
Sewer department expenses	31,433
Depreciation	<u>23,043</u>
Total operating expenses	<u>80,383</u>
Operating loss	<u>(24,929)</u>
Non-operating revenues:	
Interest income	39
Interest expense	<u>(3,631)</u>
Total non-operating revenues (expenses)	<u>(3,592)</u>
Net loss	( 28,521)
Retained earnings (deficit) - beginning of year	<u>( 194,243)</u>
Retained earnings (deficit) - end of year	<u>2( 222,764)</u>

See accountant's compilation report.

## VILLAGE OF ABBENS, LOUISIANA

Statement of Cash Flows - Proprietary Fund Type  
Year Ended June 30, 2013

Cash flows from operating activities:	
Cash received from customers	\$ 34,245
Cash payments to suppliers and employees	( 32,978)
Other operating income	<u>25</u>
Net cash provided by operating activities	<u>1,304</u>
Cash flows from capital and related financing activities:	
Principal paid on bonds	( 1,230)
Interest paid on bonds	<u>( 2,822)</u>
Net cash provided by capital and related financing activities	<u>( 4,052)</u>
Net decrease in cash	( 2,748)
Cash, July 1, 2012	<u>26,222</u>
Cash, June 30, 2013	<u>\$ 23,474</u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating loss	\$1 38,909
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	29,049
Amortization	94
Changes in assets and liabilities:	
Decrease in accounts receivable	978
Increase in due from other funds	( 1,301)
Increase in customer deposits	1,465
Increase in accounts payable	<u>757</u>
Net cash used by operating activities	<u>\$ 1,304</u>

See accountant's compilation report.

VILLAGE OF SALINE, LOUISIANA

Notes to Financial Statements  
June 30, 2003

The Village of Saline, Louisiana, was incorporated on October 3, 1905, under the provisions of the Louisiana Act. The Village operates under a Mayor-Board of Aldermen form of government.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The financial statements of the Village of Saline, Louisiana, have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units.

The following is a summary of the more significant accounting policies:

Reporting Entity. These financial statements include all funds and account groups over which the Village exercises control, authority, management, influence or accountability. Control by or influence over by the Town was determined on the basis of budget, adoption, taxing authority, authority to issue debt, election or appointment of governing body, and other general oversight responsibility.

Fund Accounting. The accounts of the Village of Saline, Louisiana, are organized on the basis of funds and account groups 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds are classified into two categories: governmental and proprietary. Each category, in turn, is divided into separate "fund types".

Governmental funds are used to account for all or most of a government's general activities, including acquisition or construction of general fixed-assets (hospital project funds). The general fund is used to account for all activities of the general government not accounted for in some other fund. Proprietary funds are used to 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. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds).

VILLAGE OF SALINE, LOUISIANA

Notes to Financial Statements

June 30, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Basis of Accounting. The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The government considers property taxes available if they are collected within sixty days after year end. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Expenditures are recorded when the related fund liability is incurred. Those revenues susceptible to accrual are property taxes, franchise taxes, interest revenue and charges for services. Fines, permits, and license revenues are not susceptible to accrual because generally they are not measurable until received in cash.

The accrual basis of accounting is utilized by the proprietary fund type. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Budgets and Budgetary Accounting. The Village follows these procedures in establishing the budgetary data reflected in these financial statements:

Prior to July 1, the Mayor submits to the Board of Aldermen a proposed budget for the ensuing fiscal year. The operating budget includes proposed expenditures and the means of financing them.

Public hearings are conducted at Town Hall to obtain taxpayer comments.

The budget is legally enacted through passage of a resolution.

Budgetary amendments involving the transfer of funds from one department, program or function to another or amendments involving increases in expenditures require the approval of the Board of Aldermen.

Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

The budget is employed as a management control device during the year for the General Fund.

Budgeted amounts presented in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

All budget appropriations lapse at year end.

VILLAGE OF WAINE, LOUISIANA

Notes to Financial Statements  
June 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Cash and Cash Equivalents. The Village considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Bad Debts. Uncollectible amounts due from utility customers are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable.

Property, Plant, and Equipment. The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included in their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Property, plant, and equipment used in governmental fund type organizations (general fixed assets) are accounted for in the General fixed assets account group, and are recorded as expenditures in the governmental fund types when purchased. Public domain "infrastructure" general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems, are not capitalized along with other general fixed assets. No depreciation has been provided on general fixed assets.

All property, plant, and equipment are stated at historical cost, or estimated cost if actual historical cost is not available. Donated fixed assets are stated at their estimated fair value on the date donated.

The account group is not a fund. It is concerned only with the measurement of financial position and is not involved with the measurement of results of operations.

All proprietary funds are accounted for on a cost of services or "capital maintenance" measurement focus and all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets.

VILLAGE OF SALINE, LOUISIANA

Notes to Financial Statements  
June 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued):

Depreciation is provided in the Enterprise Fund in amounts sufficient to relate the cost of the depreciable assets to operations over their estimated service lives on the straight line basis. The estimated service lives by asset type are as follows:

Water system	10-15 years
Equipment	5 years

Management's Use of Estimates. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, results may differ from those estimates.

Total Columns on Combined Statements - Overview. Total columns on the combined statements - overview are captioned (Memorandum Only) to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. DEPOSITS WITH FINANCIAL INSTITUTIONS:

All funds on deposit with banks were fully collateralized by FDIC insurance as June 30, 2003.

3. AD VALOREM TAXES:

Ad valorem taxes attach as an enforceable lien on property as of January 1, each year. Taxes are levied by the Village and billed to the taxpayers in September, and become delinquent on January 1, of the following year. Revenues from Ad Valorem taxes are budgeted in the year billed. The Village bills and collects its own property taxes using the assessed values determined by the Tax Assessor of Sabine Parish. For the year ended June 30, 2003, taxes of \$4.44 mills were levied on property with assessed valuations totaling \$ 473,845. Total taxes levied for the year ended June 30, 2003, were \$3,890.

4. FIXED ASSETS:

A summary of proprietary fund type property, plant, and equipment at June 30, 2003 follows:

Water system	\$ 479,808
Sewer System	418,000
Equipment	13,500
Total	<u>1,314,098</u>
Less: accumulated depreciation	<u>278,822</u>
Net property, plant, and equipment	<u>\$ 1,034,167</u>

VILLAGE OF SAJINE, Louisiana

Notes to Financial Statements  
June 30, 2003

5. LONG-TERM DEBT:

Bonds payable at June 30, 2003, are comprised of the following issues:

Street Revenue Bonds:

Serial bonds issued December 14, 1995, payable over a twenty year period with the payment, which falls due on the first and second anniversary dates of the bond (December 14, 1996, and December 14, 1997), consisting of interest only. Commencing on January 14, 1997, and on the 14th day of each month thereafter, to and through December 14, 2014, the payments shall consist of fully amortized monthly installments of \$480, interest at 4.50%.

\$ 41,500

The annual requirements to amortize all debt outstanding as of June 30, 2003, including interest payments of \$18,122 are as follows:

Year Ending <u>June 30</u>	<u>Total</u>
2004	\$ 5,281
2005	5,281
2006	5,281
2007	5,281
2008	5,281
2009-2014	<u>29,228</u>
Total	<u>\$ 65,783</u>

6. ACCOUNTS RECEIVABLE - PROPRIETARY FUND TYPE:

Accounts receivable at June 30, 2003, consisted of the following:

Accounts receivable	\$ 6,973
Less: allowance for doubtful accounts	<u>1,149</u>
Total	<u>\$ 5,824</u>

VILLAGE OF BAGINE, LOUISIANA

Notes to Financial Statements  
June 30, 2003

9. GENERAL FIXED ASSETS:

General fixed assets consisted of the following at June 30, 2003:

	Balance 7/1/02	Additions (Retirements)	Balance
Buildings	\$ 9,806	\$ -	\$ 9,806
Improvements	8,966	-	8,966
Equipment	12,464	-	12,464
Land	4,500	-	4,500
Totals	<u>\$ 35,736</u>	<u>\$ -</u>	<u>\$ 35,736</u>

8. DEFICIT BALANCES:

The Proprietary Fund Type has a deficit in retained earnings of \$227,938. The Village, through improvements to its water system anticipates eliminating this deficit over a period of time.

VILLAGE OF SALINE, LOUISIANA

Schedule of Compensation Paid -  
Mayor and Aldermen  
For the Year Ended June 30, 2023

Honorable Peggy Choate, Mayor	\$ 3,600
Brenda Matthews	-
Stacey Harp	-
Freddie Hood	-
Talbert Sullivan	-
Ken Roberts	-
	<hr/>
Total	<u>\$ 3,600</u>

# **Marsha O. Millican**

CERTIFIED PUBLIC ACCOUNTANT

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

The Honorable Peggy Choate, Mayor  
Members of the Board of Aldermen  
Village of Saline, Louisiana

I 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 Saline and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Saline's compliance with certain laws and regulations during the year ended June 30, 2003, included in the accompanying Louisiana Attestation Certificate. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I 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 \$15,000, or public works exceeding \$100,000 and determine whether such purchases were made in accordance with LA-RS 38:221-2254.

No expenditure was made during the year for materials and supplies exceeding \$15,000 nor any expenditure was made for 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 LA-RS 43:1181-1124, and a list of outside business interests of all Board members and employees, as well as their immediate families.

Management provided the required list including the noted information.

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

Management provided the required list including the noted information.

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 for procedure (3) appeared on the list provided by management for procedure (2).

#### Adopting

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

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

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

I traced the adoption of the original budget to the minutes of a meeting held on June 28, 2002, which indicated that the budget had been approved by all of the aldermen and the adoption of the amended budget to the minutes of a meeting held on June 28, 2003, which indicated that the amended budget had been approved by all of the aldermen.

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.

I compared the revenues and expenditures of the budget to the actual revenues and expenditures. Actual revenues exceeded budgeted revenues. Actual expenditures did not exceed budgeted amounts by more than 5%.

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:

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

(b) determine if payments were properly coded to the correct fund and general ledger account: and

The six selected disbursements were properly coded to the correct fund and general ledger account.

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

The six selected disbursements were traced to the Village's minute book where they were approved by the aldermen.

9. Determine that financial statements were audited or compiled in accordance with LSA-RS 24:513.

The financial statements of the Village were compiled in accordance with LSA-RS 24:513.

Meetings

10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:13.

The Village of Saline is only required to post a notice of each meeting and the accompanying agenda on the door of the village's office building. Management has informed me that these documents were properly posted.

Debit

11. 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.

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

Advances and Bonuses

12. 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.

A reading of the minutes of the Village for the year indicated no approval for the payments noted. I also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances or gifts.

I was not engaged in, and did not perform an examination, the objective of which would be the expression of an opinion as management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of Management of the Village of Saline 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 24:813, this report is distributed by the Legislative Auditor as a public document.

*Marilyn C. Melton*

Certified Public Accountant  
December 28, 2003

VILLAGE OF SALINE, LOUISIANA

Corrective Action Taken on Prior Year Findings

For the Year Ended June 30, 2003

Finding # 1: Year Ended June 30, 2002

The segregation of duties is inadequate to provide effective internal control.

Management's Corrective Action Taken:

None was recommended and none was taken.

VILLAGE OF BURLINGAME, CALIFORNIA

Schedule of Findings

For the Year Ended June 30, 2011

Finding # 1:

Conditions:

The segregation of duties is inadequate to provide effective internal control.

Cause:

The condition is due to space and economic limitations.

Recommendation:

No action is recommended.

Management's Response and Corrective Action Plan:

We agree with the finding. We will make every effort to segregate duties as allowed by space and economic limitations.

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Government)**  
December 30, 2003 (Date Transmitted)

Martha C. Milton, CPA  
794 Deloitte  
Shreveport, Louisiana 71104 (Auditors)

In connection with your compilation of our financial statements as of June 30, 2003 and for the year then ended, and as required by Louisiana Revised Statute 24:813 and the Louisiana Governmental Audit Code, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation 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 December 28, 2003.

**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, 1990, 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 38:1301-14) or the budget requirements of LSA-RS 38:34.  
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, 44:35, and 44:36.  
Yes  No

We have filed our annual financial statements in accordance with LSA-RS 34:514, 33:483, 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 VI, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 36:1410.65-1410.66.  
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 76-728.  
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.

Payson M. Clark                      Mayor      12-28-03                      Date