

**Caddo Parish School Board  
Shreveport, Louisiana**

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**Comprehensive Annual Financial Report**

**As of and for the Year Ended June 30, 1998**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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.

**Michael J. Thibodeaux**  
**President**

**James E. Foster, Ed.D.**  
**Superintendent**

Release Date DEC 23 1998

**Ron Festavan**  
**Assistant Superintendent -**  
**Support Services**

**Ben Wreyford**  
**Director of Finance**

**Prepared by the Department of Finance**

**Caddo Parish School Board  
Shreveport, Louisiana**

**Comprehensive Annual Financial Report  
As of and for the Year Ended June 30, 1998**

**TABLE OF CONTENTS**

	<u>Statement</u>	<u>Page</u>
<b>INTRODUCTORY SECTION</b>		
Letter of Transmittal		i
GFOA Certificate of Achievement for Excellence in Financial Reporting		xii
ASBO Certificate of Excellence in Financial Reporting		xiii
Organization Chart		xiv
Executive Committee		xv
Elected Officials		xvi
Selected Administrative Officials		xvi
<b>FINANCIAL SECTION</b>		
INDEPENDENT AUDITORS' REPORT		1
GENERAL-PURPOSE FINANCIAL STATEMENTS:		
Combined Balance Sheet - All Fund Types and Account Groups	A	2
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances (Deficits) - All Governmental Fund Types	B	6
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (GAAP Basis) and Actual - All Governmental Funds	C	8
Combined Statement of Revenues, Expenses, and Changes in Retained Earnings (Deficit)/Fund Balance - All Proprietary Fund Types and Nonexpendable Trust Fund	D	12
Combined Statement of Cash Flows - All Proprietary Fund Types and Nonexpendable Trust Fund	E	13
Notes to the Financial Statements		
Index		14
Notes		16
		(Continued)

**Caddo Parish School Board  
Shreveport, Louisiana**

**Comprehensive Annual Financial Report  
As of and for the Year Ended June 30, 1998**

**TABLE OF CONTENTS (Continued)**

	<u>Exhibit</u>	<u>Page</u>
<b>FINANCIAL SECTION (Continued)</b>		
COMBINING AND INDIVIDUAL FUND AND ACCOUNT GROUP STATEMENTS AND SCHEDULES:		42
SPECIAL REVENUE FUNDS:		43
Combining Balance Sheet	1	46
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances	2	50
Statements of Revenues, Expenditures and Changes in Fund Balances - Budget (GAAP Basis) and Actual:		
Title I	3	58
Title VI	4	59
Special Education	5	60
Title II	6	61
Title XIX	7	62
Title IV (Drug-Free)	8	63
Family Support	9	64
8G State Fund	10	65
Adult Education	11	66
Vocational Education	12	67
Child Nutrition Program	13	68
Goals 2000	14	69
JTPA	15	70
JROTC Career Academy	16	71
Miscellaneous State/Federal Grants	17	72

(Continued)

**Caddo Parish School Board  
Shreveport, Louisiana**

**Comprehensive Annual Financial Report  
As of and for the Year Ended June 30, 1998**

**TABLE OF CONTENTS (Continued)**

	<u>Exhibit</u>	<u>Page</u>
<b>FINANCIAL SECTION (Continued)</b>		
<b>COMBINING AND INDIVIDUAL FUND AND ACCOUNT GROUP STATEMENTS AND SCHEDULES: (Continued)</b>		
TRUST AND AGENCY FUNDS:		73
Combining Balance Sheet - All Trust and Agency Funds	18	75
Combining Statement of Changes in Assets and Liabilities - Agency Funds	19	76
School Activity Agency Fund:		
Schedule of Changes in Deposits Due Others	20	78
GENERAL FIXED ASSETS ACCOUNT GROUP:		80
Schedule of General Fixed Assets - By Source	21	81
Schedule of General Fixed Assets - By Function and Activity	22	82
Statement of Changes in General Fixed Assets - By Function and Activity	23	83
GENERAL LONG-TERM DEBT ACCOUNT GROUP:		84
Schedule of Changes in Long-Term Debt	24	85
GENERAL:		86
Schedule of Compensation Paid Board Members	25	86

(Continued)

**Caddo Parish School Board  
Shreveport, Louisiana**

**Comprehensive Annual Financial Report  
As of and for the Year Ended June 30, 1998**

**TABLE OF CONTENTS (Concluded)**

	<u>Table</u>	<u>Page</u>
<b>STATISTICAL SECTION</b>		
General Expenditures by Function - All Governmental Fund Types	1	87
General Revenues by Source - All Governmental Fund Types	2	88
Property Tax Levies and Collections	3	89
Assessed and Estimated Actual Value of Taxable Property	4	90
Property Tax Rates and Tax Levies - All Direct and Overlapping Governments	5	91
Ratio of Net General Obligation Bonded Debt to Assessed Value and Net General Obligation Bonded Debt Per Capita	6	92
Computation of Direct, Overlapping, and Underlying General Bonded Debt	7	93
Computation of Legal Debt Margin	8	94
Ratio of Annual Debt Service Expenditures for General Bonded Debt to Total General Expenditures	9	95
Demographic Statistics	10	96
Property Value, Construction, and Bank Deposits	11	97
Principal Taxpayers	12	98
Attendance Data	13	99
Schedule of Insurance in Force	14	100
Miscellaneous Statistical Data	15	101
Schedule of Surety/Honesty Bonds	16	104

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# CADDO PARISH SCHOOL BOARD

SHREVEPORT, LOUISIANA 71130-2000

AREA CODE 318  
TELEPHONE 636-0210  
FAX 631-5241

POST OFFICE BOX 32000  
1961 MIDWAY STREET

JAMES E. FOSTER, Ed.D.  
SUPERINTENDENT

November 5, 1998

MICHAEL J. THIBODEAUX  
President  
3620 Madison Park  
Shreveport, LA 71104  
District 4

WILLIE D. BURTON  
First Vice President  
417 Indian Trail  
Shreveport, LA 71107  
District 3

JERRY TIM BROOKS  
Second Vice President  
4605 Curtis Lane  
Shreveport, LA 71109  
District 7

RON ADAMS  
6201 Industrial Loop #156  
Shreveport, LA 71129  
District 11

JUDY D. BOYKIN  
710 Hyde Park Place  
Shreveport, LA 71108  
District 10

MILES HITCHCOCK, Sc.D.  
3336 Pines Road  
Shreveport, LA 71119  
District 12

MARK MILAM  
1525 Cambridge  
Shreveport, LA 71105  
District 9

ALVIN MIMS  
633 Eden Boulevard  
Shreveport, LA 71106  
District 6

MIKE POWELL  
3320 Youree Drive  
Shreveport, LA 71105  
District 8

MILDRED B. PUGH  
3803 Michigan Boulevard  
Shreveport, LA 71109  
District 5

JOHNNY VANCE, JR.  
841 Wilton Place  
Shreveport, LA 71107  
District 2

SYBIL WALKER  
P.O. Box 165  
Oil City, LA 71061  
District 1

Mr. Michael J. Thibodeaux, President  
and Members of the Board  
Caddo Parish School Board  
Shreveport, Louisiana

Dear Board Members:

The Comprehensive Annual Financial Report of the Caddo Parish School Board (School Board) for the year ended June 30, 1998, is submitted herewith. This report has been prepared by Finance Department personnel following the guidelines recommended by the Association of School Business Officials International and the Government Finance Officers Association of the United States and Canada.

## A. Management Responsibility

Responsibility for both the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with the School Board. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and are reported in a manner designed to present fairly the financial position and results of operations of the various funds and account groups of the School Board. All disclosures necessary to enable the reader to gain an understanding of the School Board's financial activities have been included.

## B. CAFR

The Comprehensive Annual Financial Report (CAFR) consists of three parts:

(1) The Introductory Section. This section includes a letter of transmittal, information on financial reporting achievements, the School Board's organizational chart, recognition of the elected officials of the School Board and a list of selected administrative officials.

(2) The Financial Section. The School Board's financial statements and schedules are presented in accordance with the financial reporting pyramid set forth by the Governmental Accounting Standards Board. The School Board's complete financial operations are depicted in the general-purpose financial statements and thus present an overview of the School Board's operations. Individual fund and account group statements and schedules are also presented along with the combining statements.

Mr. Michael J. Thibodeaux, President  
and Members of the Board  
Caddo Parish School Board  
Shreveport, Louisiana

## **B. CAFR (Continued)**

Combining statements are presented when a School Board has more than one fund of a given fund type. Various statements are also used to demonstrate finance related legal and contractual compliance, present other information deemed useful, and provide details of data summarized in the financial statements.

(3) The Statistical Section. Included in this section are a number of tables of unaudited data depicting the financial history, demographics and other miscellaneous information of the Caddo Parish School Board for the past ten years.

The School Board is required to undergo an annual single audit in conformity with the provisions of the Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations. Information related to this single audit, includes the Schedule of Expenditures of Federal Awards, findings and recommendations, if applicable, and auditors' reports on internal control and compliance with applicable laws and regulations. The single audit report is issued separately from this Comprehensive Annual Financial Report.

The School Board provides a full range of educational services appropriate to grade levels K through 12. These include regular and enriched academic education, special education for handicapped youngsters, occupational education, and many individualized programs such as specialized instruction for disadvantaged students and those with limited English proficiency. These basic programs are supplemented by a wide variety of offerings in the fine arts and athletics.

## **C. Reporting Entity**

The report includes all entities or organizations that are required to be included in the School Board's reporting entity. The basic criteria for determining whether a governmental department, agency, institution, commission, public authority, or other governmental organization should be included in a governmental unit's reporting entity is financial accountability. Financial accountability includes the appointment of a voting majority of the organization's governing body and either the ability of the primary government to impose its will on the organization or if there is a financial benefit/burden relationship. In addition, an organization which is fiscally dependent on the primary government should be included in its reporting entity.

The financial statements present the Caddo Parish School Board (the primary government). Based on the criteria there are no component units included in the School Board's reporting entity.

Caddo-Shreveport Sales and Use Tax Commission - The Commission is an independent agency responsible for the collection, enforcement, and administration of sales and use taxes levied by the School Board and the City of Shreveport. The Commission is considered a separate reporting entity and issues financial statements separate from those of the School Board. The School Board does not retain an ongoing financial interest or responsibility in its operations. The Commission is not considered a component unit of the School Board and its operations are not included in the accompanying financial statements.

Mr. Michael J. Thibodeaux, President  
and Members of the Board  
Caddo Parish School Board  
Shreveport, Louisiana

**D. Economic Condition and Outlook**

Building activity and the resulting businesses have created 15,000 jobs in the Shreveport metropolitan area since 1996. Another 7,000 jobs are expected to be added within the next two years if this economic boom continues. The additional jobs will come from a variety of industries, making the Shreveport area the most diversified section of Louisiana according to reports by LSU economists. The economy is expected to grow by 2 percent in each of the next two years. Most growth will come from the services industry, retail and wholesale trade, construction and manufacturing.

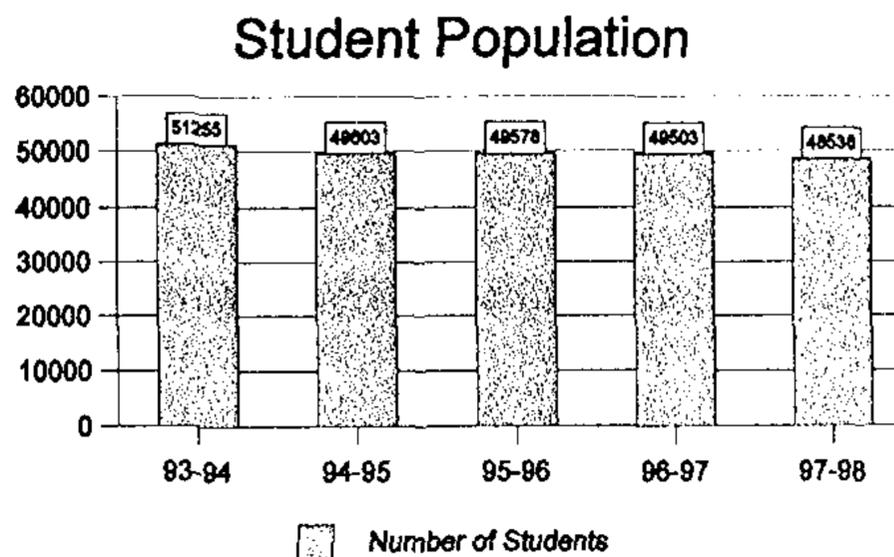
Casinos account for 5,600 direct jobs in the services sector and have generated development of hotels, restaurants, and other entertainment facilities which employ nearly twice that number. A fifth river boat plans to locate in Shreveport and could employ 2,000.

The health care industry is rapidly growing. Willis Knighton Pierremont Medical Center is nearing completion in Southeast Shreveport and several assisted living complexes are planned or under construction.

The telecommunication industry is another major player in local growth. A Ticketmaster call center with 300 employees recently opened and Century Tel is planning a move to larger offices to handle a projected 400 new jobs in the next four years. Hello World, headquartered in Texas, is planning a local office to initially employ 40 people in the prepaid communications industry.

In the past year, dozens of restaurants and retail stores have opened and more are planned. Among those are International House of Pancakes (three locations), Tony Romas Restaurant, Copelands, Petco Pet Supplies, Party City, Ivan Smith Furniture, Office Depot, and Office Max. Additional auto dealers are locating in the auto mall and several new Eckerd's, Rite Aid, and Walgreens' drug stores are under construction.

A very important element of Louisiana School Systems is the student population. The student count is directly linked to public education support received by the Caddo Parish School Board from the State of Louisiana. The State of Louisiana's intent is to fund an average of two-thirds of the cost of education for public children, excluding capital outlay and debt service. Economically poorer school systems receive a greater percentage than two-thirds, while richer school systems receive less than two-thirds funding. The student population chart at the right depicts the change in enrollment during the past five years in Caddo Parish.



Mr. Michael J. Thibodeaux, President  
and Members of the Board  
Caddo Parish School Board  
Shreveport, Louisiana

#### **E. Major Initiatives**

##### For the Year

Major plant projects completed or begun by the school system in 1997-1998 were:

- Electrical upgrades at 21 schools
- Asbestos Abatement at Captain Shreve, Phase II
- Roofing at Magnet High, Hillsdale, Sunset Acres, North Highlands, and Northwood
- Paving at Byrd High School
- Two classrooms at Creswell Elementary
- Huntington High School mock courtroom
- Accessibility at Caddo Career Center
- Air conditioned cafeterias at Summerfield, Walnut Hill, and Westwood
- Replaced boilers at Woodlawn
- Replace gymnasium flooring at Midway and Oil City
- Replacement of 11 school buses

##### For the Future

While acknowledging that Caddo has successful schools, the public is demanding that student learning improve. The quality of education, higher graduation standards, and accountability measures are expected. The Louisiana Legislature has proposed an Accountability Plan intended to drive fundamental changes in classroom teaching by helping schools and communities focus on improved student achievement. Each school will be expected to show academic growth compared to itself.

*Funding for education is an important part of the solution. State lawmakers must continue to make additional funding for public education a high priority. Public support must continue and school system administrators must provide effective leadership for wisest use of all available resources.*

#### **F. Internal Control**

Management of the School Board is responsible for establishing and maintaining internal control designed to ensure that the assets of the School Board are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. Internal control is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgements by management.

*We believe that the School Board's accounting controls provide reasonable assurance that errors or irregularities to the financial statements are prevented or would be detected within a timely period by employees in the normal course of performing their assigned functions.*

As a recipient of Federal, state and local financial assistance, the School Board also is responsible for ensuring that adequate internal control is in place to ensure compliance with applicable laws and regulations related to those programs. This internal control is subject to periodic evaluation by management and the internal audit staff.

Mr. Michael J. Thibodeaux, President  
 and Members of the Board  
 Caddo Parish School Board  
 Shreveport, Louisiana

**F. Internal Control (Continued)**

As a part of the School Board's single audit, described earlier, tests are made to determine the adequacy of internal control, including that portion related to federal awards programs, as well as to determine that the School Board has complied with applicable laws and regulations. The results of the School Board's single audit for the fiscal year ended June 30, 1998 provided no instances of material weaknesses in internal control or significant violations of applicable laws and regulations.

**G. Budgetary Controls**

The School Board maintains budgetary controls to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the School Board. Activities of the general fund, special revenue funds, debt service fund and the capital projects fund, are included in the annual appropriated budget. School Board policy prescribes that the level of budgetary control is at the functional level for the general fund, debt service fund and capital projects fund and at the fund level for the special revenue funds. Legal requirements provide that expenditures may not exceed appropriations in excess of five percent of the budgeted expenditures at the fund level.

As demonstrated by the statements and schedules included in the financial section of this report, the School Board continues to meet its responsibility for sound financial management.

**II. Financial Condition**

General Educational Functions

General educational activities which are accounted for in the general fund are supported principally by local taxes and state entitlements. Direct federal aid is nominal in the general fund, but substantial sums are made available to the Louisiana Department of Education which are subsequently distributed to local entities. General fund revenues are as follows:

<u>Source</u>	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase (Decrease) From 1997</u>
Local	\$ 95,170,774	41.94	\$ 19,172,873
State	130,874,542	57.67	7,053,934
Federal	<u>878,254</u>	<u>0.39</u>	<u>( 646,366)</u>
	<u>\$226,923,570</u>	<u>100.00</u>	<u>\$ 25,580,441</u>

The general fund revenues increase of \$25,580,441 from the prior year amount of \$201,343,129 was primarily due to the following:

- Local sources increased due to a \$1,795,378 increase in sales tax revenues and a \$17,494,193 increase in ad valorem taxes. The increase in ad valorem taxes is mainly due to the levy of an additional 31.57 mils in the current year.
- State revenues increased \$7,053,934 due primarily to increases in minimum foundation payments and state pay supplements.
- Federal sources decreased due to decrease in federal grant monies received.

Mr. Michael J. Thibodeaux, President  
 and Members of the Board  
 Caddo Parish School Board  
 Shreveport, Louisiana

**H. Financial Condition (Continued)**

General educational expenditures by function were as follows:

<u>Item</u>	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase From 1997</u>
Instruction	\$161,953,853	73.10	\$14,090,147
General administration	2,890,939	1.30	369,854
School administration	15,389,514	6.95	1,915,178
Business services	2,522,983	1.14	234,776
Plant services	23,696,424	10.70	1,577,693
Student transportation services	12,255,677	5.53	681,736
Central services	2,825,728	1.27	241,554
Community service program	<u>12,214</u>	<u>0.01</u>	<u>1,707</u>
	<u>\$221,547,332</u>	<u>100.00</u>	<u>\$19,112,645</u>

General fund expenditures increased \$19,112,645 from the prior year amount of \$202,434,687. This increase was primarily due to the following:

- Teacher and employee salaries increased approximately \$16,857,000. Related benefits also increased approximately \$2,560,000.

The unreserved fund balance in the general fund was maintained at an adequate level. The unreserved fund balance, which includes a designation for contingencies of \$5,762,210 and a designation for equipment replacement of \$373,319 at June 30, 1998, increased from \$14,528,739 to \$19,492,206 or 34.2%. This unreserved fund balance represents 8.56% of 1997-1998 general fund expenditures.

Special Revenue Activities

Special revenue fund revenues of \$41,139,819, including \$9,309,036 of state sources, \$2,790,108 of local sources, and \$29,040,675 of federal sources, were restricted for use in fifteen separate activities. The Child Nutrition Program fund accounts for \$16,867,599 of these revenues. The School Lunch Program is administered by this fund. The majority of the remaining revenues, \$12,006,371, funded the Title I program for educationally deprived students. The remainder was designed primarily to: (1) provide instructional and related services to handicapped children and (2) provide extended day remedial instruction including books, tapes and audiovisual hardware and software for general student population.

Mr. Michael J. Thibodeaux, President  
 and Members of the Board  
 Caddo Parish School Board  
 Shreveport, Louisiana

**H. Financial Condition (Continued)**

Special Revenue Activities (Continued)

Special revenue funds expenditures by function were:

<u>Item</u>	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase (Decrease) From 1997</u>
Instruction	\$22,504,584	53.44	\$ 4,688,419
General administration	303,822	0.72	( 115,655)
School administration	192,581	0.46	31,377
Business services	47,961	0.11	22,413
Plant services	421,152	1.00	327,680
Student transportation services	70,296	0.17	16,134
Food services	17,801,714	42.28	559,294
Community service programs	<u>764,769</u>	<u>1.82</u>	<u>158,622</u>
	<u>\$42,106,879</u>	<u>100.00</u>	<u>\$ 5,688,284</u>

The special revenue fund expenditures increase of \$5,688,284 over the prior year amount of \$36,418,595 is mainly due to an increase in support from the state and federal governments for the various programs accounted for as special revenue funds.

Debt Service Activities

The changes in general long-term obligations are as follows:

	<u>July 1, 1997</u>	<u>Additions</u>	<u>Payments</u>	<u>June 30, 1998</u>
Bonds payable	\$26,790,000	\$ -	\$2,705,000	\$24,085,000
Claims and judgments payable	568,415	-	214,532	353,883
Compensated absences payable	<u>13,612,585</u>	<u>3,302,825</u>	<u>2,958,312</u>	<u>13,957,098</u>
	<u>\$40,971,000</u>	<u>\$3,302,825</u>	<u>\$5,877,844</u>	<u>\$38,395,981</u>

Capital Project Activities

All major capital improvements are accounted for in the capital projects fund. During the year ended June 30, 1998, capital expenditures were made in the amount of \$7,261,864. The majority of these funds were expended on the renovation and expansion of existing schools. These projects were primarily funded with an allocation of property taxes in the amount of \$10,233,471, interest earnings on idle funds in the amount of \$142,164, state sources of \$369,934 and funds carried over from prior years.

Mr. Michael J. Thibodeaux, President  
and Members of the Board  
Caddo Parish School Board  
Shreveport, Louisiana

#### **H. Financial Condition (Continued)**

##### Proprietary Activities

The School Board maintains an internal service fund to account for medical and dental self-insurance coverage. The School Board elected to terminate the self-insurance program in April 1997. All claims occurring after April 1, 1997 were filed under a fully insured plan. The current year activity consisted mainly of collecting the final premiums and paying all run-off claims due. Accordingly, operating revenues to the fund decreased from \$16,761,934 in 1997 to \$759,131 in 1998, a decrease of \$16,002,803. Medical claims decreased from \$17,707,366 in 1997 to \$284,537 in 1998, a decrease of \$17,422,829.

The internal service fund has a deficit retained earnings of \$46,930 as of June 30, 1998. The deficit resulted primarily from the actual cost of claims exceeding the estimated costs of claims. Since premiums were based on this estimated claims, premium revenues collected were not sufficient to cover actual claims. Management intends to transfer funds from the general fund to the internal service fund in the next fiscal year to cover this deficit.

##### Nonexpendable Trust Activities

The Caddo Educational Excellence fund is a nonexpendable trust fund. The fund is used to account for the trust principal investment earnings and boarding fees from area casinos as provided for in Louisiana Revised Statute LSA-R.S. 17:408.1. Revenues consisted of \$1,161,682 of boarding fees and \$131,106 of interest earnings. The operating transfer out of \$148,020 was used for educational enhancement.

##### Fiduciary Activities

The school activity funds comprise approximately one-half of the School Board's agency fund activities. These funds are held by the individual schools of the School Board to support school activities such as athletics and other student organizations. All school activity funds are audited periodically by the internal audit staff.

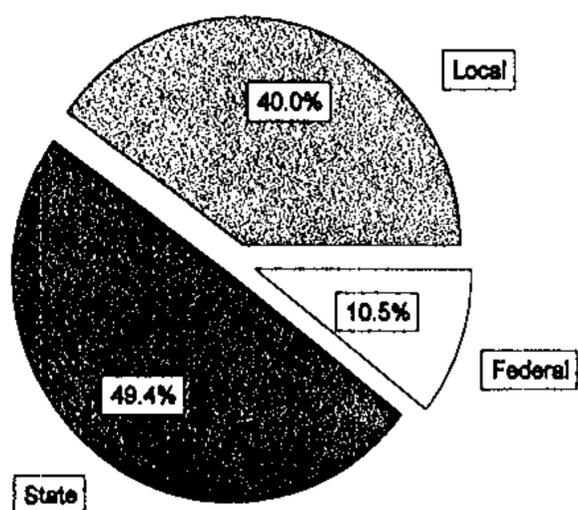
Mr. Michael J. Thibodeaux, President  
 and Members of the Board  
 Caddo Parish School Board  
 Shreveport, Louisiana

**H. Financial Condition (Continued)**

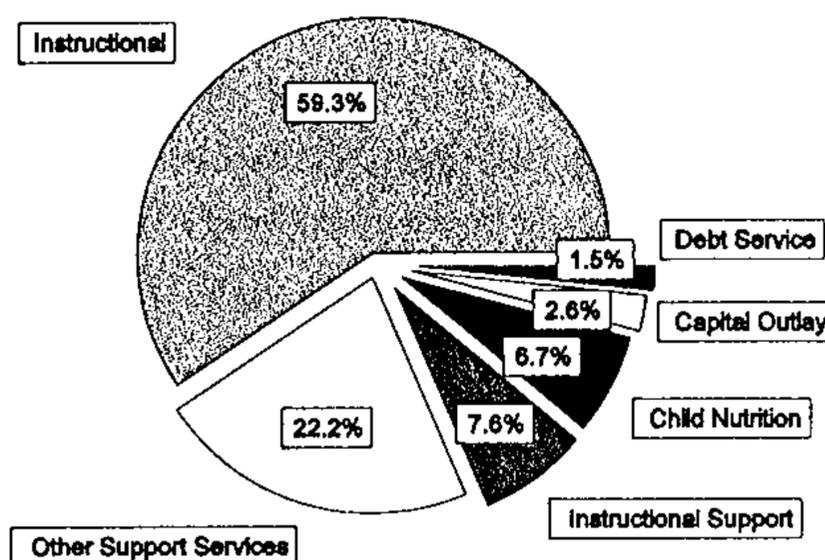
The following charts provides an analysis of the sources of revenues and the expenditures by function for the year ended June 30, 1998:

**ALL GOVERNMENTAL FUNDS**

**Revenue Sources**  
 Percentage of Total Revenues



**Expenditures by Function**  
 Percentage of Total Expenditures



**I. Cash Management**

The School Board has an aggressive cash management program which consists of expediting the receipt of revenues and prudently investing available cash in obligations collateralized by instruments issued by the United States Government or federal government agencies created by an act of Congress or insured by the Federal Deposit Insurance Corporation. The total amount of interest earned was \$3,110,974 for the year ended June 30, 1998. This was distributed as follows:

General fund	\$2,282,226
Special revenue funds	
Child Nutrition Program	444,278
Other funds	6,606
Debt service fund	96,463
Capital projects fund	142,164
Internal service fund	8,131
Nonexpendable trust	<u>131,106</u>
	<u>\$3,110,974</u>

Mr. Michael J. Thibodeaux, President  
 and Members of the Board  
 Caddo Parish School Board  
 Shreveport, Louisiana

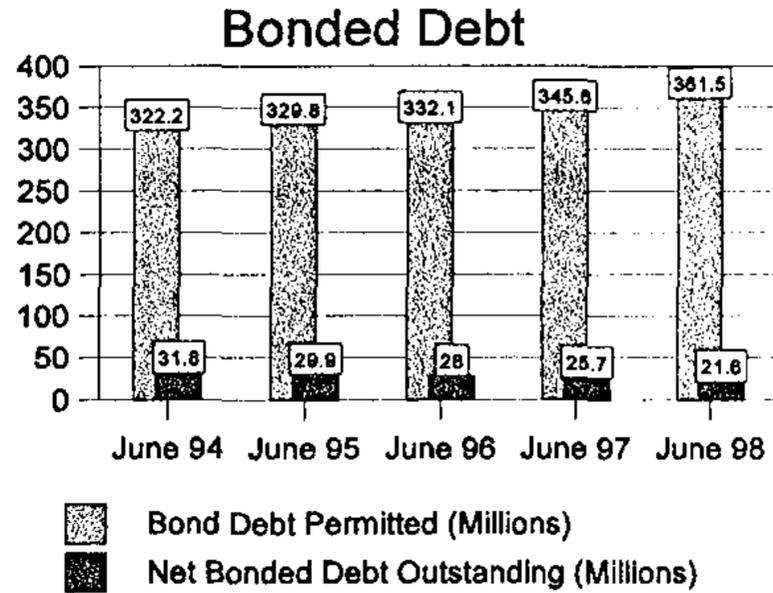
**J. Debt Administration**

The ratio of net bonded debt to assessed valuation and the amount of bonded debt per capita are useful indicators of the School Board's debt position. Net bonded debt represents total bonded debt of \$24,085,000 less fund equity in the debt service fund of \$2,483,213. This data as of June 30, 1998 is as follows:

	<u>Amount</u>	<u>Ratio of Debt to Assessed Value</u>	<u>Debt per Capita</u>
Net direct general obligation bonded debt	<u>\$21,601,787</u>	<u>2.09%</u>	<u>\$88</u>

The School Board maintained an A+ bond rating from Standard and Poor's Corporation and an A1 bond rating from Moody's.

The bonded debt chart compares the maximum amount of indebtedness allowed by Louisiana Statutes and the actual amount of net indebtedness outstanding at year-end for the past five fiscal years. State statute defines maximum indebtedness allowed as thirty-five percent of the assessed value of property in Caddo Parish.



**K. Risk Management**

The School Board maintains a combination of self-insurance and stop-loss coverage to manage its risk of loss from property damage, theft and claims against employees. In addition, the School Board was partially self-insured for group hospitalization, dental, disability and life insurance prior to April 1, 1997. A list of insurance in force is included in Table 14. The fund balance of the general fund includes \$5,762,210 designated for contingencies established in anticipation of possible losses from lawsuits and self-insurance liability including self-insurance run-off claims.

**L. Awards**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting and the Association of School Business Officials International (ASBO) awarded a Certificate of Excellence in Financial Reporting to the School Board for its Comprehensive Annual Financial Report for every fiscal year since the year ended June 30, 1988. To be awarded these certificates, a government unit must publish an easily readable and efficiently organized Comprehensive Annual Financial Report, whose contents conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements. These certificates are valid for a period of one year only. We believe our current report continues to conform to the certificate requirements, and we are submitting it to both GFOA and ASBO.



Mr. Michael J. Thibodeaux, President  
and Members of the Board  
Caddo Parish School Board  
Shreveport, Louisiana

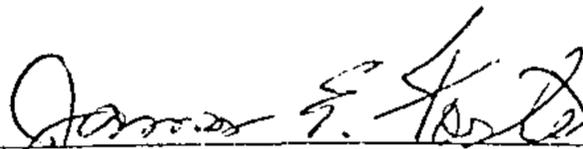
**M. Independent and Internal Audits**

The report of our independent certified public accountants, Allen, Green & Company, LLP, follows as an integral component of this report. Their audit of the general-purpose financial statements and the combining and individual fund and account group statements and schedules was performed in accordance with generally accepted auditing standards and, accordingly, included a review of the School Board's system of budgetary and accounting controls.

In addition to the accounting control systems and the use of independent auditors, the School Board maintains a staff of internal auditors who conduct internal audits as well as special audits of the operations of the School Board.

**N. Acknowledgments**

The preparation of this report could not have been accomplished without the efficient and dedicated services of the entire staff of the Finance Department and the Internal Auditing Department. We want to express our appreciation to them for their assistance. We also thank the members of the School Board for their interest and support in planning and conducting the financial operations of the school system in a responsible and progressive manner.

  
\_\_\_\_\_  
James E. Foster, Ed.D.  
Superintendent

  
\_\_\_\_\_  
Ben Wreyford  
Director of Finance

# Certificate of Achievement for Excellence in Financial Reporting

Presented to

Caddo Parish School Board,  
Louisiana

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended  
June 30, 1997

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



*Douglas R. Ellaworth*  
President

*Jeffrey L. Essler*  
Executive Director

**ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
INTERNATIONAL**



This Certificate of Excellence in Financial Reporting is presented to

**CADDO PARISH SCHOOL BOARD**

For its Comprehensive Annual Financial Report (CAFR)  
For the Fiscal Year Ended June 30, 1997

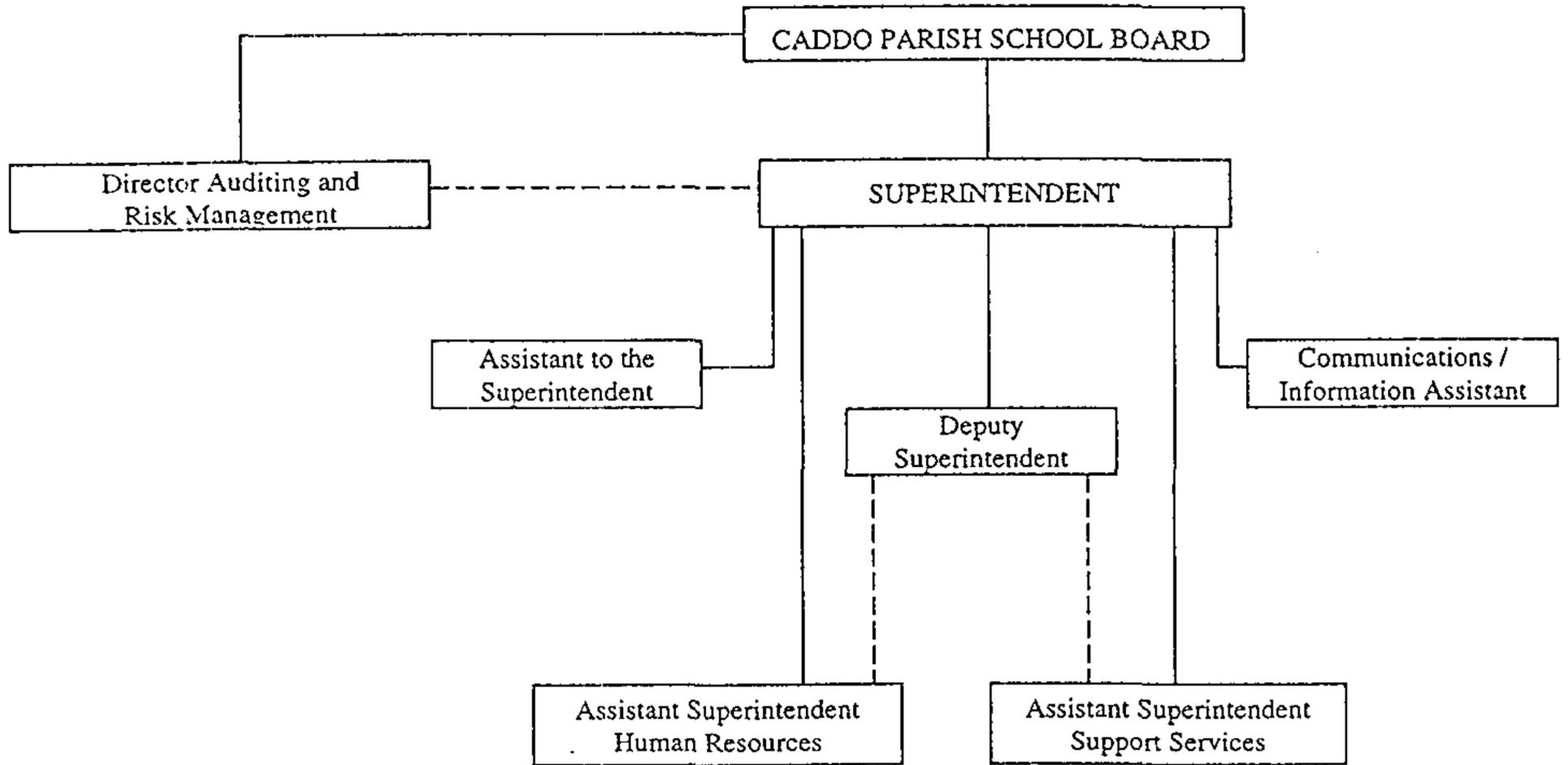
Upon recommendation of the Association's Panel of Review which has judged that the Report substantially conforms to principles and standards of ASBO's Certificate of Excellence Program

*John M. Deering*  
President

*Don L. Hargis*  
Executive Director

**Caddo Parish School Board  
Shreveport, Louisiana**

**ORGANIZATION CHART  
JUNE 30, 1998**



# The Caddo Parish School Board

## EXECUTIVE COMMITTEE



Michael J. Thibodeaux  
*Board President*  
District 4



Willie D. Burton  
*1st Vice President*  
District 3



Jerry Tim Brooks  
*2nd Vice President*  
District 7



Sybil B. Walker  
District 1



Johnny Vance, Jr.  
District 2



Mildred B. Pugh  
District 5



Alvin Mims  
District 6



Mike Powell  
District 8



Mark Milam  
District 9



Judy D. Boykin  
District 10



Ron Adams  
District 11



Miles Hitchcock  
District 12

**Caddo Parish School Board  
Shreveport, Louisiana**

**ELECTED OFFICIALS  
JUNE 30, 1998**

	<u>Present Term Began</u>	<u>Present Term Expires</u>	<u>Began as a Board Member</u>
Michael J. Thibodeaux, President	January 1, 1995	December 31, 1998	January 1987
Willie D. Burton, 1st Vice-President	January 1, 1995	December 31, 1998	January 1991
Jerry Tim Brooks, 2nd Vice-President	January 1, 1995	December 31, 1998	January 1982
Ron Adams	January 1, 1995	December 31, 1998	January 1995
Judy D. Boykin	January 1, 1995	December 31, 1998	January 1991
Miles Hitchcock, Sc.D.	January 1, 1995	December 31, 1998	January 1995
Mark Milam	January 1, 1995	December 31, 1998	January 1991
Alvin Mims	January 1, 1995	December 31, 1998	January 1995
Mike Powell	January 1, 1995	December 31, 1998	November 1994
Mildred B. Pugh	January 1, 1995	December 31, 1998	September 1982
Johnny Vance, Jr.	January 1, 1995	December 31, 1998	January 1991
Sybil Walker	January 1, 1995	December 31, 1998	January 1995

**SELECTED ADMINISTRATIVE OFFICIALS  
June 30, 1998**

James E. Foster, Ed.D.	Superintendent
Ollie Tyler	Deputy Superintendent
Willie Henderson	Assistant Superintendent - Human Resources
Ron Festavan	Assistant Superintendent - Support Services
Dwight E. Collier	Director of Auditing and Risk Management
Ben Wreyford	Director of Finance

# ALLEN, GREEN & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

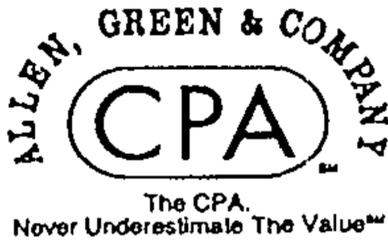
P. O. Box 6075

Monroe, LA 71211-6075

Ernest L. Allen, CPA  
(A Professional  
Accounting Corp.)

Tim Green, CPA

Margie Williamson, CPA



2414 Ferrand Street  
Monroe, LA 71201  
Telephone: (318) 388-4422  
Facsimile: (318) 388-4664  
Website: allengreencpa.com

2285 Green Acres Office Park  
G.O.P. Building III, Suite 400  
Bossier City, LA 71111  
Telephone: (318) 741-0205  
Facsimile: (318) 741-0207

## Independent Auditors' Report

Board Members  
Caddo Parish School Board  
Shreveport, Louisiana

We have audited the accompanying general-purpose financial statements and the combining and individual fund and account group statements and schedules of Caddo Parish School Board, Shreveport, Louisiana, as of and for the year ended June 30, 1998, as listed in the table of contents. These general-purpose financial statements and the combining and individual fund and account group statements and schedules are the responsibility of the Caddo Parish School Board's management. Our responsibility is to express an opinion on these general-purpose financial statements and the combining and individual fund and account group statements and schedules based on our audit.

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

In our opinion, the general-purpose financial statements and the combining and individual fund and account group statements and schedules referred to in the first paragraph present fairly, in all material respects, the financial position of the Caddo Parish School Board as of June 30, 1998, and the results of its operations and cash flows for the proprietary fund and the nonexpendable trust fund for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued, under separate cover, our report dated September 23, 1998 on our consideration of the Caddo Parish School Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general-purpose financial statements and the combining and individual fund and account group statements and schedules of Caddo Parish School Board, Shreveport, Louisiana, taken as a whole. The introductory and statistical sections listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements and the combining and individual fund and account group statements and schedules of Caddo Parish School Board, Shreveport, Louisiana. Such information has not been subjected to the auditing procedures applied in the audit of the general-purpose financial statements, combining and individual fund and account group statements and schedules and, accordingly, we express no opinion on it.

*Allen, Green & Company, LLP*

ALLEN, GREEN & COMPANY, LLP

Monroe, Louisiana  
September 23, 1998

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combined Balance Sheet - All Fund Types and Account Groups  
June 30, 1998**

\*\*\*\*\*GOVERNMENTAL FUNDS\*\*\*\*\*

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>
<b>ASSETS AND OTHER DEBITS</b>				
<b>Assets</b>				
Cash and cash equivalents	\$ 29,574,976	\$ 7,785,178	\$ 2,541,312	\$ 5,224,801
Investments	336,822	0	0	0
Receivables	4,958,625	5,225,460	0	329
Interfund receivable	4,662,408	0	0	0
Inventory	463,979	182,430	0	0
Land, buildings and equipment	0	0	0	0
<b>Other debits</b>				
Amount available in debt service fund	0	0	0	0
Amount to be provided for payment of general long-term debt	0	0	0	0
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 39,996,810</b>	<b>\$ 13,193,068</b>	<b>\$ 2,541,312</b>	<b>\$ 5,225,130</b>

Statement A

PROPRIETARY FUNDS - INTERNAL SERVICE	FIDUCIARY FUNDS- TRUST AND AGENCY	*****ACCOUNT GROUPS*****		TOTAL (MEMORANDUM ONLY)
		GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	
\$ 13,070	\$ 3,169,849	\$ 0	\$ 0	\$ 48,309,186
0	2,639,544	0	0	2,976,366
0	59,163	0	0	10,243,577
0	0	0	0	4,662,408
0	0	0	0	646,409
0	0	214,033,728	0	214,033,728
0	0	0	2,483,213	2,483,213
0	0	0	35,912,768	35,912,768
<u>\$ 13,070</u>	<u>\$ 5,868,556</u>	<u>\$ 214,033,728</u>	<u>\$ 38,395,981</u>	<u>\$ 319,267,655</u>

(CONTINUED)

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Combined Balance Sheet - All Fund Types and Account Groups**  
**June 30, 1998**

	*****GOVERNMENTAL FUNDS*****			
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS
<b>LIABILITIES, EQUITY AND OTHER CREDITS</b>				
<b>Liabilities:</b>				
Accounts, salaries and other payables	\$ 19,038,748	\$ 835,778	\$ 58,099	\$ 1,391,175
Interfund payable	0	4,602,408	0	0
Deposits due others	0	0	0	0
Deferred revenues	135,165	436,662	0	200,000
Bonds payable	0	0	0	0
Claims and judgements payable	282,500	0	0	0
Compensated absences payable	1,048,191	0	0	0
<b>Total Liabilities</b>	<b>\$ 20,504,604</b>	<b>\$ 5,874,848</b>	<b>\$ 58,099</b>	<b>\$ 1,591,175</b>
<b>Equity and other credits</b>				
Investment in general fixed assets	\$ 0	\$ 0	\$ 0	\$ 0
Retained earnings (deficit)	0	0	0	0
<b>Fund Balances:</b>				
<b>Reserved for:</b>				
Encumbrances	68,535	212,930	0	0
Inventory	463,979	182,430	0	0
Debt service	0	0	2,483,213	0
Instructional enhancement	0	0	0	0
<b>Unreserved for:</b>				
Designated for contingencies	5,762,210	1,477,704	0	0
Designated for equipment replacement	373,319	3,523,836	0	0
Undesignated fund balance	12,824,163	1,921,320	0	3,633,955
<b>Total Equity and Other Credits</b>	<b>\$ 19,492,206</b>	<b>\$ 7,318,220</b>	<b>\$ 2,483,213</b>	<b>\$ 3,633,955</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS</b>	<b>\$ 39,996,810</b>	<b>\$ 13,193,068</b>	<b>\$ 2,541,312</b>	<b>\$ 5,225,130</b>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Statement A

PROPRIETARY FUNDS - INTERNAL SERVICE	FIDUCIARY FUNDS- TRUST AND AGENCY	*****ACCOUNT GROUPS*****		TOTAL (MEMORANDUM ONLY)
		GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	
\$ 0	\$ 41,972	\$ 0	\$ 0	\$ 21,365,772
60,000	0	0	0	4,662,408
0	2,875,582	0	0	2,875,582
0	0	0	0	771,827
0	0	0	24,085,000	24,085,000
0	0	0	353,883	636,383
0	0	0	13,957,098	15,005,289
<u>\$ 60,000</u>	<u>\$ 2,917,554</u>	<u>\$ 0</u>	<u>\$ 38,395,981</u>	<u>\$ 69,402,261</u>
\$ 0	\$ 0	\$ 214,033,728	\$ 0	\$ 214,033,728
(46,930)	0	0	0	(46,930)
0	0	0	0	281,465
0	0	0	0	646,409
0	0	0	0	2,483,213
0	2,951,002	0	0	2,951,002
0	0	0	0	7,239,914
0	0	0	0	3,897,155
0	0	0	0	18,379,438
<u>\$ (46,930)</u>	<u>\$ 2,951,002</u>	<u>\$ 214,033,728</u>	<u>\$ 0</u>	<u>\$ 249,865,394</u>
<u>\$ 13,070</u>	<u>\$ 5,868,556</u>	<u>\$ 214,033,728</u>	<u>\$ 38,395,981</u>	<u>\$ 319,267,655</u>

(CONCLUDED)

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Combined Statement of Revenues, Expenditures, and Changes in  
Fund Balances(Deficit)- All Governmental Fund Types  
For the Year Ended June 30, 1998**

Statement B

	*****GOVERNMENTAL FUNDS*****				TOTAL (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	
<b>REVENUES</b>					
<b>Local sources:</b>					
<b>Taxes:</b>					
Ad valorem	\$ 47,388,114	\$ 0	\$ 5,495,533	\$ 10,233,471	\$ 63,117,118
Sales and use	44,192,340	0	0	0	44,192,340
Investment income	2,282,226	450,884	96,463	142,164	2,971,737
Food services	0	2,319,329	0	0	2,319,329
Other	1,308,094	19,895	0	18,086	1,346,075
<b>State sources:</b>					
Equalization	126,165,627	5,602,706	0	0	131,768,333
Other	4,708,915	3,706,330	0	369,934	8,785,179
<b>Federal sources</b>					
	878,254	29,040,675	0	0	29,918,929
<b>Total revenues</b>	<b>\$ 226,923,570</b>	<b>\$ 41,139,819</b>	<b>\$ 5,591,996</b>	<b>\$ 10,763,655</b>	<b>\$ 284,419,040</b>
<b>EXPENDITURES</b>					
<b>Current:</b>					
<b>Instruction:</b>					
Regular programs	\$ 97,336,593	\$ 4,589,958	\$ 0	\$ 0	\$ 101,926,551
Special programs	35,359,184	300,751	0	0	35,659,935
Other instruction	12,377,508	13,445,071	0	0	25,822,579
<b>Support services:</b>					
Student services	8,114,614	1,444,151	0	0	9,558,765
Instructional staff support	8,765,954	2,724,653	0	0	11,490,607
General administration	2,890,939	303,822	210,000	454,780	3,859,541
School administration	15,389,514	192,581	0	0	15,582,095
Business services	2,522,983	47,961	0	0	2,570,944
Plant services	23,696,424	421,152	0	0	24,117,576
Student transportation services	12,255,677	70,296	0	0	12,325,973
Central services	2,825,728	0	0	0	2,825,728
Food services	0	17,801,714	0	0	17,801,714
Community service programs	12,214	764,769	0	0	776,983
Capital outlay	0	0	0	7,261,864	7,261,864
<b>Debt service:</b>					
Principal retirement	0	0	2,705,000	0	2,705,000
Interest and bank charges	0	0	1,292,362	0	1,292,362
<b>Total expenditures</b>	<b>\$ 221,547,332</b>	<b>\$ 42,106,879</b>	<b>\$ 4,207,362</b>	<b>\$ 7,716,644</b>	<b>\$ 275,578,217</b>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 5,376,238</b>	<b>\$ (967,060)</b>	<b>\$ 1,384,634</b>	<b>\$ 3,047,011</b>	<b>\$ 8,840,823</b>

(CONTINUED)

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Combined Statement of Revenues, Expenditures, and Changes in  
Fund Balances(Deficit)- All Governmental Fund Types  
For the Year Ended June 30, 1998**

Statement B

	*****GOVERNMENTAL FUNDS*****				TOTAL (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating transfers in	\$ 151,261	\$ 125,000	\$ 0	\$ 1,000,000	\$ 1,276,261
Operating transfers out	(1,125,000)	(3,241)	0	0	(1,128,241)
Proceeds from the sale of fixed assets	44,518	3,208	0	262,000	309,726
<b>Total Other Financing Sources (Uses)</b>	<b>\$ (929,221)</b>	<b>\$ 124,967</b>	<b>\$ 0</b>	<b>\$ 1,262,000</b>	<b>\$ 457,746</b>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER FINANCING SOURCES (USES)</b>					
	\$ 4,447,017	\$ (842,093)	\$ 1,384,634	\$ 4,309,011	\$ 9,298,569
<b>FUND BALANCES (Deficit) AT BEGINNING OF YEAR</b>					
	15,045,189	8,160,313	1,098,579	(675,056)	23,629,025
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 19,492,206</b>	<b>\$ 7,318,220</b>	<b>\$ 2,483,213</b>	<b>\$ 3,633,955</b>	<b>\$ 32,927,594</b>

(CONCLUDED)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
Shreveport, Louisiana

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Budget (Non-GAAP Basis) and Actual - All Governmental Funds - General Fund**  
For the Year Ended June 30, 1998

Statement C

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Local sources:			
Taxes:			
Ad valorem	\$ 47,723,400	\$ 47,388,114	\$ (335,286)
Sales and use	43,550,000	44,192,340	642,340
Investment income	2,000,000	2,282,226	282,226
Other	1,357,000	1,308,094	(48,906)
State sources:			
Equalization	126,165,603	126,165,627	24
Other	4,715,360	4,708,915	(6,445)
Federal sources			
	738,000	878,254	140,254
Total revenues	\$ 226,249,363	\$ 226,923,570	\$ 674,207
<b>EXPENDITURES</b>			
Current:			
Instruction	\$ 166,350,617	\$ 161,953,853	\$ 4,396,764
Support services:			
General administration	3,200,680	2,890,939	309,741
School administration	15,442,700	15,389,514	53,186
Business services	2,580,050	2,522,983	57,067
Plant services	25,336,300	23,696,424	1,639,876
Student transportation services	12,144,700	12,255,677	(110,977)
Central services	2,903,450	2,825,728	77,722
Community service programs	0	12,214	(12,214)
Total expenditures	\$ 227,958,497	\$ 221,547,332	\$ 6,411,165
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ (1,709,134)	\$ 5,376,238	\$ 7,085,372
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	\$ 148,020	\$ 151,261	\$ 3,241
Operating transfers out	0	(1,125,000)	(1,125,000)
Proceeds from the sale of fixed assets	36,000	44,518	8,518
Total Other Financing Sources (Uses)	\$ 184,020	\$ (929,221)	\$ (1,113,241)
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER FINANCING SOURCES (USES)	\$ (1,525,114)	\$ 4,447,017	\$ 5,972,131
FUND BALANCES AT BEGINNING OF YEAR	15,045,189	15,045,189	0
FUND BALANCES AT END OF YEAR	\$ 13,520,075	\$ 19,492,206	\$ 5,972,131

(CONTINUED)

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Budget (Non-GAAP Basis) and Actual - All Governmental Funds - Special Revenue Funds**  
**For the Year Ended June 30, 1998** **Statement C**

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUES</b>			
<b>Local sources:</b>			
Investment income	\$ 403,000	\$ 450,884	\$ 47,884
Food services	2,090,000	2,319,329	229,329
Other	0	19,895	19,895
<b>State sources:</b>			
Equalization	5,422,974	5,602,706	179,732
Other	3,870,630	3,706,330	(164,300)
<b>Federal sources</b>			
	28,012,151	29,040,675	1,028,524
<b>Total revenues</b>	\$ 39,798,755	\$ 41,139,819	\$ 1,341,064
<b>EXPENDITURES</b>			
<b>Current:</b>			
Instruction	\$ 24,091,911	\$ 22,504,584	\$ 1,587,327
<b>Support services:</b>			
General administration	387,986	303,822	84,164
School administration	299,231	192,581	106,650
Business services	33,012	47,961	(14,949)
Plant services	299,499	421,152	(121,653)
Student transportation services	105,058	70,296	34,762
Food services	17,097,000	17,801,714	(704,714)
Community service programs	0	764,769	(764,769)
<b>Total expenditures</b>	\$ 42,313,697	\$ 42,106,879	\$ 206,818
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	\$ (2,514,942)	\$ (967,060)	\$ 1,547,882
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	\$ 860,000	\$ 125,000	\$ (735,000)
Operating transfers out	0	(3,241)	(3,241)
Other sources-proceeds from the sale of fixed assets	0	3,208	3,208
<b>Total other financing sources (uses)</b>	\$ 860,000	\$ 124,967	\$ (735,033)
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER FINANCING SOURCES (USES)</b>	\$ (1,654,942)	\$ (842,093)	\$ 812,849
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	8,160,313	8,160,313	0
<b>FUND BALANCES AT END OF YEAR</b>	\$ 6,505,371	\$ 7,318,220	\$ 812,849

(CONTINUED)

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Budget (Non-GAAP Basis) and Actual - All Governmental Funds - Debt Service Fund**  
**For the Year Ended June 30, 1998**

Statement C

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
<b>REVENUES</b>			
Local sources:			
Taxes:			
Ad valorem	\$ 5,619,300	\$ 5,495,533	(123,767)
Investment income	0	96,463	96,463
	<b>\$ 5,619,300</b>	<b>\$ 5,591,996</b>	<b>\$ (27,304)</b>
<b>EXPENDITURES</b>			
Current:			
Support services:			
General administration	\$ 201,889	\$ 210,000	(8,111)
Debt service:			
Principal retirement	2,705,000	2,705,000	0
Interest and bank charges	1,292,362	1,292,362	0
	<b>\$ 4,199,251</b>	<b>\$ 4,207,362</b>	<b>\$ (8,111)</b>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 1,420,049</b>	<b>\$ 1,384,634</b>	<b>(35,415)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>1,098,579</b>	<b>1,098,579</b>	<b>0</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 2,518,628</b>	<b>\$ 2,483,213</b>	<b>\$ (35,415)</b>

(CONTINUED)

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Budget (Non-GAAP Basis) and Actual - All Governmental Funds - Capital Projects Fund**  
**For the Year Ended June 30, 1998** **Statement C**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Local sources:			
Taxes:			
Ad valorem	\$ 10,318,800	\$ 10,233,471	\$ (85,329)
Investment income	40,000	142,164	102,164
Other	0	18,086	18,086
State sources:			
Other	372,100	369,934	(2,166)
 Total revenues	 \$ 10,730,900	 \$ 10,763,655	 \$ 32,755
 <b>EXPENDITURES</b>			
Current:			
Support services:			
General administration	\$ 454,400	\$ 454,780	\$ (380)
Capital outlay	7,573,500	6,978,350	595,150
 Total expenditures	 \$ 8,027,900	 \$ 7,433,130	 \$ 594,770
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	 \$ 2,703,000	 \$ 3,330,525	 \$ 627,525
 <b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	\$ 1,150,000	\$ 1,000,000	\$ (150,000)
Proceeds from the sale of fixed assets	0	262,000	262,000
 Total other financing sources (uses)	 \$ 1,150,000	 \$ 1,262,000	 \$ 112,000
 EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER FINANCING SOURCES (USES)	 \$ 3,853,000	 \$ 4,592,525	 \$ 739,525
 FUND BALANCES AT BEGINNING OF YEAR	 231,540	 354,583	 123,043
 FUND BALANCES AT END OF YEAR	 \$ 4,084,540	 \$ 4,947,108	 \$ 862,568

(CONCLUDED)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combined Statement of Revenues, Expenses, and Changes in Retained Earnings (Deficit)/Fund Balance -  
All Proprietary Fund Types and Nonexpendable Trust Fund  
For the Year Ended June 30, 1998**

**Statement D**

	<b>PROPRIETARY</b>	<b>FIDUCIARY FUND -</b>	<b>TOTAL</b>
	<b>FUND -</b>	<b>NONEXPENDABLE</b>	<b>(MEMORANDUM</b>
	<b>INTERNAL</b>	<b>TRUST</b>	<b>ONLY)</b>
	<b>SERVICE</b>	<b>TRUST</b>	<b>ONLY)</b>
	<u>          </u>	<u>          </u>	<u>          </u>
<b>OPERATING REVENUE</b>			
Employer contributions	\$ 751,000	\$ 0	\$ 751,000
Fees	0	1,161,682	1,161,682
Investment income	8,131	131,106	139,237
	<u>          </u>	<u>          </u>	<u>          </u>
Total operating revenues	\$ 759,131	\$ 1,292,788	\$ 2,051,919
	<u>          </u>	<u>          </u>	<u>          </u>
<b>OPERATING EXPENSES</b>			
Administration	\$ 23,175	\$ 132	\$ 23,307
Claims	284,537	0	284,537
	<u>          </u>	<u>          </u>	<u>          </u>
Total operating expenses	\$ 307,712	\$ 132	\$ 307,844
	<u>          </u>	<u>          </u>	<u>          </u>
Operating income (loss)	\$ 451,419	\$ 1,292,656	\$ 1,744,075
	<u>          </u>	<u>          </u>	<u>          </u>
<b>OPERATING TRANSFERS FROM/(TO) OTHER FUNDS</b>			
Operating Transfers from/(to) other funds	\$ 0	\$ (148,020)	\$ (148,020)
	<u>          </u>	<u>          </u>	<u>          </u>
Net Income (loss)	\$ 451,419	\$ 1,144,636	\$ 1,596,055
	<u>          </u>	<u>          </u>	<u>          </u>
<b>RETAINED EARNINGS (Deficit)/FUND BALANCE, AT BEGINNING OF YEAR</b>	<u>(498,349)</u>	<u>1,806,366</u>	<u>1,308,017</u>
<b>RETAINED EARNINGS (Deficit)/FUND BALANCE, AT END OF YEAR</b>	<u>\$ (46,930)</u>	<u>\$ 2,951,002</u>	<u>\$ 2,904,072</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

Statement E

**Combined Statement of Cash Flows  
All Proprietary Fund Types and Nonexpendable Trust Fund  
For the Year Ended June 30, 1998**

	<u>PROPRIETARY FUND - INTERNAL SERVICE</u>	<u>FIDUCIARY FUND - NONEXPENDABLE TRUST</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Operating income (loss)	\$ 451,419	\$ 1,292,656	\$ 1,744,075
Adjustments to reconcile operating income to net cash provided (used) for operating activities			
(Increase) decrease in receivable	0	(17,228)	(17,228)
(Increase) decrease in interfund payable	60,000	0	60,000
Increase (decrease) in payable	(1,758,416)	0	(1,758,416)
 Net cash provided (used) for operating activities	 \$ (1,246,997)	 \$ 1,275,428	 \$ 28,431
<b>CASH FLOW FROM NONCAPITAL FINANCING ACTIVITIES:</b>			
Transfers out	\$ 0	\$ (148,020)	\$ (148,020)
 Net cash provided (used) for noncapital financing activities	 \$ 0	 \$ (148,020)	 \$ (148,020)
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Purchase of investments	\$ 0	\$ (560,900)	\$ (560,900)
 Net cash provided (used) by investing activities	 \$ 0	 \$ (560,900)	 \$ (560,900)
 Net increase (decrease) in cash and cash equivalents	 \$ (1,246,997)	 \$ 566,508	 \$ (680,489)
 <b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	 <u>1,260,067</u>	 <u>331</u>	 <u>1,260,398</u>
 <b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	 <u>\$ 13,070</u>	 <u>\$ 566,839</u>	 <u>\$ 579,909</u>

Total cash per Statement A includes \$2,603,010 of agency funds which are not included in the cash and cash equivalents at end of year above for the Fiduciary Fund - Nonexpendable Trust column.

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**INDEX**

	<u>Page</u>
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES .....	16
A. BASIS OF PRESENTATION .....	16
B. REPORTING ENTITY .....	16
C. FUND ACCOUNTING .....	17
D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING .....	18
Governmental Funds .....	18
Proprietary Funds .....	20
Fiduciary Funds .....	20
E. BUDGETS .....	20
General Budget Policies .....	20
Encumbrances .....	21
Budget Basis of Accounting .....	21
F. CASH AND CASH EQUIVALENTS .....	22
G. INVESTMENTS .....	22
H. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES .....	22
I. INVENTORIES .....	23
J. FIXED ASSETS .....	23
K. COMPENSATED ABSENCES .....	23
L. LONG-TERM OBLIGATIONS .....	24
M. FUND EQUITY .....	25
N. INTERFUND TRANSACTIONS .....	25
O. SALES TAXES .....	25
P. CLAIMS AND JUDGEMENTS .....	25
Q. DEFERRED REVENUES .....	26
R. MEMORANDUM ONLY - TOTAL COLUMNS .....	26
S. USE OF ESTIMATES .....	26
NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY .....	26
A. <i>Material Violations of Finance-Related Legal and Contractual Provisions</i> .....	26
B. Deficit Retained Earnings .....	27
C. Excess of Expenditures Over Appropriations in Individual Funds .....	27
NOTE 3 - BUDGET (NON-GAAP) TO ACTUAL RECONCILIATION .....	27
NOTE 4 - LEVIED TAXES .....	28
NOTE 5 - DEPOSITS AND INVESTMENTS .....	29
NOTE 6 - RECEIVABLES .....	31
NOTE 7 - FIXED ASSETS .....	31
NOTE 8 - RETIREMENT SYSTEMS .....	31
NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS .....	33
NOTE 10 - ACCOUNTS, SALARIES AND OTHER PAYABLES .....	34
NOTE 11 - COMPENSATED ABSENCES .....	34

(Continued)

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**INDEX (Continued)**

Page

NOTE 12 - CHANGES IN AGENCY FUNDS DEPOSITS DUE OTHERS .....	34
NOTE 13 - CHANGES IN GENERAL LONG-TERM OBLIGATIONS .....	34
NOTE 14 - INTERFUND TRANSACTIONS .....	36
NOTE 15 - RESERVED AND DESIGNATED FUND BALANCES .....	37
NOTE 16 - LITIGATION AND CLAIMS .....	37
NOTE 17 - RISK MANAGEMENT .....	38
NOTE 18 - DEFERRED COMPENSATION .....	39
NOTE 19 - ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES .....	40
NOTE 20 - SUBSEQUENT EVENTS .....	40

(Concluded)

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying financial statements of the Caddo Parish School Board have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**B. REPORTING ENTITY**

The Caddo Parish School Board was created by Louisiana Revised Statute (LSA-R.S.) 17:51 to provide public education for the children within Caddo Parish. The School Board is authorized by LSA-R.S. 17:81 to establish policies and regulations for its own government consistent with the laws of the state of Louisiana and the regulations of the Louisiana Board of Elementary and Secondary Education. The School Board is comprised of twelve members who are elected from twelve districts for terms of four years.

The School Board operates seventy-five schools within the parish with a total enrollment of 48,628 students. In conjunction with the regular educational programs, some of these schools offer special education and/or adult education programs. In addition, the School Board provides transportation and school food services for the students.

GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the School Board is considered a *primary government*, since it is a special purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the School Board may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. The School Board also has no *component units*, defined by GASB Statement 14 as other legally separate organizations for which the elected School Board members are financially accountable. There are no other primary governments with which the School Board has a significant relationship.

**Jointly Governed Organization**

Caddo-Shreveport Sales and Use Tax Commission — The Commission is an independent agency responsible for the collection, enforcement, and administration of sales and use taxes levied by the School Board and the City of Shreveport. The Commission is considered a separate accounting entity and issues financial statements separate from those of the School Board. The School Board does not retain an ongoing financial interest or responsibility in its operations. The Commission is not considered a component unit of the School Board and its operations are not included in the accompanying financial statements. Financial statements for the Commission can be obtained from the Commission, Shreveport, Louisiana.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. FUND ACCOUNTING**

The School Board uses 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 relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they are not involved with the measurement of results of operations.

Funds of the School Board are classified into three categories: governmental, proprietary and fiduciary. In turn, each category 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 School Board'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 debt. Governmental funds include:

1. **General Fund** — the general operating fund of the School Board 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 specified purposes.
3. **Debt Service Fund** — accounts for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group.
4. **Capital Projects Fund** — accounts for financial resources received and used for the acquisition, construction or improvement of capital facilities not reported in other governmental funds.

**Proprietary Fund Type** — 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. The School Board has one proprietary fund, which is an internal service fund. The following is the School Board's proprietary fund type:

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. FUND ACCOUNTING (Continued)**

**Proprietary Fund Type (Continued)**

**Internal Service Fund** --- An internal service fund is used to account for the accumulation of resources for and the payment of benefits by the School Board's risk retention program. On April 1, 1997, the School Board changed to a fully insured plan. All claims occurring after April 1, 1997, belong to the carrier. Current-year activity consisted of paying run-out claims incurred before April 1997 but filed in the current year. Once all liabilities are paid, the internal service fund will be terminated.

**Fiduciary Funds** --- Fiduciary funds account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the School Board. Fiduciary funds include:

**Agency Funds** are used to account for assets held by the School Board as an agent for others.

**The Nonexpendable Trust Fund** is used to account for assets held by the School Board in trust, of which the principal may not be expended.

**Account Groups**

The *general fixed assets account group* is used to account for fixed assets not accounted for in proprietary or trust funds.

The *general long-term debt account group* is used to account for general long-term debt and certain other liabilities that are not specific liabilities of proprietary or trust funds.

**D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

**Governmental Funds**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "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 pay liabilities of the current period. The government considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)**

**Governmental Funds (Continued)**

With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues** --- Federal and state entitlements (which include state equalization and state revenue sharing) are recorded as unrestricted grants-in-aid when available and measurable. Federal and state restricted grants are recorded when the reimbursable expenditures have been incurred.

Federal commodities are recognized as revenues in the accounting period in which they are received.

Ad valorem taxes receivable are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and become delinquent on December 31. The taxes generally are collected in December, January and February of the fiscal year.

Food services income is recorded as revenue when collected. All food services income applicable to an accounting period is collected during that accounting period.

Interest earnings on time deposits are recorded when the time deposits have matured and the interest is available. Interest income on interest bearing demand deposits is recorded each month when credited by the bank to the account.

Substantially all other revenues are recorded when they become available to the School Board.

**Expenditures** --- Salaries are recorded as expenditures when earned. Teachers' salaries are earned over a nine-month period, but are paid over a twelve-month period.

Purchases of various operating supplies are recorded as expenditures in the accounting period they are purchased.

Compensated absences are recognized as expenditures when leave is actually taken or when employees (or heirs) are paid for accrued leave upon retirement or death, while the cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

Principal and interest on general long-term debt are recognized when due.

Substantially all other expenditures are recognized when the related fund liability has been incurred.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)**

**Other Financing Sources (Uses)** — Operating transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses). Capital lease transactions, sale of fixed assets, debt extinguishments, long-term debt proceeds, et cetera also are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

**Proprietary Funds**

*Proprietary funds* are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet.

**Fiduciary Funds**

The *agency fund* is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. This fund is used to account for assets that the School Board holds for others in an agency capacity.

The *nonexpendable trust fund* is accounted for in essentially the same manner as the proprietary fund, using the same measurement focus and basis of accounting. Nonexpendable trust funds account for assets of which the principal may not be spent.

**E. BUDGETS**

**General Budget Policies**

The School Board utilizes the following procedures in establishing the budgetary data reflected in the financial statements:

About May 1, the Superintendent submits to the School Board a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and sources of funding. A public hearing is then conducted after proper official journal notification to obtain taxpayer comments. Prior to July 1, the budget is legally adopted by the School Board during public session.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**E. BUDGETS (Continued)**

**General Budget Policies (Continued)**

The budget document for the general fund, special revenue funds, debt service fund, and capital projects fund is structured such that revenues are budgeted by source and appropriations by function. School Board policy prescribes that the level of budgetary control is at the functional level for the general fund, debt service fund and capital projects fund and at the fund level for the special revenue funds. Legal requirements provide that expenditures may not exceed appropriations in excess of five percent of the budgeted expenditures at the fund level. Revisions to the budget as enacted on a functional level require School Board approval. Budget amounts included in the accompanying financial statements include the original adopted budget and amendment. The School Board issues a budget report at least annually that demonstrates legal compliance at the legal level of budgetary control.

The School Board utilizes formal budgetary integration as a management control device for the general fund, all special revenue funds, debt service fund, capital projects fund, and internal service fund.

Comparison of budgeted and actual amounts is included in Statement C in the accompanying financial report and includes all funds for which budgets are legally required. The budget and actual comparisons are made by source for revenues and by function for expenditures. Annual budgets are not required and are not presented in the accompanying financial report for the internal service fund, the nonexpendable trust fund and fiduciary funds.

**Encumbrances**

Encumbrance accounting is not employed in governmental funds. Outstanding encumbrances (e.g., purchase orders, contracts) lapse at year end. To the extent the Board intends to honor the purchase orders and commitments, they are reported as reservations of fund balances. Authorization for the eventual expenditure will be included in the following year's budget appropriations.

**Budget Basis of Accounting**

The basis of accounting applied to budgetary data presented is substantially consistent with the appropriate basis of accounting for each fund type for which an annual budget is prepared except for the capital project fund which is budgeted on a cash basis. Budgeted amounts reflected in the accompanying budget and actual comparison are as originally adopted and legally amended by the School Board during the fiscal year. Appropriations which are not expended lapse at year-end.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**F. CASH AND CASH EQUIVALENTS**

Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in investments with original maturities of ninety days or less. Under state law, the School Board may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

**G. INVESTMENTS**

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

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31:

1. Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.
2. The School Board reported at amortized cost money market investments and *participating* interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

**H. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES**

During the course of operations, numerous transactions occur between individual funds for services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**I. INVENTORIES**

Inventory in the general fund consists of materials and supplies. Inventory of the Child Nutrition Program special revenue fund consists solely of supplies and food purchased by the School Board. All commodities received through both the cash in lieu of commodities program and the food distribution program are received and consumed in the current year.

Material, food and supplies are accounted for on the consumption method. All purchased inventory items are valued at cost (first-in, first-out). Inventories are equally offset by a fund balance reserve which indicates that these do not constitute "available spendable resources," even though they are a component of total assets.

**J. FIXED ASSETS**

Fixed assets of governmental funds are recorded as expenditures at the time they are purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. Public domain or infrastructures such as sidewalks and parking lots are not capitalized. Depreciation has not been provided on general fixed assets nor has interest been capitalized. All fixed assets are valued at actual historical cost or estimated historical cost, if actual historical cost is not available. Donated fixed assets are valued at their fair market value at the time of the donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not included in the general fixed assets account group.

**K. COMPENSATED ABSENCES**

All twelve-month employees earn from ten to twenty days of vacation leave each year, depending on their length of service with the School Board. Vacation leave may be accumulated up to one hundred and fifty percent of their annual allotment. Upon termination, employees may be paid for up to thirty days of unused vacation leave.

All School Board employees earn from twelve to sixteen days of sick leave each year, depending upon the length of service. Sick leave can be accumulated without limitation. Upon retirement or death, unused accumulated sick leave of up to twenty-five days is paid to the employee or to the employee's estate at the employee's current rate of pay. Under the Louisiana Teachers' Retirement System and the Louisiana School Employees' Retirement System, all unpaid sick leave is used in the retirement benefit computation as earned service.

Sabbatical leave may be granted for rest and recuperation and for professional and cultural improvement. Any employee with a teaching certificate is entitled, subject to approval by the School Board, to one semester of sabbatical leave after three years of continuous service or two semesters of sabbatical leave after six or more years of continuous service.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**K. COMPENSATED ABSENCES (Continued)**

The School Board's recognition and measurement criteria for compensated absences follows:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as liability as the benefits are earned by the employees if both of the following conditions are met:

- A. The employees' right to receive compensation are attributable to services already rendered.
- B. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

- A. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
- B. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

Leave benefits are based on accrued leave benefits of employees with ten years service to a maximum of twenty-five days for sick leave and thirty days for vacation at their current annual salary.

Sabbatical leave benefits are recorded as expenditures in the period paid.

Only the current portion of the liability for compensated absences is reported in the fund. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources. The remainder of the liability is reported in the general long-term obligations account group.

**L. LONG-TERM OBLIGATIONS**

Long-term obligations expected to be financed from governmental funds are reported in the general long-term debt account group.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**M. FUND EQUITY**

**Reserves** — Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific future use.

**Designations** — Designations indicate a portion of the fund balance has been segregated to indicate tentative plans for future financial resource use.

**N. INTERFUND TRANSACTIONS**

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

All other interfund transactions are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

**O. SALES TAXES**

The School Board receives sales tax revenue from the following three sales tax:

The voters of Caddo Parish approved on June 6, 1967, a one-half of one percent (½%) parish-wide sales tax to be used to supplement salaries of teachers of Caddo Parish and for the operation of public schools in Caddo Parish.

The voters of Caddo Parish approved on May 27, 1969, a one-half of one percent (½%) parish-wide sales tax to be used to supplement salaries of teachers of Caddo Parish and for the operation of public schools in Caddo Parish.

The voters of Caddo Parish approved on May 4, 1985, a one-half of one percent (½%) parish-wide sales tax to be used to supplement salaries of teachers and other school board employees and for the operation of public schools in Caddo Parish.

**P. CLAIMS AND JUDGEMENTS**

Losses resulting from claims and judgements are estimated in accordance with Governmental Accounting Standards Board Statement No. 10. The liability for such losses is recorded in the governmental funds for the amount that will be liquidated with expendable available financial resources. The remainder of the liability is recorded in the general long-term debt account group. Incurred but not reported claims as of June 30, 1998 have been considered in determining the accrued liability.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Q. DEFERRED REVENUES**

The School Board reports deferred revenues on its combined balance sheet. Deferred revenues arise when resources are received by the School Board before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when the School Board has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

**R. MEMORANDUM ONLY - TOTAL COLUMNS**

The total columns on the combined statements 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 cash flows in accordance 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.

**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 the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, expenses, and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**A. Material Violations of Finance-Related Legal and Contractual Provisions**

Louisiana Revised Statutes Title 39 - Public Finance addresses collateralization requirements for public funds. Specifically, LSA-RS 39:1218 and LSA-RS 39:1225 require that fiscal agents of a depositing authority, such as the School Board, provide security at all times equal to one hundred percent of the amount of collected funds. The securities should be of the types outlined in LSA- RS 39:1221.

At June 30, 1998, the School Board had total deposits of \$66,863,014 with seven banks. \$64,725,072 of this total was on deposit with their fiscal agent while the remaining \$2,137,942 was on deposit with six other area banks. Collateral pledged by the fiscal agent as of June 30, 1998 totaled \$63,471,903. This left \$1,253,169 of the School Board's deposits with the fiscal agent uncollateralized. The remaining deposits with the other six banks are not considered to be materially uncollateralized.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)**

**B. Deficit Retained Earnings**

The following fund has a deficit in the retained earnings at June 30, 1998:

<u>Fund</u>	<u>Deficit Amount</u>
Proprietary fund - internal service	<u>\$46,930</u>

Management expects to correct the deficit in the group hospitalization fund by a transfer from the general fund in the 1998-1999 fiscal year.

**C. Excess of Expenditures Over Appropriations in Individual Funds**

The following individual funds had actual expenditures over budgeted expenditures for the year ended June 30, 1998:

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
Special Revenue Funds			
Title I	\$12,002,294	\$12,006,371	\$ 4,077
Adult Education	373,525	392,443	18,918
Child Nutrition Program	17,097,000	17,801,947	704,947
JROTC Career Academy	17,297	151,809	134,512
Debt Service Fund	4,199,251	4,207,362	8,111

Actual expenditures exceeded appropriations as a result of unanticipated expenditures occurring in the month of June after the last budget revision.

**NOTE 3 - BUDGET (NON-GAAP) TO ACTUAL RECONCILIATION**

The capital project fund is budgeted on a cash basis and is reported for financial statements purposes on a generally accepted accounting principles (GAAP) basis.

Fund balance - per Statement B (GAAP reporting purposes)	\$3,633,955
To eliminate the effects of recording accounts payable for GAAP purposes	<u>1,313,153</u>
Fund balance - per Statement C (Budget reporting purposes)	<u>\$4,947,108</u>

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 4 - LEVIED TAXES**

The School Board levies taxes on real and business personal property located within Caddo Parish's boundaries. Property taxes are levied by the School Board on property values assessed by the Caddo Parish Tax Assessor and approved by the state of Louisiana Tax Commission.

The Caddo Parish Sheriff's Office bills and collects property taxes for the School Board. Collections are remitted to the School Board monthly.

Property Tax Calendar

Assessment date	January 1, 1997
Levy date	Not later than June 1, 1997
Tax bills mailed	November 23, 1997
Total taxes are due	December 31, 1997
Lien date	January 1, 1998
Tax sale	May 29, 1998

Assessed values are established by the Caddo Parish Tax Assessor each year on a uniform basis at the following ratios of assessed value to fair market value.

10% land	15% machinery
10% residential improvements	15% commercial improvements
15% industrial improvements	25% public service properties, excluding land

A revaluation of all property is required after 1978 to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 1996. Total assessed value was \$1,032,835,570 for calendar year 1997. Louisiana state law exempts the first \$7,500 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was \$270,391,580 of the assessed value in calendar year 1997.

State law requires the Sheriff to collect property taxes in the calendar year in which the assessment is made. Property taxes become delinquent January 1 of the following year. If taxes are not paid by the due date, taxes bear interest at the rate of 1.25 percent per month until the taxes are paid. After notice is given to the delinquent taxpayers, the Sheriff is required by the *Constitution of the State of Louisiana* to sell the least quantity of property necessary to settle the taxes and interest owed.

All property taxes are recorded in the general fund, debt service fund and capital projects fund on the basis explained in note 1. Revenues in such funds are recognized in the accounting period in which they become measurable and available. Property taxes are considered measurable in the calendar year of the tax levy.

Delinquent taxes considered to be uncollectible are not recorded as revenues. Property taxes receivable are considered available because they are substantially collected within 60 days subsequent to year end.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 4 - LEVIED TAXES (Continued)**

All 1997 property taxed that had not been received as of June 30, 1998 were written off as uncollectible. The tax roll is not prepared by the tax assessor until November of each year; therefore, the amount of 1998 property taxes to be collected within the next year is not known. As a result, no property tax receivable for 1998 taxes is included on the accompanying combined balance sheet.

The following is a summary of authorized and levied (tax rate per \$1,000 Assessed Value) ad valorem taxes:

<u>Parish-wide taxes</u>	<u>Date of Voter Approval</u>	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Constitutional	Statutory	5.00	9.41	Statutory
Operation and Maintenance	January 16, 1993	12.67	12.37	2003
Operation and Maintenance	January 16, 1993	19.26	18.80	2003
Technology	October 18, 1997	1.50	1.50	2006
Employee Salaries & Benefits	October 18, 1997	21.79	21.79	2006
Construction	January 16, 1993	7.71	7.53	2003
Construction	October 18, 1997	6.28	6.28	2006
Bond and Interest	May 4, 1985	Variable	5.40	2005
Bond and Interest	October 18, 1997	Variable	2.00	2017

The difference between authorized and levied millages are the result of the reassessment of taxable property required by Article 7, Section 23 of the Louisiana Constitution of 1974.

**NOTE 5 - DEPOSITS AND INVESTMENTS**

At June 30, 1998, the School Board has cash and cash equivalents (book balances) totaling \$48,309,186 as follows:

Deposits are stated at cost, which approximates fair value. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The fair 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 that is mutually acceptable to both parties.

At year-end, the School Board's carrying amount of deposits was \$51,214,970 and the bank balance was \$66,863,014. Of the bank balance, \$893,690 was covered by federal depository insurance or by collateral held by the School Board's agent in the School Board's name (GASB Category 1). \$64,716,155 was collateralized with securities held by the pledging financial institution's trust department or agent but not in the School Board's name (GASB Category 3). The remaining balance of \$1,253,169 is not secured by the pledge of securities and is a violation of state law.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 5 - DEPOSITS AND INVESTMENTS (Continued)**

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana 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 by the School Board that the fiscal agent has failed to pay deposited funds upon demand.

The School Board maintains a sweep account for the operating funds of the School Board. Each fund's cash account is swept daily for excess cash. Excess amounts are invested in an overnight repurchase agreement which is invested in United States government treasury bills, treasury notes, and certificates of deposit. The U. S. government investments are held in the School Board's name through a book-entry system at the Federal Reserve Bank, therefore, these investments were considered to be Category 1 which includes investments that are collateralized with securities held by the pledging financial institution's trust department or its safekeeping agent in the School Board's name. Because the repurchase agreements mature daily and are highly liquid, the School Board treats these repurchase agreements as cash equivalents.

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the School Board or its agent in the School Board's name.
2. Uninsured and unregistered, with securities held by the counter party's trust department or agent in the School Board's name.
3. Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent but not in the School Board's name.

At year end, the School Board investment balances included the following:

	<u>Category</u>			<u>Carrying Amount</u>		<u>Total Carrying Amount</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Fair Value</u>	<u>Cost</u>	
Time deposits	\$ -	\$2,905,784	\$ -	\$ -	\$2,905,784	\$2,905,784
Investments not subject to categorization:						
Cash held in state treasury	-	-	-	-	70,582	70,582
Total investments	<u>\$ -</u>	<u>\$2,905,784</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$2,976,366</u>	<u>\$2,976,366</u>

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 6 - RECEIVABLES**

The receivables of \$10,243,577 at June 30, 1998, are as follows:

<u>Class of Receivables</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Project Fund</u>	<u>Fiduciary- Trust and Agency</u>	<u>Total</u>
Local: sales tax	\$4,181,597	\$ -	\$ -	\$ -	\$ 4,181,597
Intergovernmental - grants:					
State	-	1,432,114	-	-	1,432,114
Federal	-	3,405,594	-	-	3,405,594
Other accounts	200,138	362,695	329	-	563,162
Interest	<u>576,890</u>	<u>25,057</u>	<u>-</u>	<u>59,163</u>	<u>661,110</u>
Total	<u>\$4,958,625</u>	<u>\$5,225,460</u>	<u>\$329</u>	<u>\$59,163</u>	<u>\$10,243,577</u>

**NOTE 7 - FIXED ASSETS**

The changes in general fixed assets are as follows:

	<u>Balance July 1, 1997</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 1998</u>
Land	\$ 5,168,136	\$ -	\$ -	\$ 5,168,136
Buildings and improvements	146,568,965	4,305,678	60,585	150,814,058
Furniture and equipment	35,182,260	4,817,919	286,414	39,713,765
Transportation equipment	<u>17,427,711</u>	<u>910,058</u>	<u>-</u>	<u>18,337,769</u>
Total	<u>\$204,347,072</u>	<u>\$10,033,655</u>	<u>\$346,999</u>	<u>\$214,033,728</u>

**NOTE 8 - RETIREMENT SYSTEMS**

**Plan description**

Substantially all School Board employees participate in either the Teachers' Retirement System or the School Employees' Retirement System (the Systems), which are cost-sharing, multiple-employer public employee retirement systems (PERS). Benefit provisions are ultimately approved and amended by the Louisiana Legislature.

Participation in the Teachers' Retirement System is divided into two plans - the Teachers' Regular Plan and the Teachers' Plan A. In general, professional employees (such as teachers and principals) and lunchroom workers are members of the Louisiana Teachers' Retirement System (TRS); other employees, such as custodial personnel and bus drivers, are members of the Louisiana School Employees' Retirement System (LSERS). Generally, all full-time employees are eligible to participate in the system.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 8 - RETIREMENT SYSTEMS (Continued)**

With respect to the Teachers' Retirement System Regular Plan, normal retirement is at age sixty with ten years of service, or at any age with twenty years of service. The formula for annual maximum retirement benefits is generally two percent (with less than twenty-five years of service) or 2.5 percent (with twenty-five or more years of service) times the years of creditable service times the average salary of the thirty-six highest successive months (plus \$300 applicable to persons becoming members prior to July 1, 1986).

Under the Teachers' Retirement System Plan A, normal retirement is generally at any age with 30 or more years of creditable service, at age fifty-five with at least twenty-five years of creditable service and at age sixty with at least ten years of creditable service. The retirement benefit formula is generally three percent times the years of creditable service times the average salary of the thirty-six highest successive months plus \$24 per year of service.

Employees participating in the School Employees' Retirement System are eligible for normal retirement after thirty years of service, or after twenty-five years of service at age fifty-five or after ten years of service at age sixty. The maximum retirement allowance is computed at 2.5 percent times the highest thirty-six months of average salary, times the years of service plus a supplement of \$2.00 per month times the years of service.

Both TRS and LSERS issue annual financial reports. The reports can be obtained by telephoning or writing to the following:

Teachers' Retirement System of Louisiana  
Post Office Box 94123  
Baton Rouge, Louisiana 70804-9123  
(225) 925-6446

Louisiana School Employees' Retirement System  
Post Office Box 44516  
Baton Rouge, Louisiana 70804  
(225) 925-6484

**Funding Policy**

Each system is administered and controlled at the state level by a separate board of trustees, with contribution rates approved and amended by the Louisiana Legislature. Benefits of the systems are funded by employee and employer contributions. Benefits granted by the retirement systems are guaranteed by the state of Louisiana under provisions of the Louisiana Constitution of 1974. The School Board's employer contribution for the TRS, as provided by state law, is funded by the state of Louisiana through annual appropriations, by deductions from local ad valorem taxes, and by remittances from the School Board. For the LSERS, the School Board's employer contribution is funded by the state of Louisiana through annual appropriations.

In addition, the employer does not remit to the Teachers' Retirement System, Regular Plan or Plan A, the employer's contribution for the professional improvement program (PIP) portion of payroll. The PIP contribution is made directly to the Retirement System by the state of Louisiana.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 8 - RETIREMENT SYSTEMS (Continued)**

Contribution rates (as a percentage of covered salaries) for active plan members as established by the Louisiana Legislature for the year ended June 30, 1998 are as follows:

	<u>Employee</u>	<u>Employer</u>
Louisiana Teachers' Retirement System:		
Regular	8.00%	16.40%
Plan A	9.10%	16.40%
Louisiana School Employees' Retirement System	6.35%	6.00%

Total covered payroll of the School Board for TRS - Regular Plan, TRS - Plan A, and LSERS for the year ended June 30, 1998 amounted to \$142,142,404, \$2,348,881, and \$15,379,760 respectively. Employer contributions for the year ended June 30, 1998 and each of the two preceding years are as follows:

<u>Fiscal Year Ending</u>	.....TRS.....		.....LSERS.....	
	<u>Annual Actuarially Required Contribution</u>	<u>Percentage of Annual Required Contribution Paid</u>	<u>Annual Actuarially Required Contribution</u>	<u>Percentage of Annual Required Contribution Paid</u>
June 30, 1996	\$22,326,760	92.75 %	\$857,770	98.04 %
June 30, 1997	22,671,137	92.30 %	817,127	100.33 %
June 30, 1998	25,517,161	87.01 %	919,709	100.33 %

Annual actuarially required contributions for each plan above is based on the plan's annual financial report for that year except for the year ended June 30, 1998. Each annual actuarially required contribution for the year ended June 30, 1998 is based upon each plan's annual financial report for the year ended June 30, 1997 which is the latest information available.

**NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS**

In accordance with state statutes, the Caddo Parish School Board provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the School Board's employees become eligible for these benefits if they reach normal retirement age while working for the School Board. These benefits for retirees and similar benefits for active employees were provided through a self-insurance program, whose monthly premiums are paid jointly by the employees and the School Board. The cost of retiree benefits totaled \$4,266,634 in 1998 for approximately 2,353 retirees.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 10 - ACCOUNTS, SALARIES AND OTHER PAYABLES**

The payables of \$21,365,772 at June 30, 1998, are as follows:

	<u>General</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Agency</u>	<u>Total</u>
Salaries and withholding	\$16,930,669	\$140,611	\$ -	\$ 45,522	\$ -	\$17,116,802
Accounts	2,041,412	695,167	58,099	1,345,653	41,972	4,182,303
Incurred but not reported claims	<u>66,667</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>66,667</u>
<b>Total</b>	<b><u>\$19,038,748</u></b>	<b><u>\$835,778</u></b>	<b><u>\$58,099</u></b>	<b><u>\$1,391,175</u></b>	<b><u>\$41,972</u></b>	<b><u>\$21,365,772</u></b>

**NOTE 11 - COMPENSATED ABSENCES**

At June 30, 1998, employees of the School Board have accumulated and vested \$15,005,289 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount \$1,048,191 is expected to be paid from current available resources and is recorded in the general fund. The balance of the liability of \$13,957,098 is recorded within the general long-term debt account group since the amount is not expected to be paid from current available resources.

**NOTE 12 - CHANGES IN AGENCY FUNDS DEPOSITS DUE OTHERS**

A summary of changes in agency funds deposits due others for the year ended June 30, 1998 is as follows:

	<u>Balance July 1, 1997</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 1998</u>
Agency funds:				
School activity	\$2,536,872	\$8,900,196	\$8,562,270	\$2,874,798
Central office concession	<u>852</u>	<u>21,648</u>	<u>21,716</u>	<u>784</u>
	<b><u>\$2,537,724</u></b>	<b><u>\$8,921,844</u></b>	<b><u>\$8,583,986</u></b>	<b><u>\$2,875,582</u></b>

**NOTE 13 - CHANGES IN GENERAL LONG-TERM OBLIGATIONS**

The following is a summary of the long-term obligation transactions for the year ended June 30, 1998:

	<u>Balance July 1, 1997</u>	<u>Additions</u>	<u>Debt Retired/ Payments</u>	<u>Balance June 30, 1998</u>
Bonds payable	\$26,790,000	\$ -	\$2,705,000	\$24,085,000
Claims and judgments payable	568,415	-	214,532	353,883
Compensated absences payable	<u>13,612,585</u>	<u>3,302,825</u>	<u>2,958,312</u>	<u>13,957,098</u>
	<b><u>\$40,971,000</u></b>	<b><u>\$3,302,825</u></b>	<b><u>\$5,877,844</u></b>	<b><u>\$38,395,981</u></b>

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 13 - CHANGES IN GENERAL LONG-TERM OBLIGATIONS (Continued)**

All School Board bonds outstanding at June 30, 1998, in the amount of \$24,085,000, are general obligation bonds with maturity in 2005 and interest rates from 2.65 to 5.20 percent. Bond principal and interest payable in the next fiscal year are \$2,865,000 and \$1,177,260, respectively. The individual issue is as follows:

<u>School District</u>	<u>Issue</u>		<u>Interest Rates</u>	<u>Final Payment Due</u>	<u>Principal Outstanding June 30, 1998</u>
	<u>Date</u>	<u>Amount</u>			
Refunding Bonds	1993	\$28,265,000	2.65 - 5.20%	03-01-05	<u>\$24,085,000</u>

All principal and interest requirements are funded in accordance with Louisiana law by annual ad valorem tax levy on taxable property within the parish and through general fund operations. At June 30, 1998, the School Board has accumulated \$2,483,213 in the debt service fund for future debt requirements. The bonds are due as follows:

<u>Years Ending June 30,</u>	<u>General Obligation Bonds Payable</u>	<u>Interest Due On Bonds Payable</u>	<u>Total</u>
1999	\$ 2,865,000	\$1,177,260	\$ 4,042,260
2000	3,025,000	1,051,200	4,076,200
2001	3,200,000	912,050	4,112,050
2002	3,400,000	758,450	4,158,450
2003	3,615,000	591,850	4,206,850
2004-2005	<u>7,980,000</u>	<u>625,340</u>	<u>8,605,340</u>
Total	<u>\$24,085,000</u>	<u>\$5,116,150</u>	<u>\$29,201,150</u>

In accordance with Louisiana Revised Statute 39:562, the School Board is legally restricted from incurring long-term bonded debt in excess of 35 percent of the assessed value of taxable property. At June 30, 1998, the statutory limit is \$361,492,450, and net outstanding bonded debt totals \$21,601,787.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 14 - INTERFUND TRANSACTIONS**

Interfund receivables/payables at June 30, 1998, were as follows:

**Interfund receivables/payables:**

	<u>Reccivable</u>	<u>Payable</u>
General Fund	\$4,662,408	
Special Revenue Funds:		
Title I		\$2,023,531
Title VI		35,000
Special Education		234,401
Title II		66,788
Title IV (Drug-Free)		79,500
8G State Fund		204,038
Adult Education		74,400
Vocational Education		212,600
Goals 2000		202,549
JTPA		10,750
Miscellaneous State/Federal Grants		1,458,851
Proprietary Fund - Internal Service		
Group Hospitalization	<u>                    </u>	<u>60,000</u>
Total	<u>\$4,662,408</u>	<u>\$4,662,408</u>

**Interfund operating transfers:**

Operating transfers for the year ended June 30, 1998, were as follows:

	<u>In</u>	<u>Out</u>
General Fund	\$ 151,261	\$1,125,000
Special Revenue:		
Adult Education		3,241
Miscellaneous State/Federal Grants	125,000	
Capital Projects:		
Capital Project	1,000,000	
Nonexpendable Trust:		
Caddo Educational Excellence	<u>                    </u>	<u>148,020</u>
Total	<u>\$1,276,261</u>	<u>\$1,276,261</u>

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 15 - RESERVED AND DESIGNATED FUND BALANCES**

**Reservations:**

**Encumbrances** Encumbrances outstanding at year-end represent the estimated amount the School Board intends to honor as a commitment regardless of the lapse in the appropriation.

**Inventory** This amount represents the portion of fund balance relating to inventory on hand which is therefore unavailable to be expended for other purposes.

**Debt Service** This amount represents the portion of fund balance that has been reserved in the debt service fund for future payment of principal and interest on bonded debt.

**Instructional Enhancement** This amount represents the portion of fund balance that has been reserved in the Caddo Educational Excellence fund (nonexpendable trust).

**Designations:**

**Designated for Contingencies** This amount represents a portion of fund balance that has been designated to fund possible losses from lawsuits and self-insurance liability.

**Designated for Equipment Replacement** This amount has been accumulated over several years to fund the replacement or updating of data processing equipment.

**NOTE 16 - LITIGATION AND CLAIMS**

**Litigation**

The School Board is a defendant in several lawsuits. Management and legal counsel for the School Board believe that the potential claims against the School Board not covered by insurance would not materially affect the School Board's combined financial position.

**Tax Arbitrage Rebate**

Under the Tax Reform Act of 1986, interest earned on the debt proceeds in excess of interest expense prior to the disbursement of the proceeds must be rebated to the Internal Revenue Service (IRS). Management believes there is no tax arbitrage liability at year end.

**Grant Disallowances**

The School Board participates in a number of state and federally assisted grant programs. The programs are subject to compliance audits under the single audit. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. School Board management believes that the amount of disallowances, if any, which may arise from future audits will not be material.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 16 - LITIGATION AND CLAIMS (Continued)**

**Self-Insurance**

The School Board is partially self-insured for workers' compensation. Claims are funded through employee contributions and operating funds of the School Board. All known claims filed and an estimate of incurred but not reported claims based on experience of the School Board are made and accrued as necessary in the financial statements. A portion of fund balance of the general fund has been designated for payment of future claims.

**NOTE 17 - RISK MANAGEMENT**

The School Board is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The School Board is a defendant in several lawsuits involving civil actions. The School Board is self-insured for losses up to \$200,000. The School Board currently reports all of its risk management activities except for employees' health insurance in the general fund and the general long-term debt account group. An insurance policy covers individual claims in excess of \$200,000. Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported. This liability is the School Board's best estimate based on available information.

At June 30, 1998, \$5,672,210 of the fund balance of the general fund is designated for payment of future claims.

Prior to April 1, 1997, the School Board provided a self-insured health insurance plan for employees. Stop-loss insurance was maintained for losses in excess of 105% of expected claims.

On April 1, 1997 the School Board changed to a fully insured health insurance plan with Blue Cross/Blue Shield of Louisiana. All financial risk for claims incurred after April 1, 1997, belong to Blue Cross. Therefore, no estimate of incurred but unreported claims is necessary as of June 30, 1998.

Current-year activity consisted of run-out claims for health services incurred before April 1, 1997, and submitted for payment this fiscal year. The total amount paid in run-out claim benefits, including administrative services, totaled \$307,712. Employer contributions paid from the general fund to the internal service fund covered these claims.

The internal service fund incurred a net gain during the fiscal year of \$451,419 and at June 30, 1998 had a deficit retained earnings of \$46,930.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 17 - RISK MANAGEMENT (Continued)**

Changes in the reported liability for the current and recent previous fiscal year are as follows:

	<u>Beginning of Fiscal Year Liability</u>	<u>Claims and Changes in Estimates</u>	<u>Benefit Payments and Claims</u>	<u>Balance at Fiscal Year-End</u>
Risk Management Activities (other than Group Health)				
1996-1997	\$1,105,308	\$ 795,276	\$ 1,038,641	\$ 861,943
1997-1998	861,943	601,390	1,247,374	215,959
Group Health Insurance				
1996-1997	6,117,984	17,707,366	22,066,934	1,758,416
1997-1998	1,758,416	284,537	2,042,953	-

The School Board continues to carry commercial insurance for all other risks of loss except general liability. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**NOTE 18 - DEFERRED COMPENSATION**

Under the guidelines established in accordance with the Internal Revenue Code Section 457, the School Board has a deferred compensation plan which is administered by First Financial Administrators, Inc., on behalf of all participating employees. The plan, mandatory for part-time, seasonal and temporary employees and voluntary for all full-time employees, permits them to defer a portion of their salary until future years. The deferred pay and any income earned on it is not subject to income taxes until actually received by the employee. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

The assets in the plans remain the property of the School Board until paid or made available to participants, subject only to the claims of the School Board's creditors. The participants have no vested interest or secured or preferred position with respect to the assets or have any claim against the School Board, except as a general creditor, in an amount equal to the fair market value of the participant's account.

It is the opinion of the School Board's legal counsel that the School Board is not liable for losses arising from depreciation or shrinkage in the value of any investments acquired under the deferred compensation plans. However, the School Board believes it has the duty of due care that would be required of an ordinary prudent investor. The School Board also believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future. Transactions related to the deferred compensation plan are recorded as an agency fund. The assets of the deferred compensation plan are stated at market value.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 1998**

**NOTE 18 - DEFERRED COMPENSATION (Continued)**

A summary of changes in deferred compensation payable for the year ended June 30, 1998 is as follows:

	<u>Balance July 1, 1997</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 1998</u>
Deferred compensation payable	<u>\$3,818,191</u>	<u>\$ -</u>	<u>\$3,818,191</u>	<u>\$ -</u>

**NOTE 19 - ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES**

On-behalf payments for fringe benefits and salaries are direct payments made by an entity (the paying agent) to a third-party recipient for the employees of another, legally separate entity (the employer entity). GASB Statement No. 24 requires employer governments to recognize revenue and expenditures or expenses for these on-behalf payments.

The state of Louisiana made pension contributions (regarding Professional Improvement Program) directly to the Teachers' Retirement System of Louisiana on behalf of the School Board in the amount of \$249,980. This amount was recognized as state revenue and a corresponding expenditure in the general fund from which the salary was paid.

**NOTE 20 - SUBSEQUENT EVENTS**

The School Board issued \$20,000,000 of general obligation bonds on July 1, 1998. The issue was a portion of \$48,000,000 of general obligation bonds authorized by the citizens of Caddo Parish in a special election held October 18, 1997. The proceeds from the bonds are to be used for the acquisition and construction of new classrooms at existing public schools in Caddo Parish. The bonds are to be repaid from revenues generated by a 6.10 mill ad valorem tax.

The School Board purchased 39 buses in July 1998. The total cost of the school buses was approximately \$1,793,000.

The School Board received approximately \$1,010,000 as a state supplement in August 1998. The revenue is a one-time supplement for the purpose of paying salaries for support personnel.

The School Board held elections for board members on October 3, 1998. These elections were for a term from January 1, 1999 to December 31, 2002.

The School Board began construction on classroom wings at seven schools in September 1998.

**Caddo Parish School Board  
Shreveport, Louisiana**

**COMBINING AND INDIVIDUAL FUND AND ACCOUNT GROUP  
STATEMENTS AND SCHEDULES**

**Caddo Parish School Board  
Shreveport, Louisiana**

**SPECIAL REVENUE FUNDS**

**TITLE I**

To improve the educational opportunities of educationally deprived children by helping them succeed in the regular school program, attain grade level proficiency and improve achievement in basic and more advanced skills. Primarily for provision of compensatory instructional activities to educationally deprived children that reside in low-income areas and have been selected on the basis of a needs assessment. Services supplement, not supplant, those normally provided by state and local educational agencies.

**TITLE VI**

To assist state and local educational agencies to improve elementary and secondary education.

Grants are awarded for students at risk of failure in school; instructional materials; school-wide improvements and effective school programs; training and professional development; early identification of children with reading disabilities, personal excellence of students and student achievements; and innovative enhancements projects to the educational program and climate of the school.

**SPECIAL EDUCATION**

**SPECIAL EDUCATION - STATE GRANTS**

To provide grants to states to assist them in providing a free appropriate public education to all children with disabilities.

**PAYMENTS TO STATES FOR CHILD CARE ASSISTANCE**

To make grants available to assist low-income families with child care services. The purpose of the program is to increase the availability, affordability, and quality of child care and to increase the availability of early childhood development and before- and after-school programs.

**PRESCHOOL GRANTS**

To provide grants to states to assist them in providing a free appropriate public education to preschool disabled children aged three through five years.

**TITLE II**

To improve the skills of teachers and the quality of instruction in mathematics and science, also to increase the accessibility of such instruction to all students.

**TITLE XIX**

This fund is a federally funded program to improve the health status of children by providing preventive services, health assessments, and the necessary diagnosis, treatment and follow-up care in the context of an ongoing relationship between the patient and other health care providers.

**Caddo Parish School Board  
Shreveport, Louisiana**

**SPECIAL REVENUE FUNDS (Continued)**

**TITLE IV - (DRUG-FREE)**

To establish state and local programs of alcohol and drug abuse education and prevention coordinated with related community efforts and resources.

**FAMILY SUPPORT**

Family Support was established to account for the receipts and expenditures of a federally funded program to provide educational services to participate in Project Independence. These educational services include training welfare mothers with job skills while providing day-care for their children.

**8G STATE FUND**

The 8G state fund is a program to provide enhancement to elementary, secondary and vocational programs funded through the State Minimum Foundation Program.

**ADULT EDUCATION**

To improve educational opportunities for adults and to encourage the establishment of adult education programs that will enable all adults to acquire basic educational skills necessary to function in a literate society, enable adults who so desire to complete secondary school, and enable adults to benefit from job training and retraining programs and obtain productive employment to more fully enjoy the benefits and responsibilities of citizenship.

Special emphasis is given to programs of instruction in computational skills and in speaking, reading, or writing English for those adults who are educationally disadvantaged.

**VOCATIONAL EDUCATION**

To make the United States more competitive in the world economy by developing more fully the academic and occupational skills of all segments of the population, principally through concentrating resources on improving educational programs leading to academic and occupational skills needed to work in a technologically advanced society.

**CHILD NUTRITION PROGRAM**

To assist through cash grants and food donations in providing a nutritious breakfast and lunch service for school students and to encourage the domestic consumption of nutritious agricultural commodities.

**GOALS 2000**

To provide grants to State Education Agencies (SEAs) on a formula basis to support the development and implementation of comprehensive reform plans at the state, local, and school levels to improve the teaching and learning of all children. To support top down and bottom up reform through subgrants by SEAs of 90 percent of these grant funds to local education agencies (LEAs) and through LEAs to individual schools. To support the establishment by states and localities of high standards in their core content areas. All aspects of the educational process are aligned including, but not limited to assessments, curriculum, professional development, and pre-service training.

**Caddo Parish School Board  
Shreveport, Louisiana**

**SPECIAL REVENUE FUNDS (Concluded)**

**JTPA**

To provide job training and related assistance to economically disadvantaged individuals and others who face significant employment barriers. The ultimate goal of the Act is to move trainees into permanent, self-sustaining employment.

**JROTC CAREER ACADEMY**

JROTC is a federally funded program through the Department of Defense for C. E. Byrd High School Career Academy.

**MISCELLANEOUS STATE/FEDERAL GRANTS**

The fund includes various small state and federal funded grants.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combining Balance Sheet - Special Revenue Funds  
June 30, 1998**

	TITLE I	TITLE VI	SPECIAL EDUCATION	TITLE II
<b>ASSETS</b>				
Cash and cash equivalents	\$ 19,670	\$ 19,844	\$ 10,831	\$ 116
Receivables	2,516,647	16,881	235,060	70,526
Inventory	0	0	0	0
<b>Total Assets</b>	<b>\$ 2,536,317</b>	<b>\$ 36,725</b>	<b>\$ 245,891</b>	<b>\$ 70,642</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Liabilities</b>				
Accounts, salaries and other payables	409,767	1,725	11,490	1,799
Interfund payable	2,023,531	35,000	234,401	66,788
Deferred revenues	103,019	0	0	2,055
<b>Total Liabilities</b>	<b>\$ 2,536,317</b>	<b>\$ 36,725</b>	<b>\$ 245,891</b>	<b>\$ 70,642</b>
<b>Fund Balances:</b>				
Reserved for encumbrances	\$ 0	\$ 0	\$ 0	\$ 0
Reserved for inventory	0	0	0	0
<b>Unreserved</b>				
Designated for contingencies	0	0	0	0
Designated for equipment replacement	0	0	0	0
Undesignated	0	0	0	0
<b>Total Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 2,536,317</b>	<b>\$ 36,725</b>	<b>\$ 245,891</b>	<b>\$ 70,642</b>

Exhibit 1

<u>TITLE XIX</u>	<u>TITLE IV (DRUG-FREE)</u>	<u>FAMILY SUPPORT</u>	<u>8G STATE FUND</u>
\$ 307,462	\$ 3,248	\$ 36,638	\$ 1,144
0	79,352	96,821	205,731
0	0	0	0
<u>\$ 307,462</u>	<u>\$ 82,600</u>	<u>\$ 133,459</u>	<u>\$ 206,875</u>
600	3,100	64,835	2,837
0	79,500	0	204,038
0	0	0	0
<u>\$ 600</u>	<u>\$ 82,600</u>	<u>\$ 64,835</u>	<u>\$ 206,875</u>
\$ 0	\$ 0	\$ 0	\$ 0
0	0	0	0
0	0	0	0
0	0	0	0
306,862	0	68,624	0
<u>306,862</u>	<u>0</u>	<u>68,624</u>	<u>0</u>
<u>\$ 307,462</u>	<u>\$ 82,600</u>	<u>\$ 133,459</u>	<u>\$ 206,875</u>

(CONTINUED)

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combining Balance Sheet - Special Revenue Funds  
June 30, 1998**

	ADULT EDUCATION	VOCATIONAL EDUCATION	CHILD NUTRITION PROGRAM
<b>ASSETS</b>			
Cash and cash equivalents	\$ 4,876	\$ 97,934	\$ 7,010,673
Receivables	70,284	116,564	177,552
Inventory	0	0	182,430
 Total Assets	 \$ 75,160	 \$ 214,498	 \$ 7,370,655
 <b>LIABILITIES AND FUND BALANCES</b>			
<b>Liabilities</b>			
Accounts, salaries and other payables	\$ 760	\$ 1,898	\$ 225,999
Interfund payable	74,400	212,600	0
Deferred revenues	0	0	204,636
 Total Liabilities	 \$ 75,160	 \$ 214,498	 \$ 430,635
 <b>Fund Balances:</b>			
Reserved for encumbrances	\$ 0	\$ 0	\$ 212,930
Reserved for inventory	0	0	182,430
<b>Unreserved</b>			
Designated for contingencies	0	0	1,477,704
Designated for equipment replacement	0	0	3,523,836
Undesignated	0	0	1,543,120
 Total Fund Balances	 \$ 0	 \$ 0	 \$ 6,940,020
 <b>TOTAL LIABILITIES AND FUND BALANCES</b>	 \$ 75,160	 \$ 214,498	 \$ 7,370,655

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Exhibit 1

GOALS 2000	JTPA	JROTC CAREER ACADEMY	MISCELLANEOUS STATE/FEDERAL GRANTS	TOTAL
\$ 0	\$ 90	\$ 53,705	\$ 218,947	\$ 7,785,178
210,185	10,660	10,366	1,408,831	5,225,460
0	0	0	0	182,430
<u>\$ 210,185</u>	<u>10,750</u>	<u>\$ 64,071</u>	<u>\$ 1,627,778</u>	<u>\$ 13,193,068</u>
\$ 7,636	\$ 0	\$ 0	\$ 103,332	\$ 835,778
202,549	10,750	0	1,458,851	4,602,408
0	0	64,071	62,881	436,662
<u>\$ 210,185</u>	<u>\$ 10,750</u>	<u>\$ 64,071</u>	<u>\$ 1,625,064</u>	<u>\$ 5,874,848</u>
\$ 0	\$ 0	\$ 0	\$ 0	\$ 212,930
0	0	0	0	182,430
0	0	0	0	1,477,704
0	0	0	0	3,523,836
0	0	0	2,714	1,921,320
0	0	0	2,714	7,318,220
<u>\$ 210,185</u>	<u>\$ 10,750</u>	<u>\$ 64,071</u>	<u>\$ 1,627,778</u>	<u>\$ 13,193,068</u>

(CONCLUDED)

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combining Statement of Revenues, Expenditures,  
and Changes in Fund Balances - Special Revenue Funds  
For the Year Ended June 30, 1998**

	<u>TITLE I</u>	<u>TITLE VI</u>	<u>SPECIAL EDUCATION</u>	<u>TITLE II</u>
<b>REVENUES</b>				
<b>Local sources:</b>				
Investment income	\$ 3,710	\$ 0	\$ 0	\$ 0
Food services	0	0	0	0
Other	0	0	0	0
<b>State sources:</b>				
Equalization	0	0	0	0
Other	0	0	0	0
Federal sources	<u>12,002,661</u>	<u>275,882</u>	<u>2,438,934</u>	<u>329,639</u>
<b>Total Revenues</b>	<u>\$ 12,006,371</u>	<u>\$ 275,882</u>	<u>\$ 2,438,934</u>	<u>\$ 329,639</u>
<b>EXPENDITURES</b>				
<b>Current:</b>				
<b>Instruction:</b>				
Regular programs	\$ 0	\$ 0	\$ 0	\$ 0
Special Programs	0	0	192,388	0
Other instruction	10,074,312	274,051	212,845	225,598
<b>Support services:</b>				
Student services	271,761	0	740,384	0
Instructional staff support	523,387	0	1,187,759	95,617
General administration	209,342	1,831	56,471	8,325
School administration	135,103	0	2,709	0
Business services	23,381	0	702	99
Plant services:	4,316	0	27,756	0
Student transportation services	0	0	17,920	0
Food services	0	0	0	0
Community service program	<u>764,769</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Expenditures</b>	<u>\$ 12,006,371</u>	<u>\$ 275,882</u>	<u>\$ 2,438,934</u>	<u>\$ 329,639</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

Exhibit 2

TITLE XIX	TITLE IV (DRUG-FREE)	FAMILY SUPPORT	8G STATE FUND
\$ 0	\$ 0	\$ 0	\$ 0
0	0	0	0
0	960	17	0
0	0	0	0
0	0	0	1,017,585
468,545	324,769	580,928	0

\$ 468,545 \$ 325,729 \$ 580,945 \$ 1,017,585

\$ 0	\$ 0	\$ 3,470	\$ 771,822
0	0	0	0
0	33,696	491,843	157,354
157,158	249,451	20,290	0
0	17,487	0	88,409
4,113	8,168	0	0
0	0	31,523	0
0	12,828	0	0
412	4,059	137,348	0
0	40	0	0
0	0	0	0
0	0	0	0

\$ 161,683 \$ 325,729 \$ 684,474 \$ 1,017,585

\$ 306,862 \$ 0 \$ (103,529) \$ 0

(CONTINUED)

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combining Statement of Revenues, Expenditures,  
and Changes in Fund Balances - Special Revenue Funds  
For the Year Ended June 30, 1998**

	<u>TITLE I</u>	<u>TITLE VI</u>	<u>SPECIAL EDUCATION</u>	<u>TITLE II</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	\$ 0	\$ 0	\$ 0	0
Operating transfers out	0	0	0	0
Proceeds from the sale of fixed assets	0	0	0	0
<b>Total Other Financing Sources (Uses)</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>

Exhibit 2

TITLE XIX	TITLE IV (DRUG-FREE)	FAMILY SUPPORT	8G STATE FUND
\$ 0	\$ 0	\$ 0	\$ 0
0	0	0	0
0	0	0	0
\$ 0	\$ 0	\$ 0	\$ 0
\$ 306,862	\$ 0	(103,529)	\$ 0
0	0	172,153	0
\$ 306,862	\$ 0	68,624	\$ 0

(CONTINUED)

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Combining Statement of Revenues, Expenditures,  
and Changes in Fund Balances - Special Revenue Funds  
For the Year Ended June 30, 1998**

	<u>ADULT EDUCATION</u>	<u>VOCATIONAL EDUCATION</u>	<u>CHILD NUTRITION PROGRAM</u>
<b>REVENUES</b>			
Local sources:			
Investment income	\$ 0	\$ 0	\$ 444,278
Food services	0	0	2,319,329
Other	18,918	0	0
State sources:			
Equalization	0	0	3,876,842
Other	131,409	0	0
Federal sources	242,116	794,089	10,227,150
<b>Total Revenues</b>	<u>\$ 392,443</u>	<u>\$ 794,089</u>	<u>\$ 16,867,599</u>
<b>EXPENDITURES</b>			
Current:			
Instruction:			
Regular programs	\$ 0	\$ 0	\$ 0
Special Programs	0	0	0
Other instruction	392,443	794,089	0
Support services:			
Student services	0	0	0
Instructional staff support	0	0	0
General administration	0	0	0
School administration	0	0	233
Business services	0	0	0
Plant services	0	0	0
Student transportation services	0	0	17,801,714
Food services	0	0	0
Community service program	0	0	0
<b>Total Expenditures</b>	<u>\$ 392,443</u>	<u>\$ 794,089</u>	<u>\$ 17,801,947</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (934,348)</u>

Exhibit 2

GOALS 2000	JTPA	JROTC CAREER ACADEMY	MISCELLANEOUS STATE/FEDERAL GRANTS	TOTAL
\$ 0	\$ 0	\$ 0	\$ 2,896	\$ 450,884
0	0	0	0	2,319,329
0	0	0	0	19,895
0	0	0	1,725,864	5,602,706
0	0	0	2,557,336	3,706,330
562,352	105,336	151,809	536,465	29,040,675
<u>\$ 562,352</u>	<u>\$ 105,336</u>	<u>\$ 151,809</u>	<u>\$ 4,822,561</u>	<u>\$ 41,139,819</u>

\$ 22,267	\$ 0	\$ 0	\$ 3,792,399	\$ 4,589,958
0	0	0	108,363	300,751
82,259	95,126	144,165	467,290	13,445,071
0	0	0	5,107	1,444,151
436,468	4,000	0	371,526	2,724,653
9,136	0	0	6,436	303,822
0	242	6,564	16,440	192,581
10,718	0	0	0	47,961
1,504	954	0	244,803	421,152
0	5,014	1,080	46,242	70,296
0	0	0	0	17,801,714
0	0	0	0	764,769
<u>\$ 562,352</u>	<u>\$ 105,336</u>	<u>\$ 151,809</u>	<u>\$ 5,058,606</u>	<u>\$ 42,106,879</u>
<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ (236,045)</u>	<u>\$ (967,060)</u>

(CONTINUED)

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combining Statement of Revenues, Expenditures,  
and Changes in Fund Balances - Special Revenue Funds  
For the Year Ended June 30, 1998**

	ADULT EDUCATION	VOCATIONAL EDUCATION	CHILD NUTRITION PROGRAM
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	\$ 0	\$ 0	\$ 0
Operating transfers out	(3,241)	0	0
Proceeds from the sale of fixed assets	0	0	3,208
<b>Total Other Financing Sources (Uses)</b>	<b>\$ (3,241)</b>	<b>\$ 0</b>	<b>\$ 3,208</b>
<b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>\$ (3,241)</b>	<b>\$ 0</b>	<b>\$ (931,140)</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>3,241</b>	<b>0</b>	<b>7,871,160</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 6,940,020</b>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Exhibit 2

<u>GOALS 2000</u>	<u>JTPA</u>	<u>JROTC CAREER ACADEMY</u>	<u>MISCELLANEOUS STATE/FEDERAL GRANTS</u>	<u>TOTAL</u>
\$ 0	\$ 0	\$ 0	\$ 125,000	\$ 125,000
0	0	0	0	(3,241)
0	0	0	0	3,208
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
\$ 0	\$ 0	\$ 0	\$ 125,000	\$ 124,967
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
\$ 0	\$ 0	\$ 0	\$ (111,045)	\$ (842,093)
0	0	0	113,759	8,160,313
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
\$ 0	\$ 0	\$ 0	\$ 2,714	\$ 7,318,220

(CONCLUDED)

**CADDO PARISH SCHOOL BOARD**  
Shreveport, Louisiana

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 3

	*****TITLE I*****		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Local sources:			
Investment income	\$ 0	\$ 3,710	\$ 3,710
Federal sources	12,002,294	12,002,661	367
Total Revenues	\$ 12,002,294	\$ 12,006,371	\$ 4,077
<b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 11,730,323	\$ 10,869,460	\$ 860,863
General administration	271,971	209,342	62,629
School administration	0	135,103	(135,103)
Business services	0	23,381	(23,381)
Plant services	0	4,316	(4,316)
Community service programs	0	764,769	(764,769)
Total Expenditures	\$ 12,002,294	\$ 12,006,371	\$ (4,077)
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	0
FUND BALANCES AT BEGINNING OF YEAR	0	0	0
FUND BALANCES AT END OF YEAR	\$ 0	\$ 0	0

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
Shreveport, Louisiana

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 4

*****TITLE VI*****			
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Federal sources	\$ 277,388	\$ 275,882	\$ (1,506)
 Total Revenues	\$ 277,388	\$ 275,882	\$ (1,506)
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 275,542	\$ 274,051	\$ 1,491
General administration	1,846	1,831	15
 Total Expenditures	\$ 277,388	\$ 275,882	\$ 1,506
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	0
 FUND BALANCES AT BEGINNING OF YEAR	0	0	0
 FUND BALANCES AT END OF YEAR	\$ 0	\$ 0	0

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
Shreveport, Louisiana

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 5

*****SPECIAL EDUCATION*****			
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Federal sources	\$ 2,797,475	\$ 2,438,934	\$ (358,541)
<b>Total Revenues</b>	<b>\$ 2,797,475</b>	<b>\$ 2,438,934</b>	<b>\$ (358,541)</b>
<b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 2,431,604	\$ 2,333,376	\$ 98,228
General administration	64,714	56,471	8,243
School administration	224,875	2,709	222,166
Business services	3,500	702	2,798
Plant services	37,802	27,756	10,046
Student transportation services	34,980	17,920	17,060
<b>Total Expenditures</b>	<b>\$ 2,797,475</b>	<b>\$ 2,438,934</b>	<b>\$ 358,541</b>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
 Budget (GAAP Basis) and Actual - Special Revenue Funds  
 For the Year Ended June 30, 1998**

Exhibit 6

	*****TITLE II*****		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Federal sources	\$ 403,995	\$ 329,639	\$ (74,356)
 Total Revenues	\$ 403,995	\$ 329,639	\$ (74,356)
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 393,680	\$ 321,215	72,465
General administration	10,315	8,325	1,990
Business services	0	99	(99)
 Total Expenditures	\$ 403,995	\$ 329,639	74,356
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	0
 FUND BALANCES AT BEGINNING OF YEAR	0	0	0
 FUND BALANCES AT END OF YEAR	\$ 0	\$ 0	0

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
 Budget (GAAP Basis) and Actual - Special Revenue Funds  
 For the Year Ended June 30, 1998**

Exhibit 7

	*****TITLE XIX*****		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Federal sources	\$ 312,249	\$ 468,545	\$ 156,296
 Total Revenues	\$ 312,249	\$ 468,545	\$ 156,296
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 304,592	\$ 157,158	\$ 147,434
General administration	7,657	4,113	3,544
Plant services	0	412	(412)
 Total Expenditures	\$ 312,249	\$ 161,683	\$ 150,566
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 306,862	\$ 306,862
 FUND BALANCES AT BEGINNING OF YEAR	0	0	0
 FUND BALANCES AT END OF YEAR	\$ 0	\$ 306,862	\$ 306,862

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
Shreveport, Louisiana

**Statement of Revenues, Expenditures, and Changes In Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 8

	<b>*****TITLE IV (DRUG-FREE)*****</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
	<u>          </u>	<u>          </u>	<u>          </u>
<b>REVENUES</b>			
Local sources:			
Other	\$          0	\$          960	\$          960
Federal sources	<u>374,306</u>	<u>324,769</u>	<u>(49,537)</u>
 Total Revenues	 <u>\$ 374,306</u>	 <u>\$ 325,729</u>	 <u>\$ (48,577)</u>
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 339,333	\$ 300,634	\$ 38,699
General administration	9,251	8,168	1,083
Business services	18,650	12,828	5,822
Plant services	5,072	4,059	1,013
Student transportation services	<u>2,000</u>	<u>40</u>	<u>1,960</u>
 Total Expenditures	 <u>\$ 374,306</u>	 <u>\$ 325,729</u>	 <u>\$ 48,577</u>
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	 <u>\$          0</u>	 <u>\$          0</u>	 <u>\$          0</u>
 FUND BALANCES AT BEGINNING OF YEAR	 <u>0</u>	 <u>0</u>	 <u>0</u>
 FUND BALANCES AT END OF YEAR	 <u>\$          0</u>	 <u>\$          0</u>	 <u>\$          0</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes In Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 9

*****FAMILY SUPPORT*****			
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Local sources:			
Other	\$ 0	\$ 17	\$ 17
Federal sources	759,617	580,928	(178,689)
 Total Revenues	 \$ 759,617	 \$ 580,945	 \$ (178,672)
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 702,617	\$ 495,313	\$ 207,304
Student services	0	20,290	(20,290)
School administration	50,000	31,523	18,477
Plant services	7,000	137,348	(130,348)
 Total Expenditures	 \$ 759,617	 \$ 684,474	 \$ 75,143
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	 \$ 0	 \$ (103,529)	 \$ (103,529)
 FUND BALANCES AT BEGINNING OF YEAR	 0	 172,153	 172,153
 FUND BALANCES AT END OF YEAR	 \$ 0	 \$ 68,624	 \$ 68,624

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 10

*****8G STATE FUND*****			
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
State sources:			
Other	\$ 1,082,617	\$ 1,017,585	\$ (65,032)
Total Revenues	\$ 1,082,617	\$ 1,017,585	\$ (65,032)
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Regular programs	\$ 984,460	\$ 929,176	\$ 55,284
Instructional staff support	98,157	88,409	9,748
Total Expenditures	\$ 1,082,617	\$ 1,017,585	\$ 65,032
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	\$ 0
FUND BALANCES AT BEGINNING OF YEAR	0	0	0
FUND BALANCES AT END OF YEAR	\$ 0	\$ 0	\$ 0

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
Shreveport, Louisiana

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 11

*****ADULT EDUCATION*****			
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Local sources:			
Other	\$ 0	\$ 18,918	\$ 18,918
State sources	131,409	131,409	0
Federal sources	242,116	242,116	0
 Total Revenues	\$ 373,525	\$ 392,443	\$ 18,918
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Regular programs	\$ 368,469	\$ 392,443	\$ (23,974)
General administration	5,056	0	5,056
 Total Expenditures	\$ 373,525	\$ 392,443	\$ (18,918)
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	0
 OTHER FINANCING SOURCES (USES)			
Operating transfers out	\$ 0	\$ (3,241)	\$ (3,241)
 Total Other Financing Sources (Uses)	\$ 0	\$ (3,241)	\$ (3,241)
 EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	\$ 0	\$ (3,241)	\$ (3,241)
 FUND BALANCES AT BEGINNING OF YEAR	0	3,241	3,241
 FUND BALANCES AT END OF YEAR	\$ 0	\$ 0	\$ 0

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 12

	*****VOCATIONAL EDUCATION*****		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Federal sources	\$ 813,564	\$ 794,089	\$ (19,475)
 Total Revenues	\$ 813,564	\$ 794,089	\$ (19,475)
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 813,564	\$ 794,089	\$ 19,475
 Total Expenditures	\$ 813,564	\$ 794,089	\$ 19,475
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	0
 FUND BALANCES AT BEGINNING OF YEAR	0	0	0
 FUND BALANCES AT END OF YEAR	\$ 0	\$ 0	0

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
**Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
 Budget (GAAP Basis) and Actual - Special Revenue Funds  
 For the Year Ended June 30, 1998**

Exhibit 13

	*****CHILD NUTRITION PROGRAM*****		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Local sources:			
Investment income	\$ 400,000	\$ 444,278	\$ 44,278
Food services	2,090,000	2,319,329	229,329
State sources			
Equalization	3,655,755	3,876,842	221,087
Federal sources	8,675,000	10,227,150	1,552,150
 Total revenues	\$ 14,820,755	\$ 16,867,599	\$ 2,046,844
 <b>EXPENDITURES</b>			
Current:			
Food services	\$ 17,097,000	\$ 17,801,947	\$ (704,947)
 Total expenditures	\$ 17,097,000	\$ 17,801,947	\$ (704,947)
 <b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	\$ (2,276,245)	\$ (934,348)	\$ 1,341,897
 <b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	\$ 735,000	\$ 0	\$ (735,000)
Proceeds from the sale of fixed assets	0	3,208	3,208
 TOTAL OTHER FINANCING SOURCES (USES)	\$ 735,000	\$ 3,208	\$ (731,792)
 <b>EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	\$ (1,541,245)	\$ (931,140)	\$ 610,105
 <b>FUND BALANCES AT BEGINNING OF YEAR</b>	1,801,098	7,871,160	6,070,062
 <b>FUND BALANCES AT END OF YEAR</b>	\$ 259,853	\$ 6,940,020	\$ 6,680,167

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 14

	*****GOALS 2000*****		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Federal sources	\$ 617,752	\$ 562,352	\$ (55,400)
<b>Total Revenues</b>	<b>\$ 617,752</b>	<b>\$ 562,352</b>	<b>\$ (55,400)</b>
<b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Instruction	\$ 594,981	\$ 540,994	\$ 53,987
General administration	10,549	9,136	1,413
Business services	10,718	10,718	0
Plant services	1,504	1,504	0
<b>Total Expenditures</b>	<b>\$ 617,752</b>	<b>\$ 562,352</b>	<b>\$ 55,400</b>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 15

\*\*\*\*\*JTPA\*\*\*\*\*

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Federal sources	\$ 113,506	\$ 105,336	\$ (8,170)
 Total Revenues	\$ 113,506	\$ 105,336	\$ (8,170)
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services :			
Instruction	\$ 100,708	\$ 99,126	\$ 1,582
School administration	300	242	58
Plant services	0	954	(954)
Student transportation services	12,498	5,014	7,484
 Total Expenditures	\$ 113,506	\$ 105,336	\$ 8,170
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	0
 FUND BALANCES AT BEGINNING OF YEAR	0	0	0
 FUND BALANCES AT END OF YEAR	\$ 0	\$ 0	0

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 16

\*\*\*\*\*JROTC CAREER ACADEMY\*\*\*\*\*

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Federal sources	\$ 17,297	\$ 151,809	\$ 134,512
 Total Revenues	\$ 17,297	\$ 151,809	\$ 134,512
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services :			
Instruction	\$ 17,297	\$ 144,165	(126,868)
School administration	0	6,564	(6,564)
Student transportation services	0	1,080	(1,080)
 Total Expenditures	\$ 17,297	\$ 151,809	(134,512)
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$ 0	\$ 0	0
 FUND BALANCES AT BEGINNING OF YEAR	0	0	0
 FUND BALANCES AT END OF YEAR	\$ 0	\$ 0	0

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
Shreveport, Louisiana

**Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Budget (GAAP Basis) and Actual - Special Revenue Funds  
For the Year Ended June 30, 1998**

Exhibit 17

	<b>****MISCELLANEOUS STATE/FEDERAL GRANTS****</b>		
			<b>VARIANCE</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>FAVORABLE (UNFAVORABLE)</b>
	<u>          </u>	<u>          </u>	<u>          </u>
<b>REVENUES</b>			
Local sources:			
Investment income	\$ 3,000	\$ 2,896	\$ (104)
State sources:			
Equalization	1,767,219	1,725,864	(41,355)
Other	2,656,604	2,557,336	(99,268)
Federal sources	<u>605,592</u>	<u>536,465</u>	<u>(69,127)</u>
 Total Revenues	 <u>\$ 5,032,415</u>	 <u>\$ 4,822,561</u>	 <u>\$ (209,854)</u>
 <b>EXPENDITURES</b>			
Current:			
Instruction and support services:			
Regular programs	\$ 4,936,584	\$ 4,744,685	\$ 191,899
General administration	6,627	6,436	191
School administration	24,056	16,440	7,616
Business services	144	0	144
Plant services	248,121	244,803	3,318
Student transportation services	<u>55,580</u>	<u>46,242</u>	<u>9,338</u>
 Total Expenditures	 <u>\$ 5,271,112</u>	 <u>\$ 5,058,606</u>	 <u>\$ 212,506</u>
 EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	 <u>\$ (238,697)</u>	 <u>\$ (236,045)</u>	 <u>\$ 2,652</u>
 OTHER FINANCING SOURCES (USES)			
Operating transfers in	<u>\$ 125,000</u>	<u>\$ 125,000</u>	<u>\$ 0</u>
 Total other financing sources (uses)	 <u>\$ 125,000</u>	 <u>\$ 125,000</u>	 <u>\$ 0</u>
 EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	 <u>\$ (113,697)</u>	 <u>\$ (111,045)</u>	 <u>\$ 2,652</u>
 FUND BALANCES AT BEGINNING OF YEAR	 <u>113,759</u>	 <u>113,759</u>	 <u>0</u>
 FUND BALANCES AT END OF YEAR	 <u>\$ 62</u>	 <u>\$ 2,714</u>	 <u>\$ 2,652</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**Caddo Parish School Board  
Shreveport, Louisiana**

**TRUST AND AGENCY FUNDS**

The nonexpendable trust fund is used to account for assets of the School Board held in trust, for which the principal may not be spent.

Agency funds are used to account for assets held by the Board in a fiduciary capacity. These funds are custodial in nature and do not involve measurement of results of operations.

The following activities are reported in this section:

- *Caddo Educational Excellence Nonexpendable Trust Fund*
- School Activity Agency Funds
- Central Office Concession Agency Fund
- *Deferred Compensation Plan Agency Fund*

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combining Balance Sheet - All Trust and Agency Funds  
June 30, 1998**

**Exhibit 18**

	<u>NON EXPENDABLE TRUST</u>	<u>AGENCY FUNDS</u>			
	<u>CADDO EDUCATIONAL EXCELLENCE</u>	<u>SCHOOL ACTIVITY FUNDS</u>	<u>CENTRAL OFFICE CONCESSION</u>	<u>DEFERRED COMPENSATION PLAN</u>	<u>TOTAL</u>
 <u>Assets</u>					
Cash and cash equivalents	\$ 566,839	\$ 2,600,772	\$ 2,238	\$ 0	\$ 3,169,849
Investments	2,325,000	314,544	0	0	2,639,544
Receivables	<u>59,163</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>59,163</u>
 Total assets	 <u>\$ 2,951,002</u>	 <u>\$ 2,915,316</u>	 <u>\$ 2,238</u>	 <u>\$ 0</u>	 <u>\$ 5,868,556</u>
 <u>Liabilities and Fund Balance</u>					
<u>Liabilities:</u>					
Accounts payable	\$ 0	\$ 40,518	\$ 1,454	\$ 0	\$ 41,972
Deposits due others	<u>0</u>	<u>2,874,798</u>	<u>784</u>	<u>0</u>	<u>2,875,582</u>
 Total liabilities:	 <u>\$ 0</u>	 <u>\$ 2,915,316</u>	 <u>\$ 2,238</u>	 <u>\$ 0</u>	 <u>\$ 2,917,554</u>
 <u>Fund Balance:</u>					
Reserved for instructional enhancement	\$ <u>2,951,002</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>2,951,002</u>
 Total fund balance	 <u>\$ 2,951,002</u>	 <u>\$ 0</u>	 <u>\$ 0</u>	 <u>\$ 0</u>	 <u>\$ 2,951,002</u>
 Total liabilities and fund balance	 <u>\$ 2,951,002</u>	 <u>\$ 2,915,316</u>	 <u>\$ 2,238</u>	 <u>\$ 0</u>	 <u>\$ 5,868,556</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD**  
Shreveport, Louisiana

**Combining Statement of Changes In Assets and Liabilities - Agency Funds**  
**For the Year Ended June 30, 1998**

Exhibit 19

	<u>Balance,</u> <u>July 1, 1997</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance,</u> <u>June 30, 1998</u>
<b>*****SCHOOL ACTIVITY FUND*****</b>				
<b>ASSETS</b>				
Cash and cash equivalents	\$ 2,183,238	\$ 8,902,017	\$ 8,484,483	\$ 2,600,772
Investments	376,319	38,697	100,472	314,544
	<u>\$ 2,559,557</u>	<u>\$ 8,940,714</u>	<u>\$ 8,584,955</u>	<u>\$ 2,915,316</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 22,685	\$ 40,518	\$ 22,685	\$ 40,518
Deposits due others	2,536,872	8,900,196	8,562,270	2,874,798
	<u>\$ 2,559,557</u>	<u>\$ 8,940,714</u>	<u>\$ 8,584,955</u>	<u>\$ 2,915,316</u>

**\*\*\*\*\*CENTRAL OFFICE CONCESSION FUND\*\*\*\*\***

<b>ASSETS</b>				
Cash and cash equivalents	\$ 6,001	\$ 23,102	\$ 26,865	\$ 2,238
<b>LIABILITIES</b>				
Accounts payable	\$ 5,149	\$ 1,454	\$ 5,149	\$ 1,454
Deposits due others	852	21,648	21,716	784
	<u>\$ 6,001</u>	<u>\$ 23,102</u>	<u>\$ 26,865</u>	<u>\$ 2,238</u>

(CONTINUED)

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**Combining Statement of Changes In Assets and Liabilities - Agency Funds  
For the Year Ended June 30, 1998**

Exhibit 19

	<u>Balance, July 1, 1997</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance, June 30, 1998</u>
<b>*****DEFERRED COMPENSATION PLAN*****</b>				
<b>ASSETS</b>				
Investments	\$ 3,818,191	\$ 0	\$ 3,818,191	\$ 0
<b>LIABILITIES</b>				
Deferred compensation payable	\$ 3,818,191	\$ 0	\$ 3,818,191	\$ 0
<b>*****ALL AGENCY FUNDS*****</b>				
<b>ASSETS</b>				
Cash and cash equivalents	\$ 2,189,239	\$ 8,925,119	\$ 8,511,348	\$ 2,603,010
Investments	<u>4,194,510</u>	<u>38,697</u>	<u>3,918,663</u>	<u>314,544</u>
Total assets	<u>\$ 6,383,749</u>	<u>\$ 8,963,816</u>	<u>\$ 12,430,011</u>	<u>\$ 2,917,554</u>
<b>LIABILITIES</b>				
Accounts payable	\$ 27,834	\$ 41,972	\$ 27,834	\$ 41,972
Deferred compensation payable	3,818,191	0	3,818,191	0
Deposits due others	<u>2,537,724</u>	<u>8,921,844</u>	<u>8,583,986</u>	<u>2,875,582</u>
Total liabilities	<u>\$ 6,383,749</u>	<u>\$ 8,963,816</u>	<u>\$ 12,430,011</u>	<u>\$ 2,917,554</u>

(CONCLUDED)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**SCHOOL ACTIVITY AGENCY FUND  
Schedule of Changes in Deposits Due Others  
For the Year Ended June 30, 1998**

Exhibit 20

<u>SCHOOL</u>	<u>Balance, Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance, Ending</u>
Alexander Special Education	\$ 7,155	\$ 12,258	\$ 12,583	\$ 6,830
Arthur Circle Elementary	20,266	67,575	68,811	19,030
Atkins Elementary	4,750	29,430	29,043	5,137
Barrett Elementary	1,203	23,702	20,802	4,103
Bethune Middle	5,990	33,013	31,293	7,710
Donnie Bickham Middle	14,338	135,291	136,184	13,445
Blanchard Elementary	31,341	54,559	45,307	40,593
Broadmoor Elementary	44,352	201,695	207,399	38,648
Byrd High	188,425	743,716	737,069	195,072
Caddo Career Center	43,509	230,530	162,836	111,203
Caddo Exceptional	2,711	9,005	6,904	4,812
Caddo Heights Elementary	1,007	25,691	22,255	4,443
Caddo Magnet High	120,225	638,890	661,036	98,079
Caddo Middle Magnet	56,272	237,525	231,442	62,355
Captain Shreve High	226,404	398,127	423,594	200,937
Central Elementary	22,790	13,289	9,634	26,445
Cherokee Park Elementary	10,797	22,625	17,670	15,752
Claiborne Elementary	13,251	40,462	44,848	8,865
J. S. Clark Middle	53,405	99,619	103,280	49,744
Creswell Elementary	10,975	46,010	42,410	14,575
Eden Gardens Fundamental	36,694	83,495	72,233	47,956
Eighty-First Street ECE	7,754	33,585	31,282	10,057
Fairfield Elementary	3,696	18,951	16,537	6,110
Fair Park High	43,242	246,135	255,169	34,208
Forest Hill Elementary	30,773	100,169	87,589	43,353
Green Oaks High	23,179	161,804	151,004	33,979
George P. Hendrix Elementary	4,065	11,768	9,244	6,589
Hamilton Terrace Learning Ctr.	41,632	26,735	49,586	18,781
Herndon Middle Magnet	44,997	222,675	210,709	56,963
Hillsdale Elementary	15,392	23,148	21,305	17,235
Hollywood Middle	22,936	56,996	55,945	23,987
Hosston Elementary	1,794	11,405	9,207	3,992
Huntington High	138,120	461,604	435,867	163,857
Ingersoll Elementary	11,757	14,848	11,767	14,838
J. B. Harville SAFS	174	10,425	9,857	742
Judson Fundamental Elementary	14,995	107,149	103,484	18,660
Keithville Elem/Middle	14,641	158,108	149,850	22,899
Lakeshore Elementary	14,735	33,171	30,968	16,938
Laurel Street Early Childhood	1,198	10,711	9,080	2,829
Linear Middle	8,561	45,431	37,527	16,465
Linwood Middle	24,132	91,466	84,595	31,003
Midway Middle School	18,051	53,531	53,570	18,012

(CONTINUED)

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**SCHOOL ACTIVITY AGENCY FUND  
Schedule of Changes in Deposits Due Others  
For the Year Ended June 30, 1998**

Exhibit 20

<u>SCHOOL</u>	<u>Balance, Beginning</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance, Ending</u>
Mooretown ECE	\$ 12,150	17,976	15,523	\$ 14,603
Mooringsport Elementary	14,846	42,621	41,697	15,770
North Caddo High	3,995	214,155	190,966	27,184
North Highlands Elementary	7,081	54,712	51,955	9,838
Northside Elementary	9,326	27,307	27,077	9,556
Northwood High	38,698	362,812	343,584	57,926
Oak Park Elementary	6,228	33,401	31,507	8,122
Oak Terrace Special Ed.	3,827	13,192	11,786	5,233
Oil City Elem/Middle	10,521	37,810	34,090	14,241
Pine Grove Elementary	10,281	22,828	15,958	17,151
Queensborough Elementary	6,489	36,443	33,817	9,115
Ridgewood Middle	18,792	152,423	148,157	23,058
Riverside Elementary	9,567	70,119	68,966	10,720
JROTC	3,622	7,780	8,805	2,597
Shreve Island Elementary	9,650	87,575	89,615	7,610
Newton Smith Elementary	2,152	27,380	26,398	3,134
South Highlands Elementary	39,249	128,485	133,745	33,989
Southern Hills Elementary	21,776	41,931	41,663	22,044
Southwood High	152,184	738,736	734,009	156,911
A.C. Steere Elementary	21,187	54,261	48,417	27,031
E. B. Williams Stoner Hill Elem.	9,309	63,838	57,236	15,911
Summerfield Elementary	28,943	72,628	61,498	40,073
Summer Grove Elementary	13,108	68,134	66,862	14,380
Sunset Acres Elementary	15,810	44,579	33,936	26,453
Timmons Elementary	11,586	25,097	23,130	13,553
Turner Elem/Middle	200,516	170,955	184,738	186,733
University Elementary	23,822	100,723	106,683	17,862
Vivian Elem/Middle	15,825	88,904	77,829	26,900
Walnut Hill Elem/Middle	166,770	276,128	249,877	193,021
B. T. Washington High	41,821	188,844	181,221	49,444
Werner Park Elementary	15,569	30,853	22,980	23,442
West Shreveport Elementary	14,022	48,815	45,831	17,006
Westwood Elementary	11,656	38,325	39,785	10,196
Woodlawn High	67,685	238,245	223,022	82,908
Youree Drive Middle	97,125	225,859	179,132	143,852
<b>TOTAL</b>	<b>\$ 2,536,872</b>	<b>\$ 8,900,196</b>	<b>\$ 8,562,270</b>	<b>\$ 2,874,798</b>

(CONCLUDED)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**Caddo Parish School Board  
Shreveport, Louisiana**

**GENERAL FIXED ASSETS ACCOUNT GROUP**

The general fixed assets account group records the fixed assets of the School Board which are used in governmental fund-type operations.

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

SCHEDULE OF GENERAL FIXED ASSETS -  
BY SOURCE  
June 30, 1998

Exhibit 21

General Fixed Assets	
Land	\$ 5,168,136
Buildings and improvements	150,814,058
Furniture and equipment	39,713,765
Transportation equipment	<u>18,337,769</u>
Total general fixed assets	<u>\$ 214,033,728</u>
Investment in general fixed assets by source:	
Capital project funds	\$ 161,742,606
General fund	33,718,841
Child nutrition fund	4,561,350
Federal funds	8,620,945
Donations	1,308,918
State funds	<u>4,081,068</u>
Total investment in general fixed assets	<u>\$ 214,033,728</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

**SCHEDULE OF GENERAL FIXED ASSETS -  
BY FUNCTION AND ACTIVITY**

Exhibit 22

June 30, 1998

<u>Function and Activity</u>	<u>Total</u>	<u>Land</u>	<u>Buildings and Improvements</u>	<u>Furniture and Equipment</u>	<u>Transportation Equipment</u>
<b>Instruction:</b>					
High schools	\$ 66,300,952	\$ 1,448,299	\$ 59,093,959	\$ 5,758,694	\$ 0
Middle schools	32,451,969	849,608	27,491,346	4,111,015	0
Elementary/Middle schools	26,670,367	774,501	22,879,590	3,016,276	0
Elementary schools	<u>47,135,118</u>	<u>1,069,848</u>	<u>31,104,485</u>	<u>14,960,785</u>	<u>0</u>
	<b>\$ 172,558,406</b>	<b>\$ 4,142,256</b>	<b>\$ 140,569,380</b>	<b>\$ 27,846,770</b>	<b>\$ 0</b>
General and school administration	9,532,340	66,503	7,566,752	1,823,960	75,125
Plant and maintenance	7,968,423	959,377	2,671,407	4,227,329	110,310
Food service equipment	5,791,255	0	0	5,791,255	0
Transportation	<u>18,183,304</u>	<u>0</u>	<u>6,519</u>	<u>24,451</u>	<u>18,152,334</u>
<b>Total general fixed assets</b>	<b><u>\$ 214,033,728</u></b>	<b><u>\$ 5,168,136</u></b>	<b><u>\$ 150,814,058</u></b>	<b><u>\$ 39,713,765</u></b>	<b><u>\$ 18,337,769</u></b>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

STATEMENT OF CHANGES IN GENERAL FIXED ASSETS -  
BY FUNCTION AND ACTIVITY

Exhibit 23

For the Year Ended June 30, 1998

<u>Function and Activity</u>	<u>July 1, 1997</u>	<u>Additions</u>	<u>Retirements</u>	<u>June 30, 1998</u>
<b>Instruction:</b>				
High schools	\$ 63,975,536	\$ 2,333,594	\$ 8,178	\$ 66,300,952
Middle schools	31,083,064	1,407,888	38,983	32,451,969
Elementary/Middle schools	26,277,526	392,841	0	26,670,367
Elementary schools	43,468,651	3,951,727	285,260	47,135,118
	\$ 164,804,777	\$ 8,086,050	\$ 332,421	\$ 172,558,406
General and school administration	8,605,669	938,064	11,393	9,532,340
Plant and maintenance	7,800,419	171,189	3,185	7,968,423
Food service equipment	5,785,021	6,234	0	5,791,255
Transportation	17,351,186	832,118	0	18,183,304
Total	\$ 204,347,072	\$ 10,033,655	\$ 346,999	\$ 214,033,728

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**Caddo Parish School Board  
Shreveport, Louisiana**

**GENERAL LONG-TERM DEBT ACCOUNT GROUP**

The general long-term debt account group represents a summary of the general long-term obligations of the Board.

**CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana**

Exhibit 24

**SCHEDULE OF CHANGES IN LONG-TERM DEBT  
For the Year Ended June 30, 1998**

	<u>July 1, 1997</u>	<u>Additions</u>	<u>Payments</u>	<u>Debt Service Fund Operations</u>	<u>June 30, 1998</u>
Amount available in Debt Service Fund	\$ 1,098,579	\$ 0	\$ 0	\$ 1,384,634	\$ 2,483,213
Amount to be provided for retirement of long-term debt	25,691,421	0	2,705,000	(1,384,634)	21,601,787
Amount to be provided for claims and judgments	568,415	0	214,532	0	353,883
Amount to be provided for compensated absences	13,612,585	3,302,825	2,958,312	0	13,957,098
	<b>\$ 40,971,000</b>	<b>\$ 3,302,825</b>	<b>\$ 5,877,844</b>	<b>\$ 0</b>	<b>\$ 38,395,981</b>
Long-term obligations payable:					
Bonds payable	\$ 26,790,000	\$ 0	\$ 2,705,000	\$ 0	\$ 24,085,000
Claims and judgments payable	568,415	0	214,532	0	353,883
Compensated absences payable	13,612,585	3,302,825	2,958,312	0	13,957,098
	<b>\$ 40,971,000</b>	<b>\$ 3,302,825</b>	<b>\$ 5,877,844</b>	<b>\$ 0</b>	<b>\$ 38,395,981</b>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**Caddo Parish School Board  
Shreveport, Louisiana**

**GENERAL**

**Exhibit 25**

**Schedule of Compensation Paid Board Members  
For the Year Ended June 30, 1998**

The schedule of compensation paid to the School Board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the School Board members is included in the general administrative expenditures of the general fund. In accordance with Louisiana Revised Statute 17:56, the School Board members have elected the monthly payment method of compensation. Under this method, each member of the School Board receives \$800 per month, the vice-presidents receives \$850 per month, and the president receives \$900 per month for performing the duties of office. The extra \$50 and \$100 per month for the vice-presidents and the president is paid to each only in the event each attends the monthly executive committee meeting.

Michael J. Thibodeaux, President	\$ 10,100
Willic D. Burton, 1st Vice-President	9,800
Jerry Tim Brooks, 2nd Vice-President	10,200
Ron Adams	9,950
Judy Boykin	9,600
Miles Hitchcock	9,600
Mark Milam	9,600
Alvin Mims	9,600
Mike Powell	10,300
Mildred B. Pugh	9,600
Johnny Vance, Jr.	9,600
Sybil Walker	<u>9,600</u>
TOTAL	<u>\$117,550</u>

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Table 1

General Expenditures By Function - All Governmental Fund Types  
Fiscal Years ended June 30, 1989 through June 30, 1998

	1989 (1)	1990	1991	1992	1993	1994	1995 (2)	1996	1997	1998
Current expenditures:										
Instruction services	\$ 106,881,821	\$ 122,067,251	\$ 123,140,581	\$ 128,846,246	\$ 128,181,369	\$ 131,995,095				
Instruction related services	5,057,494	6,675,724	6,773,259	6,340,174	7,025,704	7,939,057				
General and school administration	16,481,485	18,711,070	19,397,245	20,523,135	20,682,235	21,694,204				
Instruction	-	-	-	-	-	-				
General administration	-	-	-	-	-	-				
School administration	-	-	-	-	-	-	152,961,837	157,723,662	165,679,871	184,458,437
Business services	-	-	-	-	-	-	3,034,528	3,167,043	3,362,269	3,859,541
Plant services	-	-	-	-	-	-	12,732,202	13,014,421	13,635,540	15,582,095
Student transportation services	15,472,591	17,066,170	17,774,073	18,033,265	18,438,803	19,262,686	2,177,442	2,088,666	2,313,755	2,570,944
Central services	8,791,223	9,679,249	9,795,918	10,549,288	10,257,711	10,293,354	20,057,853	21,293,871	22,212,203	24,117,576
Food service	-	-	-	-	-	-	11,351,140	11,832,551	11,628,103	12,325,973
Community services	13,661,297	14,250,559	14,866,734	15,370,200	15,663,191	15,788,136	2,456,376	2,387,158	2,584,174	2,825,728
Ancillary services	-	-	-	-	-	-	16,839,168	17,166,085	17,242,420	17,801,714
Capital outlay:										
Debt service:										
Principal retirement	1,937,447	2,152,287	1,566,681	1,585,137	1,498,253	1,999,634	2,176,118	2,364,685	2,525,000	2,705,000
Interest and bank charges	4,367,036	2,836,374	3,089,636	2,958,983	2,774,910	1,804,138	1,932,767	1,604,838	1,471,160	1,292,362
Advance refunding escrow on bond	-	-	-	-	-	-	-	-	-	-
Total expenditures	\$ 185,586,216	\$ 203,370,253	\$ 206,009,158	\$ 212,034,763	\$ 213,079,746	\$ 219,562,127	\$ 232,151,094	\$ 239,387,901	\$ 251,761,317	\$ 275,578,217

Notes:

(1) Child Nutrition Program operations are included in Special Revenue Funds beginning in 1989.

(2) In 1995 the School Board revised the functions presented in its financial statements.

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

General Revenues By Source - All Government Fund Types  
Fiscal years ended June 30, 1989 through June 30, 1998

	1989 (1)	1990	1991	1992	1993	1994	1995	1997	1998
<b>Local sources:</b>									
Ad valorem taxes	\$ 32,085,204	\$ 32,823,011	\$ 31,488,802	\$ 32,412,940	\$ 34,992,940	\$ 35,593,540	\$ 39,522,448	\$ 39,270,871	\$ 63,117,118
Sales taxes	31,385,866	32,100,524	33,516,156	35,077,090	36,618,089	38,540,607	40,552,972	42,396,962	44,192,340
Investment earnings	4,416,066	3,876,205	2,927,844	2,063,421	2,006,552	1,397,450	1,953,308	2,380,121	2,971,737
Food sales	3,031,777	2,961,869	2,879,308	2,766,604	2,663,757	2,624,549	3,237,809	2,363,957	2,319,329
Rent and royalties	73,829	61,912	104,505	87,234	92,486	105,383	108,547	282,877	0
Other	106,714	222,651	114,128	362,415	282,716	174,384	182,851	1,306,183	1,346,075
Tuition	373,061	357,044	327,956	370,686	402,155	399,984	453,775	435,805	0
<b>Total revenues from local sources</b>	<b>71,473,517</b>	<b>72,408,216</b>	<b>71,359,699</b>	<b>73,140,290</b>	<b>77,058,705</b>	<b>78,908,897</b>	<b>83,121,711</b>	<b>88,436,876</b>	<b>113,946,599</b>
<b>State sources:</b>									
Equalization	85,912,962	98,018,311	99,878,136	105,542,411	109,837,566	110,088,516	113,226,930	122,551,245	131,768,333
Revenue sharing	3,190,019	3,047,857	2,490,164	2,641,122	2,601,014	2,553,731	2,147,076	2,377,754	2,003,929
Professional improvement program	3,564,827	3,413,941	3,212,641	3,004,847	2,793,106	2,698,461	2,432,434	2,138,546	2,412,335
Other	2,810,379	2,649,888	4,310,872	3,498,125	1,878,481	1,553,295	5,891,789	2,292,064	4,368,915
<b>Total from state sources</b>	<b>95,478,187</b>	<b>107,129,997</b>	<b>109,891,813</b>	<b>114,686,505</b>	<b>117,110,167</b>	<b>116,894,003</b>	<b>123,698,229</b>	<b>129,359,609</b>	<b>140,553,512</b>
<b>Revenues from federal sources</b>	<b>16,159,589</b>	<b>20,068,217</b>	<b>19,966,176</b>	<b>21,785,140</b>	<b>22,928,263</b>	<b>26,360,735</b>	<b>26,643,830</b>	<b>29,319,793</b>	<b>29,918,929</b>
<b>Total revenues</b>	<b>\$ 183,111,293</b>	<b>\$ 199,606,430</b>	<b>\$ 201,217,688</b>	<b>\$ 209,611,935</b>	<b>\$ 217,097,135</b>	<b>\$ 222,163,635</b>	<b>\$ 233,463,770</b>	<b>\$ 247,116,278</b>	<b>\$ 284,419,040</b>

Notes:

(1) Child Nutrition Program operations are included in Special Revenue Funds beginning in 1989.

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Property Tax Levies and Collections (1)  
Fiscal Years ended June 30, 1989 through June 30, 1998

Fiscal Year	Total School Board Tax Assessment	Current Tax Collections	Percent of Tax Levy Collected	Delinquent Taxes Collected		Total Taxes, Interest, and Penalty Collected	Total Collections As a Percent of Current Tax Levy
				Taxes	Interest and Penalty		
1988-89	\$ 33,908,873	\$ 31,519,198	92.95%	\$ 337,009	\$ 229,997	\$ 32,086,204	94.62%
1989-90	33,664,079	31,757,850	94.34%	756,866	311,295	32,826,011	97.51%
1990-91	32,081,416	30,672,625	95.61%	535,510	281,667	31,489,802	98.16%
1991-92	32,465,020	30,971,991	95.40%	783,311	338,431	32,093,733	98.86%
1992-93	35,019,949	33,784,409	96.47%	863,788	344,743	34,992,940	99.92%
1993-94	36,630,049	34,776,000	94.94%	732,425	158,115	35,666,540	97.37%
1994-95	37,720,491	35,645,788	94.50%	875,581	154,935	36,676,304	97.23%
1995-96	37,640,523	35,269,842	93.70%	530,401	160,469	35,960,712	95.54%
1996-97	38,451,509	37,353,822	97.15%	1,397,855	178,185	38,929,862	101.24%
1997-98	64,868,735	62,493,042	99.01%	490,209	133,867	63,117,118	97.30%

Notes:

(1) Caddo Parish Tax Assessor

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Assessed and Estimated Actual Value of Taxable Property (1)  
Last Ten Calendar Years

Year	Real Property		Personal Property		Exemptions		Total		Ratio of Assessed Value to Estimated Actual Value
	Assessed Value	Estimated Actual Value	Assessed Value	Estimated Actual Value	Real Property	Assessed Value	Estimated Actual Value		
1988	\$ 596,963,390	\$ 6,291,626,667	\$ 182,067,120	\$ 1,213,780,800	\$ 257,077,600	\$ 621,952,910	\$ 7,505,407,467	8.3%	
1989	699,799,230	6,292,650,547	178,795,440	1,191,969,600	261,131,730	617,462,940	7,484,620,147	8.2%	
1990	684,678,130	5,577,369,333	177,019,450	1,180,129,667	259,455,860	602,241,720	6,757,499,000	8.9%	
1991	664,564,545	5,417,437,783	207,037,885	1,380,252,567	258,638,700	612,963,730	6,797,690,350	9.0%	
1992	670,396,700	5,453,072,833	215,300,710	1,435,338,067	253,789,640	631,907,770	6,888,410,900	9.2%	
1993	686,855,780	5,577,047,073	233,742,850	1,558,285,667	255,388,410	665,210,220	7,135,332,740	9.3%	
1994	679,212,460	6,615,560,047	263,164,650	1,754,431,000	256,300,510	686,076,600	8,369,991,047	8.2%	
1995	694,228,840	5,745,143,833	254,622,430	1,697,482,867	259,589,360	689,261,910	7,442,626,700	9.3%	
1996	714,710,230	5,914,639,142	273,388,120	1,822,587,466	266,816,990	721,281,360	7,737,226,608	9.3%	
1997	736,342,920	6,105,819,987	296,492,650	1,976,617,667	270,391,580	762,443,990	8,082,437,653	9.4%	

Note:

Assessed value are established by the Caddo Parish Tax Assessor on January 1st of each year at approximately 10-25% of actual market value, depending upon the property classification. A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the tax roll of 1996.

(1) Caddo Parish Tax Assessor

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Property Tax Rates and Tax Levies - All Direct and Overlapping Governments (1)  
Last Ten Calendar Years

Year	Tax Rates per \$1,000 of Assessed Value (2)				Tax Levies (2)					
	Commission	Parishwide Schools	Sheriff	City of Shreveport (3)	Total	Commission	Parishwide Schools	Sheriff	City of Shreveport (3)	Total
1988	32.79	54.52	8.33	44.01	139.65	\$ 20,814,698	\$ 33,908,873	\$ 5,180,868	\$ 30,083,323	\$ 89,987,762
1989	38.29	54.52	8.33	44.01	145.15	24,060,163	33,664,079	5,143,466	30,551,593	93,419,301
1990	38.29	53.27	8.33	45.51	145.40	23,461,932	32,081,416	5,016,674	31,470,400	92,030,422
1991	42.46	53.17	11.33	48.51	155.47	25,925,611	32,465,020	6,917,974	33,672,187	98,980,792
1992	41.93	56.13	11.94	51.34	161.34	26,615,156	35,019,949	7,449,460	35,396,942	104,481,507
1993	42.53	55.68	14.94	51.34	164.49	27,466,995	36,630,049	9,828,537	36,402,501	110,328,082
1994	38.72	54.98	14.94	51.34	159.98	25,711,970	37,720,491	10,249,984	37,825,061	111,507,506
1995	38.22	54.58	14.94	51.34	159.08	26,786,404	37,640,523	10,303,214	39,316,657	114,046,798
1996	41.90	53.31	14.94	51.63	161.78	30,349,226	38,451,509	10,775,943	40,902,242	120,478,920
1997	41.87	85.08	14.94	51.63	193.52	31,501,056	64,868,735	11,390,913	42,905,989	150,666,693

Notes:

(1) Includes parishwide overlapping levies and levy of the largest municipality which overlaps approximately 75.5% of the total parish assessment. There are other small municipalities and taxing districts currently levying ad valorem taxes within the parish.

(2) Caddo Parish Tax Assessor.

(3) Rates for taxpayers within the City of Shreveport and the Town of Vivian.

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Ratio of Net General Obligation Bonded Debt  
to Assessed Value and Net General Obligation Bonded Debt per Capita

Fiscal years ended June 30, 1989 through June 30, 1998

Fiscal Year	Caddo Parish Population (1)	Assessed Value (2)	Gross Bonded Debt	Less Debt Service Funds	Net Bonded Debt	Ratio of Net Bonded Debt To Assessed Value	Net Bonded Debt Per Capita
1988-89	271,239	\$ 879,030,510	\$ 35,880,000	\$ 2,402,783	\$ 33,477,217	3.81%	\$ 127
1989-90	269,258	878,594,670	37,170,000	2,688,530	34,481,470	3.92%	128
1990-91	248,253	861,697,580	35,950,000	2,416,594	33,533,406	3.89%	135
1991-92	249,528	871,602,430	34,500,000	2,025,418	32,474,582	3.73%	130
1992-93	247,035	885,697,400	35,790,000	1,575,026	34,214,974	3.86%	139
1993-94	246,597	920,598,630	33,810,000	1,974,480	31,835,520	3.46%	129
1994-95	246,435	942,377,110	31,655,000	1,770,290	29,884,710	3.17%	121
1995-96	246,706	948,851,270	29,315,000	1,340,938	27,974,062	2.95%	113
1996-97	246,363	988,098,350	26,790,000	1,098,579	25,691,421	2.60%	104
1997-98	244,943	1,032,835,570	24,085,000	2,483,213	21,601,787	2.09%	88

Notes:

(1) Amounts provided by the Research Division of Louisiana Tech University, Ruston, Louisiana except 1990 which was obtained from the U.S. Census and 1997 which was obtained from the Louisiana Electronic Assistance Program website.

(2) Assessed value is the total assessed valuation of all property located in Caddo Parish as approved by Caddo Parish Tax Assessor and is presented before deducting the homestead exemption. Revaluations are reflected in years 1988, 1992 and 1996.

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Computation of Direct, Overlapping, and Underlying General Bonded Debt (1)  
June 30, 1998

Name of Governmental Unit	Net Debt Outstanding	Percentage Applicable to This Unit	School Board's Share of Debt (2)
Caddo Parish School Board (3)	\$ 21,601,787	100%	\$ 21,601,787
Caddo Parish Commission (3)	16,949,970	100%	16,949,970
City of Shreveport (3)	152,491,879	75.5%	115,131,369
Total	\$ 191,043,636		\$ 153,683,126

Notes:

- (1) Various taxing districts exist within Caddo Parish that involve a small percentage of Parish taxpayers. These districts' debt is not included.
- (2) This represents the debt of all the constituents who reside within Caddo Parish.
- (3) Financial information extracted from Annual Financial Report of respective government .

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Computation of Legal Debt Margin  
June 30, 1998

Assessed value (1)	\$ 1,032,835,570
Debt limit thirty-five (35%) of assessed value*	361,492,450
Amount of debt applicable to debt limit:	
Total general bonded debt	\$ 24,085,000
Less: Assets in debt service funds	2,483,213
Total amount of debt applicable to debt limit	<u>21,601,787</u>
Legal debt margin	<u>\$ 339,890,663</u>

\* This percentage is in accordance with Act 103 of 1980 Regular Session of the Louisiana Legislature R.S.39:562(c).

Notes:

(1) Caddo Parish Tax Assessor

Table 9

CADD O PARISH SCHOOL BOARD  
Shreveport, Louisiana

Ratio of Annual Debt Service Expenditure for  
General Bonded Debt to Total General Expenditures

Fiscal Years ended June 30, 1988 through June 30, 1997

Fiscal Year	Principal		Interest and Fiscal Charges		Total Debt Service		Total General Expenditures (1)		Ratio of Debt Service to General Expenditures
	\$		\$		\$		\$		
1987-88	\$	1,405,000	\$	3,599,396	\$	5,004,396	\$	164,548,025	3.04%
1988-89		1,420,000		3,457,268		4,877,268		185,596,216	2.63%
1989-90		1,775,000		2,640,310		4,415,310		203,370,253	2.17%
1990-91		1,220,000		2,944,905		4,164,905		206,009,158	2.02%
1991-92		1,450,000		2,809,220		4,259,220		212,034,763	2.01%
1992-93		1,480,000		2,646,140		4,126,140		213,079,746	1.94%
1993-94		1,980,000		1,677,996		3,657,996		219,562,127	1.67%
1994-95		2,155,000		1,805,560		3,960,560		232,441,639	1.70%
1995-96		2,340,000		1,603,775		3,943,775		239,387,901	1.65%
1996-97		2,525,000		1,471,160		3,996,160		251,761,317	1.59%

Notes:

(1) Includes all governmental fund types expenditures.

Table 10

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Demographic Statistics  
Last Ten Calendar Years

Year	Population (1)	Median Age (2)	School Enrollment	Average Daily Membership	Unemployment Rate (3)
1988	271,239	31.4	50,774	51,534	10.7%
1989	269,258	30.3	49,869	50,480	8.3%
1990	248,253	32.7	49,615	50,006	6.7%
1991	249,528	32.7	50,029	50,075	7.2%
1992	247,035	32.7	48,488	48,571	7.1%
1993	246,597	35.2	47,988	48,589	7.1%
1994	246,435	33.3	48,658	48,062	7.9%
1995	246,706	33.3	49,915	49,000	7.1%
1996	246,363	34.2	49,603	48,742	6.0%
1997	244,943	34.2	48,628	47,997	6.9%

## Notes:

- (1) Amounts provided by the Research Division of Louisiana Tech University, Ruston, Louisiana except 1991 which was obtained from the U.S. Census and 1997 which was obtained from the Louisiana Assistance Program website.
- (2) Shreveport Chamber of Commerce.
- (3) Northeast Louisiana University Center for Business & Economic Research

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Property Value, Construction, and Bank Deposits  
Last Ten Calendar Years

Year	Property Value (1)			Total	Commercial Construction (2)		Residential Construction (2)		Bank Deposits (3)
	Commercial	Residential	Exemptions		Number of Units	Value	Number of Units	Value	
1988	5,609,552,160	2,181,492,507	257,077,600	7,533,967,067	143	21,551,566	121	10,637,894	2,685,618
1989	5,607,489,354	2,179,995,613	261,131,730	7,526,353,237	129	19,794,437	60	9,427,464	2,523,957
1990	5,697,295,350	2,093,822,240	259,455,860	7,531,661,730	127	26,844,915	69	9,875,490	2,485,842
1991	5,578,561,600	2,075,900,600	258,638,700	7,395,823,500	187	18,329,362	96	12,203,040	2,600,611
1992	5,554,558,100	2,148,278,066	253,789,640	7,449,046,526	24	14,125,672	272	21,873,965	2,337,511
1993	5,689,477,600	2,295,386,000	255,388,410	7,729,475,190	42	24,776,625	178	23,803,536	2,287,927
1994	5,665,316,900	2,505,636,061	256,300,510	7,914,652,451	64	28,406,873	233	33,893,896	2,262,514
1995	3,453,827,400	3,988,799,300	259,589,360	7,183,037,340	78	25,900,000	248	34,000,000	2,332,600
1996	3,624,480,008	4,112,746,600	266,816,990	7,470,409,618	72	42,500,000	276	37,700,000	2,337,091
1997	3,521,617,020	4,183,721,600	270,391,580	7,434,947,040	114	119,400,000	236	37,800,000	N/A

## Notes:

- (1) Caddo Parish Tax Assessor  
(2) Shreveport Chamber of Commerce  
(3) Northeast Louisiana University Center for Business & Economic Research

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Principal Taxpayers  
June 30, 1998

Name	Industry	Assessed Value	Percentage of Total Assessed Valuation
Southwestern Electric Power Company	Public Utility	\$ 49,073,130	4.75%
Bell South	Public Utility	33,889,140	3.28%
Atlas Processing Company	Refinery	22,479,650	2.18%
General Motors	Manufacturing - Vehicles	17,527,520	1.70%
Bank One	Financial Institution	14,893,430	1.44%
Lucent Technologies	Manufacturing	14,653,750	1.42%
Deposit Guaranty	Financial Institution	12,403,780	1.20%
NorAm Energy Corporation	Public Utility	9,707,980	0.94%
Hibernia Bank	Financial Institution	8,307,970	0.80%
Universal Oil Products	Refinery	7,896,240	0.76%
Total for ten principal taxpayers		\$ 190,832,590	18.48%
Total for remaining taxpayers		842,002,980	81.52%
Total for all taxpayers		\$ 1,032,835,570	100.00%

Notes:

Caddo Parish Tax Assessor

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Attendance Data  
Fiscal years ended June 30, 1989 through June 30, 1998

Fiscal Year	Number of Graduates	Average Daily Membership	Average Daily Attendance		Percent of Membership
			Amount	Change	
1989	2,550	51,534	48,787	0.83%	94.67%
1990	2,382	50,480	47,747	-2.13%	94.59%
1991	2,292	50,006	47,086	-1.38%	94.16%
1992	2,075	50,075	47,135	0.10%	94.13%
1993	2,240	48,572	44,193	-6.24%	90.98%
1994	2,204	48,589	45,079	2.00%	92.78%
1995	2,114	48,062	44,614	-1.03%	92.83%
1996	2,252	49,000	45,443	1.86%	92.74%
1997	2,294	48,742	45,486	0.09%	93.32%
1998	2,339	47,997	44,703	-1.72%	93.14%

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Schedule of Insurance in Force (1)  
June 30, 1998

Type of Coverage Name of Company	Policy Number	Policy Period From To	Details of Coverage and Co-Insurance	Coverage Limits	Premium
Property damage, general liability & automobile liability Coregis	651-0063195	09/01/97 09/01/98	All property, employees & vehicles \$200,000 deductible	\$ 1,000,000	\$ 396,939
Commercial Umbrella Policy Coregis	503-071926-3	09/01/97 09/01/98	Umbrella liability	3,000,000	58,583
Property loss and property damage liability Hartford Steam Boiler	HN-095603824	07/01/97 07/01/98	Boilers and electric motors \$10,000 deductible	5,000,000	17,859
Superintendent's bond Aetna Casualty & Surety Co.	715101004396	07/01/97 07/01/98	James E. Foster No deductible	100,000	2,357
Notary Bond Aetna Casualty & Surety Co.	71S100666947BCA	10/01/90 10/01/00	Joy Sneed No deductible	5,000	110

Notes:

(1) Insurance files maintained by Director of Risk Management of the Caddo Parish School Board.

Table 15

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Miscellaneous Statistical Data  
June 30, 1998

Form of Government :	Parish School Board		
Geographic Area:	891 Square Miles		
Instruction Sites:	<u>Constructed</u>	<u>Capacity/Sq.Ft.</u>	<u>Acreage</u>
High Schools:			
C. E. Byrd	1926	203,744	20.56
Caddo Magnet	1964	117,245	26.50
Captain Shreve	1967	177,026	58.00
Carver	1958	73,125	641.84
Fair Park	1928	152,008	23.00
Green Oaks	1971	157,000	52.64
Hamilton Terrace Adult Learning Center	1925	71,000	8.00
Huntington	1973	227,301	61.48
North Caddo	1954	81,794	40.00
Northwood	1967	147,486	63.20
Southwood	1970	173,753	60.00
Booker T. Washington	1950	145,366	32.93
Woodlawn	1960	176,858	53.00
		<u>1,903,706</u>	<u>1,141.15</u>
Middle Schools:			
Bethune	1961	107,252	20.00
Donnie Bickham	1988	152,284	32.38
Broadmoor Middle Lab	1949	72,736	16.00
Caddo Middle Magnet	1965	106,880	20.00
J. S. Clark	1958	104,080	29.76
Hollywood	1955	66,103	10.00
Linear	1961	79,263	25.00
Linwood	1949	85,912	17.62
Midway	1931	63,028	15.09
Ridgewood	1965	83,415	19.98
Yoree Drive	1959	75,350	26.25
		<u>996,303</u>	<u>232.08</u>
			(continued)

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Miscellaneous Statistical Data  
June 30, 1998

	<u>Constructed</u>	<u>Capacity/Sq. Ft.</u>	<u>Acreage</u>
Elementary/Middle Schools: (continued)			
Herndon	1956	74,106	80.00
Keithville	1989	161,630	32.56
Oil City	1923	33,071	4.72
Turner	1984	160,000	15.00
Vivian	1923	83,441	8.07
Walnut Hill	1956	87,005	77.58
		<u>599,253</u>	<u>217.93</u>
Elementary Schools:			
Arthur Circle	1955	30,802	12.77
Atkins	1935	40,832	13.00
Barret	1916	33,500	4.00
Blanchard	1948	62,460	10.00
Caddo Heights	1949	62,190	15.00
Central	1917	51,136	2.95
Cherokee Park	1966	44,142	8.50
Claiborne Fundamental Magnet	1923	42,742	5.00
Creswell	1920	44,954	4.00
Eden Gardens Fundamental Mag.	1967	44,496	6.50
Eighty-First Street ECE	1954	35,452	12.60
Fairfield	1924	32,600	9.00
Forest Hill	1964	43,700	12.40
George P. Hendrix	1916	30,540	2.50
Hillsdale	1960	30,000	12.00
Hosston	1931	29,623	9.02
Ingersoll	1956	57,100	11.69
Judson Fundamental Magnet	1954	27,784	12.00
Lakeshore	1949	94,561	18.00
Laurel Street ECE	1905	36,136	3.00
Mooretown ECE	1954	54,000	10.00
Mooringsport	1911	43,868	4.00
North Highlands	1957	30,902	10.00
Northside	1955	38,193	12.00
			(continued)

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Miscellaneous Statistical Data  
June 30, 1998

	<u>Constructed</u>	<u>Capacity/Sq.Ft.</u>	<u>Acreage</u>
Elementary Schools: (continued)			
Oak Park	1958	40,000	10.00
Pine Grove	1963	37,432	10.00
Pine Valley	1956	30,802	13.15
Queensborough	1924	56,000	5.00
Riverside	1957	35,223	9.44
Rodessa	1938	33,433	5.00
Shreve Island	1955	40,100	10.45
Newton Smith	1960	32,295	12.00
South Highlands Magnet	1922	43,528	5.40
Southern Hills	1959	41,788	10.00
A.C. Steere	1929	22,592	13.00
E. B. Williams Stoner Hill Lab	1954	34,587	14.44
Summerfield	1967	42,850	15.46
Summer Grove	1954	27,784	12.00
Sunset Acres	1954	29,400	10.73
Jack P. Timmons	1956	33,795	10.00
University	1969	42,850	15.34
Werner Park	1942	45,163	8.30
West Shreveport	1926	48,416	5.00
Westwood	1960	25,295	10.00
		<u>1,785,046</u>	<u>424.64</u>
Other Instruction Sites:			
Alexander Special Education	1912	30,000	4.00
Caddo Career Center	1956	89,990	24.15
Caddo School for Exceptional Children	1956	19,520	2.10
Oak Terrace Special Education	1959	66,200	18.00
School Nurse/Book Processing	1975	9,698	3.60
Special Education Center	1982	14,280	6.00
		<u>229,688</u>	<u>57.85</u>
Total Overall Instruction Sites		<u>5,513,996</u>	<u>2,073.65</u>
			(Concluded)

Table 16

CADDO PARISH SCHOOL BOARD  
Shreveport, Louisiana

Schedule of Surety/Honesty Bonds  
June 30, 1998

<u>Coverage</u>	<u>Amount</u>
Superintendent's Bond	\$ 100,000
Public Employees Blanket Bond - All Employees	200,000
Notary Bond - Joy Sneed	5,000

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**Caddo Parish School Board  
Shreveport, Louisiana**

**Independent Accountants' Report  
on Applying Agreed-Upon Procedures  
For the Year Ended June 30, 1998**

# ALLEN, GREEN & COMPANY, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

Monroe, LA 71211-6075

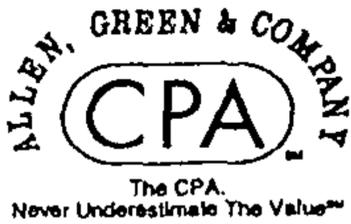
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Ernest L. Allen, CPA  
(A Professional  
Accounting Corp.)

Tim Green, CPA

Margie Williamson, CPA



## Independent Accountants' Report On Applying Agreed-Upon Procedures

Board Members  
Caddo Parish School Board  
Shreveport, Louisiana

We have performed the procedures enumerated below, which were agreed to by Caddo Parish School Board, solely to assist the Caddo Parish School Board in evaluating management's assertion about the effectiveness of the School Board's compliance with Act 743 of 1995 concerning the Caddo Educational Excellence Fund (a nonexpendable trust fund of the Caddo Parish School Board) for the year ended June 30, 1998, included in representation letter dated September 23, 1998. These agreed-upon procedures were 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 Caddo Parish School Board. 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.

### PROCEDURES

**Pursuant to LSA-R.S. 4:552**

**Randomly select three months collections and determine that the following two statements are true:**

1. An admission fee was collected of up to \$3 for each passenger boarding or embarking upon a river boat in the parish.
2. 12½% of the admission fee revenue collected within the parish of Caddo was allocated to the Caddo Educational Excellence Fund.

## PROCEDURES

**Pursuant to LSA-R.S. 17:408.1 A**

**Test the fund's records to ascertain that the following five statements are true:**

1. The Caddo Educational Excellence Fund was established.
2. The fund is a permanent trust fund.
3. *The bank account is in the official repository of the Caddo Parish School Board.*
4. The account was held and invested on behalf of the Caddo Parish School Board.
5. The investment income was withdrawn by the Caddo Parish School Board only during January of the calendar year.

**Pursuant to LSA-R.S. 17:408.1 B**

**Test the fund's records to ascertain that the following two statements are true:**

1. The monies were invested in the same manner as monies in the state general fund are invested.
2. The amount of earnings were kept account of separately from the fund principal.

## PROCEDURES

Pursuant to LSA-R.S. 17:408.1 C

Randomly select and test twenty-five disbursements (assuming there are this number of disbursements during the period ended June 30, 1998) from the fund to determine that the expenditures complied with the following statute stipulation:

The earnings were expended solely for the purposes of instructional enhancement as defined below:

Enhancement may include

- Provision for materials and supplies, including computers and other technological upgrades:
- Training for students, faculty, and administrators on the use of materials
- Professional development of teachers
- Establishment of exemplary programs of instruction

Enhancement may not include

- Costs of additional administrators
- Increases in salaries or benefits for employees, or maintenance or custodial costs

Determine that the following statement is true:

The audit of the Caddo Parish School Board specifically addresses compliance with the provisions of Act 743 of 1995.

## FINDINGS

1. Effective July 1, 1997, the method of calculating fees to be assessed from the two river boats in Caddo Parish were changed under two contractual agreements entered into by the river boats and the City of Shreveport and the Caddo Parish Commission. Even though the School Board began accepting revenues calculated under these contractual agreements in April 1998, the School Board chose not to participate as a party in either of the contractual agreements.

School Board personnel have performed an analysis to determine the effects of the changes in the calculation of the fees, specifically, the change in the amount of revenue received by the CEEF fund. According to this analysis, the calculation under the two contractual agreements will equal or exceed the amount of revenue received by the CEEF fund under the calculation specified in the statute. In addition, because the School Board was not a party to the contracts between the river boats and the City of Shreveport and the Caddo Parish Commission, it is the opinion of management and legal counsel of the School Board that the School Board will not be prohibited from reverting to the calculation as specified in LSA-R.S. 4:552 in the event that the calculations specified in the contractual agreements cease to be beneficial to the CEEF fund.

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 assertion. 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 and the Board of Caddo Parish School Board 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. However, this report is a matter of public record and its distribution is not limited.

*Allen, Green & Company, LLP*

Allen, Green & Company, LLP

Monroe, Louisiana  
September 23, 1998

11/15/98  
2000-9 11/15/98

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**Caddo Parish School Board  
Shreveport, Louisiana**  
**Compliance with Single Audit Act  
Amendments of 1996  
For the Year Ended June 30, 1998**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 \_\_\_\_\_



**Caddo Parish School Board  
Shreveport, Louisiana**

**Compliance with Single Audit Act Amendments of 1996  
For the Year Ended June 30, 1998**

**TABLE OF CONTENTS**

	<u>Page</u>
<b>OTHER REPORTS REQUIRED BY <u>GOVERNMENT AUDITING STANDARDS</u> AND OFFICE OF MANAGEMENT AND BUDGET (<u>OMB</u>) <u>CIRCULAR NO. A-133</u>:</b>	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With <u>Government Auditing Standards</u>	1-2
Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with <u>OMB Circular No. A-133</u>	3-4
Schedule of Expenditures of Federal Awards	5-6
Notes to the Schedule of Expenditures of Federal Awards	7-8
Schedule of Findings and Questioned Costs	9-11
<b>OTHER INFORMATION</b>	12
Summary Schedule of Prior Audit Findings	13
Corrective Action Plan for Current-Year Findings and Questioned Costs	14-15
Management Letter Items	16
Management Letter	17-19
Status of Prior Management Letter Items	20-21

# ALLEN, GREEN & COMPANY, LLP

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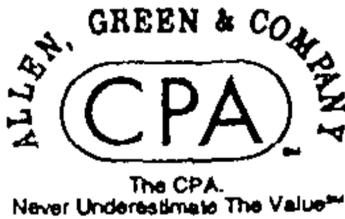
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Ernest L. Allen, CPA  
(A Professional  
Accounting Corp.)

Tim Green, CPA

Margie Williamson, CPA



## Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

### *Board Members*

Caddo Parish School Board  
Shreveport, Louisiana

We have audited the financial statements and the combining and individual fund and account group statements and schedules of Caddo Parish School Board, Shreveport, Louisiana, as of and for the year ended June 30, 1998, and have issued our report thereon dated September 23, 1998. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the School Board's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards, which is described in the accompanying schedule of findings and questioned costs as item 98-F1.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the School Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the *internal control over financial reporting and its operation that we consider to be a reportable condition*. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the School Board's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. A reportable condition is described in the accompanying schedule of findings and questioned costs as item 98-F2.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the *financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions*. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that the reportable condition referenced above is not a material weakness.

Board Members  
Caddo Parish School Board  
Shreveport, Louisiana

Management Letter Items

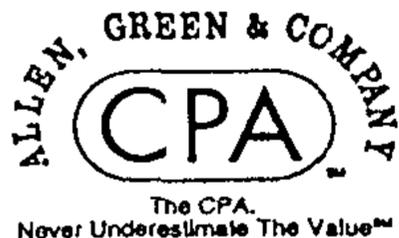
We noted other matters involving the internal control over financial reporting which we have reported to management of the School Board in a separate letter dated September 23, 1998, included later in this report.

This report is intended for the information of the Board, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Allen Green & Company, LLP*

ALLEN, GREEN & COMPANY, LLP

Monroe, Louisiana  
September 23, 1998



# ALLEN, GREEN & COMPANY, LLP

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Tim Green, CPA

Margie Williamson, CPA

## **Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular No. A-133**

Board Members  
Caddo Parish School Board  
Shreveport, Louisiana

### Compliance

We have audited the compliance of Caddo Parish School Board, Shreveport, Louisiana, with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular No. A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 1998. The School Board's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the School Board's management. Our responsibility is to express an opinion on the School Board's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular No. A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School Board's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the School Board's compliance with those requirements.

In our opinion, the School Board complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 1998.

### Internal Control Over Compliance

The management of the School Board is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the School Board's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular No. A-133.

Board Members  
Caddo Parish School Board  
Shreveport, Louisiana

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

Schedule of Expenditures of Federal Awards

We have audited the general-purpose financial statements and the combining and individual fund and account group statements and schedules of the School Board, as of and for the year ended June 30, 1998, and have issued our report thereon dated September 23, 1998. Our audit was performed for the purpose of forming an opinion on the general-purpose financial statements and the combining and individual fund and account group statements and schedules taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular No. A-133 and is not a required part of the general-purpose financial statements and the combining and individual fund and account group statements and schedules. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and the combining and individual fund and account group statements and schedules and, in our opinion, is fairly stated, in all material respects, in relation to the general-purpose financial statements and the combining and individual fund and account group statements and schedules taken as a whole.

This report is intended for the information of the Board, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Allen, Green & Company, LLP*

ALLEN, GREEN & COMPANY, LLP

Monroe, Louisiana  
September 23, 1998

**Caddo Parish School Board  
Shreveport, Louisiana**

**Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 1998**

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM NAME	<u>CFDA Number</u>	<u>Pass-Through Grantor No.</u>	<u>Expenditures</u>
<b>CASH FEDERAL AWARDS</b>			
United States Department of Agriculture			
Passed Through Ender York, Inc. of Herdon, Virginia:			
Food Distribution (Cash in Lieu of Commodities)	10.550	N/A	\$ 814,428
Passed Through Louisiana Department of Education:			
School Breakfast Program	10.553	N/A	1,848,796
National School Lunch Program	10.555	N/A	7,180,653
Summer Food Program for Children	10.559	N/A	<u>370,773</u>
Total United States Department of Agriculture			<u>10,214,650</u>
United States Department of Education			
Direct Programs:			
Impact Aid (Title VIII)	84.041	N/A	4,506
Passed Through Louisiana Department of Education:			
Adult Education - State Grant Program	84.002	EX-05-3560-8426-8425	242,116
Title I Grants to Local Educational Agencies	84.010	98-IASA-09, 97-IASA-09 96-043-9	12,002,661
Special Education:			
Grants to States (Part B)	84.027	98-FT-09	2,082,506
Preschool Grants	84.173	98-PF-09	356,428
Vocational Education:			
Basic Grants to States	84.046	28-98-09-2BG 28-98-09-2B	554,029
Tech-Prep Education	84.243	28-98-09-03PE	159,028
Single Parent Tapsis & Direct	84.048A	28-98-9-2SP	57,237
Sex Equity	84.048A	28-98-09-2SE	9,583
Innovative Education Program Strategies - Title VI	84.298	98-IASA-09	275,882
Title II (Eisenhower Professional Development)	84.281	98-IASA-09	329,639
Title IV (Safe and Drug-Free Schools - State Grant)	84.186	98-IASA-09	324,769
Goals 2000			
State and Local Education Systematic			
Improvement Grants	84.276	N/A	562,352
Even Start - Migrant Education	84.214	98-IASA-9ES	146,180
Education for Homeless Children and Youth			
(McKirney Homeless Assistance)	84.196A	98-IASA-2898H1091	50,918
Red River Partners at Work	84.278E	V278E70017-98	166,117
Passed Through Louisiana State University:			
Urban Community Service (Project Achieve)	84.252A	N/A	<u>77,519</u>
Total United States Department of Education			<u>17,401,470</u>

(Continued)

**Caddo Parish School Board  
Shreveport, Louisiana**

**Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 1998**

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM NAME	CFDA <u>Number</u>	Pass-Through <u>Grantor No.</u>	<u>Expenditures</u>
<b>CASH FEDERAL AWARDS</b>			
United States Department of Health and Human Services			
Passed Through the Louisiana Department of Education:			
Child Care and Development Block Grant (Starting Points Preschool)	93.575	N/A	\$ 209,453
Title XIX	93.714	N/A	161,683
Passed Through the Office of Family Support:			
Family Support Act - Project Independence	93.781	CFMS-507968	<u>684,474</u>
Total United States Department of Health and Human Services			<u>1,055,610</u>
United States Department of Labor			
Passed Through the City of Shreveport:			
Job Training Partnership Act (JTPA)	17.250	E8009, E8010, E8011, PY-97-70-13-II K-7001, B-7002	<u>105,336</u>
United States Department of Defense Direct Programs:			
Department of The Army			
JROTC	NONE	N/A	151,809
ROTC	NONE	N/A	747,113
Flood Control Projects	12.106	N/A	<u>864</u>
Total United States Department of Defense			<u>899,786</u>
Other Cash Federal Awards			
Payment in Lieu of Taxes	NONE	N/A	<u>26,261</u>
Total Cash Federal Awards			<u>\$29,703,113</u>
<b>NONCASH FEDERAL AWARDS</b>			
United States Department of Agriculture			
Passed Through Louisiana Department of Agriculture and Forestry:			
Food Distribution (Commodities)	10.550	N/A	<u>12,500</u>
TOTAL FEDERAL AWARDS			<u>\$29,715,613</u>
			(Concluded)

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 1998**

**NOTE 1 - GENERAL**

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of the Caddo Parish School Board, Shreveport, Louisiana. The Caddo Parish School Board (the "School Board") reporting entity is defined in note 1 to the School Board's general-purpose financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through other government agencies, is included on the schedule.

**NOTE 2 - BASIS OF ACCOUNTING**

The accompanying Schedule of Expenditures of Federal Awards is presented using the modified accrual basis of accounting, which is described in note 1 to the School Board's general-purpose financial statements.

**NOTE 3 - RELATIONSHIP TO GENERAL-PURPOSE FINANCIAL STATEMENTS**

Federal awards expenditures are reported in the School Board's general-purpose financial statements as follows:

	<u>Federal Sources</u>
General Fund	\$ 878,254
Special Revenue Funds:	
Title I	12,002,661
Title VI	275,882
Special Education	2,438,934
Title II	329,639
Title XIX	161,683
Title IV (Drug-Free)	324,769
Family Support	684,474
Adult Education	242,116
Vocational Education	794,089
Child Nutrition Program	10,227,150
Goals 2000	562,352
JTPA	105,336
JROTC Career Academy	151,809
Miscellaneous State/Federal Grants	<u>536,465</u>
Total	<u>\$29,715,613</u>

**Caddo Parish School Board  
Shreveport, Louisiana**

**Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 1998**

**NOTE 4 - RELATIONSHIP TO FEDERAL FINANCIAL REPORTS**

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

**NOTE 5 - MATCHING REVENUES**

For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures.

**NOTE 6 - NONCASH PROGRAMS**

The commodities received, which are noncash revenues, are valued using prices provided by the United States Department of Agriculture.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Schedule of Findings and Questioned Costs  
As of and For The Year Ended June 30, 1998**

**PART I - Summary of the Auditors' Results**

**Financial Statement Audit**

- i. The type of audit report issued was unqualified.
- ii. There was a reportable condition required to be disclosed by Government Auditing Standards issued by the Comptroller General of the United States.

The reportable condition disclosed was not considered a material weakness as defined by Government Auditing Standards.

- iii. There was an instance of noncompliance considered material, as defined by the Government Auditing Standards, to the financial statements.

**Audit of Federal Awards**

- iv. There were no reportable conditions required to be disclosed by OMB Circular No. A-133.
- v. The type of report the auditor issued on compliance of major federal awards was unqualified.
- vi. The audit disclosed no audit findings which the auditor is required to report under OMB Circular No. A-133, Section .510(a).
- vii. The major federal awards are:

CFDA #84.010	Title I Grants to Local Educational Agencies
CFDA #93.781	Family Support Act - Project Independence
CFDA #84.046	Vocational Education - Basic Grants to States

Cluster (as defined by OMB Circular No. A-133 Provisional Compliance Supplement)

Special Education Cluster

CFDA #84.027	Special Education - Grants to States (IDEA, Part B)
CFDA #84.173	Special Education - Preschool Grants (IDEA, Preschool)

- viii. Dollar threshold used to distinguish between Type A and Type B programs as defined in OMB Circular No. A-133, Section .520(b) was \$891,468.
- ix. The auditee does not qualify as a low-risk auditee under OMB Circular No. A-133, Section .530.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Schedule of Findings and Questioned Costs  
As of and for the Year Ended June 30, 1998**

**PART II - Findings related to the financial statements which are required to be reported in accordance with Generally Accepted Government Auditing Standards:**

**Reference # and title:        98-F1                                Collateralization of Bank Deposits**

**Entity-wide or program/department specific:** This comment applies entity-wide.

**Criteria or specific requirement:** Louisiana Revised Statutes Title 39 - Public Finance addresses collateralization requirements for public funds. Specifically, LSA-R.S. 39:1218 and LSA-R.S. 39:1225 require that fiscal agents of a depositing authority, such as the School Board, provide security at all times equal to one hundred percent of the amount of collected funds. The securities should be of the types outlined in LSA-R.S. 39:1221.

**Condition found:** At June 30, 1998, the School Board had \$64,725,072 on deposit with their fiscal agent. Collateral pledged by the fiscal agent as of June 30, 1998 totaled \$63,471,903. This left \$1,253,169 of the School Board's deposits with the fiscal agent uncollateralized.

**Proper perspective for judging the prevalence and consequences:** The School Board had total deposits of \$66,863,014 at June 30, 1998. \$64,725,072 of this total was on deposit with the fiscal agent and was comprised mostly of the School Board's main accounts. The remaining \$2,137,942 was on deposit at a total of six other area banks and was comprised mainly of school activity funds.

**Possible asserted effect (cause and effect):**

**Cause:** Unknown.

**Effect:** The School Board is in violation of state statute concerning pledged collateral.

**Recommendations to prevent future occurrences:** Pledged collateral should be monitored by the School Board to ensure that all funds are collateralized in accordance with state statutes.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Schedule of Findings and Questioned Costs  
As of and for the Year Ended June 30, 1998**

**PART II - Findings related to the financial statements which are required to be reported in accordance with Generally Accepted Government Auditing Standards:**

**Reference # and Title:      98-F2                              Fixed Asset Listing**

**Entity-wide or program/department specific:** This comment applies entity-wide.

**Criteria or specific requirement:** Louisiana Revised Statute 24:515(B)(1) requires that public entities maintain records of fixed assets. A good internal control over this process is to assign unique numbers to each asset for identification purposes.

**Condition found:** Three items selected from the School Board's comprehensive asset listing to be located at a school could not be located while on site. Twelve items selected while on site could not be traced back to the comprehensive fixed asset listing.

**Proper perspective for judging the prevalence and consequences:** Forty items were selected to trace from the listing to the site. The three items not located while tracing from the listing to the site represent 7.5% of those 40 assets selected. An additional 40 items were picked while on site to trace back to the listing. The 12 items selected to trace from the site to the listing represent 30% of those 40 selected. 12.5% (five items) had similar or identical asset descriptions on the comprehensive listing, however, no serial number was listed in order to verify that the assets were the same. The School Board utilizes serial numbers as a unique number for each asset for identification purposes. Another 7.5% (three items) had assets with similar descriptions on the comprehensive listing, however, the assets listed were assigned serial numbers which did not match the serial numbers of the items picked on site. The remaining 10% (four items) had no assets with a similar description on the comprehensive listing. All twelve of the items appear to be valued above the capitalization threshold of the School Board.

**Possible asserted effect (cause and effect):**

**Cause:** Unknown.

**Effect:** The School Board can not positively identify some fixed assets which weakens internal control over the assets.

**Recommendations to prevent future occurrences:** The School Board should take the necessary steps to ensure that all items on the list are located at the site indicated on the comprehensive listing and that all assets owned by the School Board which are above the capitalization threshold are on the listing.

As a practical consideration, the School Board should consider utilizing asset numbers to identify fixed assets instead of serial numbers. When School Board personnel enter new assets into the fixed asset software, an asset number is a required field. A serial number is not required. Also, asset numbers are frequently less complex than serial numbers. Tags which display the asset number and identify the asset as School Board property could be attached to assets for both identification and as a theft deterrent. With the availability of bar code tags, use of tags could even make the annual inventory process faster and easier.

**Caddo Parish School Board  
Shreveport, Louisiana**

## **Other Information**

The information in the following section concerns management's actions or intentions concerning prior and current-year audit findings and is required by U. S. Office of Management and Budget (OMB Circular No. A-133). This information has been prepared by the management of the Caddo Parish School Board. Management accepts full responsibility, as required by OMB Circular No. A-133, for the accuracy of the information. This information has not been audited by the auditors except as required by OMB Circular No. A-133 Section 500(e), and accordingly, no opinion is expressed. Section 500(e) requires the auditor to follow-up on prior audit findings, perform procedures to assess the reasonableness of the summary schedule of prior audit findings prepared by the auditee, and report, as a current-year audit finding when the auditor concludes that the summary schedule of prior audit findings materially misrepresents the status of any prior audit finding.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Summary Schedule of Prior Audit Findings  
June 30, 1998**

No findings and questioned costs were reported for the year ended June 30, 1997. Accordingly, there are no prior items for which the status need be reported.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Corrective Action Plan for Current-Year Findings and Questioned Cost  
As of and for the Year Ended June 30, 1998**

**Reference # and title:**      **98-F1**

**Collateralization of Bank Deposits**

**Condition:** At June 30, 1998, the School Board had \$64,725,072 on deposit with their fiscal agent. Collateral pledged by the fiscal agent as of June 30, 1998 totaled \$63,471,903. This left \$1,253,169 of the School Board's deposits with the fiscal agent uncollateralized.

The School Board had total deposits of \$66,863,014 at June 30, 1998. \$64,725,072 of this total was on deposit with the fiscal agent and was comprised mostly of the School Board's main accounts. The remaining \$2,137,942 was on deposit at a total of six other area banks and was comprised mainly of school activity funds.

**Corrective action planned:** The Caddo Parish School Board accounting department monitors collateral pledged to cover deposits on a periodic basis. The deficiency in collateralization reflected on June 30, 1998, was covered as of July 1, 1998. The accounting department will continue to work closely with our fiscal agent to ensure that deposits are fully collateralized at all times.

**Person responsible for corrective action:**

Mr. Ben Wreyford, Director of Finance  
Caddo Parish School Board  
P. O. Box 32000  
Shreveport, LA 71130-2000

Telephone: (318) 632-6330  
Fax: (318) 632-6331

**Anticipated completion date:** By June 30, 1999.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Corrective Action Plan for Current-Year Findings and Questioned Cost  
As of and for the Year Ended June 30, 1998**

**Reference # and title:**        **98-F2**                                **Fixed Asset Listing**

**Condition:** Three items selected from the School Board's comprehensive asset listing to be located at a school could not be located while on site. Twelve items selected while on site could not be traced back to the comprehensive fixed asset listing.

Forty items were selected to trace from the listing to the site. The three items not located while tracing from the listing to the site represent 7.5% of those 40 assets selected. An additional 40 items were picked while on site to trace back to the listing. The 12 items selected to trace from the site to the listing represent 30% of those 40 selected. 12.5% (five items) had similar or identical asset descriptions on the comprehensive listing, however, no serial number was listed in order to verify that the assets were the same. The School Board utilizes serial numbers as a unique number for each asset for identification purposes. Another 7.5% (three items) had assets with similar descriptions on the comprehensive listing, however, the assets listed were assigned serial numbers which did not match the serial numbers of the items picked on site. The remaining 10% (four items) had no assets with a similar description on the comprehensive listing. All twelve of the items appear to be valued above the capitalization threshold of the School Board.

**Corrective action planned:** Proper reporting by schools is the key to accurate fixed asset records. In the 1997-1998 year, the accounting department attempted to reconcile records by submitting to each school a list of fixed assets on file and requesting that it be checked against assets on site, with additions and deletions to be indicated. It appears that this process did not result in complete reporting of discarded items or additional items purchased by schools or outside organizations.

The accounting department is preparing for a second step to identify all fixed assets. We plan to meet with principals to convey the urgency of accurate reporting. We will ask the principals to name a fixed asset contact person at each site and will work with that person to obtain accurate records.

We have requested that our internal auditing department include a review of fixed asset records in future school audits. Also, we will begin a study of the feasibility of using bar code tags to identify assets.

**Person responsible for corrective action:**

Mr. Ben Wreyford, Director of Finance  
Caddo Parish School Board  
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**Anticipated completion date:** By June 30, 1999.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Management Letter Items**

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## Management Letter

Board Members  
Caddo Parish School Board  
Shreveport, Louisiana

In planning and performing our audit of the general-purpose financial statements of the Caddo Parish School Board, Shreveport, Louisiana, for the year ended June 30, 1998, we considered the School Board's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our report dated September 23, 1998, on the financial statements of the School Board. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized as follows:

### 98-M1      Student Activity Funds

**Comment:** According to the *School Activity Funds: Accounting, Auditing, and Financial Reporting* handbook issued by the Legislative Auditor, accountability for money received in a school "must be initiated when funds are first received by a school employee. The principal or appropriate person should issue a pre-numbered (multi-copy) receipt for the exact amount of the funds received." Furthermore, "all bank balances must be reconciled with book balances on a monthly basis. The completed reconciliation must be reviewed and signed by the principal. Any variances in the balances must be investigated or explained."

According to the Caddo Parish Public Schools *School Activity Funds Accounting Manual*, "a receipt must be written for all funds received into the custody of the school's office. The receipt should be issued from a receipt book that is a bound book of pre-numbered receipts."

Also, "all bank balances must be reconciled with book balances on a monthly basis. The completed reconciliation must be reviewed and signed by the principal. Any variances in the balances must be investigated or explained. Bank statements and canceled checks should be received by principals unopened, reviewed by the principal, and distributed to the bookkeeper."

Board Members  
Caddo Parish School Board  
Shreveport, Louisiana

A review of audits performed by the Caddo Parish School Board Internal Auditing Department yielded the following exceptions:

1. Two schools had cash or checks on hand for which no receipts had been prepared. These funds totaled \$674.03 and \$2,011.24.
2. One school had a shortage of receipts covering the period July 1, 1995 through September 30, 1997. The estimated shortage totaled \$63,787.96. The shortage was comprised mainly of funds receipted but not deposited. In addition, the internal auditors stated that it appeared that the principal's name was signed by someone other than the principal on over 200 checks, many of which were made payable to the bookkeeper.

Audits performed by the Internal Auditing Department and reviewed by Allen, Green & Company, LLP, covered 15 schools of the 76 total schools in the parish system.

**Recommendations:** School personnel should follow Legislative Auditor and School Board requirements over procedures for handling receipts of school accounts. In addition, while reviewing the bank statements and bank reconciliations each month the principal should review receipts and disbursements carefully for any irregularities in individual items or trends and variances over time. It is very important to follow the requirement that the principal receive the bank statements and canceled checks unopened and that the principal carefully review all items for any unusual transactions.

**Management's Response:** All school principals and bookkeepers have been trained in the proper procedures for handling receipts of school accounts. The "Student Activity Funds Accounting Manual" which we provide to all schools does require the signature of the appropriate club or organization sponsor on disbursements.

In addition, all principals are required to personally open the school's bank statement in order to review the canceled checks, deposits and disbursements carefully each month.

#### **98-M2      New Year 2000 Compliance Disclosures Required**

**Comment:** The Governmental Accounting Standards Board (GASB) recently issued Technical Bulletin No. 98-1 (TB No. 98-1). TB No. 98-1 will be effective for Caddo Parish School Board for next year, the fiscal year ending June 30, 1999.

The School Board will be required to make disclosures about several aspects of the year 2000 compliance issue. These disclosures will include:

- a. Any significant amount of resources committed (contracts outstanding) for purposes of making the School Board's computer systems year 2000 compliant.
- b. A general description of the year 2000 issue as related to the School Board including a description of the stages of work in progress or completed in regards to making the School Board's computer systems year 2000 compliant and any additional stages of work that will be necessary to make the computer system year 2000 compliant. GASB has defined several stages which will need to be examined including:

Board Members  
Caddo Parish School Board  
Shreveport, Louisiana

- awareness stage
- assessment stage
- remediation stage
- validation/testing stage

The School Board may need to dedicate a significant amount of resources to this issue in order to comply with the new disclosure requirements.

**Recommendations:** The School Board should begin work immediately in order to ensure compliance with these new requirements. Allen, Green & Company, LLP, will be happy to provide any assistance concerning interpretation of the new requirements if needed.

**Management's Response:** At present the school system has completed the awareness and assessment stages of our year 2000 analysis. The remediation and validation/testing stages have been in progress for approximately sixteen (16) months. Our projected completion date is June 1999.

Included immediately following this letter is a Status of Prior Management Letter Items. This information has not been audited by Allen, Green & Company, LLP, and no opinion is expressed. However, we did follow-up on prior management letter items and performed procedures to assess the reasonableness of the Status of Prior Management Letter Items prepared by the auditee, and we would report, as a current-year management letter item when Allen, Green & Company, LLP, concludes that the Status of Prior Management Letter Items materially misrepresents the status of any prior management letter item.

Our audit procedures are designed primarily to enable us to form an opinion on the financial statements and, therefore, may not reveal all weaknesses in policies and procedures that may exist.

This report is intended for the information of the Board, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Allen, Green & Company, LLP*

ALLEN, GREEN & COMPANY, LLP

Monroe, Louisiana  
September 23, 1998

**Caddo Parish School Board  
Shreveport, Louisiana**

**Status of Prior Management Letter Items  
June 30, 1998**

**Reference # and title:**        97-1                                Internal Audit Procedures Concerning Fixed Assets

**Finding initially reported:** Fiscal year ended June 30, 1997.

**Condition:** An examination of internal audit reports concerning verification of the fixed asset listing indicated some problems may exist with the listing. Seven items, or eighteen percent of the forty items selected for examination, were not found. The audit reports seemed to indicate that the items had been scrapped but had not been removed from the listing. This could possibly indicate that the listing does not accurately reflect the fixed assets of the School Board.

**Planned corrective action:** The accounting and accounts payable department has submitted inventory listings to sites and locations for the purpose of updating their inventories relative to addition, changes, deletions, and retirements. Upon receipt, these listings are being used to update our records. We anticipate finalizing all data in the very near future.

**Reference # and title:**        97-2                                School Activity Funds

**Finding initially reported:** Fiscal year ended June 30, 1997.

**Condition:** An examination of a sample of school activity fund internal audit reports for the fiscal year ended June 30, 1997 revealed two instances where school funds were unaccounted for. Audit conclusions seemed to indicate that internal controls at these schools could be improved, which may have contributed to the problem. In addition, because of the large number of schools, yearly audits of each school is not practical. Accordingly, audits of some schools when performed may cover a time period of up to six to eight years. This means that when some audits are performed, an enormous number of transactions have probably occurred. In some cases, the personnel responsible for the bookkeeping will no longer be employed by the school. This would increase the difficulty of the audit and could allow weak internal controls to go unchecked.

The Internal Audit staff may want to revisit their practice of auditing transactions for all years since the last audit. It may be more prudent to audit only the last year or two years of transactions at a school. If problems are encountered the audit could be extended backward to cover transactions for all years since the last audit. The dollar amount of annual receipts or disbursements at each school should be considered if a change is made in the current practice.

This suggested practice would permit the internal audit department to audit more schools annually.

**Corrective action taken:** Unless something unforeseen happens to greatly delay our present audit schedule, all schools with multiple year audits will be audited during the current fiscal year. This will mean that by the 1999-2000 fiscal year, we will have no school needing to be audited for more than one year. This item is considered resolved.

**Caddo Parish School Board  
Shreveport, Louisiana**

**Status of Prior Management Letter Items  
June 30, 1998**

**Reference # and title:**        97-3                                Transfers of Monies Between Funds

**Finding initially reported:** Fiscal year ended June 30, 1996.

**Condition:** As a routine matter the School Board transfers monies between funds. In most cases the bookkeeper for the receiving fund is different from the bookkeeper for the disbursing fund. A review of the handling of the accounting in both funds should be made in order to assure that the accounting is compatible. In other words, if one fund bookkeeper treats the transfer as an operating transfer, the other bookkeeper must then treat the transaction as a transfer. If one bookkeeper treats the transaction as a reimbursement, the other bookkeeper must treat the transaction as a reimbursement. There were a few inconsistencies noted during the audit.

*Budgeting practice should mirror the accounting for these transfers.*

**Corrective action taken:** Transfers of monies between funds are being monitored by staff to determine if these transactions are being handled properly. Periodic reports are run to verify the correct recording of these transactions. This item is considered resolved.

**Reference # and title:**        97-4                                Fuel Monitoring

**Finding initially reported:** Fiscal year ended June 30, 1997.

**Condition:** Examination of the internal audit report concerning fuel monitoring indicated there were some difficulties reconciling fuel levels to fuel consumption. The report indicated that fuel requisition procedures may not be followed in all cases, which could lead to such discrepancies. Quarterly audits of this situation should be conducted until such time as a history of tolerable variance is achieved.

**Corrective action taken:** The Caddo Parish School system has replaced the fuel storage tanks at the Shreveport and Vivian Garages. The fuel storage tank at the Warehouse will be replaced soon and will not be used until it is replaced.

We are using Fuelman, a new fuel management system. Fuelman, owns the fuel in our tanks. When the fuel is pumped into our buses we are charged and billed weekly. This is an automated fuel control system which generates weekly reports that identifies by vehicle and driver the quantity of fuel pumped. These reports reflect miles driven, amount of fuel used and miles per gallon.

Exception reports which reflect discrepancies are also part of the weekly reports. This item is considered resolved.