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WORKFORCE INVESTMENT BOARD SDA-83, INC.

MONROE, LOUISIANA

JUNE 30, 2008

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

Release Date 1/21/09

WORKFORCE INVESTMENT BOARD SDA-83, INC.

MONROE, LOUISIANA

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WORKFORCE INVESTMENT BOARD SDA-83, INC.

MONROE, LOUISIANA

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MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

Our discussion and analysis of the financial performance of Workforce Investment Board SDA-83, Inc. provides an overview of the Board's financial activities for the fiscal year ended June 30, 2008. Please read it in conjunction with the Board's financial statements, which begin on Page 3.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on Pages 3 and 4) provide information about the activities of the Board as a whole. Fund financial statements start on Page 5. For governmental activities, these statements tell how these services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Board's operations in more detail than the government-wide statements by providing information about the Board's most significant funds. The accompanying financial statements present information only on the funds maintained by the Board.

Reporting the Funds Maintained by the Board as a Whole

The Statement of Net Assets and the Statement of Activities

These two statements report the Board's *net assets* and changes in them. The Board's net assets - the difference between assets and liabilities - is one way to measure the Board's financial health, or *financial position*. Over time, *increases or decreases* in the Board's net assets are one indicator of whether its financial health is improving or deteriorating.

In the Statement of Net Assets and the Statement of Activities, we record the activities in the funds maintained by the Board as governmental activities. These governmental activities consist mainly of expenses related to, and resources provided for, workforce development of youth and adults under Federal Workforce Investment Act and a Rural Youth Offender program.

Reporting the Most Significant Funds Maintained by the Board

The fund financial statements provide detailed information about the most significant funds maintained by the Board - not necessarily the Board as a whole. The Board's funds use the following accounting approaches.

Governmental fund - All of the Board's expenses in workforce development are reported in a governmental fund, which focuses on how money flows into and out of this fund and the balances left at year-end that are available for spending. This fund is reported using an accounting method called *modified accrual basis*. The governmental fund statements provide a detailed *short-term view* of the Board's operations and the expenses paid from the fund. Governmental fund information can help you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain Board expenses.

THE FUNDS MAINTAINED BY THE BOARD AS A WHOLE

The Board's total net assets changed from a year ago, decreasing from \$178,980 to \$109,245. This decrease amounted to \$ 69,735, and was entirely due to depreciation and disposal of capital assets during the year, net of capital assets acquired. Current assets and current liabilities decreased by \$335,807, mainly as the result of the phaseout of the Youth Opportunity Grant and the Rural Youth Offender Grant programs.

**Table 1
Net Assets**

	<u>Government-Wide Activities</u>	
	<u>2008</u>	<u>2007</u>
Current assets	217,957	553,764
Capital assets, net	<u>109,245</u>	<u>178,980</u>
Total assets	327,202	732,744
Current liabilities	<u>217,957</u>	<u>553,764</u>
Total liabilities	217,957	553,764
Net assets:		
Investment in capital assets	<u>109,245</u>	<u>178,980</u>
Total net assets	<u>109,245</u>	<u>178,980</u>

**Table 2
Changes in Net Assets**

	<u>Government-Wide Activities</u>	
	<u>2008</u>	<u>2007</u>
Revenues		
Federal Grants and other	2,733,993	4,075,819
Expenses		
General governmental-workforce development	<u>2,803,728</u>	<u>4,114,288</u>
Decrease in net assets	<u>(69,735)</u>	<u>(38,469)</u>

Substantially all revenues of the Board are from Federal cost-reimbursement grants, which fund the workforce development programs administered by the Board. Therefore, the amount of revenues generated depends upon the amount of program costs (excluding depreciation, net of capital assets acquired) incurred during the year. Such revenues and costs declined during the year by \$1,341,826 from \$4,075,819 in 2007 to \$2,733,993 in 2008 due to the completion of the Youth Opportunity Grant program and phaseout of the Rural Youth Offender Grant Program. Because all of the Board's revenues derive from cost-reimbursement grants, its net assets and changes therein are affected only by the change in its net capital assets.

CAPITAL ASSETS

At the end of 2008, the Board had invested \$636,075 in capital assets from those funds maintained by the Board.

**Table 3
Capital Assets At Year End**

	<u>Government-Wide Activities</u>	
	<u>2008</u>	<u>2007</u>
Furniture, equipment and vehicles	636,075	1,571,839
<u>Less-accumulated depreciation</u>	<u>(526,830)</u>	<u>(1,392,859)</u>
	<u>109,245</u>	<u>178,980</u>

The years' major additions included:

Equipment	<u>23,523</u>	<u>55,620</u>
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FUTURE OPERATIONS

The Board expects to continue administering Workforce Investment Act grants during fiscal year 2009.

CONTACTING THE BOARD'S FINANCIAL MANAGEMENT

This financial report is designed to provide our readers with a general overview of the finances for those funds maintained by the Board and to show the Board's accountability for the money it receives. If you have questions about this report or need additional financial information, please contact Workforce Investment Board SDA-83, Inc. at 1504 Stubbs Avenue, Monroe, Louisiana 71201.

AUDITED FINANCIAL STATEMENTS

**HEARD
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& VESTAL**
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December 22, 2008

Workforce Investment Board SDA-83, Inc.
Monroe, Louisiana

Independent Auditor's Report

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Workforce Investment Board SDA-83, Inc., as of and for the year ended June 30, 2008, which collectively comprise the Board's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Workforce Investment Board SDA-83, Inc.'s management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *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 opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Workforce Investment Board SDA-83, Inc. as of June 30, 2008, and the respective changes in financial position thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The accompanying required supplementary information, consisting of management's discussion and analysis on Pages i through iii, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

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Our audit was made for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements of Workforce Investment Board SDA-83, Inc. The supplementary financial information listed in the table of contents for Pages 16 through 17 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards on pages 19 through 20 is presented for purposes of additional analysis as required by OMB Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*, and is also not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole. The accompanying schedule of insurance in force on Page 18 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2008 on our consideration of Workforce Investment Board SDA-83, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Heath McElroy + Vental, LLP

WORKFORCE INVESTMENT BOARD SDA-83, INC.
GOVERNMENT WIDE STATEMENT OF NET ASSETS
AT JUNE 30, 2008

	<u>Governmental Activities</u>
<u>Assets:</u>	
Cash	28,446
Grants receivable	187,293
Other assets	2,218
Capital assets, net of accumulated depreciation	<u>109,245</u>
Total assets	327,202
<u>Liabilities:</u>	
Accrued salaries and expenses	82,077
Payroll deductions payable	21,857
Accrued compensated absences	73,183
Deferred revenue	<u>40,840</u>
Total liabilities	<u>217,957</u>
<u>Net assets:</u>	
Investment in capital assets, net of debt	<u>109,245</u>
Total net assets	<u>109,245</u>

The accompanying notes are an integral part of the financial statements.

WORKFORCE INVESTMENT BOARD SDA-83, INC.
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2008

	<u>Expenses</u>	<u>Program Revenues- Federal Grants</u>	<u>Net Revenue (Expense) and Change in Net Assets</u>
<u>Programs</u>			
<u>Workforce Investment Act</u>			
Adult	514,870	516,613	1,743
Dislocated worker	1,217,610	1,234,903	17,293
Youth	620,801	623,328	2,527
Other (nonmajor)	<u>357,189</u>	<u>359,149</u>	<u>1,960</u>
	<u>2,710,470</u>	<u>2,733,993</u>	23,523
 <u>General expense</u>			
Depreciation			73,606
Loss on fixed assets			<u>19,652</u>
			<u>93,258</u>
 Change in net assets			 (69,735)
Net assets-beginning of year			<u>178,980</u>
Net assets-end of year			<u>109,245</u>

The accompanying notes are an integral part of the financial statements.

WORKFORCE INVESTMENT BOARD SDA-83, INC.

BALANCE SHEET-GOVERNMENTAL FUNDS

AT JUNE 30, 2008

<u>ASSETS</u>	<u>Workforce Investment Act Adult</u>	<u>Workforce Investment Act Dislocated Worker</u>	<u>Workforce Investment Act Youth</u>
Cash	28,446	(3,001)	-
Due from grantor-Note 2	-	166,185	21,108
Due from other funds	46,884	-	-
Other assets	<u>2,218</u>	<u>-</u>	<u>-</u>
Total assets	<u>77,548</u>	<u>163,184</u>	<u>21,108</u>
<u>LIABILITIES AND FUND BALANCES</u>			
<u>Liabilities:</u>			
Accrued salaries and expenses	13,883	36,797	29,613
Payroll deductions payable	21,703	-	-
Due to other funds	-	42,071	3,594
Deferred revenue	27,982	-	-
Compensated absences payable	<u>13,980</u>	<u>84,316</u>	<u>(12,099)</u>
Total liabilities	77,548	163,184	21,108
Fund balances	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities and fund balances	<u>77,548</u>	<u>163,184</u>	<u>21,108</u>

The accompanying notes are an integral part of the financial statements.

<u>Nonmajor Funds</u>	<u>Totals</u>
3,001	28,446
-	187,293
-	46,884
-	<u>2,218</u>
<u>3,001</u>	<u>264,841</u>
1,784	82,077
154	21,857
1,219	46,884
12,858	40,840
<u>(13,014)</u>	<u>73,183</u>
3,001	264,841
-	-
<u>3,001</u>	<u>264,841</u>

Total fund balances

Amounts reported for governmental activities in the statement of net assets are different because:

- Capital assets used in governmental activities are not financial resources and therefore not reported in the funds

109,245

Net assets of governmental activities

109,245

WORKFORCE INVESTMENT BOARD SDA-83, INC.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUND TYPES

FOR THE YEAR ENDED JUNE 30, 2008

	<u>Workforce Investment Act- Adult</u>	<u>Workforce Investment Act- Dislocated Worker</u>	<u>Workforce Investment Act- Youth</u>
<u>Revenues:</u>			
Federal grants	516,613	1,234,903	623,328
Donated rent and other	-	-	-
Total revenues	<u>516,613</u>	<u>1,234,903</u>	<u>623,328</u>
<u>Expenses:</u>			
Administration	67,530	106,994	75,250
Program costs	<u>449,083</u>	<u>1,127,909</u>	<u>548,078</u>
Total expenses	<u>516,613</u>	<u>1,234,903</u>	<u>623,328</u>
<u>Excess of revenues over expenses</u>	-	-	-
<u>Fund balances at beginning of year</u>	-	-	-
<u>Fund balances at end of year</u>	-	-	-

The accompanying notes are an integral part of the financial statements.

<u>Nonmajor Funds</u>	<u>Totals</u>
264,149	2,638,993
<u>95,000</u>	<u>95,000</u>
359,149	2,733,993
44,005	293,779
<u>315,144</u>	<u>2,440,214</u>
<u>359,149</u>	<u>2,733,993</u>
-	-
-	-
-	-

Excess of revenues over expenses-total governmental funds

Governmental funds report capital outlays as expenses. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$73,606) exceeds capital outlay (\$23,523), plus the loss on disposing of fixed assets (19, 652).

(69,735)

Change in net assets of governmental activities

(69,735)

WORKFORCE INVESTMENT BOARD SDA-83, INC.

NOTES TO THE FINANCIAL STATEMENTS

AT JUNE 30, 2008

1. Summary of Significant Accounting Policies

The Workforce Investment Board SDA-83, Inc. is a nonprofit organization that originally was formed on January 29, 1988 as Private Industry Council SDA-83, Inc., to administer the Job Training Partnership Act (JTPA) Program in Service Delivery Area (SDA) Eighty-Three which is composed of the parishes of Caldwell, East Carroll, Franklin, Jackson, Madison, Richland, and Tensas. With the replacement of JTPA programs with the Workforce Investment Act, as mandated by federal law, Private Industry Council changed its name in 2000 to Workforce Investment Board SDA-83, Inc. Workforce Investment Board also administers a TANF grant and a Rural Youth Offender Grant. Service Delivery Area 83 is comprised of two elements:

- Workforce Investment Board (WIB) - which consists of 21 members representing a cross-section of the SDA population. Board members are appointed by the chief elected official from recommendations by the seven parish police juries which comprise SDA-83 and other interested organizations and serve without benefit of compensation. The WIB is responsible for providing program guidance. The WIB serves as its own administrative entity and as such is responsible for administering the program.
- Designated Chief Elected Official - this is a police jury president elected by his peers from the Eighty-Third Planning District. His responsibilities include appointment of Board members, providing guidance for program development, and monitoring the operations of the administrative entity.

Although organized as a nonprofit organization, the Board follows governmental reporting standards, as set by the Governmental Accounting Standards Board, because Board members are appointed by a member of local government.

The Franklin Parish Police Jury is the designated grant recipient for the SDA. As grant recipient, the Franklin Parish Police Jury (1) has accepted full responsibility for funds expended under the grant, (2) has assured the Louisiana Department of Labor that all funds provided will be expended according to limitations set forth in federal and state regulations, and the approved job training plan, and (3) will reimburse the Louisiana Department of Labor for any questioned costs which are ultimately disallowed by the United States Department of Labor. The financial statements include the revenues and expenses of Northeast Louisiana Workforce Centers, Inc., a nonprofit organization controlled through common board membership, which administers the Workforce Investment Act grants.

a. Presentation of Statements:

The Board's statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements.

1. Summary of Significant Accounting Policies (Continued)

The Board has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds; however, the Board has chosen not to do so because it does not have any business-type activities or enterprise funds. The more significant accounting policies established in GAAP and used by the Board are discussed below.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*. Certain of the significant changes in the Statement include the following:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Board's overall financial position and results of operations.
- Governmental-Wide Financial statements prepared using full accrual accounting for all of the Board's activities.
- A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

b. Basic Financial Statements - Government-Wide Statements:

The Board's basic financial statements include both Government-Wide (reporting the Board as a whole) and fund financial statements (reporting the Board's major funds). Both the Government-Wide and Fund Financial Statements categorize primary activities as either governmental or business type. The Board's functions and programs have been classified as governmental activities. The Board does not have any business-type activities. Accordingly, the Government-Wide financial statements do not include any of these activities or funds.

In the Government-Wide Statement of Net Assets, the governmental type activities column is presented on a consolidated basis by column, and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Board's net assets are reported in three parts (if applicable) - invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Invested in capital assets, net of related debt consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets. Restricted net assets consist of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Unrestricted net assets include all other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

The Government-Wide Statement of Activities reports both the gross and net cost of each of the Board's functions and significant programs. The Statement of Activities begins by presenting expenses, and then reduces the expenses by related program revenues, such as operating grants, to derive the net cost of each function or program. The net cost of all

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

programs is then reduced by depreciation expense. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific grants.

The Board allocates its indirect costs among various functions and programs in accordance with OMB Circular A-87.

The Government-Wide Statements focus upon the Board's ability to sustain operations and the change in its net assets resulting from the current year's activities.

c. **Basic Financial Statements - Fund Financial Statements:**

The financial transactions of the Board are reported in individual funds in the Fund Financial Statements. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are reported by generic classification within the financial statements.

The Board uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Board or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type.

Governmental fund equity is called the fund balance. Fund balance is further classified as reserved and unreserved, with unreserved being further split into designated and undesignated. Reserved means that the fund balance is not available for expenditure because resources have already been expended (but not consumed), or a legal restriction has been placed on certain assets that makes them only available to meet future obligations. Designated fund balances result when management tentatively sets aside or earmarks certain resources to expend in a designated manner. In contrast to reserved fund balances, designated amounts can be changed at the discretion of management.

The assets, liabilities, and fund balances of the Board are reported in three self-balancing special revenue fund groups as follows:

Major Special Revenue Funds

Workforce Investment Act Youth

The Workforce Investment Act Youth Fund accounts for funds used in the new WIA program. This program plans to implement major reforms of the job training system to help increase employment, earnings and retention of participants, and reduce welfare dependency. A key component of this program is the One-Stop service delivery system.

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

Workforce Investment Act Adults and Dislocated Workers

This group of funds also accounts for funds used in the new WIA program. Programs included in these funds seek to improve employment, retention, and earnings of WIA participants and increase their educational and occupational skill attainment, and reduce welfare dependency.

The Rural Youth Offender Grant Fund accounts for grant funds used to provide employment and training services to youth offenders in the parishes of East Carroll, Madison, and Tensas.

d. Measurement Focus and Basis of Accounting:

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

i. Accrual Basis - Government-Wide Financial Statements (GWFS):

The Statement of Net Assets and the Statement of Activities display information about the Board as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

ii. Modified Accrual Basis - Fund Financial Statements (FFS):

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 recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Board considers all revenues "available" if they are collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred.

e. Budgets:

Revenue and expense of Workforce Investment Board SDA-83, Inc. consists almost entirely of Federal grant funds. These funds are accounted for in various special revenue funds according to the program or the function of the grant. Such grants cover multiple fiscal years, and are budgeted for on that basis. As a result, the Board has no annual, legally adopted budget; consequently, no budgetary comparison schedules are presented in this report.

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

f. Capital Assets:

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at least \$250 and that have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the Government-Wide Statement of Net Assets. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provided the resources to acquire the asset. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation.

For capital assets recorded in the Government-Wide Financial Statements, depreciation is computed and recorded using the straight-line method for the asset's estimated useful life. The estimated useful lives of the various classes of depreciable capital assets are as follows:

Furniture and equipment	3-7 years
Vehicles	5 years

Salvage values have not been estimated by management when calculating how much of an asset's cost needs to be depreciated except for vehicles.

Depreciation is not computed or recorded on capital assets for purposes of the Fund Financial Statements.

g. Cash and Cash Equivalents:

Cash includes amounts in demand deposits and petty cash.

At June 30, 2008, the Board had cash (book balances) as follows:

Demand deposits	28,246
Petty cash	200
Total	<u>28,446</u>

Cash (bank balances) at June 30, 2008, were secured as follows:

Bank balances	<u>53,916</u>
Federal deposit insurance	200,000
Collateralized with securities held by the pledging financial institution, but not in the Board's name	<u>198,206</u>
Total secured	<u>398,206</u>
Excess security	<u>344,290</u>

1. Summary of Significant Accounting Policies (Continued)

It is the policy of the Board to require that fiscal agent banks pledge securities to cover bank deposits in excess of federal deposit insurance. The pledged securities are the market value of investment debt securities held by a custodial bank in the name of the fiscal agent bank, rather than in the name of the Board. However, the fiscal agent bank receives authorization from the Board before pledged securities are released.

Included in cash is \$20,012 collected from employees of WIB which has been restricted in use to pay claims related to health insurance of these employees.

h. Accrued Compensated Absences:

Employees of the Workforce Investment Board SDA-83, Inc. earn from 12 to 25 days of annual leave each year, depending on length of service. There is no limit to the amount of days of annual leave that may be accumulated. Employees who have been employed for more than six months will be paid for accumulated annual leave up to 50 days upon termination of employment.

Employees earn 12 days of sick leave each year. Unused sick leave may be accumulated to a maximum of 80 days. Employees are not paid for accumulated sick leave upon termination of employment.

At June 30, 2008, employees have accumulated and vested approximately \$73,000 in employee leave benefits computed in accordance with FASB Statement 43. The cost of leave privileges is recognized as a current-year expense when the leave is earned.

i. Prepaid Expenses:

Expenditures for insurance and other items that extend over more than one accounting period are expensed as incurred.

j. Interfund Activity:

Loans between funds are reported as interfund receivables and payables, and are subject to elimination upon consolidation.

k. Allocation of Indirect Expenses:

The Board reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are allocated to the various functions based primarily on relative personnel time.

l. Management's Use of Estimates:

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

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

m. **Deferred Revenues:**

The Board reports deferred revenues on its Statements of Net Assets and on the balance sheet of the Fund Financial Statements. Deferred revenues arise when the Board receives resources before it has a legal claim to them, as when grant monies are received before the occurrence of qualifying expenditures. In subsequent periods, when the 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.

2. **Due from Grantor**

Due from grantor at June 30, 2008, in the amount of \$187,293, consists of reimbursements for expenses incurred mainly under the various Department of Labor programs.

3. **Deferred Compensation Plan**

Workforce Investment Board, SDA-83, Inc. offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. All employees of the Board are eligible to participate in the Master Deferred Compensation Plan for Planning and Economic Development Organizations. Employees may defer up to 6% of their gross salary until future years which the Board will match as an employer contribution. They may also elect to defer additional amounts, which will not be matched by the Board. Employer's contributions to the plan for the year ended June 30, 2008, totaled approximately \$68,000.

The Board does not administer the plan or maintain custody of plan assets. All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the Board (without being restricted to the provisions of benefits under the plan), not subject to the claims of the Board's general creditors. Participants' rights under the plan are equal to the fair market value of the deferred account for each participant. Deferred compensation amounts are administered and invested in debt mutual funds by a professional trustee. It is the Board's opinion that the Plan does not meet the requirements for inclusion as an employee benefit trust fund.

4. **Leases**

The Board leases its facilities space and certain equipment under agreements that have expiration dates on monthly or an annual basis. Rent expense under all leases totaled approximately \$110,000 for the year ended June 30, 2008. Future minimum rentals as of June 30, 2008 are as follows:

June 30, 2009	49,187
June 30, 2010	46,572
June 30, 2011	37,929
June 30, 2012	4,000
June 20, 2013	-
	<u>137,688</u>

5. **Third Party Reimbursements**

The Board receives all of its funding from third party reimbursements under contracts with the Louisiana Department of Labor and the U.S. Department of Labor for services provided as described in Note 1. In order to receive funding, the Board must comply with contract provisions.

6. Income Tax Status

Workforce Investment Board SDA-83, Inc. is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and as an organization that is not a private foundation as defined in Section 509(a) of the Code. Accordingly, no provision for income taxes has been made in these financial statements.

7. Fair Values of Financial Instruments

The Board's financial instruments consist of cash, receivables, and current payables. Because such instruments are generally short-term in nature, their market values approximate their book values.

8. Risk Management

The 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 Board has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No settlements were made during the year that exceeded the Board's insurance coverage.

9. Board of Directors' Compensation

The Board of Directors is a voluntary board; therefore, no compensation is paid to any member. However, board members are reimbursed for any necessary out-of-town travel expenses incurred.

10. Federally Assisted Programs

All of the Board's programs are federally assisted programs. These programs are audited in accordance with the Single Audit Act, as amended in 1996. Audits of prior years have not resulted in any disallowed costs; however, grantor agencies may provide for further examinations. Based on prior experience, the Board's management believes that further examinations would not result in any significant disallowed costs.

In accordance with the Single Audit Act, as amended in 1996, and the Office of Management and Budget Circular A-133 (revised), a schedule of expenditures of federal awards is presented in the supplementary financial information portion of this report.

11. Economic Dependency

The Board receives almost all of its revenue from funds provided through grants administered by the federal government. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the Board receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Board will receive in the next fiscal year.

12. Changes in Capital Assets

A summary of changes in capital assets is as follows:

	Balance <u>6-30-07</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>6-30-08</u>
General fixed assets, at cost:				
Furniture and equipment	1,316,761	2,833	725,394	594,200
Vehicles	<u>255,078</u>	<u>20,690</u>	<u>233,893</u>	<u>41,875</u>
	1,571,839	23,523	959,287	636,075

12. Changes in Capital Assets (Continued)

	<u>Balance</u> <u>6-30-07</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6-30-08</u>
Accumulated depreciation	<u>1,392,859</u>	<u>73,606</u>	<u>939,635</u>	<u>526,830</u>
Net capital assets	<u>178,980</u>	<u>(50,083)</u>	<u>19,652</u>	<u>109,245</u>

13. Changes in Compensated Absences

The following is a summary of transactions relating to the Board's accrued compensated absences during the year.

	<u>Balance</u> <u>6-30-07</u>	<u>(Decrease)</u>	<u>Balance</u> <u>6-30-08</u>
Accrued compensated absences	<u>130,138</u>	<u>(56,947)</u>	<u>73,191</u>

SUPPLEMENTARY FINANCIAL INFORMATION

WORKFORCE INVESTMENT BOARD SDA-83, INC.

COMBINED SCHEDULE OF EXPENSES, OBJECT BASIS

GOVERNMENTAL FUND TYPE

FOR THE YEAR ENDED JUNE 30, 2008

Expenses:	<u>Workforce Investment Act</u>		<u>Workforce Investment Act</u>		<u>Disability Navigator</u>	<u>STEP</u>	<u>Youth Offender Grant</u>	<u>State Pathways</u>	<u>Totals</u>
	<u>Adult</u>	<u>Dislocated Worker</u>	<u>Youth</u>	<u>Investment Act</u>					
Accounting/auditing	1,158	11,104	13,737	-	-	-	-	-	25,999
Advertising, dues, etc.	198	122	281	-	-	-	-	-	601
Child care participants	55,279	-	-	-	-	-	-	-	55,279
Computer and consulting fees	3,086	5,928	3,820	-	-	-	2	-	12,836
Contract payments	175,486	720,010	237,636	-	-	150,845	5,466	-	1,289,443
Equipment maintenance	3,326	7,688	5,886	-	-	1,077	2,465	-	20,442
Equipment purchases	1,726	16,921	(3,004)	-	1,960	-	(5,688)	-	11,915
Insurance-liability	2,172	9,146	8,956	-	-	-	(12,993)	-	7,281
Janitorial	4,116	11,851	6,490	-	-	-	112	-	22,569
Legal	64	188	198	-	-	-	358	-	808
Needs based payments	786	-	1,948	-	-	-	-	-	2,734
Office supplies	3,873	18,176	5,919	988	-	2,737	19	-	31,712
Other operating expenses	1,034	5,168	1,637	-	-	1,552	1	-	9,393
Participant supplies	65,208	11,453	11,397	-	-	-	436	-	88,494
Postage	403	1,346	782	-	-	-	8	-	2,539
Rentals and leases	23,340	51,460	33,277	-	-	-	77,209	-	185,286
Salaries and related benefits	94,988	278,560	215,542	41,886	-	6,054	58,928	20,000	715,958
Stipends-participants	-	-	-	-	-	-	-	-	-
Telephone	14,653	33,676	38,391	-	-	209	(1,172)	-	85,757
Travel and meetings	4,452	19,621	12,065	4,752	-	-	1,217	-	42,107
Tuition-participants	43,790	2,656	1,086	-	-	-	-	-	47,532
Utilities	8,641	19,433	27,284	414	-	-	307	-	56,079
Wages-participants	8,834	10,395	-	-	-	-	-	-	19,229
Total expenses	516,613	1,234,903	623,328	50,000	162,474	126,675	20,000	2,733,993	

WORKFORCE INVESTMENT BOARD SDA-83, INC.

COMBINED SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN

FUND BALANCE, BY PARISH, BY COST CATEGORY

FOR THE YEAR ENDED JUNE 30, 2008

	<u>Caldwell</u>	<u>East Carroll</u>	<u>Franklin</u>	<u>Jackson</u>
<u>Revenues:</u>				
Federal grants	229,154	168,025	267,506	123,452
Donated rent and other	-	-	-	-
Total revenues	<u>229,154</u>	<u>168,025</u>	<u>267,506</u>	<u>123,452</u>
<u>Expenses:</u>				
Administration	-	-	-	-
Program costs	<u>229,154</u>	<u>168,025</u>	<u>267,506</u>	<u>123,452</u>
Total expenses	<u>229,154</u>	<u>168,025</u>	<u>267,506</u>	<u>123,452</u>
<u>Excess of revenues over expenses</u>	-	-	-	-
<u>Fund balance at beginning of year</u>	-	-	-	-
<u>Fund balance at end of year</u>	-	-	-	-

<u>Madison</u>	<u>Richland</u>	<u>Tensas</u>	<u>Unallocated</u>	<u>Totals</u>
282,717	381,673	53,773	1,132,693	2,638,993
<u>75,000</u>	-	-	<u>20,000</u>	<u>95,000</u>
357,717	381,673	53,773	1,152,693	2,733,993
-	-	-	216,331	216,331
<u>357,717</u>	<u>381,673</u>	<u>53,773</u>	<u>936,362</u>	<u>2,517,662</u>
<u>357,717</u>	<u>381,673</u>	<u>53,773</u>	<u>1,152,693</u>	<u>2,733,993</u>
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

WORKFORCE INVESTMENT BOARD SDA-83, INC.

SCHEDULE OF INSURANCE IN FORCE (UNAUDITED)

FOR THE YEAR ENDED JUNE 30, 2008

<u>Insurer</u>	<u>Assets Covered</u>	<u>Limits of Coverage</u>	<u>Deductible</u>	<u>Expiration Date</u>
New Hampshire Insurance	Data processing equipment	154,913	250	6/28/09
New Hampshire Insurance	Employee theft	50,000	500	6/28/09
New Hampshire Insurance	Business automobile:			
	Liability	1,000,000	N/A	6/28/09
	Medical payments	5,000	N/A	
	Uninsured motorists	1,000,000	N/A	
	Comprehensive		1,000	
	Collision		1,000	
Louisiana Workers' Compensation	Louisiana Workers' Compensation	500/500/500	N/A	5/01/09
National Union Fire Insurance	Umbrella	1,000,000	10,000	6/28/09
New Hampshire Insurance	Property (contents):		1,000	6/28/09
	Administrative office	154,300	Contents	
	Tensas office	11,125	Contents	
	Richland office	11,125	Contents	
	Caldwell office	11,125	Contents	
	Madison office and rec center	13,080	Contents	
	Franklin office (Front Street)	57,604	Contents	
		47,000	Betterments	
	Jackson office	11,125	Contents	
	East Carroll office and rec center		Contents	
New Hampshire Insurance	General liability:		N/A	6/28/09
	Each occurrence	1,000,000		
	Aggregate	3,000,000		
	Personal injury	1,000,000		
	Products/Completed Operations Aggregate	1,000,000		
	Fire damage legal	100,000		
	Medical	5,000		
New Hampshire Insurance	Professional liability	1,000,000	N/A	6/28/09
Travelers	Directors and officers:		10,000	7/01/09
	Aggregate	1,000,000		

WORKFORCE INVESTMENT BOARD SDA-83, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2008

<u>Federal Grantor/ Pass-Through Grantor Name/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Revenue Recognized</u>	<u>Expenditures</u>
United States Department of Labor:			
Passed through Louisiana Department of Labor:			
Workforce Investment Act-Adult Program	17.258	516,613	516,613
Workforce Investment Act-Youth Activities	17.259	623,328	623,328
Workforce Investment Act-Dislocated Workers	17.260	<u>1,234,903</u>	<u>1,234,903</u>
Total Employment Services Cluster		2,374,844	2,374,844
 Disability Program Navigators	 17.266	 50,000	 50,000
 United States Department of Labor:			
Passed through Arkansas Department of			
Workforce Services:			
Rural Youth Offender Grant	17.261	51,675	51,675
 United States Department of Health and Human Services:			
Passed through Louisiana Department of Labor:			
Temporary Assistance for Needy Families	93.558	<u>162,474</u>	<u>162,474</u>
 Total Federal Awards		 <u>2,638,993</u>	 <u>2,638,993</u>

The accompanying note is an integral part of this schedule.

WORKFORCE INVESTMENT BOARD SDA-83, INC.

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2008

1. Basis of Presentation:

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Workforce Investment Board SDA-83, Inc. and is presented on the accrual basis of accounting, which is the same basis of accounting used for the presentation of the financial statements. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*.

Workforce Investment Board SDA-83, Inc. did not pass through any of its federal awards to a subrecipient during the fiscal year, nor did it expend any federal awards in the form of noncash assistance.

OTHER REPORTS

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December 22, 2008

Workforce Investment Board SDA-83, Inc.
Monroe, Louisiana

**Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed
in Accordance with Government Auditing Standards**

We have audited the financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the Workforce Investment Board SDA-83, Inc., as of and for the year ended June 30, 2008, and have issued our report thereon dated December 22, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Board's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Board's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such as that there is more than a remote likelihood that a misstatement of the financial statements that is more than inconsequential will not be prevented or detected by the Board's internal control.

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

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Compliance and Other Matters

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

This report is intended for the information and use of the board of directors, management, federal awarding agencies, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Heard, McElroy + Ventral, LLP

HEARD MCELROY & VESTAL

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December 22, 2008

Workforce Investment Board SDA-83, Inc.
Monroe, Louisiana

**Report on Compliance with Requirements Applicable to Each
Major Program and Internal Control Over Compliance in
Accordance with OMB Circular A-133**

Compliance

We have audited the compliance of Workforce Investment Board SDA-83, Inc. with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2008. Workforce Investment Board's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Workforce Investment Board's management. Our responsibility is to express an opinion on Workforce Investment Board's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular 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 Workforce Investment 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 Workforce Investment Board's compliance with those requirements.

In our opinion, Workforce Investment Board SDA-83, Inc. 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, 2008.

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Internal Control Over Compliance

The management of Workforce Investment Board SDA-83, Inc. 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 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, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control over compliance.

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

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the board of directors, management, federal awarding agencies and pass-through entities, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Heart, M^E (1/10/07) + Verba, LP

WORKFORCE INVESTMENT BOARD SDA-83, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2008

A. Summary of Audit Results

1. The auditor's report expresses an unqualified opinion on the basic financial statements of Workforce Investment Board SDA-83, Inc.
2. No significant control deficiencies relating to the audit of the basic financial statements are reported.
3. No instances of noncompliance material to the basic financial statements of Workforce Investment Board SDA-83, Inc. were disclosed during the audit.
4. No significant control deficiencies relating to the audit of a major federal award program are reported.
5. The auditor's report on compliance for the major federal award programs for Workforce Investment Board SDA-83, Inc. expresses an unqualified opinion.
6. There were no audit findings relative to major federal award programs for Workforce Investment Board SDA-83, Inc.
7. The programs tested as major programs included:

<u>Program</u>	<u>CFDA No.</u>
Workforce Investment Act-Adult Program	17.258
Workforce Investment Act-Youth Activities	17.259
Workforce Investment Act-Dislocated Workers	17.260

8. The threshold for distinguishing Types A and B programs was \$300,000.
9. Workforce Investment Board SDA-83, Inc. was determined to be a low-risk auditee.

B. Findings - Financial Statement Audit

None

C. Findings and Questioned Costs - Major Federal Award Programs

None

WORKFORCE INVESTMENT BOARD SDA-83, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2008

No findings were reported as a result of the prior year's audit.

WORKFORCE INVESTMENT BOARD SDA-83, INC.

MANAGEMENT'S CORRECTIVE ACTION PLAN

FOR THE YEAR ENDED JUNE 30, 2008

No findings were reported for the current year.