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**CALDWELL PARISH POLICE JURY
Columbia, Louisiana**

**Primary Government Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1998
With Supplemental Information Schedules**

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 APR 28 1999

**VERNON·R
COON**
CERTIFIED PUBLIC ACCOUNTANT

CALDWELL PARISH POLICE JURY
Columbia, Louisiana

Primary Government Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 1998
With Supplemental Information Schedules

C O N T E N T S

	<u>Statement</u>	<u>Page No.</u>
Independent Auditor's Report		3
Primary Government Financial Statements:		
<i>Combined Balance Sheet - All Fund Types and Account Groups</i>	A	6
Governmental Fund Type:		
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances	B	7
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (Cash Basis) and Actual - General and Special Revenue Funds (Excluding Criminal Court Special Revenue Fund)	C	9
Notes to the Financial Statements		11
	<u>Schedule</u>	<u>Page No.</u>
Supplemental Information Schedules:		
Special Revenue Funds:		
Combining Balance Sheet	1	31
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	2	32

C O N T E N T S (CONTD.)

Supplemental Information Schedules: (Contd.)

Special Revenue Funds: (Contd.)

Maintenance Funds:

Combining Balance Sheet 3 33

Combining Schedule of Revenues, Expenditures,
 and Changes in Fund Balances 4 34

Debt Service Funds:

Combining Balance Sheet 5 36

Combining Schedule of Revenues, Expenditures,
 and Changes in Fund Balances 6 37

Capital Projects Funds:

Combining Balance Sheet 7 39

Combining Schedule of Revenues, Expenditures,
 and Changes in Fund Balances 8 40

Schedule of Compensation Paid Police Jurors 9 42

Independent Auditor's Reports Required by *Government Auditing Standards* and the Louisiana Governmental Audit Guide:

Independent Auditor's Report on Compliance and Internal
 Control Over Financial Reporting 44

Schedule of Findings and Questioned Costs 10 46

Summary Schedule of Prior Audit Findings 11 49

Corrective Action Plan



Independent Auditor's Report

CALDWELL PARISH POLICE JURY Columbia, Louisiana

I have audited the primary government financial statements of the Caldwell Parish Police Jury, as of December 31, 1998, and for the year then ended, as listed in the table of contents. These primary government financial statements are the responsibility of the Caldwell Parish Police Jury's management. My responsibility is to express an opinion on these primary government financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the primary government financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the primary government 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. I believe that my audit provides a reasonable basis for my opinion.

A primary government is a legal entity or body politic and includes all funds, organizations, institutions, agencies, departments, and offices that are not legally separate. Such legally separate entities are referred to as component units. In my opinion, the primary government financial statements present fairly, in all material respects, the financial position of the primary government of Caldwell Parish Police Jury, as of December 31, 1998, and the results of its operations for the year then ended, in conformity with generally accepted accounting principles.

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CALDWELL PARISH POLICE JURY

Columbia, Louisiana
Independent Auditor's Report,
December 31, 1998

However, the primary government financial statements, because they do not include the financial data of component units of the Caldwell Parish Police Jury, do not purport to, and do not, present fairly the financial position of the Caldwell Parish Police Jury at December 31, 1998, and results of its operations for the year then ended in conformity with generally accepted accounting principles.

My audit was made for the purpose of forming an opinion on the primary government financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the primary government financial statements of the Caldwell Parish Police Jury. Such information has been subjected to the auditing procedures applied in the audit of the primary government financial statements and, in my opinion, is fairly presented in all material respects in relation to the primary government financial statements taken as a whole.

In accordance with *Government Auditing Standards*, I have also issued reports dated April 6, 1999, on my consideration of the Caldwell Parish Police Jury's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants.



West Monroe, Louisiana
April 6, 1999

**PRIMARY GOVERNMENT FINANCIAL STATEMENTS
(OVERVIEW)**

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, December 31, 1998

	GOVERNMENTAL FUND TYPE.....			FIDUCIARY FUND - SALES TAX AGENCY FUND	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS		CAPITAL PROJECTS FUNDS	GENERAL FIXED ASSETS	
ASSETS AND OTHER DEBITS							
Cash and cash equivalents	\$597,477	\$1,547,871	\$1,036,179	\$82,034			\$3,315,683
Receivables	412,427	733,729	106,009				1,252,165
Due from other funds	35,985	65,507			\$6,103,211	\$955,606	101,492
Land, buildings, and equipment							6,103,211
Amount available in debt service funds							955,606
Amount to be provided for retirement of general long-term obligations						463,803	
TOTAL ASSETS AND OTHER DEBITS	<u>\$1,045,889</u>	<u>\$2,347,107</u>	<u>\$1,036,179</u>	<u>\$82,034</u>	<u>\$6,103,211</u>	<u>\$1,419,409</u>	<u>\$12,191,960</u>
LIABILITIES AND FUND EQUITY							
Liabilities:							
Cash overdraft			\$90				\$90
Accounts payable	\$21,570	\$104,990	\$106,009	\$1,247			233,816
Payroll withholdings payable	27,109						27,109
Due to other funds		22,367		79,125			101,492
Due to other agencies			\$80,573	1,662			1,662
Matured principal and interest payable							80,573
Capital leases payable						\$1,285,000	1,285,000
Compensated absences payable						109,224	109,224
Bonds payable						25,185	25,185
Total Liabilities	<u>48,679</u>	<u>127,357</u>	<u>80,573</u>	<u>82,034</u>	<u>NONE</u>	<u>1,419,409</u>	<u>1,864,151</u>
Fund Equity:							
Investment in general fixed assets					\$6,103,211		6,103,211
Fund balances:							
Reserved for debt service			955,606				955,606
Unreserved - undesignated	997,210	2,219,750		52,032			3,268,992
Total Fund Equity	<u>997,210</u>	<u>2,219,750</u>	<u>955,606</u>	<u>NONE</u>	<u>6,103,211</u>	<u>NONE</u>	<u>10,327,809</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$1,045,889</u>	<u>\$2,347,107</u>	<u>\$1,036,179</u>	<u>\$82,034</u>	<u>\$6,103,211</u>	<u>\$1,419,409</u>	<u>\$12,191,960</u>

The accompanying notes are an integral part of this statement.

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
GOVERNMENTAL FUND TYPE

Combined Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 1998

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>DEBT SERVICE FUNDS</u>	<u>CAPITAL PROJECTS FUNDS</u>	<u>TOTAL (MEMORANDUM ONLY)</u>
REVENUES					
Taxes:					
Ad valorem taxes	\$166,137	\$617,385			\$783,522
Sales and use taxes	159,740	925,406	\$176,667		1,261,813
Other taxes, penalties, and interest	13,074	2,207			15,281
Licenses and permits	72,692				72,692
Intergovernmental revenues:					
Federal funds - federal grants	28,035			\$23,112	51,147
State funds:					
Parish transportation funds		232,672			232,672
State revenue sharing (net)	12,821	54,225			67,046
Severance taxes	331,256				331,256
Other state funds	150,111	10,355	96,125	539,724	796,315
Local funds	22,367				22,367
Fees, charges, and commissions for services	45,076	94,995			140,071
Fines and forfeitures		175,167			175,167
Use of money and property	56,484	56,682	42,860		156,026
Other revenues	1,807	12,695			14,502
Total revenues	<u>1,059,600</u>	<u>2,181,789</u>	<u>315,652</u>	<u>562,836</u>	<u>4,119,877</u>
EXPENDITURES					
Current:					
General government:					
Legislative	83,150				83,150
Judicial	57,565	189,752			247,317
Executive	76,307				76,307
Elections	19,141				19,141
Financial and administrative	26,316			65	26,381
Other general government	98,922	54,124			153,046
Public safety	142,524	124,201			266,725
Public works	12,072	1,506,596		26,437	1,545,105
Health and welfare	34,719	12,172			46,891
Culture and recreation		250,846			250,846
Economic development and assistance	87,036	11,451		465,496	563,983

(Continued)

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 GOVERNMENTAL FUND TYPE
 Combined Statement of Revenues, Expenditures,
 and Changes in Fund Balances, etc.

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	TOTAL (MEMORANDUM ONLY)
EXPENDITURES (CONTD.)					
Current: (Contd.)					
Transportation	\$9,688				\$9,688
Intergovernmental	172,383				172,383
Debt service:					
Principal	10,088		\$195,000		205,088
Interest			83,790		83,790
Capital outlay	247,315	\$19,688		\$23,047	290,050
Total expenditures	<u>1,077,226</u>	<u>2,168,830</u>	<u>278,790</u>	<u>\$515,045</u>	<u>4,039,891</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>(17,626)</u>	<u>12,959</u>	<u>36,862</u>	<u>47,791</u>	<u>79,986</u>
OTHER FINANCING SOURCES (Uses)					
Sale of fixed assets	128,205				128,205
Operating transfers in		775,000			775,000
Operating transfers out	(200,000)	(575,000)			(775,000)
Total other financing sources (use)	<u>(71,795)</u>	<u>200,000</u>	<u>NONE</u>	<u>NONE</u>	<u>128,205</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USE	<u>(89,421)</u>	<u>212,959</u>	<u>36,862</u>	<u>47,791</u>	<u>208,191</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>1,086,631</u>	<u>2,006,791</u>	<u>918,744</u>	<u>4,241</u>	<u>4,016,407</u>
FUND BALANCES AT END OF YEAR	<u><u>\$997,210</u></u>	<u><u>\$2,219,750</u></u>	<u><u>\$955,606</u></u>	<u><u>\$52,032</u></u>	<u><u>\$4,224,598</u></u>

(Concluded)

The accompanying notes are an integral part of this statement.

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL
AND SPECIAL REVENUE FUNDS
(Excluding Criminal Court Special Revenue Fund)

Combined Statement of Revenues, Expenditures,
and Changes in Fund Balances - Budget
(Cash) Basis and Actual
For the Year Ended December 31, 1998

GENERAL FUND.....			...SPECIAL REVENUE FUNDS...		
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES						
Taxes:						
Ad valorem taxes	\$101,397	\$93,828	(\$7,569)	\$601,544	\$599,970	(\$1,574)
Sales and use taxes	150,000	158,568	8,568	913,000	912,330	(670)
Other taxes, penalties, and interest	11,150	13,453	2,303	1,210	2,207	997
Licenses and permits	69,500	71,241	1,741			
Intergovernmental revenues:						
Federal funds - federal grants	19,358	29,330	9,972			
State funds:						
Parish transportation funds				231,602	233,032	1,430
State revenue sharing (net)	12,500	12,830	330	53,605	54,302	697
Severance taxes	304,000	279,764	(24,236)			
Other state funds	54,000	53,956	(44)	12,080	10,355	(1,725)
Local funds	1,808	18,655	16,847			
Fees, charges, and commissions for services	51	44,259	44,208	81,089	58,865	(22,224)
Fines and forfeitures				615	662	47
Use of money and property	52,453	56,574	4,121	50,392	74,455	24,063
Other revenues	2,243	1,770	(473)	17,792	16,235	(1,557)
Total revenues	<u>778,460</u>	<u>834,228</u>	<u>55,768</u>	<u>1,962,929</u>	<u>1,962,413</u>	<u>(516)</u>
EXPENDITURES						
Current:						
General government:						
Legislative	83,344	82,772	572			
Judicial	70,825	70,736	89	2,825	2,975	(150)
Executive	76,649	76,391	258			
Elections	20,239	19,088	1,151			
Finance and administrative	27,100	26,072	1,028			
Other general government	142,827	101,391	41,436	103,433	56,844	46,589
Public safety	121,816	139,390	(17,574)	114,814	120,921	(6,107)
Public works	12,480	12,072	408	1,636,825	1,493,206	143,619
Health and welfare	28,472	31,667	(3,195)	15,521	13,904	1,617
Culture and recreation				269,417	259,068	10,349

(Continued)

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 GOVERNMENTAL FUND TYPE - GENERAL
 AND SPECIAL REVENUE FUNDS
 (Excluding Criminal Court Special Revenue Fund)
 Combined Statement of Revenues, Expenditures,
 and Changes in Fund Balances - Budget
 (Cash) Basis and Actual, etc.

GENERAL FUND.....			...SPECIAL REVENUE FUNDS...		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
EXPENDITURES (Contd.)						
Current: (Contd.)						
Economic development and assistance	\$18,688	\$20,113	(\$1,425)	\$20,977	\$12,995	\$7,982
Transportation	6,230	9,741	(3,511)			
Intergovernmental	150,000	172,383	(22,383)			
Debt Service:						
Principal						
Interest						
Capital outlay	247,325	247,315	10	25,250	19,089	6,161
Total expenditures	<u>1,005,995</u>	<u>1,009,131</u>	<u>(3,136)</u>	<u>2,189,062</u>	<u>1,979,002</u>	<u>210,060</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>(227,535)</u>	<u>(174,903)</u>	<u>52,632</u>	<u>(226,133)</u>	<u>(16,589)</u>	<u>209,544</u>
OTHER FINANCING SOURCE (Use)						
Sale of fixed assets		128,205	128,205			
Operating transfer in				460,000	775,000	315,000
Operating transfers out	(200,000)	(200,000)		(462,510)	(575,000)	(112,490)
Total other financing sources (use)	<u>(200,000)</u>	<u>(71,795)</u>	<u>128,205</u>	<u>(2,510)</u>	<u>200,000</u>	<u>202,510</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USE	<u>(427,535)</u>	<u>(246,698)</u>	<u>180,837</u>	<u>(228,643)</u>	<u>182,891</u>	<u>411,534</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>809,996</u>	<u>817,066</u>	<u>7,070</u>	<u>1,270,906</u>	<u>1,335,395</u>	<u>64,489</u>
FUND BALANCES AT END OF YEAR	<u>\$382,461</u>	<u>\$570,368</u>	<u>\$187,907</u>	<u>\$1,042,263</u>	<u>\$1,518,286</u>	<u>\$476,023</u>

(Concluded)

The accompanying notes are an integral part of this statement.

CALDWELL PARISH POLICE JURY
Columbia, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Caldwell Parish Police Jury is the governing authority for Caldwell Parish and is a political subdivision of the State of Louisiana. The police jury is governed by seven jurors representing the various districts within the parish. The jurors serve four-year terms which expire in January 2000.

Louisiana Revised Statute 33:1236 gives the police jury various powers in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the powers to make regulations *for their own government, to regulate the construction and maintenance of roads and bridges, to regulate the construction and maintenance of drainage systems, to regulate the sale of alcoholic beverages, and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the parish.* Funding to accomplish these tasks is provided by ad valorem taxes, sales taxes, beer and alcoholic beverage permits, state revenue sharing, and various other state and federal grants.

In accomplishing its objectives, the police jury also has the authority to create special districts (component units) within the parish. The districts perform specialized functions, such as fire protection, water distribution, sewerage collection and disposal, drainage control, library facilities, and health care facilities.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Caldwell Parish Police Jury is the financial reporting entity for Caldwell Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Caldwell Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or

CALDWELL PARISH POLICE JURY

Columbia, Louisiana

Notes to the Financial Statements (Continued)

- b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
- 2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
- 3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the police jury has determined that the following component units are part of the reporting entity:

<u>Component Unit</u>	<u>Fiscal Year End</u>	<u>Criteria Used</u>
Thirty-Seventh Judicial District Criminal Court	December 31	2 & 3
Gravity Drainage District #1	December 31	1 & 3
Columbia Heights Waterworks District #1	December 31	1 & 3
East Columbia Waterworks District	December 31	1 & 3
Columbia Heights Sewerage District	December 31	1 & 3
Kelly Waterworks District	October 31	1 & 3
Crossroad Water System	December 31	1 & 3
East Columbia Sewerage District	December 31	1 & 3
Columbia Heights Fire District	December 31	1 & 3
Columbia Eastside Fire District	December 31	1 & 3
Caldwell Parish:		
Sheriff	June 30	2 & 3
Assessor	December 31	2 & 3
Clerk of Court	December 31	2 & 3
Library	December 31	1 & 3
Hospital Service District #1	December 31	1 & 3
Housing Authority	December 31	1 & 3
Airport Authority	December 31	1 & 3
Fire Protection District #1	December 31	1 & 3
Recreation District	December 31	1 & 3

The police jury has chosen to issue financial statements of the primary government (police jury) only; therefore, none of the previously listed component units, except as discussed in the following paragraph, are included in the accompanying primary government financial statements.

CALDWELL PARISH POLICE JURY

Columbia, Louisiana

Notes to the Financial Statements (Continued)

These primary government (police jury) financial statements include all funds, account groups, and organizations for which the police jury maintains the accounting records. The organizations for which the police jury maintains the accounting records are considered part of the primary government (police jury) and include the Caldwell Parish Library, the Caldwell Parish Recreation District, and the Thirty-Seventh Judicial District Criminal Court.

GASB Statement 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the primary government's (police jury) financial statements are not a substitute for the reporting entity's financial statements. The accompanying primary government financial statements have been prepared in conformity with generally accepted accounting principles as applied to governmental units. These financial statements are not intended to and do not report on the reporting entity in accordance with generally accepted accounting principles but rather are intended to reflect only the financial statements of the primary government (police jury).

Considered in the determination of component units of the reporting entity were the Caldwell Parish Police Jury, the District Attorney and Judge for the Thirty-Seventh Judicial District, the Caldwell Council on Aging, and the various municipalities in the parish. It was determined that these governmental entities are not component units of the Caldwell Parish Police Jury reporting entity because they have separately elected governing bodies, are legally separate, and are fiscally independent of the Caldwell Parish Police Jury.

B. FUND ACCOUNTING

The police jury 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 related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
Notes to the Financial Statements (Continued)

attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The police jury's current operations require the use of governmental and fiduciary funds. The fund types used by the police jury are described as follows:

Governmental Funds:

General Fund

The General Fund is the general operating fund of the police jury. It accounts for all activities except those required to be accounted for in other funds.

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources such as ad valorem taxes, sales taxes, and federal grants. Those revenues are legally restricted, either by tax proposition or by grant agreement, to expenditures for specified purposes such as road and drainage maintenance and construction, library operation, hospital operation, etc.

Debt Service Funds

Debt service funds are used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt.

Capital Projects Funds

These funds are used to account for financial resources to be used for the acquisition and/or construction of major capital facilities, improvements, and major repairs.

Fiduciary Fund - Sales Tax Agency Fund

The Sales Tax Agency Fund is used to account for sales tax collections made for other funds and governmental units. It is custodial in nature (i.e., assets equal liabilities) and does not involve measurement of operations.

CALDWELL PARISH POLICE JURY

Columbia, Louisiana

Notes to the Financial Statements (Continued)

**C. GENERAL FIXED ASSETS AND
LONG-TERM OBLIGATIONS**

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures (capital outlay) in the governmental funds and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost where historical records are available and estimated cost where no historical records are available. The police jury's general fixed assets are valued at actual historical cost. Approximately XX per cent of the library's fixed assets are valued at actual cost while the remaining XX per cent (books and periodicals) are valued using a moving-average basis. No depreciation has been provided on general fixed assets.

The cost of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives are not capitalized. Public domain (infrastructure) general fixed assets consisting of roads, bridges, drainage, parking lots, etc. are not capitalized, as these assets are immovable and of value only to the police jury.

Long-term obligations, such as revenue bonds, long term bank loans and capital leases, are recognized as a liability of a governmental fund only when due. For other long-term obligations, such as compensated absences, only that portion expected to be financed from expendable, available financial resources is reported as a liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term obligations account group.

D. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types and the fiduciary fund type agency fund. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The police jury uses the following practices in recognizing and reporting revenues and expenditures:

CALDWELL PARISH POLICE JURY

Columbia, Louisiana

Notes to the Financial Statements (Continued)

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Sales taxes are recognized in the month received by the police jury's sales tax collection agent.

Federal and state grants are recognized when the police jury is entitled to the funds.

Fines, forfeitures, and court costs are recognized in the year they are received by the parish tax collector.

Interest income on time deposits is recognized when the time deposits have matured and the interest is available.

Substantially all other revenues are recognized when they become available to the police jury.

Based on the above criteria, ad valorem taxes, federal and state grants, and fines, forfeitures, and court costs have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term obligations, which are recognized when due, and compensated absences, which are recognized when paid.

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid, and sales of fixed assets are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

E. BUDGET PRACTICES

Preliminary budgets for the ensuing year are prepared by the secretary/treasurer during October of each year. During November the finance committee reviews the proposed budgets and makes changes as it deems appropriate. The availability of the proposed budgets for public inspection and the date of the public hearing on the proposed budgets are then advertised in the official journal. During its regular December meeting, the police jury holds a public hearing on the proposed budgets in order to receive comments from residents of the parish. Changes are made to the proposed budgets based on the public hearing and the desires of the police jury as a whole. The budgets are then adopted during the police jury's regular December meeting, and a notice of the adoption is then published in the official journal.

During the year, the finance committee receives monthly budgetary comparison statements, which are used as a management tool to control operations of the parish. The secretary/treasurer presents necessary budget amendments to the police jury during the year when, in his judgement, actual operations are differing materially from those anticipated in the original budget. During a regular meeting, the police jury reviews the proposed amendments, makes changes as it deems necessary, and formally adopts the amendments. The adoption of the amendments is included in police jury minutes published in the official journal. The police jury exercises budgetary control at the functional level. Within function levels, the secretary/treasurer has the discretion to make amendments as he deems necessary for proper control. The police jury does not utilize encumbrance accounting; however, the original budgets and any subsequent amendments are incorporated into the accounting system. Unexpended appropriations lapse at year end and must be reappropriated in the next year's budget to be expended. For the year ended December 31, 1998, the police jury adopted cash based budgets for the General Fund and all special revenue funds except the Criminal Court Fund.

Budget comparison statements included in the accompanying financial statements include the original adopted budgets and all subsequent amendments. The following schedule reconciles the excess (deficiency) of revenues and other sources over expenditures and other uses as shown on the budget comparison Statement C (budget basis) to the same amounts shown on Statement B (GAAP basis):

	<u>General Fund</u>	<u>Special Revenue Funds</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses (Budgetary basis)	(\$246,698)	\$182,891
Adjustments:		

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

	General Fund	Special Revenue Funds
Receivables	\$152,783	\$19,431
Payables	(1,842)	(2,528)
Funds not budgeted		(385)
Interfunds	6,336	13,076
Other		474
	<u> </u>	<u> </u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>(\$89,421)</u>	<u>\$212,959</u>

The following schedule reconciles actual ending fund balances as shown on Statement C with cash on Statement A:

	GENERAL FUND	SPECIAL REVENUE FUNDS
Fund balance at end of year - Statement C	\$570,368	\$1,518,286
Adjustments:		
Fund not budgeted		29,585
Payroll cash (withholdings)	27,109	
	<u> </u>	<u> </u>
Cash - Statement A	<u>\$597,477</u>	<u>\$1,547,871</u>

F. CASH AND CASH EQUIVALENTS

Under state law, the police jury 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 principal offices in Louisiana. At December 31, 1998, the police jury has cash and cash equivalents (book balances) net of cash overdraft of \$90 totaling \$3,315,683 as follows:

Demand deposits	\$552,171
Time deposits	<u>2,763,512</u>
Total	<u>\$3,315,683</u>

These deposits are stated at cost, which approximates market. 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 market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

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. Cash and cash equivalents (bank balances) at December 31, 1998, are secured in total as follows:

Bank Balances	<u>\$3,446,339</u>
Federal deposit insurance	\$505,691
Pledged securities (uncollateralized)	<u>4,078,010</u>
Total	<u>\$4,583,701</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the police jury, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106; however, 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 police jury that the fiscal agent bank has failed to pay deposited funds upon demand.

G. VACATION AND SICK LEAVE

The following provides detail on vacation and sick leave policies of the police jury, library, and criminal court:

Employees of the police jury and recreation district may accumulate up to 14 days of annual leave each year with a maximum accumulation of 30 to 45 days, depending on their length of service. Employees earn 10 days of sick leave each year and may accumulate sick leave without limitation. Upon termination, retirement, or resignation, employees are paid for accumulated unused annual and sick leave up to a maximum of 90 or 105 days, depending on their years of service.

Employees of the Caldwell Parish Library accrue 10 to 22 days of annual leave each year, depending upon their professional level. Five days of accumulated leave may be carried forward each year. At termination of employment, employees are paid for all unused accumulated annual leave. Employees accrue two and one-half days of sick leave each quarter, which may be accumulated up to a maximum of 30 days. Employees are not paid for unused accumulated sick leave at termination of employment. All unused sick leave is used in the retirement benefit computation as earned service.

Employees of the Thirty-Seventh Judicial District Criminal Court earn from one to two weeks of annual leave and 10 to 15 days of sick leave each

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
Notes to the Financial Statements (Continued)

year, depending on their length of service. Annual and sick leave cannot be accumulated.

At December 31, 1998, employees as outlined above, have accumulated and vested \$109,224 of employee leave benefits, computed in accordance with GASB Codification Section C60. The liability is recorded within the general long-term obligations account group.

The cost of leave privileges, computed in accordance with the previous codification, is recognized as a current-year expenditure within the governmental funds when leave is actually taken or when employees are paid for accrued sick leave upon retirement, while the cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

H. SALES TAXES

Caldwell Parish has a four per cent sales and use tax. One per cent (parish wide) is dedicated to the Caldwell Parish School Board. Of the remaining three per cent, one per cent (parish wide) is dedicated to the debt service and operations of the parish hospital (Citizens Medical Center); one per cent (parish wide, excluding the Town of Columbia) is dedicated to maintain and construct roads and bridges and fire protection (0.25 per cent), and solid waste collection and disposal (0.75 per cent); and one per cent (parish wide) is dedicated to solid waste collection and disposal (0.75 per cent) and operations of the parish General Fund (0.25 per cent). The parish hospital tax was passed by voters of the parish on April 2, 1977, for an indefinite period. The road, bridge, fire protection, and solid waste tax was passed on October 19, 1985, for an indefinite period. The solid waste and General Fund tax was passed on October 3, 1992, for an indefinite period.

The police jury has an agreement with the Concordia Parish School Board to collect parish sales taxes. The school board's tax department provides collection services for a fee of one and one-quarter per cent of amounts actually collected, plus the cost of travel, supplies, and postage. Taxes collected for maintaining and constructing roads and bridges, fire protection and solid waste collection and disposal, and General Fund operations are deposited directly in the police jury's sales tax account. The police jury (Sales Tax Agency Fund) distributes the taxes to other funds and agencies on a monthly basis, after deducting the above costs of collection.

I. RISK MANAGEMENT

The police jury is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

risk of loss, the police jury maintains commercial insurance policies covering automobile, workmen's compensation and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 1998.

**J. TOTAL COLUMNS ON
 COMBINED STATEMENTS**

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

2. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes for the year:

	Authorized Millage	Levied <u>Millage</u>	Expiration <u>Date</u>
Parish wide taxes:			
General Maintenance	4.00	4.01	Indefinite
Health Unit Maintenance	2.01	2.01	2007
Road Maintenance and Construction	8.00	8.14	1999
Library Maintenance	6.50	6.62	2001
Courthouse and Jail Maintenance	3.00	3.06	2000
Industrial Park Maintenance	2.00	2.03	2000
Recreation Maintenance	5.00	5.06	2005
Economic Inducement	3.08	3.12	2007

The difference between authorized and levied millages is the result of reassessments of taxable property in the parish as required by Article 7, Section 18 of the Louisiana Constitution of 1974.

The following schedule lists the ten principal taxpayers for the parish and their 1998 assessed valuation (amounts expressed in thousands):

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

	1998 Assessed Valuation	Percent of Total Assessed Valuation
Texas Gas Transmission Corp.	\$2,121	6.52%
Louisiana Power & Light Co.	1,691	5.20%
Plum Creek Timber Company, LP	1,471	4.53%
South Central Bell Telephone	1,138	3.50%
Caldwell Bank & Trust Company	928	2.85%
Sustainable Forests, LLC	767	2.36%
Homeland Federal Savings Bank	719	2.21%
Noe Corporation, LLC	525	1.62%
Citizens Progressive Bank	510	1.57%
Trunkline Gas Company	414	1.27%
Total	<u>\$10,284</u>	<u>31.64%</u>

3. RECEIVABLES

The following is a summary of receivables at December 31, 1998:

	General Fund	Special Revenue Funds	Capital Projects Funds	Total
Taxes:				
Ad valorem	\$163,626	\$617,785		\$781,411
Other	3,646	6,476		10,122
Grants:				
Federal	6,012			6,012
State	237,369	98,587	\$106,009	441,965
Other	1,774	10,881		12,655
Total	<u>\$412,427</u>	<u>\$733,729</u>	<u>\$106,009</u>	<u>\$1,252,16</u>

4. CHANGES IN GENERAL FIXED ASSETS

The following schedule presents changes in general fixed assets for the year ended December 31, 1998:

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
Notes to the Financial Statements (Continued)

	Balance January 1	Additions	Deletions	Balance December 31
Police Jury:				
Land	\$269,006			\$269,006
Buildings	3,289,177			3,289,177
Road equipment	702,196			702,196
Furniture and equipment	345,049	\$361,466	(\$45,667)	660,848
Fixed assets under capital leases	3,241			3,241
Construction in progress:				
Kelly Water System	197,105			197,105
Hebert Fire District	422,808			422,808
Sub-total	<u>5,228,582</u>	<u>361,466</u>	<u>(45,667)</u>	<u>5,544,381</u>
Library:				
Land	20,000			20,000
Buildings	184,476			184,476
Equipment and furniture	35,251	10,149		45,400
Books	298,734	15,279	(5,059)	308,954
Sub-total	<u>538,461</u>	<u>25,428</u>	<u>(5,059)</u>	<u>558,830</u>
Total	<u>\$5,767,043</u>	<u>\$386,894</u>	<u>(\$50,726)</u>	<u>\$6,103,211</u>

5. PENSION PLAN

Substantially all employees of the Caldwell Parish Police Jury are members of the Parochial Employees Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the police jury are members of Plan A.

All permanent employees working at least twenty-eight hours per week who are paid wholly or in part from parish funds and all elected parish officials are eligible to participate in the System. Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only before January 1, 1980, the benefit is equal to one per cent of final average salary plus \$24 for each year of supplemental-plan-only service earned before January 1, 1980, plus 3 per cent of final-average salary for each salary for each year of service credited after the revision date. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

contributions, may retire at the ages specified above and receive the benefits accrued to their date of termination. The system also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System of Louisiana, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

Under Plan A, members are required by state statute to contribute 9.50 per cent of their annual covered salary and the Caldwell Parish Police Jury is required to contribute at an actuarially determined rate. The current rate is 7.75 per cent of annual covered payroll. Contributions to the system also include one-fourth of one per cent (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Caldwell Parish Police Jury are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Caldwell Parish Police Jury's contributions to the System under Plan A for the years ending December 31, 1998, 1997, and 1996, were \$40,481, \$29,959, and \$33,219, respectively, equal to the required contributions for each year.

6. CAPITAL LEASES

The police jury records items under capital leases as an asset and an obligation in the accompanying financial statements. At December 31, 1998, the police jury had a capital lease in effect for computer hardware and software. The lease had an original recorded amount of \$51,594. Lease obligations are retired from the General Fund, Road Maintenance, Courthouse and Jail, Enhanced 911, Industrial Operation, Recreation, Solid Waste Management, Health Unit Maintenance, and Library Maintenance Funds based proportionately on each fund's computer activity. The following is a summary of future minimum lease payments, together with the present value of the net minimum lease payments, as of December 31, 1998:

<u>Year</u>	
1999	\$12,825
2000	12,825
2001	<u>2,138</u>
Total minimum lease payments	27,788
Less amount representing interest	<u>(2,603)</u>
Present value of net minimum lease payments	<u>\$25,185</u>

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

7. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of long-term obligation transactions for the year ended December 31, 1998:

	<u>Bonds and Certificates of Indebtedness</u>	<u>Capital Leases</u>	<u>Compensated Absences</u>	<u>Total</u>
Long-term obligations - January 1, 1998	\$1,480,000	\$35,273	\$135,751	1,651,024
Additions			34,164	34,164
Reductions	(195,000)	(10,088)	(51,121)	(256,209)
Adjustment			(9,570)	(9,570)
Long-term obligations - December 31, 1998	<u>\$1,285,000</u>	<u>\$25,185</u>	<u>\$109,224</u>	<u>\$1,419,409</u>

Revenue bonds and certificates of indebtedness payable at December 31, 1998, is comprised of the following individual issues:

Hospital Revenue Bonds - \$2,300,000 - Public improvement bond issue April 1, 1978, due in annual installments of \$15,000 to \$185,000 through April 2003; interest at 5.0 to 6.0 per cent. Debt retirement payments are made from the Hospital Bond Fund.	\$820,000
Certificates of Indebtedness - \$690,000 issue of January 3, 1994, for the purpose of constructing a new health unit in Caldwell Parish. The principal is due in annual installments of \$50,000 to \$90,000 through February 15, 2004 with interest at 5.00 to 7.25 per cent. Debt retirement payments are made from the Health Unit Sinking Debt Service Fund.	<u>465,000</u>
Total	<u>\$1,285,000</u>

The annual requirements to amortize all bonded debt outstanding at December 31, 1998, including interest payments of \$235,218, are as follows:

<u>Year</u>	<u>Hospital Bond</u>	<u>Certificate of Indebtedness</u>	<u>Total</u>
1999	\$189,169	\$94,075	\$283,244
2000	190,544	94,938	285,482
2001	191,343	95,312	286,655

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

<u>Year</u>	<u>Hospital Bond</u>	<u>Certificate of Indebtedness</u>	<u>Total</u>
2002	\$191,350	\$95,175	\$286,525
2003	190,550	94,500	285,050
2004		93,262	93,262
Total	<u>\$952,956</u>	<u>\$567,262</u>	<u>\$1,520,218</u>

As shown on Statement A, \$955,606 is available in the debt service funds to service the bonds and certificates of indebtedness.

8. DUE FROM/TO OTHER FUNDS

Individual fund balances due from/to other funds at December 31, 1998, are as follows:

	<u>Due from Other Funds</u>	<u>Due to Other Funds</u>
General Fund	\$35,985	
Special Revenue Funds:		
Road Maintenance	6,646	
Solid Waste Management	58,861	
Criminal Court		\$22,367
Sales Tax Agency Fund		<u>79,125</u>
Total	<u>\$101,492</u>	<u>\$101,492</u>

9. LITIGATION AND CLAIMS

At December 31, 1998, the police jury is involved in several lawsuits. In the opinion of the district attorney, legal counsel for the police jury, resolution of the suits would not materially affect the financial position of the police jury.

10. SALES TAX AGENCY FUND - CHANGES IN ASSETS AND LIABILITIES

The following schedule presents changes in assets and liabilities of the Sales Tax Fund for the year ended December 31, 1998:

CALDWELL PARISH POLICE JURY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

	<u>Balance</u> <u>January 1</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>December 31</u>
Assets:				
Cash	\$65,816	\$1,205,318	(\$1,189,100)	\$82,034
Accounts receivable	NONE	1,205,318	(1,205,318)	NONE
Total Assets	<u>\$65,816</u>	<u>\$2,410,636</u>	<u>(\$2,394,418)</u>	<u>\$82,034</u>
Liabilities:				
Accounts payable	\$1,232	\$23,996	(\$23,981)	\$1,247
Due to other funds	63,426	1,157,838	(1,142,139)	79,125
Due to others	1,158	23,484	(22,980)	1,662
Total Liabilities	<u>\$65,816</u>	<u>\$1,205,318</u>	<u>(\$1,189,100)</u>	<u>\$82,034</u>

11. CHANGE IN REPORTING

The Bayou DeChene Fund was reported as a special revenue fund for the two years ended December 31, 1997. However, to more clearly reflect its purpose, it is reported as a capital projects fund for the current year and will also be reported as such for future years. It is used to account for financial activity related to construction and improvements at Bayou DeChene reservoir .

12. YEAR 2000 ISSUE (Unaudited)

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the government's operations as early as fiscal year 1999. The Claiborne Parish Police Jury has completed an inventory of computer systems that may be affected by the year 2000 issue and that are critical to conducting operations of the police jury's office. The police jury has identified the financial reporting system as requiring 2000 remediation. All testing and validation of the system will be completed in the fall of 1999.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the police jury is or will be Year 2000 ready, that the police jury's remediation efforts will be successful in whole or part, or that parties with whom the police jury does business will be year 2000 ready.

SUPPLEMENTAL INFORMATION SCHEDULES

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, 1998

SPECIAL REVENUE FUNDS

ROAD MAINTENANCE FUND

The Road Maintenance Fund accounts for the maintenance of the parish highways, streets, and bridges. Financing is provided by the State of Louisiana Parish Transportation Fund, sales and use taxes, a parish wide ad valorem tax, and state revenue sharing.

COURTHOUSE AND JAIL MAINTENANCE FUND

The Courthouse and Jail Maintenance Fund accounts for the maintenance and operation of the parish courthouse and jail. Financing is provided by a parish wide ad valorem tax.

INDUSTRIAL OPERATION FUND

The Industrial Operation Fund accounts for the maintenance of the parish-owned industrial district. Financing is provided by a parish wide ad valorem tax.

RECREATION FUND

The Recreation Fund accounts for the maintenance of the parish-owned recreation facility. Financing is provided by parish wide ad valorem tax, state revenue sharing, interest earnings, dues, fees, and commissions.

HEALTH UNIT MAINTENANCE FUND

The Health Unit Maintenance Fund accounts for the maintenance and operation of the parish health unit. Financing is provided by a parish wide ad valorem tax.

LIBRARY FUND

The Library Fund accounts for the maintenance and operation of the Caldwell Parish Library. Financing is provided by a parish wide ad valorem tax, state revenue sharing, and grants from the Louisiana State Library.

CRIMINAL COURT FUND

The Criminal Court Fund is established under Section 571.11 of Title 15 of the Louisiana Revised Statutes of 1950, which provides that fines and forfeitures imposed by the district courts and district attorney and conviction fees in criminal cases be transferred to the parish treasurer and deposited into a special Criminal Court Fund account to be used for the expenses of the criminal court of the parish. Expenditures are made from the fund on motion of the district attorney and approval of the district judge. The statute also requires that one-half of the funds (fund balance) remaining in the Criminal Court Fund at December 31 of each year be transferred to the parish General Fund.

SOLID WASTE FUND

The Solid Waste Management Fund accounts for the collection and disposition of the parish's garbage and waste. Financing is provided by sales and use taxes.

WITNESS FEE FUND

The Witness Fee Fund pays witness fees for law enforcement officers who appear in court while off-duty. Financing is made available through court costs designated for this purposes.

911 FUND

The 911 Fund accounts for the establishment, maintenance and operation of the 911 emergency telephone system for Caldwell Parish. Financing is provided by a 5 per cent service charge on local telephone service within the parish.

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
SPECIAL REVENUE FUNDS

Combining Balance Sheet, December 31, 1998

	MAINT. FUNDS	CRIMINAL COURT	SOLID WASTE	WITNESS FEE	911	BLACKTOP ROAD	TOTAL
ASSETS							
Cash and cash equivalents	\$553,135	\$29,585	\$517,470		\$182,677	\$265,004	\$1,547,871
Receivables	709,472	17,481		\$300	6,476		733,729
Due from other funds	6,646		58,861				65,507
TOTAL ASSETS	<u>\$1,269,253</u>	<u>\$47,066</u>	<u>\$576,331</u>	<u>\$300</u>	<u>\$189,153</u>	<u>\$265,004</u>	<u>\$2,347,107</u>
LIABILITIES AND FUND EQUITY							
Liabilities:							
Accounts payable	\$19,926	\$2,331	\$30,506		\$6,394	\$45,833	\$104,990
Due to other funds		22,367					22,367
Total liabilities	<u>19,926</u>	<u>24,698</u>	<u>30,506</u>	<u>NONE</u>	<u>6,394</u>	<u>45,833</u>	<u>127,357</u>
Fund Equity - fund balances - unreserved - undesignated	<u>1,249,327</u>	<u>22,368</u>	<u>545,825</u>	<u>\$300</u>	<u>182,759</u>	<u>219,171</u>	<u>2,219,750</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$1,269,253</u>	<u>\$47,066</u>	<u>\$576,331</u>	<u>\$300</u>	<u>\$189,153</u>	<u>\$265,004</u>	<u>\$2,347,107</u>

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
SPECIAL REVENUE FUNDS

Combining Schedule of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 1998

	MAINTENANCE FUNDS	CRIMINAL COURT	SOLID WASTE	WITNESS FEE	911	BLACKTOP ROAD	TOTAL
REVENUES							
Taxes:							
Ad valorem taxes	\$617,385						\$617,385
Sales and use taxes	93,934		\$831,472				925,406
Other taxes, penalties, and interest	2,207						2,207
Intergovernmental revenues:							
State grants:							
Parish transportation funds	232,672						232,672
State revenue sharing (net)	54,225						54,225
Other state funds	10,355						10,355
Fees, charges, and commissions for services	21,354	\$11,887		\$3,125	\$58,629		94,995
Fines and forfeitures	662	174,505					175,167
Use of money and property	19,063		22,031		8,144	\$7,444	56,682
Other revenues	12,337				358		12,695
Total revenues	<u>1,064,194</u>	<u>186,392</u>	<u>853,503</u>	<u>3,125</u>	<u>67,131</u>	<u>7,444</u>	<u>2,181,789</u>
EXPENDITURES							
Current:							
General government:							
Judicial		186,777		2,975			189,752
Other general government	54,124				124,201		54,124
Public safety						564,067	124,201
Public works	540,620		401,909				1,506,596
Health and welfare	12,172						12,172

Culture and recreation	250,846					250,846
Economic development and assistance	11,451					11,451
Capital outlay	19,688					19,688
Total expenditures	<u>888,901</u>	<u>186,777</u>	<u>401,909</u>	<u>2,975</u>	<u>124,201</u>	<u>2,168,830</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>175,293</u>	<u>(385)</u>	<u>451,594</u>	<u>150</u>	<u>(57,070)</u>	<u>12,959</u>
OTHER FINANCING SOURCES (Uses)						
Operating transfer in					30,000	775,000
Operating transfer out	<u>(30,000)</u>		<u>(545,000)</u>			<u>(575,000)</u>
Total other financing sources (uses)	<u>(30,000)</u>	<u>NONE</u>	<u>(545,000)</u>	<u>NONE</u>	<u>30,000</u>	<u>200,000</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	<u>145,293</u>	<u>(385)</u>	<u>(93,406)</u>	<u>150</u>	<u>(27,070)</u>	<u>212,959</u>
FUND BALANCES AT BEGINNING OF YEAR	<u>1,104,034</u>	<u>22,753</u>	<u>639,231</u>	<u>150</u>	<u>209,829</u>	<u>2,006,791</u>
FUND BALANCES AT END OF YEAR	<u>\$1,249,327</u>	<u>\$22,368</u>	<u>\$545,825</u>	<u>\$300</u>	<u>\$219,171</u>	<u>\$2,219,750</u>

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
SPECIAL REVENUE - MAINTENANCE FUNDS

Combining Balance Sheet, December 31, 1998

	ROAD	COURTHOUSE AND JAIL	INDUSTRIAL OPERATION	RECREATION	HEALTH UNIT	LIBRARY	TOTAL
ASSETS							
Cash and cash equivalents	\$120,220	\$33,642	\$65,924	\$81,668	\$144,572	\$107,109	\$553,135
Receivables	250,291	70,224	46,586	132,300	46,127	163,944	709,472
Due from other funds	<u>6,646</u>						<u>6,646</u>
TOTAL ASSETS	<u>\$377,157</u>	<u>\$103,866</u>	<u>\$112,510</u>	<u>\$213,968</u>	<u>\$190,699</u>	<u>\$271,053</u>	<u>\$1,269,253</u>
LIABILITIES AND FUND EQUITY							
Liabilities - Accounts payable	\$14,908	\$127	\$26	\$1,586		\$3,279	\$19,926
Fund Equity - fund balances - unreserved - undesignated	<u>362,249</u>	<u>103,739</u>	<u>112,484</u>	<u>212,382</u>	<u>\$190,699</u>	<u>267,774</u>	<u>1,249,327</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$377,157</u>	<u>\$103,866</u>	<u>\$112,510</u>	<u>\$213,968</u>	<u>\$190,699</u>	<u>\$271,053</u>	<u>\$1,269,253</u>

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
SPECIAL REVENUE - MAINTENANCE FUNDS

Combining Schedule of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 1998

	ROAD	COURTHOUSE AND JAIL	INDUSTRIAL OPERATION	RECREATION	HEALTH UNIT	LIBRARY	TOTAL
REVENUES							
Taxes:							
Ad valorem taxes	\$187,308	\$70,413	\$44,642	\$116,435	\$46,256	\$152,331	\$617,385
Sales and use taxes	93,934						93,934
Other taxes, penalties, and interest	687	258	102	427	175	558	2,207
Intergovernmental revenues:							
State funds - state grants:							
Parish transportation funds	232,672						232,672
State revenue sharing (net)	26,025			16,178		12,022	54,225
Other state funds						10,355	10,355
Fees, charges, and commissions for services				20,698		656	21,354
Fines and forfeitures						662	662
Use of money and property	4,007	756	2,923	2,925	4,833	3,619	19,063
Other revenues	10,853	475				1,009	12,337
Total revenues	<u>555,486</u>	<u>71,902</u>	<u>47,667</u>	<u>156,663</u>	<u>51,264</u>	<u>181,212</u>	<u>1,064,194</u>
EXPENDITURES							
Current:							
General government - other		54,124					54,124
Public works	540,620						540,620
Health and welfare					12,172		12,172
Culture and recreation				123,232		127,614	250,846
Economic development and assistance			11,451				11,451

Capital outlay	<u>4,418</u>				<u>15,270</u>	<u>19,688</u>
Total expenditures	<u>545,038</u>	<u>54,124</u>	<u>11,451</u>	<u>123,232</u>	<u>12,172</u>	<u>888,901</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	10,448	17,778	36,216	33,431	39,092	175,293
OTHER FINANCING SOURCE (Use)						
Operating transfer out			<u>(30,000)</u>			<u>(30,000)</u>
EXCESS (Deficiency) OF REVENUES AND OTHER SOURCE OVER EXPENDITURES AND OTHER USE	10,448	17,778	6,216	33,431	39,092	145,293
FUND BALANCES AT BEGINNING OF YEAR	<u>351,801</u>	<u>85,961</u>	<u>106,268</u>	<u>178,951</u>	<u>151,607</u>	<u>1,104,034</u>
FUND BALANCES AT END OF YEAR	<u>\$362,249</u>	<u>\$103,739</u>	<u>\$112,484</u>	<u>\$212,382</u>	<u>\$190,699</u>	<u>\$1,249,327</u>

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, 1998

DEBT SERVICE FUNDS

HOSPITAL BOND FUND

The Hospital Bond Fund accumulates monies for retirement of the March 6, 1978, bond issue used to construct the parish hospital. Financing is provided by sales and use tax.

HOSPITAL RESERVE BOND RETIREMENT FUND

The Hospital Bond Reserve Fund maintains a reserve of \$191,350 as required by the March 6, 1978, bond issue. Funds in excess of the reserve are transferred to the Hospital Bond Fund to be used for early retirement of the public improvement hospital bonds. The required reserve was established with sales tax transfers and interest earnings on investments.

HEALTH UNIT BOND RESERVE

The Health Unit Bond Reserve Fund maintains a reserve of \$50,000 as required by the 1995 certificates of indebtedness to be used solely for the purpose of paying principal and interest on certificates which would otherwise be in default.

HEALTH UNIT SINKING FUND

The Health Unit Sinking Fund accumulates monies for retirement of the 1994 certificates of indebtedness issued to construct the parish health unit. Financing is provided by transfers from Health Unit Maintenance Fund.

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
DEBT SERVICE FUNDS

Combining Balance Sheet, December 31, 1998

	<u>HOSPITAL BOND</u>	<u>HOSPITAL RESERVE BOND RETIREMENT</u>	<u>HEALTH UNIT SINKING</u>	<u>HEALTH UNIT RESERVE</u>	<u>TOTAL</u>
ASSETS					
Cash and cash equivalents	<u>\$696,845</u>	<u>\$191,350</u>	<u>\$84,543</u>	<u>\$63,441</u>	<u>\$1,036,179</u>
LIABILITIES AND FUND EQUITY					
Liabilities: Matured principal and interest payable	\$80,573				\$80,573
Fund Equity - fund balances - reserved for debt service	<u>616,272</u>	<u>\$191,350</u>	<u>\$84,543</u>	<u>\$63,441</u>	<u>955,606</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$696,845</u>	<u>\$191,350</u>	<u>\$84,543</u>	<u>\$63,441</u>	<u>\$1,036,179</u>

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
DEBT SERVICE FUNDS

Combining Schedule of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 1998

	<u>HOSPITAL BOND</u>	<u>HOSPITAL RESERVE BOND RETIREMENT</u>	<u>HEALTH UNIT SINKING</u>	<u>HEALTH UNIT RESERVE</u>	<u>TOTAL</u>
REVENUES					
Taxes - sales and use	\$176,667				\$176,667
State funds			\$96,125		96,125
Use of money and property	<u>35,388</u>		<u>4,099</u>	<u>\$3,373</u>	<u>42,860</u>
Total revenues	<u>212,055</u>	<u>NONE</u>	<u>100,224</u>	<u>3,373</u>	<u>315,652</u>
EXPENDITURES					
Debt service:					
Principal	135,000		60,000		195,000
Interest and other charges	<u>51,040</u>		<u>32,750</u>		<u>83,790</u>
Total expenditures	<u>186,040</u>	<u>NONE</u>	<u>92,750</u>	<u>NONE</u>	<u>278,790</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	26,015	NONE	7,474	3,373	36,862
FUND BALANCES AT BEGINNING OF YEAR	<u>590,257</u>	<u>191,350</u>	<u>77,069</u>	<u>60,068</u>	<u>918,744</u>
FUND BALANCES AT END OF YEAR	<u>\$616,272</u>	<u>\$191,350</u>	<u>\$84,543</u>	<u>\$63,441</u>	<u>\$955,606</u>

CALDWELL PARISH POLICE JURY
Columbia , Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, 1998

CAPITAL PROJECTS FUNDS

RURAL DEVELOPMENT GRANTS

The Rural Development Grants fund accounts for the acquisition of materials and various improvements of public property in the parish. Financing is provided by grants from the Governor's Office of Rural Development.

BAYOU DECHENE FUND

The Bayou DeChene Fund accounts for engineering and construction work at Bayou DeChene. Construction of major improvements to the bayou are funded by the Louisiana Department of Transportation through a cooperative endeavor agreement with the police jury.

**LOUISIANA COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDS**

Louisiana Community Development Block Grant (LCDBG) funds account for the construction and improvements to fire protection facilities and water systems. Financing is provided by grants from the United States Department of Housing and Urban Development through the Louisiana Division of Administration.

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
CAPITAL PROJECTS FUNDS

Combining Balance Sheet, December 31, 1998

	<u>RURAL DEVELOPMENT</u>	<u>BAYOU DECHENE</u>	<u>TOTAL</u>
ASSETS			
Cash and cash equivalents		\$52,122	\$52,122
Receivables		106,009	106,009
		<u>106,009</u>	<u>106,009</u>
TOTAL ASSETS	<u><u>NONE</u></u>	<u><u>\$158,131</u></u>	<u><u>\$158,131</u></u>
LIABILITIES AND FUND EQUITY			
Cash overdraft	\$90		\$90
Accounts payable		\$106,009	106,009
		<u>106,009</u>	<u>106,009</u>
Total liabilities	90	106,009	106,099
Fund Equity - fund balance	(90)	52,122	52,032
		<u>52,122</u>	<u>52,032</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>NONE</u></u>	<u><u>\$158,131</u></u>	<u><u>\$158,131</u></u>

CALDWELL PARISH POLICE JURY
Columbia, Louisiana
CAPITAL PROJECTS FUNDS

Combining Schedule of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 1998

	<u>RURAL DEVELOPMENT</u>	<u>BAYOU DECHENE</u>	<u>LCDBG GRANT 107-800237</u>	<u>TOTAL</u>
REVENUES				
Intergovernmental revenues:				
Federal funds - federal grants			\$23,112	\$23,112
State funds - state grants	\$22,106	\$517,618		539,724
Total revenues	<u>22,106</u>	<u>517,618</u>	<u>23,112</u>	<u>562,836</u>
EXPENDITURES				
Current:				
General government - finance and administrative			65	65
Public works	26,437			26,437
Economic development and assistance		465,496		465,496
Capital outlay			23,047	23,047
Total expenditures	<u>26,437</u>	<u>465,496</u>	<u>23,112</u>	<u>515,045</u>
EXCESS OF REVENUES OVER EXPENDITURES	(4,331)	52,122	NONE	47,791
FUND BALANCES AT BEGINNING OF YEAR	<u>4,241</u>	<u>NONE</u>	<u>NONE</u>	<u>4,241</u>
FUND BALANCES AT END OF YEAR	<u><u>(\$90)</u></u>	<u><u>\$52,122</u></u>	<u><u>NONE</u></u>	<u><u>\$52,032</u></u>

CALDWELL PARISH POLICE JURY
Columbia , Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended December 31, 1998

COMPENSATION PAID POLICE JURORS

The schedule of compensation paid to police jurors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the police jurors is included in the legislative expenditures of the General Fund. In accordance with Louisiana Revised Statute 33:1233, the police jury has elected the monthly payment method of compensation. Under this method, the president receives \$900 per month and the other jurors receive \$800 per month.

Schedule 9

**CALDWELL PARISH POLICE JURY
Columbia, Louisiana**

**Schedule of Compensation Paid Police Jurors
For the Year Ended December 31, 1998**

Jerry Bailey	\$9,600
T.W. Barnhill	9,600
Jimmy Duff, President	10,800
Robert Duncan	9,600
Eddie Hearn	9,600
Denis Jacobson	9,600
Jeffery Wyant	<u>9,600</u>
Total	<u>\$68,400</u>

**Independent Auditor's Reports
on Compliance with
Laws, Regulations, Contracts, and Grants,
and Internal Control**

The following independent auditor's reports on compliance with laws, regulations, contracts, and grants and internal control over financial reporting are presented in compliance with the requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**Independent Auditor's Report on Compliance and
Internal Control Over Financial Reporting**

CALDWELL PARISH POLICE JURY
Columbia, Louisiana

I have audited the general purpose financial statements of the Caldwell Parish Police Jury as of and for the year ended December 31, 1998, and have issued my report thereon dated April 6, 1999. I conducted my 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 Caldwell Parish Police Jury's financial statements are free of material misstatement, I 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 amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Caldwell Parish Police Jury's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect the Caldwell Parish Police Jury's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items 98-1 and 98-2.

CALDWELL PARISH POLICE JURY

Columbia, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

December 31, 1998

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. My 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, I believe items 98-1 and 98-2 to be material weaknesses.

This report is intended for the information of the members of the Caldwell Parish Police Jury, management of the police jury, and interested state agencies. This is not intended to limit the distribution of this report, which is a matter of public record.



West Monroe, Louisiana

April 6, 1999

CALDWELL PARISH POLICE JURY
Columbia, Louisiana

Schedule of Findings and Questioned Costs
For the Year ended December 31, 1998

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the primary government financial statements of the Caldwell Parish Police Jury.
2. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting.
3. No instances of noncompliance material to the financial statements of the Caldwell Parish Police Jury were disclosed during the audit.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

**98-1 Need to Improve Controls
Over Fixed Assets**

Finding: The police jury has not exercised adequate controls over its general fixed assets. Proper internal controls over fixed assets should include specific accounts (capital outlay) in the general ledger to identify fixed asset purchases, a system of procedures to ensure that all fixed asset purchases will be added to fixed asset listings, the assignment of responsibilities for the maintenance of fixed asset records, and annual physical inventories which are reconciled to fixed asset listings. My procedures with regard to general fixed assets disclosed the following.

- a. Twelve items were traced from the fixed asset listing to physical existence. Two items, or 17%, could not be located.
- b. Thirteen items were traced from physical existence to the fixed asset listing. Nine items, or 69%, could not be located on the listing.
- c. The amounts posted to capital outlay accounts in the accounting system did not agree with the list of additions to fixed assets. The two amounts should be the same. It should be noted that the audit report for the two years ended December 31, 1997 had a finding which addressed this problem.

From the above, it can be seen that there are serious problems with the police jury's fixed assets. These problems can only be corrected if the police jury establishes formal procedures for its fixed assets and requires that those procedures be followed.

(Continued)

CALDWELL PARISH POLICE JURY
Columbia, Louisiana

Schedule of Findings and Questioned Costs
For the Year ended December 31, 1998

Recommendation: To correct the above deficiencies, I recommend that the following procedures be established and followed.

- a. Adequate and individual capital outlay accounts should be established in the accounting records of all affected funds. Those accounts should be used for all capital outlay expenditures and only capital outlay expenditures.
- b. One individual should have total responsibility for noting all invoices for payment which are capital outlay purchases. Those invoices should be coded to the proper capital outlay account.
- c. Either before or after payment, those invoices should be forwarded to one individual who is responsible for entering all fixed assets into the fixed asset accounting system.
- d. The individual responsible for fixed asset records should maintain an ongoing list of additions to fixed assets. Items should be added to the list as they are entered into the fixed asset accounting system. On a monthly basis, the fixed asset additions to date, as shown by the fixed asset accounting system, should be compared to the general ledger capital outlay accounts to ensure that the two agree. Any differences should result in immediate corrective action to resolve the differences.
- e. The police jury should inform component units whose accounting records are maintained by the police jury that they are responsible for maintaining accurate records of their fixed assets.
- d. A complete physical inventory should be taken annually by departments of the police jury and component units. Any differences between the physical inventory and the fixed asset listing should be resolved.

**98-2 Recreation District Should Improve
Controls over Payroll**

Finding: The recreation district does not have adequate controls over payroll expenditures. Internal controls over payroll should include personnel files, approved pay rates and complete time sheets. The following was noted with regard to payroll practices of the district.

(Continued)

CALDWELL PARISH POLICE JURY
Columbia, Louisiana

Schedule of Findings and Questioned Costs
For the Year ended December 31, 1998

- a. One part-time employee signs time sheets for herself, her husband and her son. She also endorsed paychecks for all three.
- b. Time sheets are signed by the athletic director rather than the director of the recreation center.
- c. One part-time employee works approximately 40 hours per week which is more than any other employee. Employees who work 28 hours or more per week are considered full-time employees by the Parochial Employees Retirement System and must be a member of the system.
- d. The district does not maintain personnel files on its employees.

Recommendation: I recommend that the recreation district board adopt policies which require the following.

- a. The establishment of personnel files which include dates of hire, dates of promotion, starting salaries or hourly rates, dates of any raises and amounts, authorized annual and sick leave earnings, and any other pertinent information concerning the employee.
- b. The preparation of time sheets on a daily basis (ie., hours worked each day). Time sheets should be signed by the employee himself or herself. Time sheets should also be approved and signed by the director of the district, or in the absence of that, by someone authorized by the board.
- c. A provision that employees working 28 or more hours per week will join the retirement system.

(Concluded)

CALDWELL PARISH POLICE JURY
Columbia, Louisiana

Summary Schedule of Prior Audit Findings
For the Year ended December 31, 1998

The audit report for the two years ended December 31, 1997, included the following findings.

97-1 Need to Adopt Budgets for all New Funds

Condition: This compliance finding related to a failure to adopt a budget for a new special revenue fund established by the police jury.

Recommendation: The auditor recommended that the police jury establish procedures to ensure that budgets are adopted for all new special revenue funds.

Current Status: The recommendation was followed and the finding has been resolved.

97-2 Need to Maintain Adequate Pledged Securities

Condition: This was a compliance finding and addressed a failure to maintain adequate pledged securities over deposits of the police jury.

Recommendation: The auditor recommended that deposits with financial institutions and the related pledged securities be reviewed monthly to ensure that sufficient securities are pledged at all times.

Current Status: The recommendation was followed and the finding has been resolved. Bank balances at December 31, 1998, are fully covered by FDIC insurance and the pledge of bank owned securities.

97-3 Need to Post Checks to Proper Period

Condition: This was a reportable condition and addressed a failure to post checks written from the Sales Tax Agency Fund to the proper period.

Recommendation: The auditor recommended that checks be posted to the month in which they are actually written.

(Continued)

CALDWELL PARISH POLICE JURY
Columbia, Louisiana

Summary Schedule of Prior Audit Findings
For the Year ended December 31, 1998

Current Status: The recommendation was followed and the finding has been resolved. Checks are now posted in the month they are written and dated.

97-4 Fixed Asset Additions Should be Reconciled to the General Ledger

Condition: This was a reportable condition and addressed a failure reconcile amounts posted to "capital Outlay" expenditure accounts to amounts recorded as additions to fixed assets.

Recommendation: The auditor recommended that a list of additions to fixed assets be maintained throughout the year and that those additions be reconciled to capital outlay accounts on a monthly basis.

Current Status: The finding has not been corrected and is included as finding 98-1 in the current audit report's Schedule of Findings and Questioned Costs.

(Concluded)

JIMMY DUFF
President
DENIS JACOBSON
Vice-Pres.

Caldwell Parish Police Jury

RAYMOND FRANKLIN
Secretary-Treasurer

Post Office Box 1737 Columbia, Louisiana 71418

Ph. (318) 649-2681 - Fax (318) 649-5930

April 7, 1999

Legislative Audit Advisory Council
Daniel G. Kyle, Secretary
P. O. Box 94397
Baton Rouge, Louisiana 70804-9397

The following is Caldwell Parish Police Jury's corrective action plan for the audit report issued by Vernon R. Coon, CPA, dated April 6, 1999, on the Caldwell Parish Police Jury for the year ended December 31, 1998.

98-1 Need to Improve Controls Over Fixed Assets

Planned Corrective Action

- A. Adequate and individual capital outlay accounts will be established in the accounting records of all affected funds.
- B. One individual will have total responsibility for noting all invoices for payment which are capital outlay purchases and assure the invoices are coded to the proper capital outlay account.
- C. Invoices will be forwarded to the individual who is responsible for entering all fixed assets into the fixed asset accounting system.
- D. The individual responsible for fixed asset records will maintain an ongoing list of additions to fixed assets. Items will be added to the list as they are entered into the fixed asset accounting system. Fixed asset additions will be monitored monthly to ensure they agree with general ledger capital outlay accounts. Any differences will result in immediate corrective action.
- E. The Police Jury will inform component units whose records are maintained by the Police Jury that they are responsible for maintaining accurate records of their fixed assets.
- F. A complete physical inventory will be taken annually by departments of the Police Jury and component units. Any differences between the physical inventory and the fixed asset listing will be resolved.

Ward 1
Robert Duncan

Ward 2
Jimmy Duff

Ward 3
Jeff Wyant

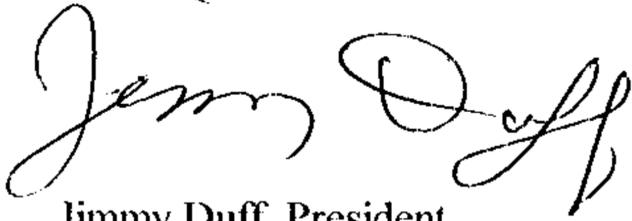
Ward 4
Eddie Hearn

Ward 5
Jerry Bailey

Ward 6
T.W. Earnhill

Ward 7
Denis Jacobson

Sincerely,

A handwritten signature in cursive script that reads "Jimmy Duff". The signature is written in black ink and is positioned above the printed name.

Jimmy Duff, President
CALDWELL PARISH POLICE JURY

JD/gb

April 8, 1999

CALDWELL PARISH RECREATION CENTER
P. O. BOX 122
COLUMBIA, LOUISIANA 71418

Legislative Audit Advisory Council
Daniel G. Kyle, Secretary
P. O. Box 94397
Baton Rouge, Louisiana 70804-9397

The following is Caldwell Parish Recreation Center's corrective action plan for the audit report issued by Vernon R. Coon, CPA dated April 6, 1999 on the Caldwell Parish Police Jury for the year ended December 31, 1998.

98-1 The Recreation District shall improve controls over payroll
Planned Corrective Action

1. As recommended by the auditor, all recreation center employees will, on a daily basis, fill in time sheets, listing specific hours worked; and, at the end of the pay period, sign his/her own time sheet.
2. Since the position of "Recreation Center Director" was not filled upon the retirement of Ms. Cindy Adams on February 13, 1993, Donna Volentine and Frank Mancil were appointed by the Board of Directors to assume the directors responsibilities, as well as to continue to retain their previous duties as coordinator of recreational activities and assistant director. Therefore, time sheets may be approved by either Ms. Volentine or Mr. Mancil.
3. The auditors recommendation has been implemented and the part-time employee and the Police Jury Secretary shall contact the retirement system to clarify as to whether or not the individual must join the Parochial Employee Retirement System. If so, this shall be done. Otherwise, the employee may choose to work no more than 27 hours per week.
4. Based on recommendations by the auditor, personnel files shall be maintained on all full time and part time employees, including the date of hire, and starting salary or hourly rate. Also, if applicable, any dates and amounts of raises, authorized annual and/or sick leave earnings, and any other necessary information concerning the employee shall be included. Additionally, seasonal workers' earnings, such as referees and umpires, shall be maintained in recreation center personnel files.

Respectfully,

Melvin D. Robinson Board of Directors' Member
4/8/99 Date

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