

KELLY WATER DISTRICT
Kelly, Louisiana

Annual Financial Statements

As of and for the Year Ended
October 31, 2002

Under provisions of state law, this report is a public document. Copies of the report have been submitted to the entity and other appropriate public officials. The report is available for public inspection at the State House office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11/23/03

KELLY WATER DISTRICT
Kelly, Louisiana

Annual Financial Statements

As of and for the Year Ended October 31, 2002

C O N T E N T S

Statement Page No.

Accountant's Compilation Report 3

Required Supplemental Information:

Management's Discussion and Analysis 3

Basic Financial Statements:

Enterprise Fund Financial Statements:

Statement of Net Assets A 6

**Statement of Revenues, Expenses, and
Changes in Fund Net Assets** B 7

Statement of Cash Flows C 8

Notes to the Financial Statements 9

Schedule Page No.

Supplemental Information Schedule:

Status of Prior Year Findings 1 17

**Current Year Findings and
Corrective Action Plan** 2 18

**Accountant's Report on Applying
Agreed-Upon Procedures** 20

Louisiana Attestation Questionnaire 24

M. Carlton Dumas
CERTIFIED PUBLIC ACCOUNTANT

369 DONALDSON BEAN • CALIBOU, LOUISIANA 71225 • TELEPHONE 318/644-3718

Accountant's Compilation Report

BOARD OF COMMISSIONERS
KILLY WATER DISTRICT
Kelly, Louisiana

I have compiled the accompanying basic financial statements and supplemental information schedules, as listed in the foregoing table of contents, of the Kelly Water District as of October 31, 2002, and for the year then ended, in accordance with standards established by *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

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

As described in Note 1 to the basic financial statements, the Kelly Water District adopted the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as of October 31, 2002. This results in a change in the format and content of the basic financial statements for the year ended October 31, 2002.

In accordance with the Louisiana Government Audit Guide and the provisions of state law, I have issued a report dated February 6, 2003, on the results of my agreed-upon procedures.



Calibou, Louisiana
February 6, 2003

KILLY WATER DISTRICT
Kelly, Louisiana

MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended October 31, 2002

Our discussion and analysis of Kelly Water District's (hereafter referred to as the District) financial performance provides an overview of the District's financial activities for the fiscal year ended October 31, 2002. Please read it in conjunction with the District's financial statements that begin on page 6.

BASIC FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, provides that special-purpose governments engaged only in business-type activities should present only the financial statements required for enterprise funds. For these governments, basic financial statements and required supplemental information (RSI) consist of:

- a. Management's discussion and analysis (MD&A)
- b. Statement of net assets
- c. Statement of revenues, expenses, and changes in net assets
- d. Statement of cash flows
- e. Notes to the financial statements
- f. RSI other than MD&A, if applicable

The Kelly Water District is a special-purpose government engaged only in business-type activities.

Enterprise Fund Financial Statements

The Statement of Net Assets and the Statement of Revenues, Expenses and Changes in Net Assets provide information in a way that shows the change in the District's financial condition resulting from the current year's activities. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most businesses. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net assets and the changes in them. Net assets - the difference between assets (what the District owns) and liabilities (what the District owes) is a way to measure the financial position of the District. Over time, increases or decreases in the District's net assets are an indicator of whether the District's financial position is improving or deteriorating.

The Statement of Cash Flows provides information on the changes in cash during the year. This statement reports the net cash provided or used by operating activities, non-capital financing activities (such as property tax receipts and grants) and investing activities.

KELLY WATER DISTRICT
Kelly, Louisiana
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended October 31, 2003

**COMPARATIVE ANALYSIS OF
FINANCIAL DATA**

Operating revenues increased \$1,578 or 1.73% over last year's operating revenues. Operating expenses increased \$10,085 or 10.87% over last year's operating expenses. The largest increase in expenses was repairs and maintenance expense which was an \$11,563 increase.

OVERALL FINANCIAL POSITION

The District's net income before the cumulative effect of a change in net assets due to a change in the estimated useful lives of capital assets was \$7,042. Unrestricted net assets (those assets available to finance the daily operations of the district) were \$178,108 at year end. The amount invested in capital assets was \$246,271 at year end.

CAPITAL ASSETS

At the end of the year, the District had capital assets (net of accumulated depreciation) totaling \$246,271. Capital assets include the water system and improvements, two portable buildings and equipment, costing \$1,000 or more.

There were no capital asset additions during the year. Additional information about the District's capital assets is presented in Note 4 to the financial statements.

ECONOMIC FACTORS

The District anticipates no significant changes in revenue or expenditures during the year ending October 31, 2003. The District expects its net assets to increase approximately \$8,300 or 2% for the year ending October 31, 2003.

BASIC FINANCIAL STATEMENTS

KELLY WATER DISTRICT
Kelly, Louisiana

STATEMENT OF NET ASSETS
October 31, 2004

ASSETS

Current assets:	
Cash	\$79,826
Investments	110,497
Accounts receivable - water sales (net of allowance for doubtful accounts)	<u>7,085</u>
Total current assets	191,408
Noncurrent assets:	
Property, plant and equipment (net of accumulated depreciation)	<u>346,371</u>
Total assets	<u>\$437,779</u>

LIABILITIES

Current liabilities:	
Accounts payable	\$1,920
Payroll taxes payable	40
Customer deposits	<u>11,340</u>
Total current liabilities	<u>13,300</u>

NET ASSETS

Invested in capital assets	346,371
Unrestricted	<u>13,308</u>
Total net assets	<u>\$439,779</u>

See accompanying notes and accountant's compilation report.

KILLY WATER DISTRICT
Kelly, Louisiana

STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN NET ASSETS
For the Year Ended October 31, 2002

OPERATING REVENUES	
Water sales	\$84,404
Connection and reconnection fees	3,863
Other income	1,534
Total revenues	<u>89,799</u>
OPERATING EXPENSES	
Office expense	3,514
Repairs and maintenance	26,968
Utilities	7,220
Insurance	6,883
Salaries	39,452
Payroll taxes	3,018
Depreciation	13,966
Other operating expenses	1,495
Total operating expenses	<u>132,522</u>
OPERATING INCOME (Loss)	<u>(42,723)</u>
NON-OPERATING REVENUES (Expenses)	
Interest earned on deposits	5,318
Property taxes	18,619
DOTD grant - utilities relocation	80,180
Utilities relocation expenses	(80,180)
Total non-operating revenues	<u>23,937</u>
Income before cumulative effect of a change in accounting principle	7,002
Cumulative effect on prior years of changing the estimated useful lives of capital assets	<u>(113,022)</u>
Change in net assets	(108,811)
NET ASSETS - BEGINNING	<u>533,180</u>
NET ASSETS - ENDING	<u>424,372</u>

See accompanying notes and accountant's compilation report.

KELLY WATER DISTRICT
Kelly, Louisiana

STATEMENT OF CASH FLOWS
For the Year Ended October 31, 2002

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$94,056
Customer deposit receipts, net	933
Payments to suppliers	(32,099)
Payments to employees	(79,451)
Net cash provided by operating activities	<u>3,440</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES	
DOTD grant - utilities relocation	80,180
Utilities relocation	(80,180)
Property tax receipts	14,619
Net cash provided by non-capital financing activities	<u>14,619</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest earnings on bank deposits	3,118
Increase in investments	(4,151)
Net cash provided by investing activities	<u>1,017</u>
NET INCREASE IN CASH	19,076
CASH AT BEGINNING OF YEAR	<u>54,750</u>
CASH AT END OF YEAR	<u>\$73,826</u>
Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities	
Operating Loss	<u>(412,725)</u>
Adjustments:	
Depreciation	10,966
Decrease in accounts receivable	977
Increase in customer deposits	933
Increase in accounts payable	287
Total adjustments	<u>13,163</u>
Net cash provided by operating activities	<u>\$3,440</u>

See accountant's compilation report and accompanying notes.

KELLY WATER DISTRICT
Kelly, Louisiana

Notes to the Financial Statements
As of and for the Year Ended October 31, 2002

INTRODUCTION

Kelly Water District was created by the Caldwell Parish Police Jury in 1973, as authorized by Louisiana Revised Statute 33:3811 for the purpose of supplying safe drinking water to the population of the district. The district is governed by a five member board appointed by the police jury who serve for indefinite terms of office without the benefit of compensation. The district serves approximately 360 customers and has two employees.

GAAP Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Kelly Water District is considered a component unit of the Caldwell Parish Police Jury. As a component unit, the accompanying financial statements may be included within the reporting of the primary government, either blended into these financial statements or separately reported as a discrete component unit.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Statements

Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, provides that special-purpose governments engaged only in business-type activities should present only the financial statements required for enterprise funds. For these governments, basic financial statements and required supplemental information (RSI) consist of:

1. Management's discussion and analysis (MD&A)
2. Statement of net assets
3. Statement of revenues, expenses, and changes in net assets
4. Statement of cash flows
5. Notes to the financial statements
6. RSI other than MD&A, if applicable

The Kelly Water District is a special-purpose government engaged only in business-type activities.

See accountant's compilation report.

KELLY WATER DISTRICT
Notes to the Financial Statements

**B. Measurement Focus, Basis of Accounting, and
Financial Statement Presentation**

Enterprise fund statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flow. Property taxes are recognized as revenues in the year for which they are levied. Grants are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Private-sector standards of accounting and financial reporting issued prior to December 31, 1989, generally are followed in the enterprise fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their enterprise funds, subject to this same limitation. The Kelly Water District has elected not to follow subsequent private-sector guidance.

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the fund's principal ongoing operation. The operating revenues of the Kelly Water District are water sales revenues and connection and reconnection fees. Operating expenses for enterprise funds include the costs of the services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

C. Deposits and Investments

Cash includes amounts in interest-bearing demand deposits. State law allows the district to invest in collateralized certificates of deposits, government-backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government-backed securities. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. As October 31, 2003, the district's investments consist of nonnegotiable certificates of deposits with original maturities that exceed 90 days that are reported in the accompanying financial statements at cost.

D. Receivables

Receivables for water sales are shown net of an allowance for uncollectible amounts. The allowance is an estimate based on the amount of receivables that are 60 days or older at year end.

See accountant's compilation report.

KELLY WATER DISTRICT
Notes to the Financial Statements

Property taxes are levied on a calendar year basis and become due on January 1 of each year. The district is authorized to levy a maximum tax of 10 mills annually on property within the boundaries of the district for maintenance and operation of the district beginning with the year 1998 and ending with the year 2007. The district levied 10 mills for the year ended October 31, 2002.

K. Capital Assets

Capital assets, which include the original water system and major improvements, buildings, and equipment are reported in the enterprise fund financial statements. All of the district's capital assets are capitalized at historical cost. The Kelly Water District maintains a threshold level of \$1,000 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

All capital assets are depreciated using the straight-line method over the following useful lives:

	<u>Estimated Lives</u>
Infrastructure - water systems and improvements	25 years
Buildings	25 years
Equipment	5 years

F. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities, disclosures, and revenues, expenditures, and expenses during the reporting period. Actual results could differ from these estimates.

J. DEPOSITS IN FINANCIAL INSTITUTIONS

At October 31, 2002, the district has cash and investments (book balances) as follows:

Interest bearing checking account	\$13,318
Interest bearing savings accounts	60,508
Investments - certificates of deposit	<u>110,497</u>

See accountant's compilation report.

KELLY WATER DISTRICT
Notes to the Financial Statements

Total	<u>\$164,323</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 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. As October 31, 2002, the Kelly Water District has \$244,854 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance and \$204,858 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 99:1239 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the district that the fiscal agent bank has failed to pay deposited funds upon demand.

3. ACCOUNTS RECEIVABLE

As October 31, 2002, the district has net receivables of \$7,083 as follows:

Water sales	\$8,412
Allowance for uncollectible accounts	<u>(1,327)</u>
Net receivables	<u>\$7,085</u>

4. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended October 31, 2002, is as follows:

See accountant's compilation report.

KELLY WATER DISTRICT
Notes to the Financial Statements

	Balance at November 1, 2001	Increases	Decreases	Balance at October 31, 2002
Capital assets being depreciated:				
Water systems and improvements	\$604,972			\$604,972
Buildings	18,613			18,613
Equipment	2,214			2,214
Total capital assets being depreciated	<u>625,799</u>	<u>NONE</u>	<u>NONE</u>	<u>625,799</u>
Less accumulated depreciation:				
For:				
Water systems and improvements	343,374	12,803		356,177
Buildings	407	710		1,117
Equipment	1,181	443		1,624
Total accumulated depreciation	<u>344,962</u>	<u>13,956</u>	<u>NONE</u>	<u>358,918</u>
Total assets being depreciated, net	<u>\$280,837</u>	<u>\$(13,956)</u>	<u>NONE</u>	<u>\$266,881</u>

Depreciation expense of \$13,966 for the year ended October 31, 2002 was reported in the enterprise fund statement of revenues, expenses, and changes in net assets.

5. UTILITIES RELOCATION PROJECT

During the year ended October 31, 2000, Kelly Water District entered into construction and engineering contracts for the second phase of a water line relocation project resulting from the widening of US Highway 165. Utilities relocation expenses for the year ended October 31, 2002 were \$80,380 and were funded by a grant from the Louisiana Department of Transportation and Development.

6. ACCOUNTING CHANGES

Accounting changes made during the year involve a change in accounting estimate due to changing the estimated useful life of the water system and improvements from 40 years to 25 years and the estimated useful life of portable buildings from 10 years to 35 years. The cumulative effect on prior years of changing the useful lives of these assets is \$115,823 and is reported on the statement of revenues, expenses, and changes in net assets for the year ended October 31, 2002.

See accountant's compilation report.

KELLY WATER DISTRICT
Notes to the Financial Statements

7. RISK MANAGEMENT

The district purchases commercial insurance to reduce the risk of loss resulting from property damage or liability claims. There have been no significant reductions in insurance coverage from coverage in the prior year. Settlements have not exceeded insurance coverage in any of the past three fiscal years.

8. CONTINGENT LIABILITIES

As October 31, 2002, the Kelly Water District is involved in one lawsuit. The ultimate resolution of the matter can not be determined at this time. No liability that may result from this matter is reported in the accompanying financial statements.

SUPPLEMENTAL INFORMATION SCHEDULES

See accountant's compilation report.

KELLY WATER DISTRICT
Kelly, Louisiana

SUPPLEMENTAL INFORMATION SCHEDULES
As of and For the Year Ended October 31, 2001

STATUS OF PRIOR YEAR FINDINGS

The follow-up and corrective action taken on all prior year findings is presented in Schedule 1.

**CURRENT YEAR FINDINGS AND
CORRECTIVE ACTION PLAN**

The corrective action plan for current year findings is presented in Schedule 2.

KELLY WATER DISTRICT
Kelly, LouisianaSTATUS OF PRIOR YEAR FINDINGS
For the Year Ended October 31, 2002

<u>Reference Number</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken</u>	<u>Planned Corrective Action</u>
-----------------------------	---	-------------------------------	--	--

There were no prior year findings.

KELLY WATER DISTRICT
Kelly, LouisianaCURRENT YEAR FINDINGS AND
CORRECTIVE ACTION PLAN
For the Year Ended October 31, 2002

<u>Reference Number</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name of Contact Person</u>	<u>Anticipated Completion Date</u>
-----------------------------	-------------------------------	--	-----------------------------------	--

There are no current year findings.

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

The following independent accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the *Louisiana Governmental Audit Guide* and the *Louisiana Attention Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

M. Carleen Dumas
CERTIFIED PUBLIC ACCOUNTANT

368 DONALDSON ROAD • CALIBORN, LOUISIANA 71225 • TELEPHONE 338/544-5726

**Independent Accountant's Report
On Applying Agreed-Upon Procedures**

**BOARD OF COMMISSIONERS
KELLY WATER DISTRICT
Kelly, Louisiana**

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed upon by the management of the Kelly Water District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Kelly Water District's compliance with certain laws and regulations during the year ended October 31, 2003 included in the accompanying *Louisiana Assertion Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for materials and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2231-2251 (the public bid law).

There were no expenditures for materials and supplies that exceeded \$15,000 nor were there public works expenditures exceeding \$100,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

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

**BOARD OF COMMISSIONERS
KELLY WATER DISTRICT
Independent Accountant's Report on
Applying Agreed-Upon Procedures
October 31, 2002**

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

Management provided me with the required list.

4. Determine whether any of the employees included in the listing obtained from management in procedure number 3 above were also included in the listing obtained from management in procedure number 2 above as immediate family members.

There were no names on the employee listing that were also included on the listing of immediate family members.

Budgeting

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

The district was not required to adopt a budget for the year ended October 31, 2002.

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

See results of procedures listed under agreed-upon procedure (5).

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 3% or more or if actual expenditures exceed budgeted amounts by 3% or more.

See results of procedures listed under agreed-upon procedure (5).

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:
- (a) trace payments to supporting documentation as to correct amount and payee.
 - (b) determine if payments were properly coded to the correct fund and general ledger account.
 - (c) determine whether payments received approval from proper authorities.

An examination of six randomly selected disbursements disclosed the following:

**BOARD OF COMMISSIONERS
KILLY WATER DISTRICT
Independent Accountant's Report on
Applying Agreed-Upon Procedures
October 31, 2000**

- (a) The six selected disbursements were properly supported as to amount and payee.
- (b) The six selected disbursements were properly coded to the correct fund and general ledger account.
- (c) The six selected disbursements received approval from proper authorities.

Meetings

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

Agendas for board meetings are posted on the door of the meeting location at least 24 hours prior to the meeting.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

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

Advances and Bonuses

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

A reading of the minutes of the board meetings and an examination of payroll records indicated no payments which may constitute bonuses, advances, or gifts.

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

BOARD OF COMMISSIONERS
KELLY WATER DISTRICT
Independent Accountant's Report on
Applying Agreed-Upon Procedures
October 31, 2002

This report is intended solely for the use of management of the Kelly Water District and the Legislative Auditor, State of Louisiana, and is not intended to be and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.



Carlson, Louisiana
February 6, 2003

Louisiana Attestation Questionnaire

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the *Louisiana Governmental Audit Guide*.

M. Carlen Dumas
Certified Public Accountant
389 Donaldson Rd.
Caldwell, La 71225

Mrs. Dumas,

In connection with your compilation of our financial statements of the Kelly Water District as of October 31, 2002 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on information available to us as of 10-31-02.

PUBLIC BID LAW

1. The provisions of the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

Yes No | N/A |

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

1. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of LSA-RS 42:1101-1124.

Yes No | N/A |

1. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980 under circumstances which would constitute a violation of LSA-RS 42:1119.

Yes No | N/A |

BUDGETING

4. We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 19:130-14) or the budget requirements of LSA-RS 39-43.

Yes No N/A

ACCOUNTING AND REPORTING

5. All non-exempt governmental records are available to a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes No N/A

6. We have filed our annual financial statements in accordance with LSA-RS 24:504, LSA-RS 23:483, and/or LSA-RS 39:92, as applicable.

Yes No N/A

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

Yes No N/A

MEETINGS

8. We have complied with the provisions of the Opening Meetings Law, LSA-RS 42:1-12.

Yes No N/A

DEBT

9. We have not incurred any indebtedness, other than credit for 90-days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1874 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1419-68.

Yes No N/A

ADVANCES AND BONUSES

10. We have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes No N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known non-compliance which may occur subsequent to the issuance of your report.

Shonda Thomas

1-20-03

Date