

Natchitoches Parish Police Jury  
Natchitoches, Louisiana

Schedule of Findings and Questioned Costs  
Year Ended December 31, 1998

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit results in accordance with OMB Circular A-133:

1. An unqualified opinion was issued on the primary government financial statements of the Natchitoches Parish Police Jury as of and for the year ended December 31, 1998.
2. A reportable condition in internal control was disclosed by the audit of the financial statements and the condition was considered a material weakness.
3. The audit disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards*.
4. The audit did not disclose reportable conditions in internal control over major programs.
5. An unqualified opinion was issued on compliance for major programs.
6. The audit did not disclose findings related to federal awards that are required to be reported under OMB Circular A-133.
7. The following programs were major for the year ended December 31, 1998:
  - Kisatchie National Forest (CFDA #10.666)
  - Head Start (CFDA #93.600)
8. \$300,000 was the threshold used to distinguish Type A from Type B programs.
9. The Natchitoches Parish Police Jury did not qualify as a low-risk auditee.

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

The following finding relates to the financial statements and is required to be reported in accordance with *Government Auditing Standards*:

Compliance-

98-1 Budget Amendments

Condition-Louisiana Statutes require the Police Jury to amend its operating budget when the fund balance is budgeted and there is a 5% unfavorable variance. For the year ended December 31, 1998, the General, Solid Waste Disposal, and Insurance Reserve funds experienced this condition and the budget was not amended accordingly.

# *Johnson, Thomas & Cunningham*

*Certified Public Accountants*

*Eddie G. Johnson, C.P.A., A Professional Corporation (1968-1996)*

*Mark D. Thomas, C.P.A., A Professional Corporation*

*Roger M. Cunningham, C.P.A., A Professional Corporation*

*J. Paul Blair, C.P.A., A Professional Corporation*

*321 Bienville Street  
Natchitoches, Louisiana 71457*

*(318) 352-3652*

*Fax (318) 352-4447*

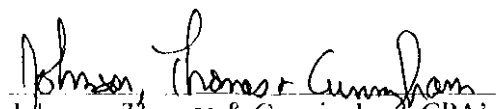
June 23, 1999

Bobby Dean, Administrator  
Natchitoches Parish Police Jury  
P. O. Box 799  
Natchitoches, LA 71458-0799

We have audited the primary government financial statements of the Natchitoches Parish Police Jury as of and for the year ended December 31, 1998, and have issued our report thereon dated June 23, 1999. As a part of that audit examination, we have the following additional comments and recommendations:

1. During our audit examination we noted several employees being absent during the workday. Upon review of the payroll records for those days, we found that the employees' time records did not reflect the use of annual leave or sick leave. We recommend that the Jury improve its record-keeping in this area.
2. The various funds of the Office of Community Services have different year ends, which leads to errors in posting when one program year ends and another begins. In addition, the requests for funds being prepared by the staff of the Office of Community Services are heavily dependent of the general ledger of the Police Jury. Currently the Office of Community Services does not have access to the general ledger until it has been completed by the Finance Department. We recommend that the Jury explore the use of computer modems and on-line capacities to allow personnel at the Office of Community Services to view the general ledgers that relate to their programs, but not to allow postings to the accounts. This recommendation is being made in an effort to reduce the number of year-end corrections that are currently needed to OCS program funds.

Thank you for the many courtesies extended to us during this audit examination.

  
Johnson, Thomas & Cunningham, CPA's

Natchitoches Parish Police Jury  
Natchitoches, Louisiana

Schedule of Findings and Questioned Costs-Continued  
Year Ended December 31, 1998

Recommendation-We recommend that the Jury closely monitor the monthly financial statements of each fund, and amend its budget as needed.

Internal Control-

98-2 General Fixed Assets

Condition-In our tests of capital expenditures, we noted that several purchases of equipment had not been reflected on the general fixed assets inventory maintained by the Police Jury. Periodic reconciliations of the inventory of general fixed assets are necessary to insure that property purchased, or disposed of, during the year is properly accounted for and tagged.

Recommendation-The Police Jury should revise its system for maintaining the fixed assets inventory to insure that all additions and deletions are properly accounted for.

Natchitoches Parish Police Jury  
Schedule of Prior Year Audit Findings  
Year Ended December 31, 1998

Internal Control Findings

97-1 General Fixed Assets

Condition-For the year ended December 31, 1997, the Jury's general fixed asset inventory was not being completely maintained.

Current Status-This condition still exists, and is reported as finding 98-2.