

STEVE J. THERIOT, CPA  
LEGISLATIVE AUDITOR

OFFICE OF  
**LEGISLATIVE AUDITOR**  
STATE OF LOUISIANA  
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September 17, 2007

To Whom It May Concern:

This report is not an audit performed in accordance with generally accepted *Government Auditing Standards* nor was it prepared by an independent Certified Public Accountant.

This report was submitted by Department of Agriculture employees whose work was not supervised by a CPA or the Legislative Auditor.

Sincerely,

  
Steve J. Theriot, CPA  
Legislative Auditor

SJT:JSI:ss

[SOLANDWATER]



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY  
BOB ODOM, COMMISSIONER



August 7, 2007

CONFIDENTIAL ASSISTANTS

LUKE A. THERIOT  
T. TYSON "TY" BROMELL, II

Mr. Andy Anders, Chairman  
Tensas Concordia Soil and Water Conservation District  
8331 Hwy 84  
Ferriday, LA 71334

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**Soil & Water Conservation**  
Bradley E. Spicer  
P.O. Box 3554  
Baton Rouge, LA 70821  
(225) 922-1269  
Fax: 922-2577

Dear Mr. Anders:

Attached is the Tensas Concordia Soil and Water Conservation District Audit Report for the year ending June 30, 2006. Please be advised that during the recent audit, the state auditor found the following finding.

1. Capital Assets Net Depreciation: The department's audit revealed that the district is not in compliance with Governmental Accounting Standards Board Statement No. 34 with respect to reporting of capital assets. The balance sheet did not include the capital assets (land, buildings and equipment) net of depreciation. Statement 34 with respect to reporting of capital assets has not been applied to the district in the past, but will be applied starting with the next fiscal year.

To assist your district to eliminate this noncompliance the department will conduct area workshops to train district personnel on the proper preparation of depreciation schedules and preparation of the financial statements during the next fiscal year and prior to any audit of your district.

If we can assist your board in meeting it's administrative and program responsibilities, including resolving the finding identified in this audit, please let us know.

Sincerely,

Bradley E. Spicer  
Executive Director

BES:le  
Attachment  
cc: Bennie Tate (2)

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

Release Date 9/26/07

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

TENSAS-CONCORDIA SOIL AND WATER CONSERVATION DISTRICT

FERRIDAY, LOUISIANA

REPORT NO. 06-16-40

ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2006

RECEIVED  
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LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

REPORT NO. 06-16-40

TENSAS-CONCORDIA SOIL AND WATER CONSERVATION DISTRICT  
FERRIDAY, LOUISIANA

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LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

June 26,2007  
Board of Supervisors  
Tensas-Concordia Soil and Water Conservation District  
8331 Highway 84  
Ferriday, Louisiana 71334

**RE: AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2006**

Dear Board of Supervisors:

The audit and evaluation section of the Louisiana Department of Agriculture and Forestry (department) has conducted an audit of your district, including the district's accounts receipts and disbursements for the fiscal year stated above. The purpose of the audit is to fulfill the statutory duty of both the State Soil and Water Conservation Committee and the department, as required by the committee and this department. The department believes that the audit provides a reasonable basis for this report. This report and the attached audit shall be filed with the legislative auditor as required by La. R. S. 3:1204 (C) (3).

This department, therefore, is reasonably assured that the operation of the district and the conduct of its affairs are in substantial compliance with applicable law, regulations, and policies and that the assets of the district are controlled and safeguarded, except as provided herein.

The department's audit revealed that the district is not in compliance with Governmental Accounting Standards Statement No. 34 with respect to reporting of capital assets. The balance sheet did not include the capital assets (land, buildings, and equipment) net of depreciation. Therefore the district statements are not in conformity with said Generally Accepted Accounting Principles (GAAP).

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

**Disclaimer:** The audit of the district was conducted by a public employee, who is not a certified public employee accountant, in the performance of that person's duties as a public employee, prepared this report. The audit and this report are designed to be used for Louisiana state government purposes only. Accordingly, the audit and this report are not designed for those who are not informed about such matters.

Sincerely,

Mark A. Tillman  
Audit Director

MAT: bt  
cc. State Soil and Water Conservation Committee  
Legislative Auditor

EXHIBIT A

AUDITED COMBINED BALANCE SHEET

	GENERAL FUND	SPEC. REVENUE FUND	GENERAL FIXED ASSETS	FUND BALANCE 2008	FUND BALANCE 2005
<b>ASSETS</b>					
Cash	\$19,900.13	\$1,512.04		\$21,412.17	\$11,979.23
Accounts Receivable	\$1,985.00	\$0.00		\$1,985.00	\$9,436.87
Petty Cash	\$0.00	\$0.00		\$0.00	\$0.00
Certificates of Deposit	\$160,000.00	\$0.00		\$160,000.00	\$160,000.00
Due From Other Fund	\$0.00	\$0.00		\$0.00	\$0.00
Money Market	\$0.00	\$0.00		\$0.00	\$0.00
Savings	\$0.00	\$0.00		\$0.00	\$0.00
Prepaid Insurance	\$83.33	\$0.00		\$83.33	\$83.33
Prepaid Maintenance	\$0.00	\$0.00		\$0.00	\$0.00
Furniture & Equipment			\$31,627.14	\$31,627.14	\$31,627.14
<b>TOTAL ASSETS</b>	<b>\$181,968.46</b>	<b>\$1,512.04</b>	<b>\$31,627.14</b>	<b>\$215,107.64</b>	<b>\$213,126.57</b>
<b>LIABILITIES</b>					
Accounts Payable	\$4,419.16	\$0.00		\$4,419.16	\$0.00
Accrued Salaries	\$1,580.00	\$0.00		\$1,580.00	\$1,348.00
Accrued Deferred Compensation	\$0.00	\$0.00		\$0.00	\$0.00
Accrued FICA	\$120.87	\$0.00		\$120.87	\$103.12
Accrued Retirement	\$0.00	\$0.00		\$0.00	\$0.00
Accrued Leave	\$3,080.70	\$0.00		\$3,080.70	\$2,691.62
<b>TOTAL LIABILITIES</b>	<b>\$9,200.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,200.73</b>	<b>\$4,142.74</b>
<b>FUND EQUITY</b>					
Fund Balance-Res.-Group Insurance	\$0.00	\$0.00		\$0.00	(\$2,000.58)
Fund Balance-Res.-Other Insurance	\$83.33	\$0.00		\$83.33	\$83.33
Fund Balance-Res.- Maintenance	\$0.00	\$0.00		\$0.00	\$0.00
Fund Balance-Res.-Retirement	\$0.00	\$0.00		\$0.00	\$0.00
Fund Balance-Unreserved	\$172,684.40	\$1,512.04		\$174,196.44	\$179,273.94
Investments in G. F. A.			\$31,627.14	\$31,627.14	\$31,627.14
<b>TOTAL FUND EQUITY</b>	<b>\$172,767.73</b>	<b>\$1,512.04</b>	<b>\$31,627.14</b>	<b>\$205,906.91</b>	<b>\$208,983.83</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$181,968.46</b>	<b>\$1,512.04</b>	<b>\$31,627.14</b>	<b>\$215,107.64</b>	<b>\$213,126.57</b>

The accompanying notes are an integral part of this statement.

**EXHIBIT B**

**STATEMENT OF REVENUE, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

	<b>GENERAL FUND 2006</b>	<b>SPECIAL REVENUE</b>	<b>TOTAL FUND 2006</b>	<b>TOTAL FUND 2005</b>
<b>REVENUE</b>				
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
DNR	\$0.00	\$0.00	\$0.00	\$0.00
Farm Bill	\$7,751.00	\$0.00	\$7,751.00	\$11,556.00
Interest	\$5,230.14	\$0.00	\$5,230.14	\$3,244.82
Local	\$0.00	\$0.00	\$0.00	\$406.71
Miscellaneous	\$310.00	\$0.00	\$310.00	\$0.00
RC&D	\$0.00	\$19,990.97	\$19,990.97	\$25,465.21
Rent	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Equipment	\$0.00	\$0.00	\$0.00	\$1,500.00
State Funds	\$54,929.00	\$0.00	\$54,929.00	\$56,460.00
Water Quality	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$68,220.14</b>	<b>\$19,990.97</b>	<b>\$88,211.11</b>	<b>\$98,632.74</b>
<b>EXPENDITURES</b>				
Advertisements (bid notices)	\$90.50	\$0.00	\$90.50	\$58.20
Area Meeting	\$118.57	\$0.00	\$118.57	\$97.04
Awards, Contests, Promotions	\$0.00	\$0.00	\$0.00	\$1,071.38
Bank Charges	\$0.00	\$0.00	\$0.00	\$20.00
Board Meetings-per diem	\$0.00	\$0.00	\$0.00	\$0.00
Board Meetings-mileage	\$0.00	\$0.00	\$0.00	\$0.00
Boat Launch Fees	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$160.00	\$0.00	\$160.00	\$546.00
Equipment Purchase	\$239.59	\$0.00	\$239.59	\$12,423.23
Field Materials/Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Flow Thru Funds	\$0.00	\$0.00	\$0.00	\$0.00
Insurance-group health	\$21,682.44	\$0.00	\$21,682.44	\$19,447.06
Insurance-other	\$3,654.00	\$0.00	\$3,654.00	\$100.00
Insurance-unemployment	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Repairs	\$326.24	\$0.00	\$326.24	\$222.53
Match (RC&D)	\$1,500.00	\$0.00	\$1,500.00	\$12.75
Miscellaneous	\$120.00	\$0.00	\$120.00	\$0.00
Office Supplies	\$188.40	\$0.00	\$188.40	\$0.00
Postage	\$40.51	\$0.00	\$40.51	\$0.00
Rentals & Leases	\$0.00	\$0.00	\$0.00	\$0.00
Salaries	\$43,698.33	\$17,165.75	\$60,864.08	\$49,707.90
Deferred Compensation	\$0.00	\$0.00	\$0.00	\$0.00
FICA	\$3,215.63	\$1,313.18	\$4,528.81	\$3,628.65
Retirement	\$0.00	\$0.00	\$0.00	\$0.00
Special Project	\$0.00	\$0.00	\$0.00	\$0.00
Telephone	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$761.16	\$0.00	\$761.16	\$1,143.02
<b>TOTAL EXPENDITURES</b>	<b>\$75,795.37</b>	<b>\$18,478.93</b>	<b>\$94,274.30</b>	<b>\$88,477.76</b>
<b>Excess (deficiency) of Revenue over Expenditures</b>	<b>(\$7,575.23)</b>	<b>\$1,512.04</b>	<b>(\$6,063.19)</b>	<b>\$10,154.98</b>

The accompanying notes are an integral part of this statement.



**EXHIBIT C**

**STATEMENT OF REVENUE, EXPENDITURES  
AND CHANGES IN FUND BALANCE**

	GENERAL FUND 2006	SPEC. REVENUE FUND	TOTAL FUND 2006	TOTAL FUND 2005
Fund Balance-Unreserved Beginning of the Year	\$179,273.94	\$0.00	\$179,273.94	\$169,118.96
Excess (deficiency) of Revenue over Expenditures	(\$7,575.23)	\$1,512.04	(\$6,063.19)	\$10,154.98
Less: Prior Period Adjustment/Transfers	\$985.69	\$0.00	\$985.69	\$0.00
Less: Establish F. B.-Reserved for Other Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Less: Establish F. B.-Reserved for Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
<b>Fund Balance-Unreserved End of the Year</b>	<b>\$172,684.40</b>	<b>\$1,512.04</b>	<b>\$174,196.44</b>	<b>\$179,273.94</b>
<b>OTHER FINANCING SOURCES</b>				
Fund Balance-Reserved for Group Insurance (Beg. Balance)	(\$2,000.58)	\$0.00	(\$2,000.58)	\$5,782.57
Plus: Paid-in by Supervisors	\$17,906.92	\$0.00	\$17,906.92	\$25,957.17
Less: Paid-out by District	(\$16,875.96)	\$0.00	(\$16,875.96)	(\$33,740.32)
Less: Prior Period Correction	\$969.62	\$0.00	\$969.62	\$0.00
<b>Fund Balance Reserved for Group Insurance (Ending Balance)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,000.58)</b>
Fund Balance-Reserved for Other Insurance (Beg. Balance)	\$83.33	\$0.00	\$83.33	\$83.33
Plus: Paid-in	\$3,554.00	\$0.00	\$3,554.00	\$2,485.00
Less: Paid-out	(\$3,554.00)	\$0.00	(\$3,554.00)	(\$2,485.00)
<b>Fund Balance Reserved for Other Insurance (Ending Balance)</b>	<b>\$83.33</b>	<b>\$0.00</b>	<b>\$83.33</b>	<b>\$83.33</b>
Fund Balance-Reserved for Maintenance (Beg. Balance)	\$0.00	\$0.00	\$0.00	\$0.00
Plus: Paid-in	\$326.24	\$0.00	\$326.24	\$222.53
Less: Paid-out	(\$326.24)	\$0.00	(\$326.24)	(\$222.53)
<b>Fund Balance Reserved for Maintenance (Ending Balance)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

The accompanying notes are an integral part of this statement.

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

REPORT NO. 06-16-40  
TENSAS-CONCORDIA SOIL AND WATER CONSERVATION DISTRICT  
FERRIDAY, LOUISIANA

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2006

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Louisiana Legislature created the Tensas-Concordia Soil and Water Conservation District. The District primarily assists farmers and other land users in the wise use of their lands and the prevention of erosion of farm and urban land and the pollution of waters in the state. The governing board of supervisors administers the operations and responsibilities of the District in accordance with Louisiana Statutes. The board is comprised of five members.

In April 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November, 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent pronouncements are recognized as generally accepted accounting principles for state and local governments.

The financial statements of the Tensas-Concordia Soil and Water Conservation District are prepared in accordance with the standards established by the GASB. GASB Codification Section 2100 established criteria for determining the governmental reporting entity to be the Tensas-Concordia Soil and Water Conservation District. The accompanying statements present information only as to the transactions of the District.

**A. FUND ACCOUNTING**

The financial statements of the Tensas-Concordia Soil and Water Conservation

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

**REPORT NO. 06-**

District are presented as if the accounts were organized on the basis of funds and account groups, each of which would be considered a separate accounting entity. Since the District has financial resources, which are required to be accounted for in other funds, a general fund and a special revenue fund were both employed.

During the fiscal year ending June 30, 2006, the Tensas-Concordia Soil and Water Conservation District receives funds it considers Special Revenue Funds and the financial records have been prepared accordingly.

**B. FIXED ASSETS**

Fixed assets used in the governmental fund type operations are accounted for in the General Fixed Assets account group, rather than the Governmental Fund. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

This account group is not a "fund." It is concerned with the measurement of financial position, not with measurement of operations.

**C. BASIS OF ACCOUNTING**

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The records are maintained on a cash basis and the accompanying financial statements have been converted to a modified accrual basis of accounting using the following practices:

(1) Revenue

State Funds are recorded when the District is entitled to the funds.

Newsletter sponsors and equipment rental are recorded in the year earned.

*Interest income on time deposits is recorded when the deposits have matured and the income is available.*

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

REPORT NO. 06-16-40

Rents and royalties are recorded in the year earned.

Subsequently all other revenues are recorded when received.

(2) Expenditures

Expenditures were recognized in the accounting period in which the liabilities are both measurable and incurred.

**D. BUDGETARY PRACTICES**

A budget was submitted to the Office of Soil and Water Conservation, Louisiana Department of Agriculture and Forestry. State Funding for the year was based upon the allocation procedures established in the program rules and regulations.

**E. ANNUAL AND SICK LEAVE**

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. Unused annual and sick leave accumulates without limit. The number of hours of unused annual leave for which an employee may receive a lump sum payment upon termination from District employment may not exceed 300 hours.

At June 30, 2006 (fiscal close), the Tensas-Concordia Soil and Water Conservation District had accumulated and vested \$3,080.70, in leave privileges, required to be accrued under SFAS 43. Current year expenditures for salary and leave privileges total \$60,864.08.

**F. PENSION PLAN  
SOCIAL SECURITY BENEFITS**

Substantially all employees of the Tensas-Concordia Soil and Water Conservation

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

REPORT NO. 06-

District are members of the Social Security System. The Employee contribution was 7.65% of gross salary from July 1, 2005, through June 30, 2006. The District contributed an additional 7.65% of gross salary from July 1, 2005, through June 30, 2006. The District does not guarantee the benefits granted by the Social Security System.

**2. CHANGES IN GENERAL FIXED ASSETS**

The General Fixed Assets of the Tensas-Concordia Soil and Water Conservation District remained the same for the year ended June 30, 2006.

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY  
AUDIT DIVISION

REPORT NO. 06-

**4. COMPENSATION PAID TO BOARD MEMBERS**

The Tensas-Concordia Soil and Water Conservation District does not pay per diem or mileage to board meetings.

TOTAL NUMBER OF BOARD MEETINGS DURING THE YEAR WAS 11.



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY  
BOB ODOM, COMMISSIONER



CONFIDENTIAL ASSISTANTS

LUKE A. THERIOT  
T. TYSON "TY" BROMELL, II

August 7, 2007

ASSISTANT  
COMMISSIONERS

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Fax: 922-2577

Mr. Andy Anders, Chairman  
Tensas Concordia Soil and Water Conservation District  
8331 Hwy 84  
Ferriday, LA 71334

Dear Mr. Anders:

Please be advised that at the close of the audit for the year ending June 30, 2006, the auditor identified and discussed with the staff the following recommendations. It is strongly recommended that the district implement these items immediately.

1. **RC & D Funds:** The source document is the agreement between the district and the Northeast RC&D. A copy of the agreement is to be in the district files. This document will outline each party's responsibility, and the rules which govern the revenue, and the expenditures to be reimbursed.

RC&D is billed by the district for salaries and certain related items for the RC&D employee. Northeast RC&D is invoiced for these expenditures and remits the funds to the district. A record is to be kept of all salary expenditures associated with the employee and the amount that has been billed. When these funds are received, reconcile what was billed by the district and what has been received. If there is a difference, determine and verify the difference and then properly document it in the records. Any amount the district is owed and has been bill by the district will be a receivable to the district.

Revenue and associated expenditures from RC & D are currently the only Special Revenue source and should be accounted for appropriately. All other revenues and expenditures are currently General Funds and should also be accounted for as such.

2. **EFT Funds:** EFT funds are routinely transmitted to the district checking account. Identify these funds by source (state, 319, Farm Bill, etc.), note this on the bank statement and record this information in the cash receipts journal. Reconcile all EFTs to the correct invoice or record; if there is any difference, determine why and take the appropriate action.

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Your immediate attention to implementing these recommendations is requested. Also, **within forty-five (45) days provide this office in writing** the action taken by the Tensas Concordia Soil and Water Conservation board to implement these recommendations.

I encourage you, your district staff, and board members to request assistance from this office any time it is needed to help ensure the board in meeting its administrative and program responsibilities, including resolving the recommendations identified in this audit.

Sincerely,



Bradley E. Spicer  
Executive Director

BES:le  
cc: Bennie Tate (2)