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VILLAGE OF KILBOURNE

Kilbourne, Louisiana

ANNUAL REPORT

FOR THE YEAR ENDED
JUNE 30, 1998

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 April 9, 1998

PREPARED BY:

JOHN M. GATHINGS
Certified Public Accountant
Oak Grove, Louisiana 71263

VILLAGE OF KILBOURNE
 COMPREHENSIVE ANNUAL FINANCIAL REPORT
 YEAR ENDED JUNE 30, 1998

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JOHN M. GATHINGS, CPA
OAK GROVE, LOUISIANA
JANUARY 05, 1999

EXHIBIT A
(CONTINUED)

GENERAL LONG-TERM DEBT FUND	PROPRIETARY TYPE SEWER SYSTEM FUND	CAPITAL IMPROVEMENT ACCOUNT	ACCOUNT GROUP GENERAL FIXED ASSETS FUND	TOTALS (MEMORANDUM ONLY) 1998
\$0.00	\$869.91	\$10.00	\$0.00	\$4,626.30
0.00	0.00	0.00	0.00	\$10,000.00
0.00	0.00	0.00	0.00	\$55.75
0.00	0.00	0.00	0.00	\$30.00
0.00	0.00	0.00	0.00	\$8,942.53
0.00	0.00	290,000.00	0.00	\$290,000.00
33,251.92	0.00	0.00	0.00	\$33,251.92
<u>0.00</u>	<u>3,930.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$3,930.00</u>
\$33,251.92	\$4,799.91	\$290,010.00	\$0.00	\$350,836.50
	\$1,040,263.97	\$0.00	\$553,496.04	\$1,593,760.01
		10,000.00		\$10,000.00
<u>0.00</u>	<u>(262,870.69)</u>		<u>0.00</u>	<u>(\$262,870.69)</u>
<u>\$0.00</u>	<u>\$777,393.28</u>	<u>\$10,000.00</u>	<u>\$553,496.04</u>	<u>\$1,340,889.32</u>
\$33,251.92	\$782,193.19	\$300,010.00	\$553,496.04	\$1,691,725.82
\$0.00	\$4,942.53	\$0.00	\$0.00	\$8,942.53
0.00	0.00	10,000.00	0.00	\$10,000.00
33,251.92	6,705.62	0.00	0.00	\$39,957.54
<u>0.00</u>	<u>\$175.53</u>	<u>0.00</u>	<u>0.00</u>	<u>\$175.53</u>
\$33,251.92	\$11,823.68	\$10,000.00	\$0.00	\$59,075.60

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 JUNE 30, 1998

GOVERNMENTAL FUNDS TYPES

	<u>GENERAL FUND</u>	<u>FIRE DEPARTMENT FUND</u>	<u>POLICE DEPT. FUND</u>
ASSETS			
<u>CURRENT ASSETS:</u>			
CASH IN THE BANK	\$2,338.03	\$1,316.56	\$91.80
CERTIFICATES OF DEPOSIT	10,000.00	0.00	0.00
PETTY CASH	55.75	0.00	0.00
RECEIVABLE UTILITY DEPOSIT	30.00	0.00	0.00
RECEIVABLE FROM OTHER FUNDS	8,942.53	0.00	0.00
RECEIVABLES GOVERNMENT	0.00	0.00	0.00
PROVISION FOR LONG-TERM DEBT	0.00	0.00	0.00
TRADE ACCOUNTS RECEIVABLE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 TOTAL CURRENT ASSETS	 \$21,366.31	 \$1,316.56	 \$91.80
<u>FIXED ASSETS:</u>			
DEPRECIABLE ASSETS			
CONSTRUCTION IN PROGRESS			
RESERVE FOR DEPRECIATION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 TOTAL FIXED ASSETS	 <u>\$0.00</u>	 <u>\$0.00</u>	 <u>\$0.00</u>
 TOTAL ASSETS	 <u>\$21,366.31</u>	 <u>\$1,316.56</u>	 <u>\$91.80</u>
 LIABILITIES AND FUND EQUITY			
<u>CURRENT LIABILITIES:</u>			
PAYABLE TO OTHER FUNDS	\$0.00	\$4,000.00	\$0.00
DRAWS ON LCDBG CONTRACT	0.00	0.00	0.00
LONG TERM DEBT	0.00	0.00	0.00
ACCOUNTS PAYABLE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 TOTAL LIABILITIES	 \$0.00	 \$4,000.00	 \$0.00

VILLAGE OF KILBOURNE
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 JUNE 30, 1998

GOVERNMENTAL FUNDS TYPES

	<u>GENERAL FUND</u>	<u>FIRE DEPARTMENT FUND</u>	<u>POLICE DEPT. FUND</u>
FUND EQUITY			
INVESTMENT IN GEN. FIXED ASSETS			
FUND BALANCE			
RESERVED FOR DEBT SERVICE	\$6,705.62		
RESERVED FOR CONSTRUCTION			
UNRESERVED			
UNDESIGNATED FUND BALANCE	\$14,660.69	(\$2,683.44)	\$91.80
 TOTAL FUND EQUITY	 <u>\$21,366.31</u>	 <u>(\$2,683.44)</u>	 <u>\$91.80</u>
 TOTAL LIABILITIES AND FUND EQUITY	 <u>\$21,366.31</u>	 <u>\$1,316.56</u>	 <u>\$91.80</u>

EXHIBIT A
(CONCLUDED)

GENERAL LONG-TERM DEBT FUND	PROPRIETARY <u>TYPE</u> SEWER SYSTEM FUND	CAPITAL IMPROVEMENT <u>ACCOUNT</u>	ACCOUNT GROUP GENERAL FIXED ASSETS FUND	TOTALS (MEMORANDUM ONLY) <u>1998</u>
			\$553,496.04	\$553,496.04
		\$290,010.00		\$6,705.62 \$290,010.00
\$0.00	\$770,369.51	\$0.00	\$0.00	\$782,438.56
<u>\$0.00</u>	<u>\$770,369.51</u>	<u>\$290,010.00</u>	<u>\$553,496.04</u>	<u>\$1,632,650.22</u>
\$33,251.92	\$782,193.19	\$300,010.00	\$553,496.04	\$1,691,725.82

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES- ALL FUND TYPES

YEAR ENDED JUNE 30, 1998

1998REVENUES:

PROPERTY TAXES	\$1,835.82
LOUISIANA GAS SERVICE	917.06
TOBACCO TAXES	2,211.48
NORTHEAST LOUISIANA POWER AND LIGHT	3,094.46
OCCUPATIONAL LICENSES	5,598.48
INTEREST	579.05
FINES	274.00
COURT COSTS	172.00
MISCELLANEOUS	18.50
SEWER SYSTEM	16,132.86
LCDB GRANT	10,000.00
FIRE DEPARTMENT	1,500.00
LOAN PROCEEDS	34,000.00
SOUTH CENTRAL BELL	<u>1,281.48</u>
TOTAL REVENUES	\$77,615.19

(CONTINUED)

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES- ALL FUND TYPES

YEAR ENDED JUNE 30, 1998

1998

EXPENDITURES:

UTILITIES AND TELEPHONE	\$3,576.81
SALARY, TOWN CLERK	2,400.00
SALARY, MARSHALL	1,200.00
SUPPLIES	34.43
DRAINAGE WORK	0.00
OFFICE SUPPLY	58.95
INSURANCE	1,736.00
DUES	180.00
ACCOUNTING and LEGAL	2,738.00
PEST CONTROL	62.90
MISCELLANEOUS	576.33
PAYROLL TAXES	183.60
MOWING	321.80
POLICE CAR EXPENSES	720.43
CAPITAL OUTLAY	34,271.75
FIRE DEPARTMENT	4,995.92
TOWN HALL REPAIRS	65.00
ADVERTISING	88.23
INTEREST	974.60
LCDB GRANT	10,000.00
SEWER SYSTEM	<u>47,360.52</u>
TOTAL EXPENDITURES	<u>\$111,545.27</u>
EXCESS OF REVENUE OVER EXPENDITURES	(\$33,930.08)
FUND BALANCE BEGINNING OF YEAR	<u>\$823,822.34</u>
FUND BALANCE END OF YEAR	<u><u>\$789,892.26</u></u>

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE

COMBINED STATEMENT OF REVENUE AND EXPENDITURES -
BUDGET AND ACTUAL- ALL FUND TYPES

Year Ended June 30, 1998

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>REVENUES:</u>			
PROPERTY TAXES	2,090.00	1,835.82	(254.18)
LOUISIANA GAS SERVICE	1,120.00	917.06	(202.94)
TOBACCO TAX	2,210.00	2,211.48	1.48
NORTHEAST LOUISIANA POWER	3,090.00	3,094.46	4.46
OCCUPATIONAL LICENSE	6,500.00	5,598.48	(901.52)
INTEREST	0.00	716.91	716.91
SOUTH CENTRAL BELL	1,280.00	1,281.48	1.48
FIRE DEPT. INCOME	1,500.00	1,500.00	0.00
MISCELLANEOUS	0.00	18.50	18.50
FINES AND COURT COSTS	0.00	446.00	446.00
GRANTS	10,000.00	10,000.00	0.00
SEWER FEES	<u>16,000.00</u>	<u>15,995.00</u>	<u>(5.00)</u>
TOTAL REVENUES	\$43,790.00	\$43,615.19	(\$174.81)

(CONTINUED)

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE

COMBINED STATEMENT OF REVENUE AND EXPENDITURES -
BUDGET AND ACTUAL- ALL FUND TYPES

Year Ended June 30, 1998

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>EXPENDITURES:</u>			
UTILITIES AND TELEPHONE	\$4,120.00	\$3,576.81	\$543.19
SALARY, TOWN CLERK	2,400.00	2,400.00	0.00
SALARY, TOWN MARSHALL	1,200.00	1,200.00	0.00
SUPPLIES	0.00	34.43	(34.43)
TOWN HALL REPAIRS	0.00	65.00	(65.00)
OFFICE SUPPLIES	0.00	58.95	(58.95)
INSURANCE	2,400.00	1,736.00	664.00
DUES	190.00	180.00	10.00
AUDITING AND LEGAL	3,500.00	2,738.00	762.00
MISCELLANEOUS	1,975.00	639.23	1,335.77
PAYROLL TAXES	370.00	183.60	186.40
MOWING	0.00	321.80	(321.80)
POLICE CAR EXPENSE	0.00	720.43	(720.43)
FIRE DEPARTMENT EXPENSE	1,500.00	4,995.92	(3,495.92)
LCDB GRANT EXPENSES	10,000.00	10,000.00	0.00
PUBLICATIONS	0.00	88.23	(88.23)
EQUIP. LEASE	135.00	0.00	135.00
CAPITAL EXPENDITURES	0.00	271.75	(271.75)
SEWER SYSTEM EXPENSES	16,000.00	21,131.09	(5,131.09)
INTEREST	<u>0.00</u>	<u>974.60</u>	<u>(974.60)</u>
TOTAL EXPENDITURES	<u>\$43,790.00</u>	<u>\$51,315.84</u>	<u>(\$7,525.84)</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$0.00</u>	<u>(\$7,700.65)</u>	<u>(\$7,700.65)</u>

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
KILBOURNE, LOUISIANA

SELECTED INFORMATION—Substantially All Disclosures Required
by Generally Accepted Accounting Principles Are Not Included
JUNE 30, 1998

I. Summary of Significant Accounting Policies

The Village of Kilbourne, Louisiana was incorporated under the provisions of the Lawrason Act. The Village operates under a Village Council–Mayor form of government and provides the following services as authorized by its charter: public improvements and general administrative services.

The accounting policies of the Village of Kilbourne conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

A. SCOPE OF REPORTING ENTITY

This report contains all of the funds and account groups of the Village of Kilbourne. There are no significant additional organizations, functions or activities over which the Village has manifestations of oversight, or for which the scope of public service or special financial arrangements may require them to be included in this report as per NCGA statements 1 and 7.

B. BASIS OF PRESENTATION

1. FUND CATEGORIES

The accounts of the Village are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which spending activities are controlled. The various funds are grouped, in the financial statements in this report into three generic fund types and two broad fund category as follows:

GOVERNMENTAL FUNDS

GENERAL FUND – The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund.

VILLAGE OF KILBOURNE
KILBOURNE, LOUISIANA

**SELECTED INFORMATION—Substantially All Disclosures Required
by Generally Accepted Accounting Principles Are Not Included
JUNE 30, 1998**

CAPITAL PROJECTS FUND – Capital Projects Fund is used to account for the acquisition and use of financial resources to construct or otherwise acquire long-lived general government real property or make public improvements.

PROPRIETARY FUND

ENTERPRISE FUND – Enterprise Fund is used to account for the operations of the Village's sewer system.

2. ACCOUNT GROUPS

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of "available spendable resources". Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period. Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, and drainage systems are capitalized along with other general fixed assets. Depreciation has been provided on general fixed assets over their estimated useful lives.

All fixed assets are recorded at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated. Interest costs incurred during construction are capitalized.

VILLAGE OF KILBOURNE
KILBOURNE, LOUISIANA

SELECTED INFORMATION—Substantially All Disclosures Required
by Generally Accepted Accounting Principles Are Not Included
JUNE 30, 1998

Long-term liabilities expected to be financed from governmental funds are accounted for the General Long-Term Debt Account Group, not in governmental funds. The Village at this time has a General Long term Debt Account Group because it has a long-term debt in the amount of \$34,000.00.

The two account groups are not "funds". They are concerned only with measurement of financial position. They are not involved with measurement of results of operations.

C. BASIS OF ACCOUNTING

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

GOVERNMENTAL FUNDS

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. The revenue recognition under the modified accrual basis is determined for each primary revenue source as detailed below:

TAXPAYER ASSESSED REVENUES – Revenues from taxpayer assessment is recognized when cash is received as that is generally the earliest point that income measurable and collectible. If taxpayer collectibility and liability is clearly established as when tax returns are filed but payment while assured is not made, revenue is accrued prior to actual payment. Any refunds of such taxes would be reported as a reduction of revenue at the time the claims are filed with the Village.

GRANTS – Grants recorded in governmental funds are recognized as revenue in the accounting period when they become susceptible to accrual. Legal and contractual requirements are reviewed in making

VILLAGE OF KILBOURNE
KILBOURNE, LOUISIANA

SELECTED INFORMATION—Substantially All Disclosures Required
by Generally Accepted Accounting Principles Are Not Included
JUNE 30, 1998

this determination with each grant. Generally revenue is recorded at the time of receipt or earlier if the susceptibility to accrual criteria is met. As expenditures are often the prime factor for determining eligibility, revenues are recognized when the expenditure is made. If cost sharing or matching requirements exist, revenue recognition depends upon compliance with these requirements.

The measurement focus of governmental funds is on expenditures which represent decreases in net financial resources. Most expenditures are measurable and should be recorded when the related liability is incurred. The expenditures shall be the amount accrued during the year that would normally be liquidated with expendable available financial resources.

The expenditures for the inventory is recognized as detailed below:

INVENTORY— Inventory items (material and supplies) are considered to be insignificant and are reported as expenditures when purchased.

PROPRIETARY FUNDS

All proprietary funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

D. BUDGETS AND BUDGETARY ACCOUNTING

The Village follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Formal budgetary integration is employed as a management control device during the year for the general fund and the proprietary fund. These budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).

VILLAGE OF KILBOURNE
KILBOURNE, LOUISIANA

**SELECTED INFORMATION—Substantially All Disclosures Required
by Generally Accepted Accounting Principles Are Not Included
JUNE 30, 1998**

2. The combined statement of revenues, expenditures, and changes in fund balances – budget and actual for all fund types present comparisons of legally adopted budgets with actual data on a budgetary basis. Accounting principles applied for purposes of developing data on a budgetary basis and those used to present financial statements in conformity with generally accepted accounting principles are the same and no adjustment is necessary to convert the actual GAAP data to the budgetary basis.
3. Unused appropriations of all of the above annually budgeted funds lapse at the end of the fiscal year.
4. Prior to December 1, the Mayor submits to the Village Council, a proposed operating budget for the new year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. Public hearings are conducted to obtain taxpayer comments. Prior to December 31, the budget is legally enacted through the passage of an ordinance.
5. The Mayor is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the Village Council. Therefore, the level of budgetary responsibility is by total appropriations; however, for report purposes, this level has been expanded to a functional basis.
6. The budget amounts shown in the financial statements are the final authorized amounts as revised during the year.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

Fire Department and Sewer Fund expenditures were in excess of budgeted appropriations.

VILLAGE OF KILBOURNE
KILBOURNE, LOUISIANA

SELECTED INFORMATION—Substantially All Disclosures Required
by Generally Accepted Accounting Principles Are Not Included
JUNE 30, 1998

III. DETAIL NOTES ON ALL FUNDS AND ACCOUNT GROUPS

A. ASSETS

1. Cash

At June 30, 1998, the carrying amount of the Village's deposits (C.D.'s and checking accounts) were \$14,616 and the bank balance was \$14,616.

All of the bank balance was covered by federal depository insurance or by collateral held by the pledging bank or by its agent in the Village's name.

2. Changes in General Fixed Assets Account Group

Summary of Changes in General Fixed Assets:

	BALANCE <u>7/01/97</u>	ADD.	DEL.	BALANCE <u>6/30/98</u>
BUILDINGS	\$35,499	\$34,000	\$0	\$69,499
OFFICE EQUIP.	553	0	0	\$553
BLDG. IMPROVE.	1,519	0	0	\$1,519
EQUIPMENT	325,185	272	0	\$325,457
ROAD IMPROVE.	<u>156,468</u>	<u>0</u>	<u>0</u>	<u>\$156,468</u>
 TOTALS	 <u>\$519,224</u>	 <u>\$34,272</u>	 \$0	 <u>\$553,496</u>

Investments in General Fixed Assets by Sources:

Property Acquired Prior to 7/1/81 \$35,499

Property Acquired After 6/30/81

 General Fund 59,444

 Capital Projects 458,553

\$553,496

VILLAGE OF KILBOURNE
KILBOURNE, LOUISIANA

SELECTED INFORMATION—Substantially All Disclosures Required
by Generally Accepted Accounting Principles Are Not Included
JUNE 30, 1998

B. INTERFUND RECEIVABLES AND PAYABLES

There are Interfund receivables and payables as of June 30, 1998. The Sewer Fund owes the General Fund \$4,942.53 and the Fire Department Fund owes the General Fund \$4,000.00 as of June 30, 1998.

IV. FINANCIAL STATEMENT PRESENTATION

A. TOTAL COLUMNS ON COMBINED STATEMENTS – OVERVIEW

Total columns on the Combined Statements – Overview are captioned Memorandum Only 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.

B. COMPARATIVE DATA

No Comparative Data is presented in the general purpose financial statements statements under the memorandum total of all the fund types and account group columns.

V. CONTINGENT LIABILITIES

According to the Village Attorney, there was no pending or threatened litigation, claims or assessments against the Village.

Intergovernmental awards received by the Village are subject to audit and adjustment by the funding agency or its representatives. If grant revenues are received for expenditures which are subsequently disallowed, the Village may be required to repay the revenues to the funding agency. In the opinion of management, liabilities resulting from such disallowed expenditures, if any, will not be material to the accompanying financial statements at June 30, 1998.

VILLAGE OF KILBOURNE
KILBOURNE, LOUISIANA

SELECTED INFORMATION—Substantially All Disclosures Required
by Generally Accepted Accounting Principles Are Not Included
JUNE 30, 1998

The Village has no formal policy regarding vacations and sick leave, therefore, no accrual has been made for compensated absences.

VI. SEWER SYSTEM

The sewer system began operations in 1986 and was extended in 1988. It now provides service regularly to two hundred fifty users. A service charge of \$10.00 per month per residence is being assessed.

VIII. DEFICIT FUND BALANCE

The fire department fund has a deficit fund balance of \$2,683.44. This is due to the fact that the fire department owes the general fund \$4,000.00.

IX. COMPENSATION PAID TO GOVERNING BODY

The following alderwomen served the Village of Kilbourne without compensation:

For the Year Ended 6/30/98

Gay Brown
Effie McClendon
Patsy Hughes

VILLAGE OF KILBOURNE
GENERAL FUND

BALANCE SHEET

June 30, 1998

ASSETS:	1998

CURRENT ASSETS:	

CASH IN THE BANK	\$2,338.03
CERTIFICATES OF DEPOSIT	10,000.00
PETTY CASH	55.75
RECEIVABLE - UTILITY DEPOSIT	30.00
DUE FROM OTHER FUNDS	8,942.53

TOTAL ASSETS	\$21,366.31
	=====
LIABILITIES AND FUND BALANCE:	
CURRENT LIABILITIES:	

NOTE PAYABLE	\$0.00
DUE TO OTHER FUNDS	0.00

TOTAL LIABILITIES	\$0.00

FUND BALANCE	

UNRESERVED/UNDESIGNATED	\$14,660.69
DESIGNATED	6,705.62

TOTAL FUND BALANCE	\$21,366.31

TOTAL LIABILITIES & FUND BALANCE	\$21,366.31
	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT

VILLAGE OF KILBOURNE
GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE

Year Ended June 30, 1998

	1998
REVENUES:	

PROPERTY TAXES	\$1,835.82
TOBACCO TAXES	2,211.48
LOUISIANA GAS SERVICE	917.06
NORTHEAST LOUISIANA POWER	3,094.46
OCCUPATIONAL LICENSES	5,598.48
INTEREST	579.05
FINES	274.00
COURT COSTS	172.00
LOAN PROCEEDS	34,000.00
MISCELLANEOUS	18.50
SOUTH CENTRAL BELL	1,281.48

TOTAL REVENUES	\$49,982.33
EXPENDITURES:	

UTILITIES AND TELEPHONE	\$3,576.81
SALARY, TOWN CLERK	2,400.00
SALARY, MAYOR TOWN MARSHALL	1,200.00
SUPPLIES	34.43
MOWING	321.80
OFFICE SUPPLIES	58.95
INSURANCE	1,736.00
DUES	180.00
AUDITING AND LEGAL	2,738.00
MISCELLANEOUS	639.23
PAYROLL TAXES	183.60
POLICE CAR EXPENSE	720.43
PUBLICATIONS	88.23
TOWN HALL REPAIRS	65.00
CAPITAL OUTLAY	34,271.75
INTEREST	974.60

TOTAL EXPENDITURES	\$49,188.83
EXCESS REVENUES OVER EXPENDITURES	\$793.50
FUND BALANCE BEGINNING OF YEAR	\$21,320.89
TRANSFER ADJUSTMENT	\$0.00

FUND BALANCE END OF YEAR	\$22,114.39
	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT

VILLAGE OF KILBOURNE
GENERAL FUND

STATEMENT OF REVENUE AND EXPENDITURES -
BUDGET AND ACTUAL

Year Ended June 30, 1998

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
	-----	-----	-----
REVENUES:			

PROPERTY TAXES	2,090.00	1,835.82	(254.18)
LOUISIANA GAS SERVICE	1,120.00	917.06	(202.94)
TOBACCO TAX	2,210.00	2,211.48	1.48
NORTHEAST LOUISIANA POWER	3,090.00	3,094.46	4.46
OCCUPATIONAL LICENSE	6,500.00	5,598.48	(901.52)
INTEREST	0.00	579.05	579.05
MISCELLANEOUS	0.00	18.50	18.50
FINES AND COURT COSTS	0.00	446.00	446.00
SOUTH CENTRAL BELL	1,280.00	1,281.48	1.48
GENERAL IMPROVE. GRANT	0.00	0.00	0.00
	-----	-----	-----
TOTAL REVENUES	\$16,290.00	\$15,982.33	(\$307.67)

(CONTINUED)

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
GENERAL FUND

STATEMENT OF REVENUE AND EXPENDITURES -
BUDGET AND ACTUAL

Year Ended June 30, 1998

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
EXPENDITURES:			
UTILITIES AND TELEPHONE	\$4,120.00	\$3,576.81	\$543.19
SALARY, TOWN CLERK	2,400.00	2,400.00	0.00
SALARY, TOWN MARSHALL	1,200.00	1,200.00	0.00
SUPPLIES	0.00	34.43	(34.43)
INTEREST	0.00	974.60	(974.60)
OFFICE SUPPLIES	0.00	58.95	(58.95)
INSURANCE	2,400.00	1,736.00	664.00
DUES	190.00	180.00	10.00
AUDITING AND LEGAL	3,500.00	2,738.00	762.00
PEST CONTROL	0.00	62.90	(62.90)
MISCELLANEOUS	1,975.00	576.33	1,398.67
PAYROLL TAXES	370.00	183.60	186.40
ROAD MAINTENANCE AND MOWING	0.00	321.80	(321.80)
POLICE CAR EXPENSE	0.00	720.43	(720.43)
CAPITAL OUTLAY	0.00	271.75	(271.75)
PUBLICATIONS	0.00	88.23	(88.23)
EQUIPMENT LEASE	135.00	0.00	135.00
TOWN HALL REPAIRS	0.00	65.00	(65.00)
TOTAL OPERATING EXPENDITURES	\$16,290.00	\$15,188.83	\$1,101.17
EXCESS OF REVENUE OVER EXPENDITURES	\$0.00	\$793.50	\$793.50

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
FIRE DEPARTMENT FUND

BALANCE SHEET

JUNE 30, 1998

ASSETS:	1998
CURRENT ASSETS	

CASH IN BANK	\$1,316.56

TOTAL ASSETS	\$1,316.56
	=====
 LIABILITIES AND FUND BALANCE:	
CURRENT LIABILITIES	

DUE TO GENERAL FUND	\$4,000.00

TOTAL LIABILTIIES	\$4,000.00
 FUND BALANCE	(\$2,683.44
-----	-----
TOTAL LIABILITIES AND FUND BALANCE	\$1,316.56
	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
FIRE DEPARTMENT FUND

STATEMENT OF REVENUE, EXPENDITURES, AND
CHANGES IN FUND BALANCE

YEAR ENDED JUNE 30, 1998

	1998
REVENUES:	

RENT	\$1,500.00

TOTAL REVENUES	\$1,500.00
EXPENDITURES:	

UTILITIES	\$534.89
REPAIRS & MAINTENANCE	1,153.90
MISCELLANEOUS	111.13
INSURANCE	3,196.00

TOTAL EXPENDITURES	\$4,995.92

EXCESS OF REVENUE OVER EXPENDITURES	(\$3,495.92)
FUND BALANCE BEGINNING OF YEAR	\$812.48

FUND BALANCE END OF YEAR	(\$2,683.44)
	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
FIRE DEPARTMENT FUND

STATEMENT OF REVENUE AND EXPENDITURES -
BUDGET AND ACTUAL

Year Ended June 30, 1998

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
	-----	-----	-----
RECEIPTS			

RENT	\$1,500.00	\$1,500.00	0.00

TOTAL REVENUE	\$1,500.00	\$1,500.00	\$0.00
EXPENDITURES:			

UTILITIES	\$1,070.00	\$534.89	535.11
SUPPLIES AND EQUIPMENT	0.00	0.00	0.00
MAINTENANCE	0.00	1,153.90	(1,153.90)
FIRE TRUCK EXPENSES	0.00	0.00	0.00
INSURANCE	0.00	3,196.00	(3,196.00)
MISCELLANEOUS	430.00	111.13	318.87

TOTAL OPERATING EXPENDITURES	\$1,500.00	\$4,995.92	(\$3,495.92)

EXCESS OF RECEIPTS OVER EXPENDITURES	\$0.00	(\$3,495.92)	(\$3,495.92)
	=====	=====	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
POLICE DEPARTMENT FUND
COMPARATIVE BALANCE SHEET
June 30, 1998

ASSETS:	1998
CURRENT ASSETS	-----
----- CASH IN BANK	\$91.80
TOTAL ASSETS	----- \$91.80 =====
LIABILITIES AND FUND BALANCE	
LIABILITIES	
----- DUE TO GENERAL FUND	\$0.00
FUND BALANCE	\$91.80
----- TOTAL LIABILITIES AND FUND BALANCE	----- \$91.80 =====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
POLICE DEPARTMENT FUND

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE

YEAR ENDED JUNE 30, 1998

	1998
REVENUES:	

CONTRIBUTIONS	\$0.00

TOTAL REVENUE	\$0.00
EXPENDITURES:	

UNIFORMS	\$0.00
SUPPLIES	0.00
OFFICE SUPPLIES	0.00
DUES	0.00
LAW ENFORCE. SCHOOL	0.00

TOTAL EXPENDITURES	\$0.00

EXCESS OF REVENUE OVER EXPENDITURES	\$0.00
FUND BALANCE BEGINNING OF YEAR	\$91.80

FUND BALANCE END OF YEAR	\$91.80
	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
POLICE DEPARTMENT FUND

STATEMENT OF REVENUE AND EXPENDITURES -
BUDGET AND ACTUAL

Year Ended June 30, 1998

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
RECEIPTS			

CONTRIBUTIONS	\$0.00	\$0.00	0.00

TOTAL REVENUE	\$0.00	\$0.00	\$0.00
EXPENDITURES:			

UNIFORMS	\$0.00	\$0.00	0.00
SUPPLIES AND EQUIPMENT	0.00	0.00	0.00
MAINTENANCE	0.00	0.00	0.00
DUES	0.00	0.00	0.00
POLICE SCHOOL	0.00	0.00	0.00

TOTAL OPERATING EXPENDITURES	\$0.00	\$0.00	\$0.00

EXCESS OF RECEIPTS OVER EXPENDITURES	\$0.00	\$0.00	\$0.00
	=====	=====	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
SEWER SYSTEM FUND

BALANCE SHEET

June 30, 1998

ASSETS	1998
CURRENT ASSETS	

CASH IN BANK	\$869.91
CERTIFICATE OF DEPOSIT	0.00
ACCOUNTS RECEIVABLE	3,930.00
DUE FROM GENERAL FUND	0.00

TOTAL CURRENT ASSETS	\$4,799.91
FIXED ASSETS	

SEWER SYSTEM	\$488,792.00
SEWER SYSTEM BLDG.	1,140.72
SEWER ADDITION	548,895.00
EQUIPMENT	1,436.25

ACCUMULATED DEPRECIATION	\$1,040,263.97 (\$262,870.69)

TOTAL FIXED ASSETS	\$777,393.28

TOTAL ASSETS	\$782,193.19 =====
LIABILITIES AND FUND BALANCE	

CURRENT LIABILITIES	

ACCOUNTS PAYABLE	\$175.53
DUE GENERAL FUND	4,942.53
SECURED LOAN	6,705.62

TOTAL LIABILITIES	\$11,823.68
FUND EQUITY	\$770,369.51

TOTAL LIABILITIES AND FUND BALANCE	\$782,193.19 =====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
SEWER SYSTEM FUND

STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE

YEAR ENDED JUNE 30, 1998

	1998

REVENUES:	

Fees	\$15,995.00
Interest	137.86

TOTAL REVENUES	\$16,132.86
EXPENDITURES:	

UTILITIES	\$2,881.07
TESTING	1,950.00
OFFICE EXPENSE	252.83
REPAIR	8,097.90
MAINTENANCE SERVICE	6,108.75
INTEREST	836.35
INSURANCE	0.00
DUES & PERMITS	375.00
MISCELLANEOUS	629.19
DEPRECIATION	26,229.43

TOTAL EXPENDITURES	\$47,360.52

EXCESS OF REVENUE OVER EXPENDITURES	(\$31,227.66)
FUND BALANCE BEGINNING OF YEAR	\$801,597.17

FUND BALANCE END OF YEAR	\$770,369.51
	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
SEWER SYSTEM FUND

STATEMENT OF REVENUE AND EXPENDITURES -
BUDGET AND ACTUAL

Year Ended June 30, 1998

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
	-----	-----	-----
REVENUES			

FEES	\$16,000.00	\$15,995.00	(5.00)
INTEREST	0.00	137.86	137.86
	-----	-----	-----
TOTAL REVENUE	\$16,000.00	\$16,132.86	\$132.86
EXPENDITURES:			

MAINTENANCE SERVICE	\$6,000.00	\$6,108.75	(108.75)
UTILITIES	4,210.00	2,881.07	1,328.93
CHEMICALS, SUPPLIES AND UPKEEP	5,000.00	8,097.90	(3,097.90)
MISCELLANEOUS	290.00	629.19	(339.19)
OFFICE EXPENSES	0.00	252.83	(252.83)
DUES & PERMITS	500.00	375.00	125.00
TESTING	0.00	1,950.00	(1,950.00)
INTEREST	0.00	836.35	(836.35)
	-----	-----	-----
TOTAL OPERATING EXPENDITURES	\$16,000.00	\$21,131.09	(\$5,131.09)
	-----	-----	-----
EXCESS OF REVENUE OVER EXPENDITURES	\$0.00	(\$4,998.23)	(\$4,998.23)
	=====	=====	=====

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
GENERAL FIXED ASSETS

STATEMENT OF GENERAL FIXED ASSETS

JUNE 30, 1998

	1998

GENERAL FIXED ASSETS AT COST:	
BUILDINGS	\$35,499.24
IMPROVE OTHER THAN BUILDINGS	157,986.97
EQUIPMENT	325,738.08

TOTAL INVENTORY IN GENERAL FIXED ASSETS	\$519,224.29
	=====
PROPERTY ACQUIRED PRIOR TO JULY 1, 1979*	\$50,827.12
	=====

*RECORDS REFLECTING SOURCE FROM WHICH ASSETS WERE ACQUIRED WERE NOT MAINTAINED PRIOR TO JULY 1, 1979.

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

VILLAGE OF KILBOURNE
GENERAL FIXED ASSETS

STATEMENT OF CHANGES IN GENERAL FIXED ASSETS

YEAR ENDED JUNE 30, 1998

	BUILDINGS	IMPROVEMENTS OTHER THAN BUILDINGS	EQUIPMENT	TOTAL
GENERAL FIXED ASSETS JULY 1,	\$35,499.24	\$157,986.97	\$325,738.08	\$519,224.29
ADDITIONS:				0.00
EQUIPMENT			271.75	271.75
BUILDING	34,000.00	0.00		34,000.00
TOTAL ADDITIONS	\$34,000.00	\$0.00	\$271.75	\$34,271.75
DEDUCTIONS				
SALE OF POLICE CAR	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEDUCTIONS	\$0.00	\$0.00	\$0.00	\$0.00
GENERAL FIXED ASSETS JUNE 30,	\$69,499.24	\$157,986.97	\$326,009.83	\$553,496.04

SEE ACCOMPANYING SELECTED INFORMATION AND ACCOUNTANT'S REPORT.

JOHN M. GATHINGS
Certified Public Accountant
Hwy. 2 East – Oak Grove, Louisiana 71263

318/428-3549

P.O. Box 1088

INDEPENDENT AUDITOR'S REPORT
on APPLYING AGREED-UPON PROCEDURES

Honorable Mayor Archie Haley
Members of the Village Council
Village of Kilbourne, Louisiana

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the Village of Kilbourne and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Kilbourne's compliance with certain laws and regulations during the year ended June 30, 1998 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the 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 material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no purchases made during the period that exceeded the spending limits set by LSA-RS 38:2211-2251.

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 us with the required list including the noted information.

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

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were included on the listing on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management [agreed-upon procedure (3)] appeared on the list provided by management in [agreed-upon procedure.

BUDGETING

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

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

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

I traced the adoption of the original budget to the minutes of a meeting held on January 13, 1998 which indicated that the budget had been adopted by the council of the Village of Kilbourne by a vote of 3 in favor and no opposed and one absent. No amendments were made to the budget during the year.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual expenditures for the year for the Fire Department and Sewer department did exceed budgeted amounts by more than 5%, and

the general fund budget was not changed to reflect the borrowing of \$34,000 and its expenditure for a capital outlay that was also not budgeted.

ACCOUNTING AND REPORTING

8. Randomly selected 6 disbursements made during the period under examination and:
(a) trace payments to supporting documentation as to proper amounts and payee:

I examined supporting documentation for each of the six selected disbursements and found that payments was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

All payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approval from the entire board of councilpersons at a regular stated meeting.

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 through 42:12 (the open meeting law).

The Village of Kilbourne is only required to post a notice of each meeting and the accompanying agenda on the door of the Village's City Hall. Although there was no notice on the door during this examination, I have observed notices in the past and examined a copy of the notices and agendas.

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 inspected copies of all bank deposit slips for the period under examination and noted that on January 06, 1998 that loan proceeds in the amount of \$34,000.00, and on June 29, 1998 \$3,742.53 was withheld from renewal of C.D. and a check was written to the bank for that same amount for note payment.

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 village for the year indicated no approval for the payments noted. I also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

The prior year report, dated December 30, 1997, did not include any unresolved matters.

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.

This report is intended solely for the use of management of the Village of Kilbourne and the Legislative Auditor, State of Louisiana, 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. However, this report is a matter of public record and its distribution is not limited.



JOHN M. GATHINGS, CPA
OAK GROVE, LOUISIANA
JANUARY 05, 1999

JOHN M. GATHINGS
Certified Public Accountant
Hwy. 2 East – Oak Grove, Louisiana 71263

318/428-3549

P.O. Box 1088

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor Archie Haley
Members of the Village Council
Village of Kilbourne, Louisiana

I have compiled the accompanying balance sheet of the Village of Kilbourne as of June 30, 1998, and the related statement of receipts, fund balances, accompanying individual financial statements, and accompanying supplementary information contained in Schedule I, II, which are presented only for supplementary purposes for the year ended June 30, 1998, in accordance with 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 supplemental schedules information that is the representation of management. I have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures and the statement of cash flows for the proprietary fund required by general accepted accounting principles. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the village's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, I have issued a report, dated January 05, 1999, on the results of our agreed-upon procedures.

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

OCTOBER 12, 1998 (Date Transmitted)

JOHN M. GATHINGS, CPA

P.O. Box 1088

DAK GROVE, LA 71263

(Auditors)

In connection with your compilation of our financial statements as of [date] 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 regulation 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 the information available to us as of 6-30-98 (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [] No []

Code of Ethics for Public Officials and Public Employees

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 that would constitute a violation of LSA-RS 42:1101-1124.

Yes [] No []

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 that would constitute a violation of LSA-RS 42:1119.

Yes [] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No []

Accounting and Reporting

All non-exempt governmental records are available as 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 []

VILLAGE OF KILBOURNE
 SCHEDULE OF FEDERAL ASSISTANCE PROGRAMS
 FOR THE YEAR ENDED JUNE 30, 1998

PROGRAM	EXPLANATION	GRANT AMOUNT
Louisiana Community Development Block Grant	The grant was used to make improve- ments to the village's sewer system.	\$300,000
Grant No.	107-800274	

SCHEDULE OF EXPENDITURES:

ADMINISTRATION	<u>\$10,000</u>
TOTAL EXPENDITURES	<u><u>\$10,000</u></u>

VILLAGE OF KILBOURNE
Kilbourne, Louisiana

SCHEDULE OF FINDINGS
For the Year Ended June 30, 1998

Criteria: Date for filing report

Condition: The yearend reports should be filed with the Legislative Auditor by the end of 180 days after the end of the year being reported on.

Cause: The former office personnel took on a different job and the new secretary did not know where all records were.

Effect: The records necessary for the report were not available on the date needed to complete the report on time.

Recommendation: This problem is now corrected in that the new secretary is familiar with the office and all records.

Management's response: The management has taken the necessary action and corrected this situation.

Criteria: Approval before incurring debt

Condition: The Village, according to their records, borrowed money from a local bank. This is a compilation and no indepth examination was made to determine if the State Bonding Commission was involved. According to the answer on the Louisiana Attestation Questionnaire, they were not.

Effect: If this is the case, any loan made is in violation of state law. The particular law being: LSA-RS 39:1410.60-1410.65.

Recommendation: Take the necessary steps to get approval from the State Bond Commission.

Management's response: Management will start the necessary steps to get in compliance with the above laws.

THERE WERE NO PRIOR YEAR FINDINGS OR MANAGEMENT LETTER ISSUED.