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**WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana**

**General Purpose Financial Statements  
With Independent Auditors' Report  
As of and for the Two Years Ended  
December 31, 2002**

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 8/10/03

WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana

General Purpose Financial Statements  
With Independent Auditors' Report  
As of and for the Two Years Ended  
December 31, 2002

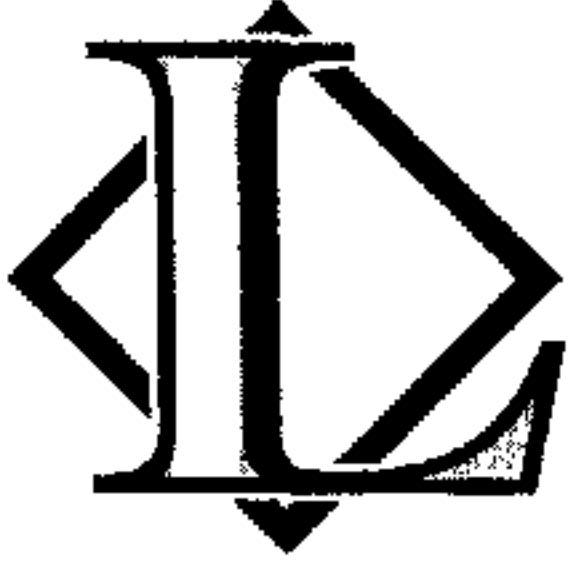
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WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana  
Contents, December 31, 2002

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**LITTLE & ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

Wm. TODD LITTLE, CPA  
JAMES C. BOND, CPA  
CHARLES R. MARCHBANKS, JR., CPA

**Independent Auditors' Report**

**BOARD OF CONTROL  
WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana**

We have audited the general purpose financial statements of the West Carroll Parish Library as of December 31, 2002, and for the two years then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the West Carroll Parish Library's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the West Carroll Parish Library as of December 31, 2002, and the results of its operations for the two years then ended in conformity with U.S. generally accepted accounting principles.

BOARD OF CONTROL  
WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana  
Independent Auditors' Report,  
December 31, 2002

In accordance with *Government Auditing Standards*, we have also issued a report dated June 23, 2003, on the West Carroll Parish Library's compliance with laws, regulations, and contracts, and our consideration of the agency's internal control over financial reporting. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

*Little & Associates*

Monroe, Louisiana  
June 23, 2003

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana  
ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, December 31, 2002

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP - GENERAL FIXED ASSETS	TOTAL (MEMORANDUM ONLY)
<b>ASSETS</b>			
Cash and cash equivalents	\$155,214		\$155,214
Receivables	174,763		174,763
Vehicles, furniture, equipment, books, etc.		\$522,605	522,605
<b>TOTAL ASSETS</b>	<b>\$329,977</b>	<b>\$522,605</b>	<b>\$852,582</b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities:</b>			
Accounts payable	\$19,796		\$19,796
Payroll deductions payable	2,557		2,557
<b>Total Liabilities</b>	<b>22,353</b>	<b>NONE</b>	<b>22,353</b>
<b>Fund Equity:</b>			
Investment in general fixed assets		\$522,605	522,605
<b>Fund balances</b>			
Designated for:			
Building expansion and renovation	125,000		125,000
Unreserved - undesignated	182,624		182,624
<b>Total Fund Balance</b>	<b>307,624</b>	<b>NONE</b>	<b>307,624</b>
<b>Total Fund Equity</b>	<b>307,624</b>	<b>522,605</b>	<b>830,229</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$329,977</b>	<b>\$522,605</b>	<b>\$852,582</b>

The accompanying notes are an integral part of this statement.

WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Combined Statement of Revenues, Expenditures,  
and Changes in Fund Balances - Budget  
(GAAP) Basis and Actual  
For the Year Ended December 31, 2002

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>REVENUES</b>			
Taxes - ad valorem	\$150,000	\$198,035	\$48,035
Intergovernmental revenues:			
State grant	11,500	11,467	(33)
State revenue sharing	18,500	18,447	(53)
Local grants	5,500	8,590	3,090
Fees, charges, and commissions for services	6,500	6,285	(215)
Fines and forfeitures	1,000	897	(103)
Use of money and property - interest earnings	10,000	4,210	(5,790)
Other revenues	1,500	2,832	1,332
Total revenues	<u>204,500</u>	<u>250,763</u>	<u>46,263</u>
<b>EXPENDITURES</b>			
Culture and recreation:			
Current:			
Personal services and related benefits	89,000	91,598	(2,598)
Operating services	76,500	65,140	11,360
Materials and supplies	11,000	9,419	1,581
Travel and other charges		1,804	(1,804)
Intergovernmental		6,373	(6,373)
Capital outlay	33,000	34,267	(1,267)
Total expenditures	<u>209,500</u>	<u>208,601</u>	<u>899</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(5,000)	42,162	47,162
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>40,000</u>	<u>265,462</u>	<u>225,462</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$35,000</u>	<u>\$307,624</u>	<u>\$272,624</u>

The accompanying notes are an integral part of this statement.



WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Combined Statement of Revenues, Expenditures,  
and Changes in Fund Balances - Budget  
(GAAP) Basis and Actual  
For the Year Ended December 31, 2001

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Taxes - ad valorem	\$124,000	\$137,041	\$13,041
Intergovernmental revenues			
Federal grant		48	48
State grants	11,500	11,521	21
State revenue sharing	18,800	18,569	(231)
Local grants	5,569	5,885	316
Fees, charges, and commissions for services	7,200	5,885	(1,315)
Fines and forfeitures	1,200	1,051	(149)
Use of money and property - interest earnings	11,000	9,529	(1,471)
Other revenues	2,400	2,550	150
Total revenues	<u>181,669</u>	<u>192,079</u>	<u>10,410</u>
<b>EXPENDITURES</b>			
Culture and recreation:			
Current:			
Personal services and related benefits	80,020	85,323	(5,303)
Operating services	106,000	93,491	12,509
Materials and supplies	5,000	8,850	(3,850)
Travel and other charges		265	(265)
Intergovernmental		5,304	(5,304)
Capital outlay	32,500	63,212	(30,712)
Total expenditures	<u>223,520</u>	<u>256,445</u>	<u>(32,925)</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(41,851)	(64,366)	(22,515)
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>50,000</u>	<u>329,828</u>	<u>279,828</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$8,149</u>	<u>\$265,462</u>	<u>\$257,313</u>

The accompanying notes are an integral part of this statement.

**WEST CARROLL PARISH LIBRARY**  
Oak Grove, Louisiana

Notes to the Financial Statements  
As of and for the Two Years Ended December 31, 2002

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The West Carroll Parish Library was established by the West Carroll Parish Police Jury, under the provisions of Louisiana Revised Statute 25:211. The library provides citizens of the parish access to library materials, books, magazines, records, and films. The library is governed by a board of control which is appointed by the parish police jury in accordance with the provisions of Louisiana Revised Statute 25:214. The members of the board of control serve without compensation.

**A. REPORTING ENTITY**

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

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

1. Appointing a voting majority of an organization's governing body, and;
  - a. *The ability of the police jury to impose its will on that organization and/or;*
  - b. *The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.*
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.

**WEST CARROLL PARISH LIBRARY**  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury appoints the library board of control and the library provides services to all residents of West Carroll Parish, the West Carroll Parish Library was determined to be a component unit of the West Carroll Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the library and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**B. FUND ACCOUNTING**

The library uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

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

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The library's current operations require only the use of governmental funds (General Fund). Revenues of the General Fund include ad valorem taxes, state revenue sharing, fees, fines and forfeitures, and interest earnings. General operating expenditures are paid from this fund.

WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

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

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. Approximately 95 per cent of fixed assets are valued at actual historical costs while the remaining 5 per cent are based on estimated historical costs based on the actual costs of like items. No depreciation has been provided on general fixed assets. The library has no long-term debt at December 31, 2002.

**D. BASIS OF ACCOUNTING**

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

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

**Revenues**

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

WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

Fees, fines, and forfeitures are recorded when the library is entitled to the funds. Interest income on time deposits is recorded when the time deposits have matured and the interest is available. Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes and state revenue sharing have been treated as susceptible to accrual.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**E. BUDGET PRACTICES**

The proposed budget for the General Fund, prepared on the modified accrual basis of accounting by the administrative librarian, is presented to the board of control during the October meeting each year. A budget hearing is held at least fifteen days prior to the beginning of each fiscal year for public participation. The budget is then legally adopted by the board of control and amended during the year, as necessary. The budget is established and controlled by the administrative librarian within the limits of the adopted and amended budget. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the board of control.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statement include the original adopted budget amounts.

**F. CASH AND CASH EQUIVALENTS**

Under state law, the library may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The library may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2002, the library has cash and cash equivalents totaling \$155,214, as follows:



WEST CARROLL PARISH LIBRARY  
 Oak Grove, Louisiana  
 Notes to the Financial Statements (Continued)

Petty cash	\$300
Demand deposits	5,665
Time deposits	<u>149,249</u>
Total	<u>\$155,214</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. Cash and cash equivalents (bank balances) at December 31, 2002, are secured as follows:

Bank balances	<u>\$158,754</u>
Federal deposit insurance	\$116,463
Pledged securities (uncollateralized)	<u>51,422</u>
Total	<u>\$167,885</u>

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the library, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106. However, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the library that the fiscal agent bank has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the library's name.

**G. VACATION AND SICK LEAVE**

Employees receive from five to twenty days of vacation leave each year, depending on length of service and professional status. Vacation leave is not cumulative. Sick leave is earned at the rate of one day per month, with a maximum accumulation of eighteen days. Upon employment termination, sick leave will be paid at a rate of one day for every four days accumulated. At December 31, 2002, there are no material accumulated and vested benefits relating to vacation and sick leave that require accrual or disclosure.

WEST CARROLL PARISH LIBRARY  
 Oak Grove, Louisiana  
 Notes to the Financial Statements (Continued)

**H. RISK MANAGEMENT**

The library is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; and injuries to employees. To handle such risk of loss, the library maintains a commercial insurance policy covering property, general liability, employee fidelity, and workmen's compensation. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the two years ended December 31, 2002.

**I. TOTAL COLUMN ON THE BALANCE SHEET**

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis (overview). Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**2. LEVIED TAXES**

The ad valorem tax millage levied by the library was 4.36 for each of the two years ended December 31, 2001 and 2002. The authorized millage for the year ended December 31, 2001 and 2002, was 4.25 each year. The current tax expires in 2007. The difference between authorized and levied millages is the result of reassessments of taxable property within the parish as required by Article 7, Section 18 of the Louisiana Constitution of 1974. The following are the principal taxpayers for the parish and their 2002 assessed valuation:

	<u>Assessed Valuation</u>	
	<u>2002</u>	<u>Percent of Total</u>
Trunkline Gas Company	\$15,159,880	28.13%
Centennial Pipeline, LLC	1,968,030	3.65%
Entergy Louisiana, Inc.	1,608,970	2.99%
Regions Bank	1,182,590	2.19%
Southern Natural Gas Company	1,107,980	2.06%
Bellsouth Telecommunications	1,075,890	2.00%
ANR Pipeline Company	976,750	1.81%
Northeast LA Power Corp.	829,390	1.54%
Ruffin Building Systems, Inc.	668,760	1.24%
Comco, LLC	484,040	0.90%
Total	<u>\$25,062,280</u>	<u>46.50%</u>

WEST CARROLL PARISH LIBRARY  
 Oak Grove, Louisiana  
 Notes to the Financial Statements (Continued)

**3. RECEIVABLES**

The General Fund receivables of \$174,763 at December 31, 2002, are as follows:

Taxes - ad valorem	\$162,466
Intergovernmental revenues - state grants - state revenue sharing (net)	<u>12,297</u>
Total	<u>\$174,763</u>

**4. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets for the two years ended December 31, 2002, follows:

	<u>Balance at January 1,</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at December 31,</u>
2001:				
Vehicles	\$106,612			\$106,612
Furniture and equipment	55,279	\$30,632		85,911
Library materials	<u>316,611</u>	<u>32,580</u>	<u>(\$2,718)</u>	<u>346,473</u>
Total	<u>\$478,502</u>	<u>\$63,212</u>	<u>(\$2,718)</u>	<u>\$538,996</u>
2002:				
Vehicles	\$106,612			\$106,612
Furniture and equipment	85,911	\$750	(\$5,118)	81,543
Library materials	<u>346,473</u>	<u>33,517</u>	<u>(45,540)</u>	<u>334,450</u>
Total	<u>\$538,996</u>	<u>\$34,267</u>	<u>(\$50,658)</u>	<u>\$522,605</u>

**5. PENSION PLAN**

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



**WEST CARROLL PARISH LIBRARY**  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

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

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

Under Plan A, members are required by state statute to contribute 9.50 per cent of their annual covered salary and the Franklin Parish Library is required to contribute at an actuarially determined rate. The current rate is 7.75 per cent of annual covered payroll. Contributions to the system also include one-fourth of one per cent (except Orleans and East Baton Rouge Parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the West Carroll Parish Library are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The West Carroll Parish Library's contributions to the System under Plan A for the years ending December 31, 2002, 2001, and 2000, were \$4,616, \$3,661, and \$3,401, respectively, equal to the required contributions for each year.

**6. DESIGNATED FUND BALANCE**

The West Carroll Parish Library Board of Control has designated \$125,000 of the unreserved fund balance for future building expansion and renovations.

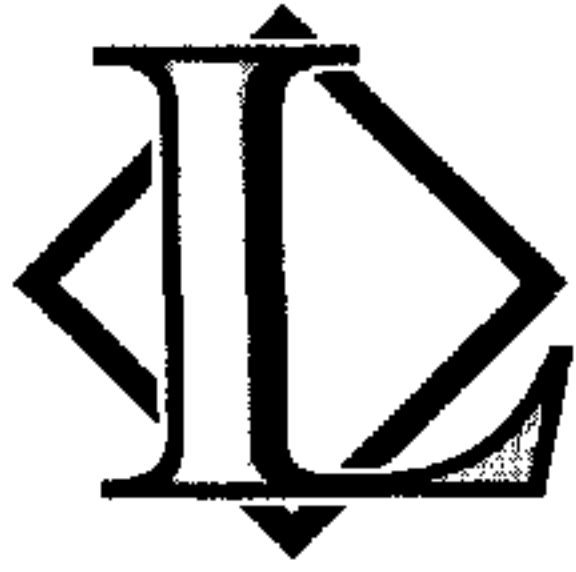
**WEST CARROLL PARISH LIBRARY**  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

**7. LITIGATION AND CLAIMS**

At December 31, 2002, the West Carroll Parish Library is not involved in any litigation, nor is it aware of any unasserted claims.

**Independent Auditors' Report Required  
by *Government Auditing Standards***

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



**LITTLE & ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

Wm. TODD LITTLE, CPA  
JAMES C. BOND, CPA  
CHARLES R. MARCHBANKS, JR., CPA

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

WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana

We have audited the general purpose financial statements of the West Carroll Parish Library as of and for the two years ended December 31, 2002 ended and have issued our report thereon dated June 23, 2003. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the West Carroll Parish Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards*.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the West Carroll Parish Library's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana  
Independent Auditors' Report on Compliance  
And Internal Control Over Financial Reporting, etc.  
December 31, 2002

This report is intended for the information of the West Carroll Parish Library, management of the library, and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

*Little & Associates*

Monroe, Louisiana  
June 23, 2003

WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana

Schedule of Findings and Questioned Costs  
For the Two Years Ended December 31, 2002

**A. SUMMARY OF AUDIT RESULTS**

1. The auditors' report expresses an unqualified opinion on the general purpose financial statements of West Carroll Parish Library.
2. One instance of noncompliance material to the financial statements of West Carroll Parish Library were disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements was reported in the Independent Auditors' Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

**02-1 Need to Comply with Louisiana Local Government Budget Act**

**Finding:** The library did not adequately monitor budgets. LRS 39:1309-1310 requires the library to adopt a budget amendment when expenditures and other uses to date plus projected expenditures and other uses for the remainder of the year exceed budgeted expenditures and other uses by five percent or more. The library was not fully aware of the statutory requirements. Consequently, for the year ended 2001, actual expenditures plus other financing use exceeded budgeted expenditures by \$27,803 or 12%.

**Recommendation:** In the future, library should amend its budget when actual expenditures plus projected expenditures exceed estimated by five per cent or more as required by the statutes.

**Managements Response:** The library stated that in the future a budget would be amended as required by the statutes.

**WEST CARROLL PARISH LIBRARY  
Oak Grove, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Two Years Ended December 31, 2002**

There were no audit findings reported in the audit for the two years ended December 31, 2000.

# *West Carroll Parish Library*

P. O. Box 703  
Oak Grove, Louisiana 71263  
(318) 428-4100 (318) 428-2697  
FAX (318) 428-9887

*Clay Robertson, Director*

June 26, 2003

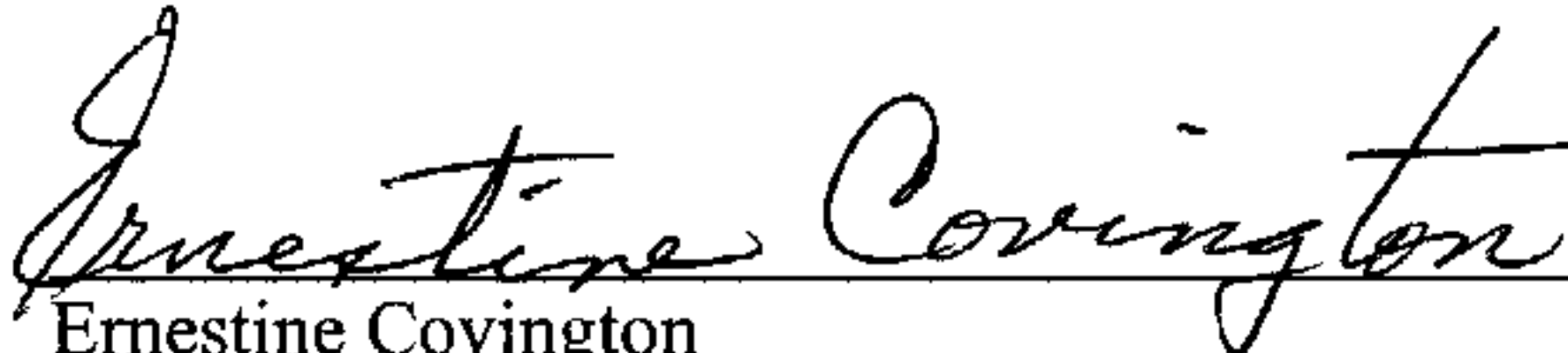
## Management Response to Auditors' Findings

The West Carroll Parish Library will amend its budget when actual expenditures plus projected expenditures exceed by five per cent or more as required by LRS 39:1309-1310.



Clay Robertson  
Director, West Carroll Parish Library  
Secretary-Treasurer, West Carroll Parish Library Board of Control

6-26-03  
Date



Ernestine Covington  
West Carroll Parish Library Board of Control

6-26-03  
Date