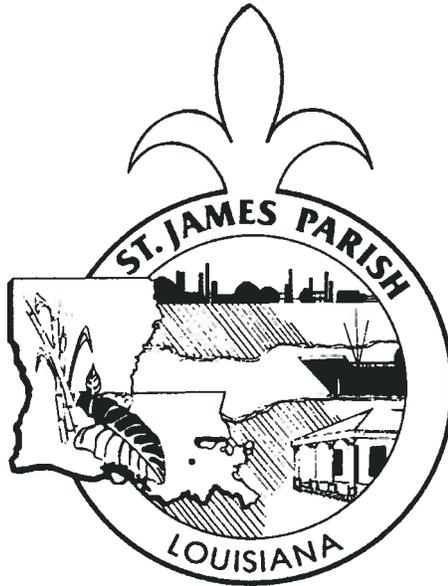


**ST. JAMES PARISH**  
State of Louisiana

Financial Statements  
As of and for the Year  
Ended December 31, 2011



Prepared by:  
Department of Finance

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## INTRODUCTORY SECTION



# St. James Parish Government

P.O. Box 106  
Convent, Louisiana 70723-0106  
(225) 562-2300 (225) 265-3156  
TDD: (225) 562-8500

**Timothy P. Roussel**  
Parish President

June 29, 2012

Office of the Legislative Auditor  
Attn: Ms. Suzanne Elliot  
1600 Riverside North  
P. O. Box 94397  
Baton Rouge, LA 70804-9397

Dear Ms. Elliot:

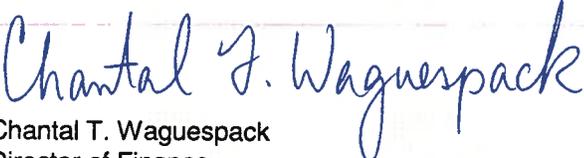
In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for St. James Parish as of and for the fiscal year ended December 31, 2011. The report includes all funds under the control and oversight of the Parish. The following component units of the parish have been included within the accompanying report:

St. James Youth Center  
St. James Parish Gas & Water Distribution System

St. James Parish Clerk of Court  
St. James Parish Hospital

The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely yours,

  
Chantal T. Waguespack  
Director of Finance

Enclosures

## FINANCIAL SECTION

To the President and Members  
St. James Parish Council  
Convent, Louisiana

Independent Auditors' Report

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component unit, St. James Parish Hospital, each major fund, and the aggregate remaining fund information of St. James Parish, State of Louisiana, as of and for the year ended December 31, 2011, which collectively comprise St. James Parish's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of St. James Parish, State of Louisiana. Our responsibility is to express an opinion on these financial statements based on our audit. We did not audit the financial statements of the discretely presented component unit, St. James Parish Clerk of Court. The financial statements of St. James Parish Clerk of Court reflect total assets of \$203,011 as of June 30, 2011, and total revenues of \$846,620 for the year ended June 30, 2011. Those financial statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the discretely presented component unit, St. James Parish Clerk of Court, is based on the reports of the other auditors.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *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 financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit and the report of other auditors provide a reasonable basis for our opinions.

In our opinion, based on our audit and the reports of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of St. James Parish, State of Louisiana, as of December 31, 2011, and the respective changes in financial position, and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2012, on our consideration of St. James Parish, State of Louisiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 15 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise St. James Parish's basic financial statements as a whole. The introductory section, combining and individual nonmajor fund financial statements, and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements of St. James Parish, State of Louisiana. The combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole. The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

*Parishwide - Nashville*

Donaldsonville, Louisiana  
June 29, 2012

## Management's Discussion and Analysis

As management of St. James Parish we offer readers of the Parish's financial statements this narrative overview and analysis of the financial activities of the Parish government for the fiscal year ended December 31, 2011.

### Financial Highlights

- ◆ The Parish's assets exceeded its liabilities at December 31, 2011, by \$103,387,857 (net assets). Unrestricted net assets are (\$1,130,238).
- ◆ The Parish's total net assets increased \$8,040,926 over the previous year with \$6,373,204 of the increase resulting from governmental activities. Business-type activities had a \$1,667,722 increase in net assets.
- ◆ At December 31, 2011, the Parish's governmental fund statements reported combined ending fund balances of \$40,689,216, a decrease of \$388,856 from the previous year. Of this amount, \$3,437,312 remains in the various fund types of the Parish as unassigned.
- ◆ The General Fund, the Parish's primary operating fund, reported a total ending fund balance of \$6,306,111, an increase in total fund balance from the last fiscal year of \$593,514.
- ◆ Total debt and capital leases decreased from the prior year by \$1,365,782. During the year, certificates of indebtedness totaling \$2,500,000 were issued for the purpose of renovating, improving and expanding the St. James Parish Hospital.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to St. James Parish's basic financial statements. The Parish's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. There is additional supplementary information following the financial statements that may be of interest to the reader.

### Government-wide financial statements

Government-wide financial statements are designed to provide the reader with a broad overview of the Parish's financial position, in a manner similar to a private-sector business. They include a **Statement of Net Assets** and a **Statement of Activities**. These statements appear on pages 16 to 19 of this report.

The **Statement of Net Assets** presents the Parish's assets less its liabilities at year end. The difference between these assets and liabilities is reported as net assets. Changes in net assets over time may serve as a useful indicator of whether the financial position of the Parish is improving or deteriorating.

The **Statement of Activities** presents information showing how the Parish's net assets changed during the fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, accounts payable and earned but unused vacation leave.)

Both statements attempt to distinguish functions of the Parish that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). Governmental activities include general government, public safety, highways and streets, public transportation, health and welfare, culture and recreation, and economic development and assistance expenditures. Business-type activities include gas and water distribution and juvenile detention.

The government-wide financial statements include not only St. James Parish itself (the *primary government*), but also separate legal governmental entities (*component units*) to which the Parish may be obligated to provide financial assistance. Component units are presented as separate columns in fund financial statements. The component unit agencies issue separate, independently audited financial statements. Financial statements for each of the individual component units may be obtained at the component unit's administrative offices.

### **Fund financial statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Parish, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the Parish's funds can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Unlike the government-wide financial statements, however, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the Parish's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds' balance sheet and the governmental funds' statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Parish maintains 49 individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds' statement of revenues, expenditures, and changes in fund balances for the General Fund, the Parish Library Fund, the Courthouse, Jail, and Public Buildings Maintenance Fund, and the Wetlands Mitigation Fund, all of which are considered to be major funds. Data from the other 45 governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements as supplementary information.

The basic governmental fund financial statements can be found on pages 20 to 30 of this report.

**Proprietary funds.** The Parish maintains and presents two types of proprietary funds: enterprise and internal service, which can be found on pages 31 to 38 of this report.

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Parish has two enterprise funds, the St. James Parish Gas & Water Distribution System Fund, which accounts for expenses to distribute natural gas & water, and the St. James Youth Center Fund, which accounts for the expenses for juvenile detention.

Internal service funds are an accounting tool used to accumulate and allocate costs internally among various functions. The Parish uses an internal service fund to account for its self-insured health insurance program. Because this service predominately benefits governmental rather than business-type functions, it has been included within governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The St. James Parish Gas & Water Distribution System Fund and the St. James Youth Center Fund are considered to be major funds of the Parish.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 39 to 84 of this report.

**Other information.** The combining statements referred to earlier in connection with nonmajor governmental funds are presented immediately following the notes to the financial statements. Combining fund statements and schedules can be found on pages 85 to 115 of this report.

### **Government-wide Financial Analysis**

As noted earlier, net assets may serve over time as a useful indicator of the Parish's financial position. In the case of St. James Parish, governmental activities' net assets exceeded liabilities by \$81,682,025 at December 31, 2011.

The following table reflects the condensed Statement of Net Assets for 2011 and 2010:

St. James Parish  
Condensed Statement of Net Assets  
December 31, 2011 and 2010

	Governmental Activities		Business-Type Activities		Total	
	2011	2010	2011	2010	2011	2010
Current and other assets	\$ 49,592,920	\$ 47,726,343	\$ 6,266,844	\$ 5,940,392	\$ 55,859,764	\$ 53,666,735
Capital assets	48,249,161	42,428,043	16,967,209	15,594,364	65,216,370	58,022,407
Total assets	<u>97,842,081</u>	<u>90,154,386</u>	<u>23,234,053</u>	<u>21,534,756</u>	<u>121,076,134</u>	<u>111,689,142</u>
Long-term liabilities outstanding	12,470,631	11,077,843	539,586	475,611	13,010,217	11,553,454
Other liabilities	3,689,425	3,767,722	988,635	1,021,035	4,678,060	4,788,757
Total liabilities	<u>16,160,056</u>	<u>14,845,565</u>	<u>1,528,221</u>	<u>1,496,646</u>	<u>17,688,277</u>	<u>16,342,211</u>
Net assets:						
Invested in capital assets, net of related debt	43,274,121	38,618,759	16,967,209	15,594,364	58,857,392	52,175,785
Restricted	45,660,703	39,858,300	-	-	45,660,703	39,858,300
Unrestricted	(7,252,799)	(3,168,238)	4,738,623	4,443,746	(1,130,238)	3,312,846
Total net assets	<u>\$ 81,682,025</u>	<u>\$ 75,308,821</u>	<u>\$ 21,705,832</u>	<u>\$ 20,038,110</u>	<u>\$ 103,387,857</u>	<u>\$ 95,346,931</u>

Approximately 53.0% (\$43,274,121) of the Parish's governmental net assets as of December 31, 2011, reflects the government's investment in capital assets (land, buildings, infrastructure, machinery and equipment) less any related outstanding debt used to acquire those assets. The Parish uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Another 55.9% (\$45,660,703) of the governmental net assets is subject to external restrictions on how these assets may be used, such as property tax approved by the electorate for specific purposes. The remaining governmental net assets, a negative \$7,252,799, are referred to as unrestricted.

See the Notes To The Financial Statements, pages 47 to 48, for additional information.

### Governmental activities

Governmental activities account for 79.0% of the Parish's net assets. One of the major components of general revenue collected by governmental activities is property taxes, which represents 38.6% of the Parish's total governmental revenue. In 2011, property taxes were assessed at a millage rate of 39.11 mills. Property tax revenue increased \$432,325, a 3.4% increase from the previous year. Other taxes for governmental activities include Voluntary Payments In Lieu of Taxes (\$441,612), Sales and Use Taxes (\$6,732,224), Alcoholic Beverages (\$20,706), Franchise Fees (\$81,956), and other taxes (\$94,083).

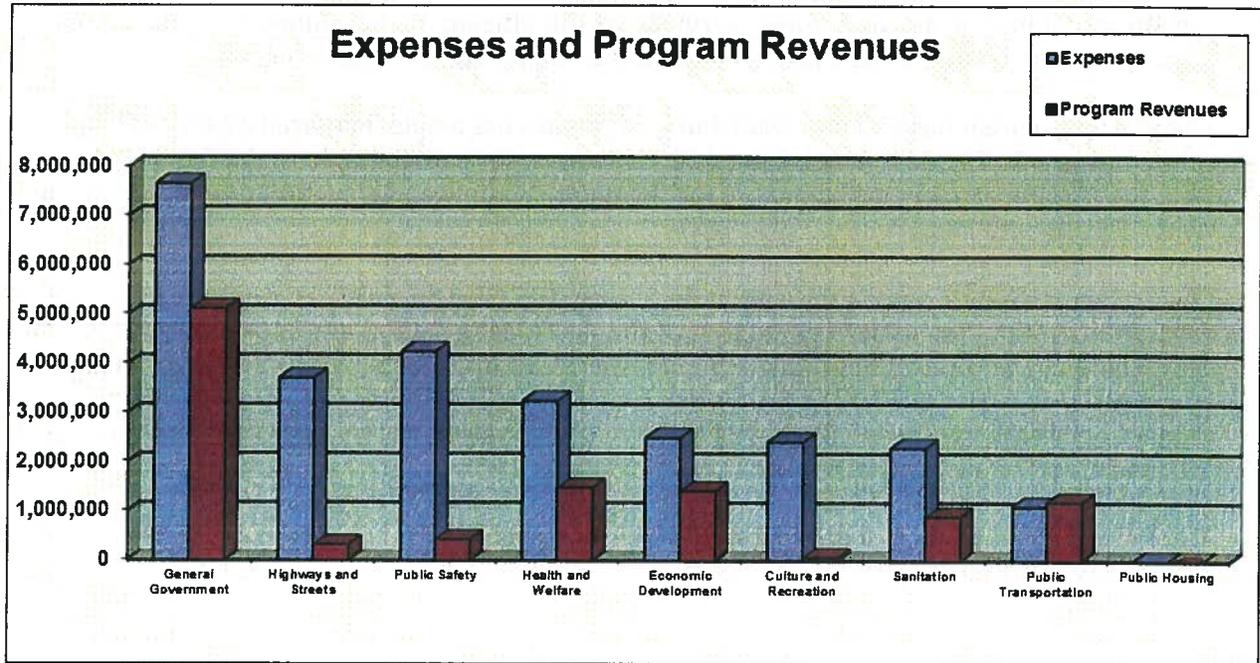
Other variances in governmental activities include:

- ◆ Sales and use tax collections decreased \$124,680, a 1.8% decrease. Total sales and use tax collections are comprised of sales and use taxes, which decreased 2.8%, and motor vehicle sales taxes, which increased 16.9%. The sales taxes decreased in 2011 mainly due to an audit conducted in July 2010 which collected approximately \$1,430,000 in additional sales taxes. There were no additional sales tax audits in 2011.
- ◆ Capital outlay increased \$824,921 mainly due to the construction projects that were started during 2009 and continued into 2011 for the new court administrative building and the Vacherie Health Unit.

The following is a summary of activity for 2011:

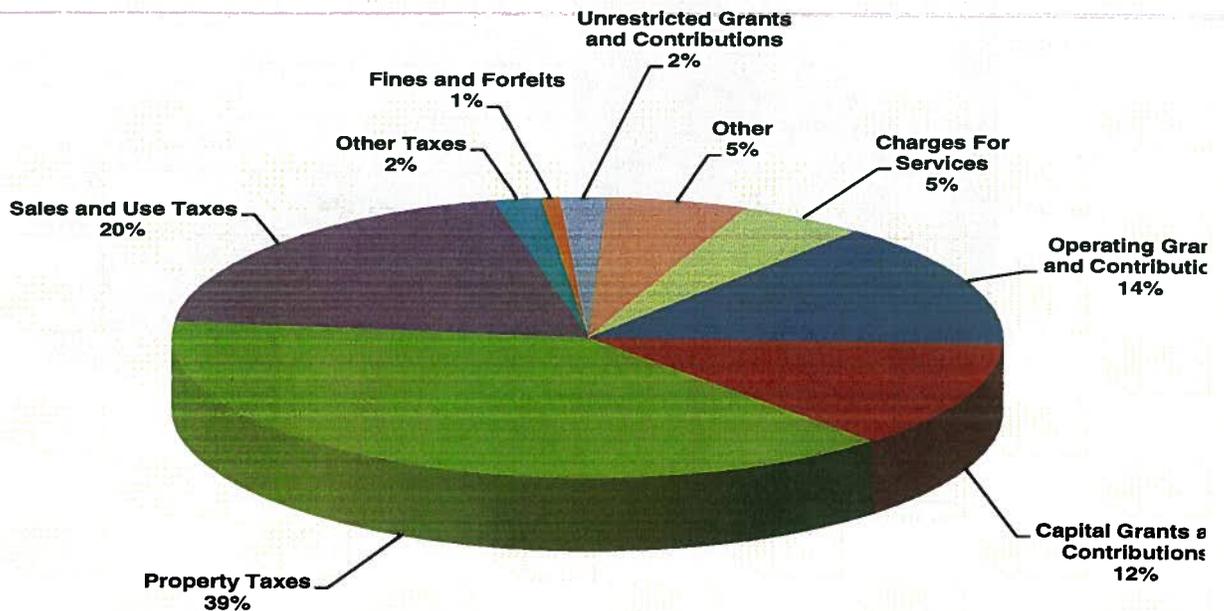
	Governmental Activities		Business-type Activities		Total	
	2011	2010	2011	2010	2011	2010
<b>Revenues:</b>						
<b>Program revenues:</b>						
Charges for services	\$ 1,689,460	\$ 1,715,788	\$ 6,031,903	\$ 6,003,702	\$ 7,721,363	\$ 7,719,490
Operating grants and contributions	4,943,999	6,080,707	132,486	182,443	5,076,485	6,263,150
Capital grants and contributions	4,261,319	3,307,010	1,487,454	1,128,949	5,748,773	4,435,959
<b>General revenues:</b>						
Property taxes	13,229,768	12,797,443	410,597	378,564	13,640,365	13,176,007
Sales and use taxes	6,732,224	6,856,904	-	-	6,732,224	6,856,904
Other taxes	638,357	736,402	(5,760)	(90)	632,597	736,312
Fines and forfeits	240,935	263,029	550	600	241,485	263,629
Intergovernmental Unrestricted grants and contributions	618,311	605,724	-	-	618,311	605,724
Other general revenues	1,882,130	1,957,815	231,651	218,295	2,113,781	2,176,110
<b>Total revenues</b>	<b>34,236,503</b>	<b>34,320,822</b>	<b>8,288,881</b>	<b>7,912,463</b>	<b>42,525,384</b>	<b>42,233,285</b>
<b>Expenses:</b>						
General government	6,621,438	6,937,264	-	-	6,621,438	6,937,264
Public safety	4,248,759	3,090,510	-	-	4,248,759	3,090,510
Highways and streets	3,706,786	4,704,271	-	-	3,706,786	4,704,271
Sanitation	2,294,058	2,224,353	-	-	2,294,058	2,224,353
Public housing	1,600	1,160	-	-	1,600	1,160
Public transportation	1,105,299	930,103	-	-	1,105,299	930,103
Health and welfare	4,241,059	3,498,199	-	-	4,241,059	3,498,199
Culture and recreation	2,466,959	2,389,225	-	-	2,466,959	2,389,225
Economic development and assistance	2,466,047	2,747,918	-	-	2,466,047	2,747,918
Interest on long-term debt	397,687	336,756	-	-	397,687	336,756
Gas and water	-	-	4,449,022	4,482,305	4,449,022	4,482,305
Youth detention	-	-	2,556,044	2,563,471	2,556,044	2,563,471
<b>Total expenses</b>	<b>27,549,692</b>	<b>26,859,759</b>	<b>7,005,066</b>	<b>7,045,776</b>	<b>34,554,758</b>	<b>33,905,535</b>
Increase (decrease) in net assets before contributions and transfers	6,686,811	7,461,063	1,283,815	866,687	7,970,626	8,327,750
Contribution from contractors	-	-	-	-	-	-
Transfers	(313,607)	(519,742)	383,907	536,643	70,300	16,901
Increase (decrease) in net assets	6,373,204	6,941,321	1,667,722	1,403,330	8,040,926	8,344,651
Beginning net assets	75,308,821	68,367,500	20,038,110	18,634,780	95,346,931	87,002,280
<b>Ending net assets</b>	<b>\$ 81,682,025</b>	<b>\$ 75,308,821</b>	<b>\$ 21,705,832</b>	<b>\$ 20,038,110</b>	<b>\$ 103,387,857</b>	<b>\$ 95,346,931</b>

The following graph is a comparison of program revenues and program expenses for all governmental activities. This chart is intended to give the reader an idea of the degree to which governmental activities are self-supporting:



The following pie chart illustrates the composition of governmental activities revenue and its percentage in relation to total government revenues:

### Revenues by Source - Governmental Activities



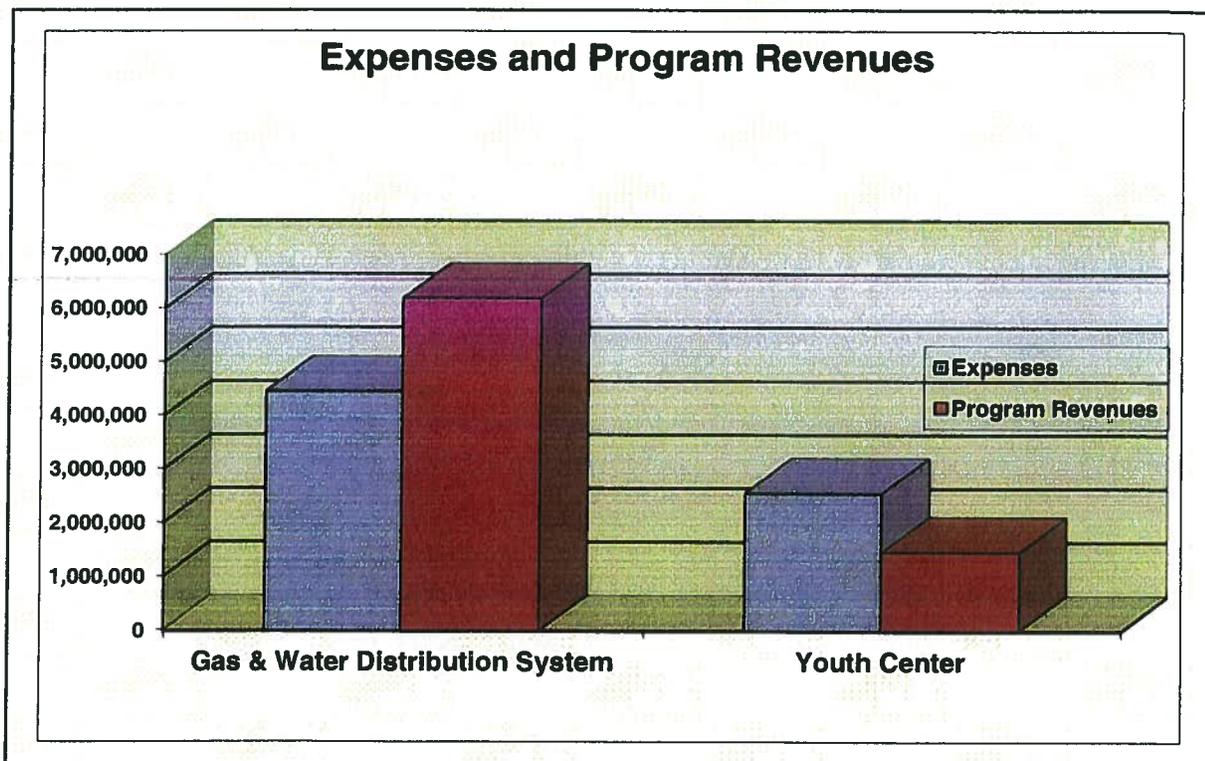
## Business-type activities

St. James Parish has two business-type activities: The St. James Parish Gas & Water Distribution System and the St. James Youth Center. The Gas & Water Distribution System's principal activities are the providing of gas and water services to the citizens and businesses of the Parish. The St. James Parish Youth Center's principal activity is to provide juvenile detention.

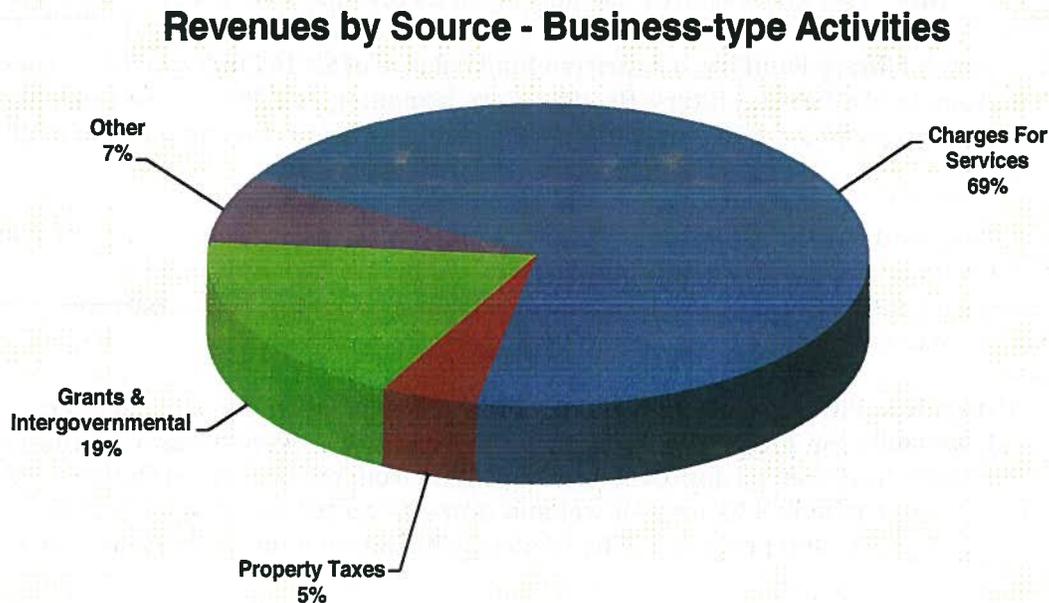
The St. James Parish Gas & Water Distribution System's net assets increased \$2,051,473 in 2011, as compared to a \$1,709,021 increase in 2010. The increase is attributable to the federal grant award from the U.S. Department of Commerce for the flood-proofing and elevation project on the Convent Water Treatment Plant.

The St. James Youth Center's net assets decreased \$383,751 in 2011, as compared to a \$305,691 decrease in 2010. The major component of the decrease in capital assets of \$192,140 was due to depreciation. The center's operating revenues increased by \$61,664 with a corresponding decrease in operating expenses of \$7,427. The Parish transferred \$290,500 to the Youth Center during 2011 to meet operating expenses. During 2011, the center housed an average of 33 residents per day, which is the same average as in 2010.

The following graph is a comparison of program revenues and program expenses for the two business-type activities.



The following pie chart illustrates the composition of business-type activities revenue and its percentage in relation to total business-type revenues:



### Financial Analysis of the Parish's Funds

As noted earlier, the Parish uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds:** The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Parish's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The combined ending fund balance for all governmental funds at December 31, 2011, was \$40,689,216. Of this amount, \$3,437,312 was included in unassigned fund balance, \$28,326 in assigned fund balance, \$739,779 was included in committed fund balance, \$36,444,757 was included in restricted fund balance, and the remaining \$39,042 was in nonspendable fund balance. The combined ending fund balance at the end of the year decreased \$388,856 from \$41,078,072 at the end of the prior year.

The General Fund is the chief operating fund of the Parish and is considered a major fund under criteria set forth by GASB Statement No. 34. At the end of the current fiscal year, the General Fund's total fund balance was \$6,306,111 with unassigned fund balance of \$3,467,919. Fund balance increased \$593,514 in 2011. The increase in fund balance was a result of increased revenues, especially ad valorem taxes.

The Parish has three other governmental funds that are considered major funds. Those funds include the Parish Library Fund, the Courthouse, Jail, and Public Buildings Maintenance Fund, and Wetlands Mitigation Fund. A brief discussion of these funds follows:

**Parish Library Fund:** This fund receives the majority of its revenue from property taxes dedicated for library services as well as funds from State Revenue Sharing, Library State Aid, and E-Rate rebates. The Parish Library Fund has a restricted fund balance of \$3,161,002 for 2011. There were major renovations to the Parish Library Headquarters beginning in 2011. These renovations are being financed from Series 2010 certificates of indebtedness in the amount of \$2,000,000 purchased last year.

**Courthouse, Jail, and Public Buildings Maintenance Fund:** This fund manages the general operating and maintenance cost of public buildings owned by the Parish. Revenue is received from property taxes and the rental fees for parish owned public buildings. The Courthouse, Jail, and Public Buildings Maintenance Fund has a restricted fund balance of \$4,639,067 for 2011.

**Wetlands Mitigation Fund:** This fund is used to provide for purchase, maintenance, and restoration of wetlands for future use as mitigation areas and a wetland assimilation plant in Vacherie. The Parish has received approval for \$1.5 million from the La. Capital Outlay Program for the purchase of approximately 320 acres of wetland property on the west bank. Revenues for this fund are from state grants and programs. The Wetlands Mitigation Fund includes an assigned fund balance of \$6,972.

### **General Fund Budgetary Highlights**

Differences between the original budget and the final amended budget were \$941,900 (increase in revenues over expenditures) and can be briefly summarized as follows:

- ◆ Increase in budgeted revenues in the amount of \$467,600 was mainly due to the increase in sales tax revenue of \$269,100, federal grants in the amount of \$49,100, and \$69,400 in other revenue.
- ◆ Operating transfers out decreased by \$659,100.

### **Capital Asset and Debt Administration**

**Capital assets.** The Parish's investment in capital assets for its governmental and business-type activities as of December 31, 2011, amounts to \$65,216,370 (net of accumulated depreciation). This investment in capital assets includes land, buildings and system improvements, machinery and equipment, roads, and drainage systems. The total increase in investment in capital assets for the current fiscal year was \$7,193,963, which includes a \$5,821,118 increase for governmental activities (13.7%) and a \$1,372,845 increase for business-type activities (8.8%). The major additions to the Parish's capital assets were the additions to the construction projects in 2011 – purchase of land for Wetlands Mitigation (\$3,995,950), Court and Administration building (\$1,262,377), Lutcher Library renovations (\$1,158,407), and the Convent water plant filters (\$1,830,604).

A summary of the Parish's capital assets (net of depreciation) follows:

St. James Parish Capital Assets (Net of Depreciation)						
	Governmental Activities		Business-type Activities		Total	
	2011	2010	2011	2010	2011	2010
Land	\$ 12,926,242	\$ 8,930,292	\$ 50,000	\$ 50,000	\$ 12,976,242	\$ 8,980,292
Buildings	7,656,866	7,239,271	3,632,924	3,821,633	11,289,790	11,060,904
System improvements	-	-	13,161,615	10,989,337	13,161,615	10,989,337
Improvements other than buildings	1,350,635	1,387,765	-	-	1,350,635	1,387,765
Machinery and equipment	4,004,687	3,521,898	122,670	103,496	4,127,357	3,625,394
Library collection	78,835	86,745	-	-	78,835	86,745
Infrastructure	15,625,375	17,095,118	-	-	15,625,375	17,095,118
Construction in progress	6,606,521	4,166,954	-	629,898	6,606,521	4,796,852
Total	\$ 48,249,161	\$ 42,428,043	\$ 16,967,209	\$ 15,594,364	\$ 65,216,370	\$ 58,022,407

### Long-term debt

At the end of the current fiscal year, the Parish had total debt outstanding of \$13,010,216. Of this amount, \$6,145,000 is general obligation bonds secured by property taxes. The outstanding debt also includes \$4,886,000 of certificates of indebtedness secured by excess general revenue. A summary of the Parish's outstanding long-term obligations follows:

	Governmental Activities		Business-type Activities		Total	
	2011	2010	2011	2010	2011	2010
General obligation bonds	\$6,145,000	\$7,090,000	\$ -	\$ -	\$6,145,000	\$7,090,000
Public improvement bonds	-	-	-	-	-	-
Certificates of indebtedness	4,886,000	2,779,000	-	-	4,886,000	2,779,000
Notes	-	27,782	-	-	-	27,782
Net OPEB obligation	730,019	542,752	248,234	193,969	978,253	736,721
Compensated absences	709,612	638,309	291,351	281,642	1,000,963	919,951
Total	\$12,470,631	\$11,077,843	\$539,585	\$475,611	\$13,010,216	\$11,553,454

Additional information on the Parish's long-term debt can be found on pages 59 to 62 of the Notes to the Financial Statements.

### Economic Factors and Next Year's Budget and Rates

The following factors were considered in preparing the Parish's budget for the 2012 fiscal year:

At the time of the presentation of the fiscal year 2012 budget, sales and use tax collections were projected to increase 5.0% over normal sales and use tax collections for 2011 which were down 1.8% from the previous year. Collections through April 2012 are 10.3% more than collections for the same period in 2011. Collections of sales and use taxes have increased 10.8%, while motor vehicle taxes have only increased 0.2%.

Return on investments for the coming year will continue to be lower as interest rates continue to decline. The Parish monitors interest rates to maximize its return on investments while securing the safety of its principal.

The Parish is heavily dependent upon taxes derived from the chemical industry. It is anticipated that property taxes will be at the same level as 2011 or a slight decrease.

St. James Parish's September 2011 unemployment rate was 11.0%, as compared to the state's rate of 6.9%. (Source: Louisiana Labor Market Information, October 2011.)

### **Requests for Information**

This financial report is designed to provide a general overview of the finances of St. James Parish for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Department of Finance, P.O. Box 106, Convent, Louisiana, 70723.

St. James Parish  
Convent, Louisiana  
Statement of Net Assets  
December 31, 2011

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 15,872,431	\$ 4,065,768	\$ 19,938,199
Investments	13,807,820	-	13,807,820
Receivables (net of allowance for uncollectibles)	16,486,066	1,474,101	17,960,167
Notes Receivable:			
Due within one year	455,000	-	455,000
Due in more than one year	2,541,000	-	2,541,000
Internal balances	57,407	(57,407)	-
Due from other governmental units	-	-	-
Inventories	39,042	288,754	327,796
Prepaid items	334,154	41,105	375,259
Accrued interest	-	-	-
Restricted assets			
Cash and cash equivalents	-	454,278	454,278
Held by trustee for debt service	-	-	-
Internally designated for capital acquisition	-	-	-
Capital assets (net of accumulated depreciation)	48,249,161	16,967,209	65,216,370
Other assets, net	-	245	245
Total assets	<u>97,842,081</u>	<u>23,234,053</u>	<u>121,076,134</u>
<b>LIABILITIES</b>			
Accounts payable and other current liabilities	2,990,311	368,585	3,358,896
Contractual settlements	-	-	-
Deferred revenue	164,259	-	164,259
Accrued expenses	534,855	188,830	723,685
Liabilities payable from restricted assets	-	431,220	431,220
Long-term liabilities:			
Due within one year	2,049,177	121,153	2,170,330
Due in more than one year	10,421,454	418,433	10,839,887
Total liabilities	<u>16,160,056</u>	<u>1,528,221</u>	<u>17,688,277</u>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	43,274,121	16,967,209	58,857,392
Restricted for			
General government	9,045,741	-	9,045,741
Culture and recreation	6,066,606	-	6,066,606
Debt service	4,171,872	-	4,171,872
Capital projects	4,446,824	-	4,446,824
Health and welfare	3,488,633	-	3,488,633
Highways and streets	3,718,027	-	3,718,027
Public safety	9,603,777	-	9,603,777
Sanitation	2,871,786	-	2,871,786
Group health insurance claims	2,109,892	-	2,109,892
Other purposes	137,545	-	137,545
Unrestricted	(7,252,799)	4,738,623	(1,130,238)
Total net assets	<u>\$ 81,682,025</u>	<u>\$ 21,705,832</u>	<u>\$ 103,387,857</u>

The notes to the financial statements are an integral part of this statement.

Statement A

Component Units	
St. James Parish Clerk of Court	St. James Parish Hospital
\$ 162,744	\$ 4,878,930
-	-
36,978	2,361,098
-	-
-	-
-	-
-	316,578
2,520	881,848
769	-
-	-
-	1,035,184
-	9,459,056
16,756	20,175,989
-	-
<u>219,767</u>	<u>39,108,683</u>
2,513	258,362
-	753,897
-	-
-	936,621
-	-
-	784,507
<u>122,141</u>	<u>17,685,567</u>
<u>124,654</u>	<u>20,418,954</u>
16,756	2,031,109
-	-
-	-
-	1,035,184
-	9,489,400
-	-
-	-
-	-
-	-
-	-
<u>78,357</u>	<u>6,134,036</u>
<u>\$ 95,113</u>	<u>\$ 18,689,729</u>

St. James Parish  
Convent, Louisiana  
Statement of Activities  
For the Year Ended December 31, 2011

Functions:	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary government:				
Governmental activities:				
General government	\$ 6,621,438	\$ 489,358	\$ 420,047	\$ 4,204,872
Public safety	4,248,759	246,263	133,259	46,447
Highways and streets	3,706,786	-	317,113	-
Sanitation	2,294,058	862,936	34,460	-
Public housing	1,600	-	-	-
Public transportation	1,105,299	54,678	1,134,977	-
Health and welfare	4,241,059	-	1,477,656	-
Culture and recreation	2,466,959	36,225	15,246	-
Economic development and assistance	2,466,047	-	1,411,241	10,000
Interest on long-term debt	397,687	-	-	-
Total governmental activities	<u>27,549,692</u>	<u>1,689,460</u>	<u>4,943,999</u>	<u>4,261,319</u>
Business-type activities:				
Gas and water	4,449,022	4,675,975	28,477	1,487,454
Youth detention	2,556,044	1,355,928	104,009	-
Total business-type activities	<u>7,005,066</u>	<u>6,031,903</u>	<u>132,486</u>	<u>1,487,454</u>
Total primary government	<u>\$ 34,554,758</u>	<u>\$ 7,721,363</u>	<u>\$ 5,076,485</u>	<u>\$ 5,748,773</u>
Component Units:				
St. James Clerk of Court	\$ 893,805	\$ 843,721	\$ -	\$ -
St. James Parish Hospital	18,285,294	17,434,094	-	592,603
Total component units	<u>\$ 19,179,099</u>	<u>\$ 18,277,815</u>	<u>\$ -</u>	<u>\$ 592,603</u>

General Revenues
Taxes
Property taxes
Voluntary payments in lieu of taxes
Sales and use taxes
Alcoholic beverages
Franchise fees
Other
Fines and forfeits
Unrestricted grants and contributions
Interest on investments
Other
Gain on sale of fixed assets
Transfers
Total general revenues and transfers
Change in net assets
Net assets - beginning
Net assets - ending

The notes to the financial statements are an integral part of this statement.

**Net (Expense) Revenue and Changes in Net Assets**

Primary Government			Component Units	
Governmental Activities	Business-type Activities	Total	Governmental Activities	Business-type Activities
\$ (1,507,161)	\$	\$ (1,507,161)		
(3,822,790)		(3,822,790)		
(3,389,673)		(3,389,673)		
(1,396,662)		(1,396,662)		
(1,600)		(1,600)		
84,356		84,356		
(2,763,403)		(2,763,403)		
(2,405,488)		(2,405,488)		
(1,054,806)		(1,054,806)		
(397,687)		(397,687)		
<u>(16,654,914)</u>		<u>(16,654,914)</u>		
-	1,742,884	1,742,884		
-	(1,096,107)	(1,096,107)		
-	646,777	646,777		
<u>(16,654,914)</u>	<u>646,777</u>	<u>(16,008,137)</u>		
			\$ (50,084)	\$ -
			-	(258,597)
			<u>(50,084)</u>	<u>(258,597)</u>
13,229,768	410,597	13,640,365	-	1,777,378
441,612	-	441,612	-	-
6,732,224	-	6,732,224	-	-
20,706	-	20,706	-	-
81,956	-	81,956	-	-
94,083	(5,760)	88,323	-	-
240,935	550	241,485	-	-
618,311	-	618,311	-	-
117,409	4,367	121,776	2,899	66,569
1,752,219	227,284	1,979,503	-	577,346
12,502	-	12,502	-	-
(313,607)	383,907	70,300	-	-
<u>23,028,118</u>	<u>1,020,945</u>	<u>24,049,063</u>	<u>2,899</u>	<u>2,421,293</u>
6,373,204	1,667,722	8,040,926	(47,185)	2,162,696
75,308,821	20,038,110	95,346,931	142,298	16,527,033
<u>\$ 81,682,025</u>	<u>\$ 21,705,832</u>	<u>\$ 103,387,857</u>	<u>\$ 95,113</u>	<u>\$ 18,689,729</u>

St. James Parish  
Convent, Louisiana  
Governmental Funds  
Balance Sheet  
December 31, 2011

	General	Parish Library	Courthouse, Jail and Public Buildings Maintenance
<b>Assets</b>			
Cash and cash equivalents	\$ 2,543,042	\$ 2,234,274	\$ 1,559,103
Investments	131,391	323,807	1,114,972
Receivables (net of allowances for uncollectibles)	3,976,695	1,237,047	2,000,279
Due from other funds	187,299	-	157,524
Inventory	39,042	-	-
<b>Total assets</b>	<u>\$ 6,877,469</u>	<u>\$ 3,795,128</u>	<u>\$ 4,831,878</u>
<b>Liabilities and fund balance</b>			
Liabilities:			
Accounts payable	\$ 431,287	\$ 613,646	\$ 158,887
Payroll deductions and withholdings payable	137,076	20,480	33,924
Deferred revenues	-	-	-
Due to other funds	2,995	-	-
Other liabilities	-	-	-
<b>Total liabilities</b>	<u>571,358</u>	<u>634,126</u>	<u>192,811</u>
Fund balance:			
Nonspendable-Inventory	39,042	-	-
Restricted for			
Culture and recreation	-	2,415,639	-
Debt service	-	33,140	-
Capital projects	-	712,223	-
Health and welfare	2,799,150	-	-
Highways and streets	-	-	-
Public safety	-	-	-
Sanitation	-	-	-
Other purposes	-	-	-
Committed for			
Judicial	-	-	4,639,067
Highways and streets	-	-	-
Public transportation	-	-	-
Assigned for			
Judicial	-	-	-
Health and welfare	-	-	-
Other purposes	-	-	-
Unassigned	3,467,919	-	-
<b>Total fund balances</b>	<u>6,306,111</u>	<u>3,161,002</u>	<u>4,639,067</u>
<b>Total liabilities and fund balances</b>	<u>\$ 6,877,469</u>	<u>\$ 3,795,128</u>	<u>\$ 4,831,878</u>

The notes to the financial statements are an integral part of this statement.

<u>Wetlands Mitigation</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>	<u>Component Unit St. James Parish Clerk of Court</u>
\$ 6,472	\$ 8,221,952	\$ 14,564,843	\$ 162,744
-	11,175,072	12,745,242	-
-	8,887,369	16,101,390	40,267
500	83,264	428,587	-
-	-	39,042	-
<u>\$ 6,972</u>	<u>\$ 28,367,657</u>	<u>\$ 43,879,104</u>	<u>\$ 203,011</u>
\$ -	\$ 1,060,860	\$ 2,264,680	\$ 2,513
-	229,577	421,057	-
-	132,971	132,971	-
-	368,185	371,180	-
-	-	-	-
<u>-</u>	<u>1,791,593</u>	<u>3,189,888</u>	<u>2,513</u>
-	-	39,042	2,520
-	2,536,747	4,952,386	-
-	2,958,954	2,992,094	-
-	2,376,317	3,088,540	-
-	788,151	3,587,301	-
-	4,956,060	4,956,060	-
-	9,300,897	9,300,897	-
-	2,928,412	2,928,412	-
-	-	4,639,067	-
-	365,020	365,020	-
-	42,336	42,336	-
-	332,423	332,423	-
-	5,236	5,236	-
-	15,435	15,435	-
6,972	683	7,655	-
-	(30,607)	3,437,312	197,978
<u>6,972</u>	<u>26,576,064</u>	<u>40,689,216</u>	<u>200,498</u>
<u>\$ 6,972</u>	<u>\$ 28,367,657</u>	<u>\$ 43,879,104</u>	<u>\$ 203,011</u>

St. James Parish  
 Convent, Louisiana  
 Reconciliation of the Balance Sheet of  
 Governmental Funds to the Statement of Net Assets  
 December 31, 2011

	<u>Governmental Funds</u>	<u>Component Unit St. James Parish Clerk of Court</u>
Total fund balances per financial statements	\$ 40,689,216	\$ 200,498
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets are not reported in the fund financial statements because they are not current financial resources, but they are reported in the statement of net assets.	48,249,161	16,756
Certain long-term assets are not reported in the fund financial statements because they are not available to pay current-period expenditures, but they are reported as assets in the statement of net assets.	3,624,720	-
Long-term liabilities are not reported as fund liabilities because they are not due and payable in the current period, but they are presented as liabilities in the statement of net assets. Balances at December 31, 2010, are as follows:		
Accrued expenses	(534,857)	-
Loans payable	-	-
Bonds payable	(6,145,000)	-
Certificates of indebtedness	(4,886,000)	-
OPEB obligation	(730,019)	(96,349)
Compensated absences	(709,612)	(25,792)
Deferred gains and premiums on debt issuance	(31,288)	-
Assets and liabilities of the Internal Service Fund related to governmental programs are not reported in the governmental fund financial statements because they are presented on a different accounting basis, but they are presented as assets and liabilities in the statement of net assets.	<u>2,155,704</u>	-
Net assets of governmental activities	<u>\$ 81,682,025</u>	<u>\$ 95,113</u>

The notes to the financial statements are an integral part of this statement.

Statement D

St. James Parish  
Convent, Louisiana  
Governmental Funds  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
December 31, 2011

	General	Parish Library	Courthouse, Jail, and Public Buildings Maintenance
<b>Revenues:</b>			
<b>Taxes:</b>			
Property			
Voluntary payments in lieu of taxes	\$ 2,915,227	\$ 1,231,785	\$ 2,040,659
Sales and use	441,612	-	-
Alcoholic beverages (beer)	2,338,928	-	-
Licenses and permits	20,706	-	-
Intergovernmental:	568,423	-	-
Federal			
State	218,936	-	2,047
Local	544,372	36,824	77,222
Fines and forfeits	380,160	-	2,946
Charges for services	-	2,683	-
Interest	2,640	13,427	-
In-kind contributions	5,677	5,638	10,134
Other	52,040	-	-
Total revenues	<u>234,866</u>	<u>38,563</u>	<u>61,266</u>
	<u>7,723,587</u>	<u>1,328,920</u>	<u>2,194,274</u>
<b>Expenditures:</b>			
<b>Current:</b>			
General government	3,722,563	-	1,524,166
Public safety	710,287	-	-
Highways and streets	-	-	-
Sanitation	-	-	-
Public housing	-	-	-
Public transportation	1,600	-	-
Health and welfare	-	-	-
Culture and recreation	1,187,342	-	-
Economic development and assistance	-	772,165	-
In-kind expenses	475,094	-	-
Debt service:	52,040	-	-
Principal	-	-	27,780
Interest and fiscal charges	-	-	-
Capital outlay	-	-	-
Total expenditures	<u>261,810</u>	<u>1,237,242</u>	<u>253,173</u>
	<u>6,410,736</u>	<u>2,009,407</u>	<u>1,805,119</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	1,312,851	(680,487)	389,155
<b>Other financing sources (uses):</b>			
Operating transfers in	-	-	1,959
Bond proceeds	-	-	-
Operating transfers out	(719,337)	(227,110)	(9,357)
Bond issuance costs	-	-	-
Total other financing sources (uses)	<u>(719,337)</u>	<u>(227,110)</u>	<u>(7,398)</u>
<b>Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses</b>	593,514	(907,597)	381,757
<b>Fund balance, beginning of year</b>	5,712,597	4,068,599	4,257,310
<b>Fund balance, end of year</b>	<u>\$ 6,306,111</u>	<u>\$ 3,161,002</u>	<u>\$ 4,639,067</u>

The notes to the financial statements are an integral part of this statement.

Statement E

<u>Wetlands Mitigation</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>	<u>Component Unit St. James Parish Clerk of Court</u>
\$ -	\$ 7,116,183	\$ 13,303,854	\$ -
-	-	441,612	-
-	4,393,296	6,732,224	-
-	-	20,706	-
-	-	568,423	3,270
-	4,165,536	4,386,519	-
4,000,000	665,116	5,323,534	-
-	232,991	616,097	-
-	238,252	240,935	-
-	1,186,675	1,202,742	840,451
3	87,782	109,234	2,899
-	508,929	560,969	-
-	458,005	792,700	-
<u>4,000,003</u>	<u>19,052,765</u>	<u>34,299,549</u>	<u>846,620</u>
5,300	1,018,369	6,270,398	818,383
-	2,886,427	3,596,714	-
-	2,148,846	2,148,846	-
-	2,235,923	2,235,923	-
-	-	1,600	-
-	995,762	995,762	-
-	2,945,573	4,132,915	-
-	1,399,073	2,171,238	-
-	1,420,552	1,895,646	-
-	508,929	560,969	-
-	1,338,000	1,365,780	-
-	372,845	372,845	-
<u>3,995,950</u>	<u>3,004,729</u>	<u>8,752,904</u>	<u>-</u>
<u>4,001,250</u>	<u>20,275,028</u>	<u>34,501,540</u>	<u>818,383</u>
(1,247)	(1,222,263)	(201,991)	28,237
-	1,724,287	1,726,246	-
-	2,500,000	2,500,000	-
-	(3,428,622)	(4,384,426)	-
-	(28,685)	(28,685)	-
<u>-</u>	<u>766,980</u>	<u>(186,865)</u>	<u>-</u>
(1,247)	(455,283)	(388,856)	28,237
8,219	27,031,347	41,078,072	172,261
<u>\$ 6,972</u>	<u>\$ 26,576,064</u>	<u>\$ 40,689,216</u>	<u>\$ 200,498</u>

St. James Parish  
 Convent, Louisiana  
 Reconciliation of the Statement of Revenues,  
 Expenditures, and Changes in Fund Balances of Governmental Funds  
 to the Statement of Activities  
 December 31, 2011

	<u>Governmental Funds</u>	<u>Component Unit St. James Parish Clerk of Court</u>
Amounts reported for governmental activities in the statement of activities (pages 18 & 19) are different because:		
Net change in total fund balances per fund financial statements (pages 23 & 24)	\$ (388,856)	\$ 28,237
Amounts reported for governmental activities in the statement of activities are different because:		
Capital outlays are reported as expenditures in the fund financial statements because they use current financial resources, but they are presented as assets in the statement of net assets and depreciated over their estimated economic lives. This is the amount by which current capital outlays of \$8,752,904 (\$0 for the Clerk of Court) exceeded depreciation of \$2,798,011 (\$22,956 for the Clerk of Court).	5,954,893	(22,956)
Revenues that are not available to pay current obligations are not reported in the fund financial statements, but they are presented as revenues in the statement of activities.	(73,837)	-
The proceeds from the issuance of bonds provide current resources and are reported in the fund financial statements, but they are presented as liabilities in the statement of net assets. Governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.	(2,494,818)	-
Repayment of principal on long-term debt consume resources of governmental funds but do not impact net assets.	1,365,782	-
Generally expenditures recognized in the fund financial statements are limited to only those that use current financial resources but expenses, including interest, compensated absences, and OPEB, are recognized in the statement of activities when they are incurred.	(412,977)	(52,466)
Gains and losses are not presented in the fund financial statements because they do not provide or use current financial resources, but they are presented in the statement of activities.	(132,736)	-
Activities of internal service fund is reported as net revenue (expense) in the governmental activities.	210,753	-
The net effect of various miscellaneous transactions involving capital assets and notes receivable (i.e., sales, trade-ins, transfers, and donations) is to increase net assets.	2,345,000	-
Change in net assets of governmental activities (pages 18 & 19)	<u>\$ 6,373,204</u>	<u>\$ (47,185)</u>

The notes to the financial statements are an integral part of this statement.

Statement F

# MAJOR GOVERNMENTAL FUNDS

## **General Fund**

The general fund is the principal fund of the Parish and is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

## **Parish Library Fund**

The Parish Library Fund accounts for the operation and maintenance of the St. James Parish Library. Financing is provided by property taxes, federal grants, and state revenue sharing funds.

## **Courthouse, Jail, and Public Buildings Maintenance Fund**

The Courthouse, Jail, and Public Buildings Maintenance Fund accounts for the operation and maintenance of the public buildings in the Parish. Financing is provided by property taxes and state revenue sharing.

## **Wetlands Mitigation Fund**

The Wetlands Mitigation Fund is used to provide for the purchase, maintenance, and restoration of wetlands for future use as mitigation areas. Funding is from the Louisiana Capital Outlay Program.

St. James Parish  
Convent, Louisiana  
General Fund  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Budget and Actual  
For the year ended December 31, 2011

	Budget		Actual	Variance Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ 2,694,200	\$ 2,628,500	\$ 2,915,227	\$ 286,727
Voluntary payments in lieu of taxes	454,500	418,000	441,612	23,612
Sales and use	2,102,800	2,371,900	2,338,928	(32,972)
Alcoholic beverages (beer)	22,000	22,000	20,706	(1,294)
Licenses and permits	547,200	701,900	568,423	(133,477)
<b>Intergovernmental:</b>				
Federal	268,300	317,400	218,936	(98,464)
State	654,400	616,000	544,372	(71,628)
Local	348,300	342,300	380,160	37,860
Charges for services	-	2,300	2,640	340
Interest	9,600	8,800	5,677	(3,123)
In-kind contributions	-	70,400	52,040	(18,360)
Other	168,800	238,200	234,866	(3,334)
Total revenues	<u>7,270,100</u>	<u>7,737,700</u>	<u>7,723,587</u>	<u>(14,113)</u>
<b>Expenditures:</b>				
<b>Current:</b>				
<b>General government:</b>				
Financial administration	2,138,000	2,101,200	2,053,427	47,773
Legislative	361,400	367,900	361,381	6,519
Judicial	195,300	151,700	152,250	(550)
Executive	596,300	753,300	615,297	138,003
Elections	73,500	84,900	85,743	(843)
Other-unclassified	487,100	461,700	454,465	7,235
Public safety	640,300	721,700	710,287	11,413
Public housing	2,400	2,400	1,600	800
Health and welfare	1,230,200	1,221,300	1,187,342	33,958
Economic development and assistance	503,500	496,500	475,094	21,406
In-kind expenses	-	70,400	52,040	18,360
Capital outlay	305,000	282,800	261,810	20,990
Total expenditures	<u>6,531,000</u>	<u>6,715,800</u>	<u>6,410,736</u>	<u>305,064</u>
Excess (deficiency) of revenues over (under) expenditures	739,100	1,021,900	1,312,851	290,951
<b>Other financing sources (uses):</b>				
Operating transfers out	(1,482,100)	(823,000)	(719,337)	103,663
Total other financing sources (uses)	<u>(1,482,100)</u>	<u>(823,000)</u>	<u>(719,337)</u>	<u>103,663</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	(743,000)	198,900	593,514	394,614
Fund balance, beginning of year	5,712,597	5,712,597	5,712,597	-
Fund balance, end of year	<u>\$ 4,969,597</u>	<u>\$ 5,911,497</u>	<u>\$ 6,306,111</u>	<u>\$ 394,614</u>

The notes to the financial statements are an integral part of this statement.

Statement G

St. James Parish  
 Convent, Louisiana  
 St. James Parish Library Fund  
 Statement of Revenues, Expenditures and Changes in Fund Balances  
 Budget and Actual  
 For the year ended December 31, 2011

	Budget		Actual	Variance Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ 1,138,400	\$ 1,110,600	\$ 1,231,785	\$ 121,185
<b>Intergovernmental:</b>				
State	41,700	39,400	36,824	(2,576)
Fines and forfeits	2,400	2,200	2,683	483
Charges for services	10,300	12,500	13,427	927
Interest	5,000	6,900	5,638	(1,262)
Other	20,100	16,100	38,563	22,463
<b>Total revenues</b>	<u>1,217,900</u>	<u>1,187,700</u>	<u>1,328,920</u>	<u>141,220</u>
<b>Expenditures:</b>				
<b>Current:</b>				
Culture and recreation	819,900	778,500	772,165	6,335
Capital outlay	2,214,700	1,662,500	1,237,242	425,258
<b>Total expenditures</b>	<u>3,034,600</u>	<u>2,441,000</u>	<u>2,009,407</u>	<u>431,593</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	(1,816,700)	(1,253,300)	(680,487)	572,813
<b>Other financing sources (uses):</b>				
Operating transfers out	(227,500)	(226,800)	(227,110)	(310)
<b>Total other financing sources (uses)</b>	<u>(227,500)</u>	<u>(226,800)</u>	<u>(227,110)</u>	<u>(310)</u>
<b>Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses</b>	(2,044,200)	(1,480,100)	(907,597)	572,503
<b>Fund balance, beginning of year</b>	4,068,599	4,068,599	4,068,599	-
<b>Fund balance, end of year</b>	<u>\$ 2,024,399</u>	<u>\$ 2,588,499</u>	<u>\$ 3,161,002</u>	<u>\$ 572,503</u>

The notes to the financial statements are an integral part of this statement.

Statement H

St. James Parish  
 Convent, Louisiana  
 Courthouse, Jail, and Public Buildings Maintenance Fund  
 Statement of Revenues, Expenditures and Changes in Fund Balances  
 Budget and Actual  
 For the year ended December 31, 2011

	Budget		Actual	Variance Positive (Negative)
	Original	Final		
Revenues:				
Taxes:				
Property	\$ 1,886,000	\$ 1,839,900	\$ 2,040,659	\$ 200,759
Intergovernmental:				
Federal	6,600	500	2,047	1,547
State	20,000	77,100	77,222	122
Local	-	-	2,946	2,946
Interest	9,000	12,300	10,134	(2,166)
Other	187,200	62,800	61,266	(1,534)
Total revenues	<u>2,108,800</u>	<u>1,992,600</u>	<u>2,194,274</u>	<u>201,674</u>
Expenditures:				
Current:				
General government	1,573,200	1,506,400	1,524,166	(17,766)
Debt service:				
Principal	27,800	27,800	27,780	20
Capital outlay	630,500	287,700	253,173	34,527
Total expenditures	<u>2,231,500</u>	<u>1,821,900</u>	<u>1,805,119</u>	<u>16,781</u>
Excess (deficiency) of revenues over (under) expenditures	(122,700)	170,700	389,155	218,455
Other financing sources (uses):				
Operating transfers in	100,000	-	1,959	1,959
Operating transfers out	-	(1,900)	(9,357)	(7,457)
Total other financing sources (uses)	<u>100,000</u>	<u>(1,900)</u>	<u>(7,398)</u>	<u>(5,498)</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	(22,700)	168,800	381,757	212,957
Fund balance, beginning of year	4,257,310	4,257,310	4,257,310	-
Fund balance, end of year	<u>\$ 4,234,610</u>	<u>\$ 4,426,110</u>	<u>\$ 4,639,067</u>	<u>\$ 212,957</u>

The notes to the financial statements are an integral part of this statement.

Statement I

**St. James Parish**  
**Convent, Louisiana**  
**Wetlands Mitigation Fund**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual**  
**For the year ended December 31, 2011**

	Budget		Actual	Variance Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
<b>Intergovernmental:</b>				
State	1,500,000	4,000,000	4,000,000	-
Interest	100	-	3	3
Total revenues	<u>1,500,100</u>	<u>4,000,000</u>	<u>4,000,003</u>	<u>3</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	1,000	5,300	5,300	-
Capital outlay	1,500,000	3,996,000	3,995,950	50
Total expenditures	<u>1,501,000</u>	<u>4,001,300</u>	<u>4,001,250</u>	<u>50</u>
Excess (deficiency) of revenues over (under) expenditures	(900)	(1,300)	(1,247)	53
Fund balance, beginning of year	8,219	8,219	8,219	-
Fund balance, end of year	<u>\$ 7,319</u>	<u>\$ 6,919</u>	<u>\$ 6,972</u>	<u>\$ 53</u>

The notes to the financial statements are an integral part of this statement.

Statement J

St. James Parish  
 Convent, Louisiana  
 Proprietary Funds  
 Statement of Net Assets  
 December 31, 2011

	Enterprise Funds		
	St. James Parish Gas & Water Distribution System	St. James Youth Center	Total
<b>Assets</b>			
<b>Current assets:</b>			
Cash and cash equivalents	\$ 4,023,382	\$ 42,388	\$ 4,065,768
Investments	-	-	-
Receivables (net of allowances for uncollectibles)	895,575	578,526	1,474,101
Due from funds	5,606	-	5,606
Inventories	281,710	7,044	288,754
Prepaid insurance	33,706	7,399	41,105
<b>Total current assets</b>	<b>5,239,979</b>	<b>635,355</b>	<b>5,875,334</b>
<b>Noncurrent assets:</b>			
<b>Restricted assets:</b>			
Cash and cash equivalents	454,278	-	454,278
Held by trustee for debt service	-	-	-
Internally designated for capital acquisition	-	-	-
<b>Total restricted assets</b>	<b>454,278</b>	<b>-</b>	<b>454,278</b>
Capital assets, net	13,320,742	3,646,467	16,967,209
Other assets, net	245	-	245
<b>Total noncurrent assets</b>	<b>13,775,265</b>	<b>3,646,467</b>	<b>17,421,732</b>
<b>Total assets</b>	<b>19,015,244</b>	<b>4,281,822</b>	<b>23,297,066</b>
<b>Liabilities</b>			
<b>Current liabilities (payable from current assets):</b>			
Accounts payable	262,493	106,092	368,585
Estimated third-party payor settlements	-	-	-
Liability for claims	-	-	-
Due to other funds	63,013	-	63,013
Current maturities of long-term debt	-	-	-
Compensated absences	52,717	68,436	121,153
Accrued expenses	109,149	79,681	188,830
<b>Total current liabilities (payable from current assets)</b>	<b>487,372</b>	<b>254,209</b>	<b>741,581</b>
<b>Current liabilities (payable from restricted assets)</b>			
	<b>431,220</b>	<b>-</b>	<b>431,220</b>
<b>Noncurrent liabilities:</b>			
Bonds payable	-	-	-
Capital leases payable	-	-	-
Tax certificates payable	-	-	-
Compensated absences	79,309	90,890	170,199
Other post-employment benefits	58,906	189,328	248,234
<b>Total noncurrent liabilities</b>	<b>138,215</b>	<b>280,218</b>	<b>418,433</b>
<b>Total liabilities</b>	<b>1,056,807</b>	<b>534,427</b>	<b>1,591,234</b>
<b>Net assets</b>			
Invested in capital assets, net of related debt	13,320,742	3,646,467	16,967,209
<b>Restricted for</b>			
Debt service	-	-	-
Capital projects	-	-	-
Group health insurance claims	-	-	-
<b>Unrestricted</b>			
	<b>4,637,695</b>	<b>100,928</b>	<b>4,738,623</b>
<b>Total net assets</b>	<b>\$ 17,958,437</b>	<b>\$ 3,747,395</b>	<b>\$ 21,705,832</b>

The notes to the financial statements are an integral part of this statement.

Statement K

Internal Service Fund	Component Unit
	St. James Parish Hospital
\$ 1,307,588	\$ 4,878,930
1,062,578	-
44,298	2,361,098
-	-
-	316,578
45,812	881,848
<u>2,460,276</u>	<u>8,438,454</u>
-	-
-	1,035,184
-	<u>9,459,056</u>
-	10,494,240
-	20,175,989
-	-
-	<u>30,670,229</u>
<u>2,460,276</u>	<u>39,108,683</u>
2,572	258,362
-	753,897
302,000	-
-	-
-	459,313
-	325,194
-	936,621
<u>304,572</u>	<u>2,733,387</u>
-	-
-	17,286,485
-	66,331
-	332,751
-	-
-	-
-	<u>17,685,567</u>
<u>304,572</u>	<u>20,418,954</u>
-	2,031,109
-	1,035,184
-	9,489,400
2,109,892	-
45,812	6,134,036
<u>\$ 2,155,704</u>	<u>\$ 18,689,729</u>

St. James Parish  
 Convent, Louisiana  
 Proprietary Funds  
 Statement of Revenues, Expenses, and Changes in Fund Net Assets  
 For the year ended December 31, 2011

	Enterprise Funds		
	St. James Parish Gas & Water Distribution System	St. James Youth Center	Total
Operating revenues:			
Charges for sales and services	\$ 4,675,975	\$ 1,355,928	\$ 6,031,903
Other	216,700	10,584	227,284
Total operating revenues	<u>4,892,675</u>	<u>1,366,512</u>	<u>6,259,187</u>
Operating expenses:			
Cost of sales and services	1,926,223	672,217	2,598,440
Payrolls	924,383	1,198,945	2,123,328
General and administrative	1,006,510	492,742	1,499,252
Depreciation and amortization	591,906	192,140	784,046
Total operating expenses	<u>4,449,022</u>	<u>2,556,044</u>	<u>7,005,066</u>
Operating income (loss)	443,653	(1,189,532)	(745,879)
Nonoperating revenues (expenses):			
Property taxes	-	410,597	410,597
Interest income	4,242	125	4,367
Intergovernmental	1,515,931	54,786	1,570,717
Interest expense	-	-	-
Grants	-	49,223	49,223
Court fines	-	550	550
Other	(5,760)	-	(5,760)
Total nonoperating revenues (expenses)	<u>1,514,413</u>	<u>515,281</u>	<u>2,029,694</u>
Income (loss) before contributions and transfers	1,958,066	(674,251)	1,283,815
Operating transfers in	95,327	290,500	385,827
Operating transfers out	(1,920)	-	(1,920)
Change in net assets	2,051,473	(383,751)	1,667,722
Net assets, beginning	<u>15,906,964</u>	<u>4,131,146</u>	<u>20,038,110</u>
Net assets, ending	<u>\$ 17,958,437</u>	<u>\$ 3,747,395</u>	<u>\$ 21,705,832</u>

The notes to the financial statements are an integral part of this statement.

Statement L

	<u>Component Unit</u>	
<u>Internal Service Fund</u>	<u>St. James Parish Hospital</u>	
\$ 2,962,384	\$ 17,434,094	
-	577,346	
<u>2,962,384</u>	<u>18,011,440</u>	
2,157,405	5,043,773	
52,465	8,308,704	
550,089	2,206,067	
-	1,745,103	
<u>2,759,959</u>	<u>17,303,647</u>	
202,425	707,793	
-	1,777,378	
8,755	66,569	
-	-	
-	(981,647)	
-	592,603	
-	-	
-	-	
<u>8,755</u>	<u>1,454,903</u>	
211,180	2,162,696	
-	-	
<u>(427)</u>	<u>-</u>	
210,753	2,162,696	
1,944,951	16,527,033	
<u>\$ 2,155,704</u>	<u>\$ 18,689,729</u>	

St. James Parish  
 Convent, Louisiana  
 Proprietary Funds  
 Statement of Cash Flows  
 For the year ended December 31, 2011

	Enterprise Funds		
	St. James Parish Gas & Water Distribution System	St. James Youth Center	Total
<b>Cash flows from operating activities:</b>			
Receipts from customers and users	\$ 5,015,948	\$ 1,598,586	\$ 6,614,534
Receipts from interfund services provided	369,420	-	369,420
Payments to suppliers	(2,994,773)	(1,118,879)	(4,113,652)
Payments to employees	(921,239)	(1,180,976)	(2,102,215)
Payments for interfund services used	(369,040)	-	(369,040)
Net cash provided by (used in) operating activities	<u>1,100,316</u>	<u>(701,269)</u>	<u>399,047</u>
<b>Cash flows from noncapital financing activities:</b>			
Miscellaneous receipts	-	550	550
Subsidy from grants	-	54,786	54,786
Property taxes	-	374,312	374,312
Receipts from other funds	1,094	-	1,094
Payments to other funds	(5,606)	-	(5,606)
Transfers to St. James Parish	(1,920)	-	(1,920)
Transfers from St. James Parish	-	290,500	290,500
Net cash provided by (used in) noncapital financing activities	<u>(6,432)</u>	<u>720,148</u>	<u>713,716</u>
<b>Cash flows from capital and related financing activities:</b>			
Acquisition and construction of capital assets	(2,143,704)	(13,187)	(2,156,891)
Miscellaneous payments	(5,760)	-	(5,760)
Principal paid on long-term debt	-	-	-
Interest paid on long-term debt	-	-	-
Proceeds from sales of assets	-	-	-
Long-term borrowings	-	-	-
Capital contributions	1,716,459	-	1,716,459
Net cash provided by (used for) capital and related financing activities	<u>(433,005)</u>	<u>(13,187)</u>	<u>(446,192)</u>
<b>Cash flows from investing activities:</b>			
Maturation of investments	370,000	-	370,000
Purchase of investments	-	-	-
Interest received	4,242	125	4,367
Net cash provided by (used in) investing activities	<u>374,242</u>	<u>125</u>	<u>374,367</u>
Net increase (decrease) in cash and cash equivalents	1,035,121	5,817	1,040,938
Cash and cash equivalents, beginning of year	<u>3,442,539</u>	<u>36,569</u>	<u>3,479,108</u>
Cash and cash equivalents, end of year	<u>\$ 4,477,660</u>	<u>\$ 42,386</u>	<u>\$ 4,520,046</u>

The notes to the financial statements are an integral part of this statement.

Statement M (continued)

Internal Service Fund	Component Unit	
	St. James Parish Hospital	
\$ 2,952,070	\$ 17,269,095	
-	-	
(2,620,759)	(9,302,376)	
(52,465)	(6,588,572)	
-	-	
<u>278,846</u>	<u>1,378,147</u>	
-	-	
-	592,593	
-	1,789,448	
-	-	
-	-	
(427)	-	
-	-	
<u>(427)</u>	<u>2,382,041</u>	
-	(1,026,309)	
-	-	
-	(437,521)	
-	(990,050)	
-	239,950	
-	-	
-	-	
<u>-</u>	<u>(2,213,930)</u>	
(7,621)	8,738,090	
-	(12,347,433)	
8,755	40,242	
<u>1,134</u>	<u>(3,569,101)</u>	
279,553	(2,022,843)	
1,028,035	6,901,773	
<u>\$ 1,307,588</u>	<u>\$ 4,878,930</u>	

St. James Parish  
 Convent, Louisiana  
 Proprietary Funds  
 Statement of Cash Flows  
 For the year ended December 31, 2011

	Enterprise Funds		
	St. James Parish Gas & Water Distribution System	St. James Youth Center	Total
Reconciliation of operating income to net cash provided by operating activities			
Operating income (loss)	\$ 443,653	\$ (1,189,532)	\$ (745,879)
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation and amortization	591,906	192,140	784,046
Provision for uncollectible accounts	(877)	-	(877)
Loss on disposition of assets	-	-	-
Changes in assets and liabilities:			
Accounts receivable	95,696	225,322	321,018
Contractual settlements	-	-	-
Inventory	(42,467)	(36)	(42,503)
Prepaid expenses	(58)	2,122	2,064
Accounts payable	(34,102)	(5,573)	(39,675)
Liability for claims	-	-	-
Due to St. James Parish	380	-	380
Compensated absences	(7,297)	17,007	9,710
Accrued expenses	10,951	17,969	28,920
Other post-employment benefits	14,953	39,312	54,265
Customers' deposits	27,578	-	27,578
Net cash provided by (used in) operating activities	<u>\$ 1,100,316</u>	<u>\$ (701,269)</u>	<u>\$ 399,047</u>
Cash and cash equivalents for cash flow statement include:			
Cash and cash equivalents	\$ 4,023,382	\$ 42,386	\$ 4,065,768
Restricted assets:			
Cash and cash equivalents	454,278	-	454,278
Total cash and cash equivalents	<u>\$ 4,477,660</u>	<u>\$ 42,386</u>	<u>\$ 4,520,046</u>
Noncash investing, capital, and financing activities:			
Decrease in fair value of investments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The notes to the financial statements are an integral part of this statement.

Statement M (concluded)

Internal Service Fund	Component Unit	
	Internal Service Fund	St. James Parish Hospital
\$ 202,425	\$	707,793
-		1,745,103
-		3,288,309
-		(471,708)
(10,314)		(3,473,167)
-		(12,880)
-		(77,784)
(45,812)		(194,851)
547		(162,335)
132,000		-
-		-
-		12,646
-		17,021
-		-
-		-
<u>\$ 278,846</u>	<u>\$</u>	<u>1,378,147</u>
\$ 1,307,588	\$	4,878,930
-		-
<u>\$ 1,307,588</u>	<u>\$</u>	<u>4,878,930</u>
<u>\$ -</u>	<u>\$</u>	<u>30,344</u>

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements

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## **INTRODUCTION**

St. James Parish (the Parish) is a political subdivision of the State of Louisiana. The Parish is governed by seven councilmen (the Parish Council) representing the various districts within the Parish. The Parish President, elected by the voters of the Parish, is the chief executive officer of the Parish and is responsible for carrying out the policies adopted by the Parish Council and for administration of all Parish departments, offices, and agencies. The current Parish President and seven councilmen serve four-year terms, which expire on January 9, 2012.

Louisiana Revised Statute 33:1236 gives the Parish various powers in regulating and directing the affairs of the Parish and its inhabitants. The more notable of these are the power to make regulations for their own government, to regulate the construction and maintenance of roads, bridges, and drainage systems, to regulate the sale of alcoholic beverages, and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the Parish. Funding to accomplish these tasks is provided by property taxes, sales taxes, service charges, beer and alcoholic beverage permits, state revenue sharing, and various other state and federal grants.

To fulfill its responsibilities to the poor, disadvantaged, and unemployed in the Parish, the Parish may provide for specialized health service programs, emergency food and medical assistance, family planning assistance, recreation and service centers for the elderly, consumer education, agricultural assistance, and economic development activities. To provide funding for these activities, the Parish, in addition to local funding sources, performs the functions of a community action agency under the terms and provisions of the United States Economic Opportunity Act of 1964.

## **I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **A. BASIS OF PRESENTATION**

The accompanying financial statements of St. James Parish have been prepared in conformity with generally accepted accounting principles (GAAP) in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

### **B. REPORTING ENTITY**

The financial reporting entity consists of (a) the primary government (the Parish), (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 established criteria for determining which component units should be considered part of the Parish for financial reporting purposes. The basic criterion 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. The criteria include:

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. REPORTING ENTITY (Continued)**

1. Appointing a voting majority of an organization's governing body and,
  - a. The ability of the Parish 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 Parish.
2. Organizations for which the Parish does not appoint a voting majority but which are fiscally dependent on the Parish.
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.

Based on the previous criteria, the Parish has determined that the following component units are part of the reporting entity:

<u>Component Unit</u>	<u>Fiscal Year End</u>	<u>Criteria Used</u>	<u>Type of Presentation</u>
St. James Parish Gas & Water Distribution System	December 31	1,3	Blended
St. James Youth Center	December 31	1,3	Blended
St. James Parish Clerk of Court	June 30	2,3	Discrete
St. James Parish Hospital	March 31	1,3	Discrete

Complete financial statements for each of the individual component units may be obtained at the component unit's administrative offices, except for the St. James Parish Gas & Water Distribution System and the St. James Youth Center, which do not issue separate financial statements. Effective January 1, 2010, St. James Parish Gas & Water Distribution System's year end changed from June 30 to December 31.

The Parish's financial statements do not include the component units that are multi-parish component units. The multi-parish component units include:

<u>Multi-Parish Component Unit</u>	<u>Fiscal Year End</u>	<u>Component Unit of</u>
Ascension-St. James Airport & Transportation Authority	June 30	Ascension Parish
District Attorney of the Twenty-third Judicial District	December 31	Ascension Parish
Twenty-third Judicial District Indigent Defender Board	December 31	Ascension Parish

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. REPORTING ENTITY (Continued)**

Considered in the determinations of component units of the reporting entity were the St. James Parish School Board, St. James Parish Assessor, St. James Parish Sheriff, and the various municipalities in the Parish. It was determined that these governmental entities are not component units of the St. James Parish reporting entity. All are governed by independently elected officials. The Parish oversight unit neither appoints governing Boards nor designates management. Furthermore, the Parish has no ability to significantly influence operations nor does it have any accountability for fiscal matters of the entities. They are considered by the Parish to be separate autonomous governments and issue financial statements separate from those of the St. James Parish reporting entity.

The Parish is responsible for appointing the members of the board of the St. James Housing Authority. The Parish's accountability for the Housing Authority does not extend beyond making the appointments. It was determined that the St. James Housing Authority is a related organization to the Parish.

**C. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of St. James Parish and its component units. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, St. James Parish is reported separately from certain legally separate *component units* for which St. James Parish is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses net of uncollectible amounts are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION**

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when a payment is due.

Franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Property taxes that are measurable and available (receivable within the current period and collected within the current period or within 60 days thereafter) are recognized in the year of levy. Sales and use tax revenues are considered measurable when the underlying transaction occurs and are recognized as revenue if collected soon enough to meet the availability criteria. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources can be used. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Parish reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Parish Library Fund* accounts for the operation and maintenance of the St. James Parish Library. Financing is provided by property taxes, grants, and state revenue sharing funds.

The *Courthouse, Jail, and Public Buildings Maintenance Fund* accounts for the operation and maintenance of the public buildings in the Parish. Financing is provided by property taxes and state revenue sharing.

The *Wetlands Mitigation Fund* is used to provide for the purchase, maintenance, and restoration of wetlands for future use as mitigation areas. Funding is from the Louisiana Capital Outlay Program.

The Parish reports the following major proprietary funds:

The *St. James Parish Gas & Water Distribution System Fund* accounts for the sale and distribution of gas and water to the residents of St. James Parish.

The *St. James Youth Center Fund* accounts for the maintenance, operations; and management of a juvenile center for children who enter the juvenile justice system.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION (Continued)**

Additionally, the Parish reports the following governmental fund types:

*Special revenue funds* account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

*Debt service funds* account for the accumulation of resources for the payment of principal and interest on long-term obligation debt of governmental funds.

*Internal service fund* accounts for the provision of group health and life insurance provided to the Parish's employees.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the *option* of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The Parish has elected not to follow subsequent private-sector guidance for the primary government; however, the St. James Parish Hospital has elected to apply the provisions of all relevant pronouncements of the Financial Accounting Standards Board, including those issued after November 30, 1989, that do not conflict nor contradict GASB pronouncements.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the Parish's water and gas function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Parish's enterprise funds and the Parish's internal service fund are charges to customers for sales and services. The St. James Parish Gas & Water Distribution System fund also recognizes as operating revenue the portion of tapping fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds and the internal service fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**E. ASSETS, LIABILITIES, AND NET ASSETS OR EQUITY**

**1. Cash and Cash Equivalents**

For reporting purposes, cash and cash equivalents include interest-bearing demand deposits and short-term investments, including investments in the Louisiana Asset Management Pool, as described below, with a maturity of three months or less from the date of acquisition. Under state law, the Parish 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. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc.(LAMP), a nonprofit organization formed by an initiative of the State Treasury and organized under the laws of the State of Louisiana, which operates a local government investment pool. Further, the Parish may invest in time deposits or certificates of deposit of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

**2. Investments**

State statutes authorize the Parish to invest in collateralized certificates of deposits, government-backed securities, commercial paper, and mutual funds consisting solely of government-backed securities. Investments are stated at fair value. Fair value was determined using quoted market prices.

**3. Receivables and Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities and any balances not eliminated due to timing differences are reported in the government-wide financial statements as "internal balances".

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable, available financial resources.

All trade and property tax receivables are shown net of allowance for uncollectibles.

Property taxes and the related state revenue sharing (which is based on population and homesteads in the Parish) are recorded in the year assessed. Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**E. ASSETS, LIABILITIES, AND NET ASSETS OR EQUITY (Continued)**

**4. Inventory and Prepaid Items**

Inventory in the General Fund consists of expendable supplies held for consumption. The inventory is valued at cost (first-in, first-out method), and the cost is recorded as an expenditure at the time individual inventory items are requisitioned by the different departments.

Inventories in the St. James Parish Gas & Water Distribution System are stated at the lower of cost (weighted moving average) or market. Gas purchased in the system's lines and the water produced by the system is expensed when purchased or purified.

Inventories of the St. James Youth Center consist of clothing and food supplies, which are stated at the lower of cost (first-in, first-out method) or market and are recorded as expenses when consumed.

**5. Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Parish as assets with an initial, individual cost of more than \$5,000 (equipment), \$25,000 (land or land improvements), \$50,000 (buildings) or \$250,000 (infrastructure), and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. No interest was capitalized in 2011.

Property, plant, and equipment of the governmental funds, as well as the St. James Youth Center, are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40 – 60
Building improvements	7 – 20
Infrastructure	25 – 40
Heavy equipment	10 – 20
Vehicles	5 – 8
Furniture/office equipment	5
Computer equipment	5

The St. James Parish Gas & Water Distribution System's plant, property, and equipment are stated at cost and are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Utility plant, distribution system and components	5 – 50
Transportation equipment	5 – 8
Office furniture, fixtures and equipment	3 – 15

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**E. ASSETS, LIABILITIES, AND NET ASSETS OR EQUITY (Continued)**

**6. Compensated Absences**

Parish employees earn from 12 to 18 days of both annual and sick leave each year, depending upon length of service. Sick leave may be accumulated without limitation; however, annual leave may not be carried forward from one year to the next unless approved by the Parish President. Upon retirement, unused accumulated sick leave from 15 to 60 days depending on length of service is paid to the employee at the employee's current rate of pay. Any unused annual leave is paid to the employee upon retirement or termination.

The cost of leave privileges is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

**7. Long-term Obligations**

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**8. Equity Classifications**

Government-Wide Statements

In the government-wide statements, equity is classified as net assets and displayed in three components:

1. Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted net assets – Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
3. Unrestricted net assets – All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**E. ASSETS, LIABILITIES, AND NET ASSETS OR EQUITY (Continued)**

**8. Equity Classifications (Continued)**

Fund Financial Statements

In the fund financial statements, governmental fund equity is classified as fund balance. The Parish has adopted GASB Statement No. 54 for the year ended December 31, 2011. As such, fund balance of the governmental fund is classified as follows:

1. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. Committed – amounts that can be used only for specific purposes determined by a formal decision of the Parish Council, which is the highest level of decision-making authority.
4. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.
5. Unassigned – all other spendable amounts.

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Parish reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned, or unassigned amounts are available, the Parish reduces committed amounts first, followed by assigned amounts, and finally unassigned amounts, as needed, unless the Parish has provided otherwise in its committed or assignment actions.

In accordance with GASB Statement No. 54, beginning fund balance for the governmental fund has been restated as of December 31, 2011.

Net Assets

The Parish issued general obligation debt to finance the construction of the youth detention center facility. The debt (\$2,037,338 as of December 31, 2011) is being repaid by St. James Parish's general fund instead of the St. James Youth Center (enterprise fund). On the Statement of Net Assets, the governmental activities report the debt, and the business-type activities report the capital asset. The debt is not considered "capital related" debt for net assets relating to governmental activities. However, for the total primary government the debt is considered to be related to capital assets. Consequently, total primary government unrestricted net assets and net assets invested in capital assets, net of related debt, are not the same as the combining of the net asset components of the governmental activities and the business-type activities of the primary government.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**E. ASSETS, LIABILITIES, AND NET ASSETS OR EQUITY (Continued)**

**8. Equity Classifications (Continued)**

Net Assets (Continued)

<u>Net Assets</u>	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Reconciling Debt</u>	<u>Total</u>
Investment in capital assets, net of related debt	\$ 43,274,121	\$16,967,209	\$(1,383,938)	\$58,857,392
Unrestricted	\$ (7,252,799)	\$ 4,738,623	\$ 1,383,938	\$ (1,130,238)

**9. Sales and Use Tax**

On April 4, 1981, the voters of St. James Parish approved a one percent sales and use tax, which is collected by the St. James Parish School Board, and then remitted to the Parish. The proceeds of the tax, after paying reasonable and necessary costs and expenses of collecting and administering the tax, are dedicated as follows:

1. One-fourth is to provide care and assistance to the elderly of the Parish and provide health services to Parish residents, including the acquisition, operation, and maintenance of necessary vehicles;
2. One-fourth is to provide solid waste management and disposal including the acquisition of land, plants, buildings, machinery, and necessary equipment;
3. One-fourth is to pay the cost of providing recreational facilities, including the acquisition of land, buildings, machinery, and equipment; and
4. One-fourth is to pay the general operation and maintenance costs of the Parish, to acquire capital improvements for the Parish, and to service bonds from time to time for the purpose of making capital improvements for the purposes listed above.

**10. Estimates**

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

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**A. BUDGETARY INFORMATION**

The proposed budget for the year ended December 31, 2011, was completed and made available for public inspection at the Parish Council Office on November 3, 2010. A public hearing was held on December 1, 2010, for suggestions and comments from taxpayers. The proposed budget was formally adopted by the Parish on December 1, 2010. The 2011 budget, which included proposed expenditures and the means of financing them for the general, special revenue, debt service and capital projects funds, was published in the official journal twenty-one (21) days prior to the public hearing.

All appropriations lapse at year-end, and any encumbrances outstanding at year-end are included in the next year's budget with funds appropriated in that year to finance them. The budget is prepared on a modified accrual basis. Formal budgetary accounts are integrated into the accounting system during the year as a management control device.

The Parish exercises budgetary control at the functional level. Within functions, the Director of Finance has the authority to make amendments as necessary. When actual revenues within a fund are failing to meet estimated annual budgeted revenues by five percent or more, a budget amendment to reflect such changes is adopted by the Parish in an open meeting. Budget amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

**B. EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

For the year ended December 31, 2011, expenditures exceeded appropriations in the following individual funds:

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
Special Revenue Funds:			
St. James Parish Transit System	\$ 984,400	\$ 1,230,505	\$ 246,105
Weatherization	49,900	91,538	41,638
Coastal Impact Assistance Program	100	117	17
Total Special Revenue Funds	<u>\$ 1,034,400</u>	<u>\$ 1,322,160</u>	<u>\$ 287,760</u>
Proprietary Funds:			
St. James Parish Youth Detention Center	<u>\$ 2,405,000</u>	<u>\$ 2,556,042</u>	<u>\$ 151,042</u>

In the future, the individual fund budgets will be amended whenever actual expenditures plus projected expenditures for the remainder of the year exceed budgeted amounts.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

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**II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (Continued)**

**C. DEFICIT FUND EQUITY**

The following funds had a deficit fund balance as of December 31, 2011:

<u>Fund</u>	<u>Fund Deficit</u> <u>12/31/2011</u>
Hazard Mitigation Grant Program	\$ (6,154)
CDBG Disaster Recovery	(24,453)
	<u>\$ (30,607)</u>

The Hazard Mitigation Grant Program plans to receive funds in 2012 from the Parishwide Drainage and the Courthouse, Jail, and Public Buildings Maintenance funds to cover the expenditures for the drainage projects of the Parish. The CDBG Disaster Recovery fund plans to receive funding from U.S. Department of Housing and Urban Development to cover the expenditures.

**D. LEVIED TAXES**

The following is a summary of levied property taxes for the year 2011:

	<u>Millage Rate</u>
Parishwide taxes:	
General Fund	3.21
Library	3.00
Department of Human Resources	3.89
Courthouse, Jail, and Public Buildings Maintenance	4.97
Road and Bridge Maintenance	4.97
Parishwide Drainage	2.98
Public Safety	3.94
Enhanced 911 System Maintenance	1.25
Consolidated General Obligation Bonds	1.45
St. James Youth Center	1.00
Special district taxes:	
Consolidated Road Lighting District #3A	1.00
Gramercy Recreation District	4.61
Fire Protection District #2	0.74
Recreation District V	1.10
District V Recreation	1.00

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (Continued)**

**D. LEVIED TAXES (Continued)**

The following are the principal taxpayers of the Parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2011 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Motiva Enterprises, LLC	Oil Refinery	\$ 107,850,283	24.01%
Valero Marketing & Supply	Oil Refinery	32,766,920	7.30%
Mosaic Fertilizer, LLC	Chemical Manufacturer	25,223,350	5.62%
Americas Styrenics, LLC	Chemical Manufacturer	22,771,426	5.07%
Noranda Alumina, LLC	Chemical Manufacturer	11,132,344	2.48%
LOCAP, INC	Electric Utility	10,721,890	2.39%
Occidental Chemical Corporation	Chemical Manufacturer	10,667,476	2.38%
Plains Marketing, L.P.	Oil Refinery	10,198,845	2.27%
Entergy Louisiana, Inc.	Electric Utility	10,136,920	2.26%
Zen-Noh Grain Corporation	Grain Elevator	<u>9,802,012</u>	<u>2.18%</u>
Total		<u>\$ 251,271,466</u>	<u>55.96%</u>

**III. DETAILED NOTES ON ALL FUNDS**

**A. DEPOSITS AND INVESTMENTS**

Deposits

At December 31, 2011, the Parish has deposits and certificates of deposit (book balances) as follows:

	<u>Primary Government</u>
Cash	\$ 2,470,180
Louisiana Asset Management Pool	<u>17,468,019</u>
	<u>19,938,199</u>
Restricted Assets:	
Cash	\$ 254,252
Louisiana Asset Management Pool	<u>200,026</u>
	<u>454,278</u>
	<u>\$ 20,392,477</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 bank. 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.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**III. DETAILED NOTES ON ALL FUNDS**

**A. DEPOSITS AND INVESTMENTS (Continued)**

Deposits (Continued)

At December 31, 2011, the primary government has \$3,121,303 in deposits (collected bank balances). Custodial credit risk is the risk that in the event of a bank failure, the Parish's deposits may not be returned to it. All of the primary government's deposits are either insured by federal deposit insurance or collateralized with U.S. government securities held by the pledging financial institution's trust department in the name of the Parish.

State statutes authorize the Parish to invest in direct obligations of the United States Treasury, United States government agency obligations, money market mutual funds organized as Massachusetts Business Trusts with investment holdings limited to U.S. Treasury or agency securities, and LAMP, a local government investment pool.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7-like investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The Parish's investment is with the pool, not the securities that make up the pool; therefore, no public disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirements.
- Interest rate risk: 2a7-like investment pools are excluded from the disclosure requirement, per paragraph 15 of the GASB No. 40 statements.
- Foreign currency risk: Not applicable to 2a7-like pools.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP, and the value of the position in the external investment pools is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

**ST. JAMES PARISH**  
**Convent, Louisiana**  
**Notes to the Financial Statements (Continued)**

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**A. DEPOSITS AND INVESTMENTS (Continued)**

Investments

The Parish's investment balance at December 31, 2011, consisted of the following:

<u>Security</u>	<u>Standard &amp; Poors Rating</u>	<u>Percentage of Total Portfolio</u>	<u>Fair Market Value</u>	<u>Months to Maturity</u>				
				<u>0 - 6</u>	<u>7 - 12</u>	<u>13 - 24</u>	<u>25 - 36</u>	<u>37 - 60</u>
Federated U.S. Treasury Money Market Fund	AAAm	8%	\$ 1,075,002	\$ 1,075,002	\$ -	\$ -	\$ -	\$ -
U.S. Chartered Agencies: Federal National Mortgage Association	Aaa	32%	4,512,555	504,947	-	982,253	404,191	2,621,164
Federal Home Loan Mortgage Corporation	Aaa	6%	802,670	-	-	300,760	501,910	-
Federal Home Loan Bank	Aaa	34%	4,687,148	679,063	-	766,320	2,025,079	1,216,686
Federal Farm Credit Bank	Aaa	<u>20%</u>	<u>2,730,445</u>	<u>-</u>	<u>20,919</u>	<u>102,133</u>	<u>789,851</u>	<u>1,817,542</u>
		<u>100%</u>	<u>\$ 13,807,820</u>	<u>\$ 2,259,012</u>	<u>\$ 20,919</u>	<u>\$ 2,151,466</u>	<u>\$ 3,721,031</u>	<u>\$ 5,655,392</u>
Percentage of Portfolio Value		<u>100%</u>	<u>16%</u>	<u>-</u>	<u>16%</u>	<u>27%</u>	<u>41%</u>	

The Parish's investment policy requires all securities to be investment-grade obligations but does not address specific credit quality ratings. The Parish does not limit the amount that may be invested in securities of any one issuer. Applicable state statutes do not address credit quality ratings, concentration of credit risk by issuer, or investment maturity limitations.

**ST. JAMES PARISH**  
**Convent, Louisiana**  
**Notes to the Financial Statements (Continued)**

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**B. RECEIVABLES**

Receivables as of year end for the primary government's individual major funds and nonmajor and internal service funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	General Fund	St. James Parish Library	Courthouse, Jail, and Public Buildings Maintenance	Wetlands Mitigation Fund	Nonmajor Governmental Funds	St. James Parish Gas & Water Distribution System	St. James Youth Center	Internal Service Fund	Total Primary Government
<b>Taxes</b>									
Property	\$ 3,292,482	\$ 1,204,595	\$ 1,995,608	\$ -	\$ 6,954,108	\$ -	\$ 401,534	\$ -	\$ 13,848,327
Sales	397,616	-	-	-	756,723	-	-	-	1,154,339
<b>Other governmental agencies</b>									
Federal	42,975	-	1,561	-	691,856	148,407	1,652	-	886,451
State	40,852	12,285	-	-	121,289	26,125	-	-	200,551
Account	153,230	1,800	-	-	243,749	831,439	171,639	7,357	1,409,214
Interest	-	-	-	-	2,142	-	-	-	2,142
Other	49,540	18,367	3,110	-	117,502	2,089	3,701	36,941	231,250
Gross receivables	3,976,695	1,237,047	2,000,279	-	8,887,369	1,008,060	578,526	44,298	17,732,274
Less: allowance for uncollectibles	-	-	-	-	-	(112,485)	-	-	(112,485)
<b>Net Receivables</b>	<u>\$ 3,976,695</u>	<u>\$ 1,237,047</u>	<u>\$ 2,000,279</u>	<u>\$ -</u>	<u>\$ 8,887,369</u>	<u>\$ 895,575</u>	<u>\$ 578,526</u>	<u>\$ 44,298</u>	<u>\$ 17,619,789</u>

During June 2009, the Parish issued \$800,000 in Limited Tax Certificates, Series 2009, for the purpose of constructing, and improving the public hospital buildings. During 2011, the Parish issued \$2,500,000 in Limited Tax Certificates, Series 2011, for the purpose of renovating, improving, and expanding St. James Parish Hospital. Payments are to be derived from the levy and collection of a 4.75 mills tax for St. James Parish Hospital. The Hospital will annually remit funds from this tax levy to the Parish. The notes receivable maturity schedule is as follows:

Year Ending	Principal	Interest
2012	\$ 455,000	\$ 100,289
2013	470,000	86,235
2014	481,000	69,924
2015	510,000	51,840
2016	530,000	32,203
2017	550,000	11,000
	<u>\$ 2,996,000</u>	<u>\$ 351,491</u>

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**C. CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2011, was as follows:

Primary Government

	<u>Beginning</u> <u>Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending</u> <u>Balance</u>
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 8,930,292	\$ 3,995,950	\$ -	\$ 12,926,242
Construction in progress	<u>4,166,954</u>	<u>6,118,688</u>	<u>(3,679,121)</u>	<u>6,606,521</u>
Total capital assets, not being depreciated	<u>13,097,246</u>	<u>10,114,638</u>	<u>(3,679,121)</u>	<u>19,532,763</u>
Capital assets, being depreciated:				
Buildings	12,754,501	765,206	-	13,519,707
Improvements other than buildings	2,353,996	43,456	-	2,397,452
Machinery and equipment	11,304,853	1,429,890	(311,481)	12,423,262
Library collection	1,704,178	78,835	(5,217)	1,777,796
Infrastructure	<u>57,551,183</u>	<u>-</u>	<u>-</u>	<u>57,551,183</u>
Total capital assets being depreciated	85,668,711	2,317,387	(316,698)	87,669,400
Less accumulated depreciation for:				
Buildings	(5,515,230)	(347,611)	-	(5,862,841)
Improvements other than buildings	(966,231)	(80,586)	-	(1,046,817)
Machinery and equipment	(7,782,955)	(813,326)	177,706	(8,418,575)
Library collection	(1,617,433)	(86,745)	5,217	(1,698,961)
Infrastructure	<u>(40,456,065)</u>	<u>(1,469,743)</u>	<u>-</u>	<u>(41,925,808)</u>
Total accumulated depreciation	(56,337,914)	(2,798,011)	182,923	(58,953,002)
Total capital assets, being depreciated, net	<u>29,330,797</u>	<u>(480,624)</u>	<u>(133,775)</u>	<u>28,716,398</u>
Governmental activities capital assets, net	<u>\$ 42,428,043</u>	<u>\$ 9,634,014</u>	<u>\$ (3,812,896)</u>	<u>\$ 48,249,161</u>

**ST. JAMES PARISH**  
**Convent, Louisiana**  
**Notes to the Financial Statements (Continued)**

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**C. CAPITAL ASSETS (Continued)**

Primary Government (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Business-type activities:				
Capital assets, not being depreciated:				
Land	\$ 50,000	\$ -	\$ -	\$ 50,000
Construction in progress	629,898	2,089,354	(2,719,252)	-
Total capital assets, not being depreciated	<u>679,898</u>	<u>2,089,354</u>	<u>(2,719,252)</u>	<u>50,000</u>
Capital assets, being depreciated:				
Buildings	8,587,968	-	-	8,587,968
Gas distribution system	2,098,948	-	-	2,098,948
Water distribution system	19,135,306	2,719,252	-	21,854,558
Office furniture, fixtures, and equipment	796,608	5,687	-	802,295
Transportation equipment	451,010	61,850	-	512,860
Total capital assets, being depreciated	<u>31,069,840</u>	<u>2,786,789</u>	<u>-</u>	<u>33,856,629</u>
Less accumulated depreciation for:				
Buildings	(4,766,335)	(188,709)	-	(4,955,044)
Gas distribution system	(1,498,365)	(26,573)	-	(1,524,938)
Water distribution system	(8,746,552)	(520,401)	-	(9,266,953)
Office furniture, fixtures, and equipment	(754,494)	(14,792)	-	(769,286)
Transportation equipment	(389,628)	(33,571)	-	(423,199)
Total accumulated depreciation	<u>(16,155,374)</u>	<u>(784,046)</u>	<u>-</u>	<u>(16,939,420)</u>
Total capital assets, being depreciated, net	<u>14,914,466</u>	<u>2,002,743</u>	<u>-</u>	<u>16,917,209</u>
Business-type activities capital assets, net	<u>\$ 15,594,364</u>	<u>\$ 4,092,097</u>	<u>\$(2,719,252)</u>	<u>\$ 16,967,209</u>

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**C. CAPITAL ASSETS (Continued)**

Primary Government (Continued)

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General government	\$ 278,685
Public safety	509,262
Highway and streets, including depreciation of general infrastructure asset	1,541,718
Sanitation	50,848
Public transportation	92,398
Health and welfare	63,732
Culture and recreation	237,361
Economic development and assistance	<u>24,007</u>

Total depreciation expense-governmental activities	<u>\$ 2,798,011</u>
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Business-type activities:

Gas and water	\$ 591,906
Youth detention	<u>192,140</u>

Total depreciation expense-business-type activities	<u>\$ 784,046</u>
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Construction Commitments

The government has active construction contracts at December 31, 2011, totaling \$7,925,959. The remaining commitments on active construction projects at December 31, 2011, are as follows:

<u>Project</u>	<u>Contract Amount</u>	<u>Remaining Commitment</u>
Lutcher Library	\$ 2,200,000	\$ 1,875,262
District V Recreation Building	242,980	144,844
District V Recreation Building	150,000	27,000
Courthouse Administrative Building	3,896,154	67,470
Communications 911 Tower	1,052,075	789,056
Communications Tower Renovations	26,250	10,250
Waterline Under Mississippi River	<u>358,500</u>	<u>340,750</u>
	<u>\$ 7,925,959</u>	<u>\$ 3,254,632</u>

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**D. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS**

The composition of interfund balances as of December 31, 2011, is as follows:

Due to/from other funds:

	<u>Receivable</u>	<u>Payable</u>
Governmental Funds:		
General	\$ 187,299	\$ 2,995
Courthouse Maintenance	157,524	-
Wetlands Mitigation	500	-
Nonmajor governmental funds	<u>83,264</u>	<u>368,185</u>
	<u>428,587</u>	<u>371,180</u>
Proprietary Funds:		
St. James Parish Gas & Water Distribution System	<u>5,606</u>	<u>63,013</u>
	<u>\$ 434,193</u>	<u>\$ 434,193</u>

Due to/from other funds are the result of transfers between funds or collections made on behalf of one fund for another which are expected to be paid within one year.

<u>Interfund Transfers:</u>	<u>Transfers Out</u>	<u>Transfers In</u>
Governmental Funds:		
General Fund	\$ 719,337	\$ -
St. James Parish Library	227,110	-
Courthouse, Jail, and Public Buildings Maintenance	9,357	1,959
Nonmajor governmental funds	<u>3,428,622</u>	<u>1,724,287</u>
	4,384,426	1,726,246
Proprietary Funds:		
St. James Parish Gas & Water Distribution System	1,920	95,327
St. James Youth Center	-	290,500
Group Hospitalization Claims Clearing	<u>427</u>	<u>-</u>
	4,386,773	2,112,073
St. James Parish Hospital (different fiscal year)	<u>170,300</u>	<u>2,445,000</u>
	<u>\$ 4,557,073</u>	<u>\$ 4,557,073</u>

Interfund transfers are made on a regular basis to supplement other funds' sources and to provide internal financing for capital outlay.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**E. LEASES**

Operating Leases

The Parish has several operating leases as of December 31, 2011. The minimum annual commitments under non-cancelable operating leases and/or agreements are as follows:

<u>Year Ending</u>	<u>Land</u>
2012	\$ 1,982
2013	982
2014	500
2015	<u>500</u>
Total	<u>\$ 3,964</u>

Capital Leases

The Parish has entered into certain lease agreements for fire-fighting equipment. These lease agreements qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date.

The assets acquired through capital leases are as follows:

Asset:	<u>Governmental</u>
Machinery and equipment	<u>Activities</u>
Less: Accumulated depreciation	\$ 351,911
Total	<u>(316,720)</u>
	<u>\$ 35,191</u>

The final payment on the capital lease was paid during 2008.

**F. LONG-TERM LIABILITIES**

General Obligation Bonds

The Parish issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. These bonds have been issued for governmental activities. The original amount of general obligation bonds issued in prior years was \$12,150,000. General obligation bonds are direct obligations and pledge the full faith and credit of the government. General obligation bonds currently outstanding are as follows:

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**F. LONG-TERM LIABILITIES (Continued)**

General Obligation Bonds (Continued)

<u>Purpose</u>	<u>Interest Rates</u>	<u>Amount</u>
Governmental activities	3.25 – 7.0%	<u>\$6,145,000</u>

Annual debt service requirements to maturity for general obligation bonds are as follows:

<u>Year Ending</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2012	\$ 985,000	\$ 237,076
2013	1,030,000	196,778
2014	260,000	170,168
2015	275,000	158,605
2016	295,000	146,638
2017-2027	<u>3,300,000</u>	<u>694,570</u>
	<u>\$ 6,145,000</u>	<u>\$ 1,603,835</u>

Certificates of Indebtedness

The Parish also issues certificates of indebtedness to provide funds for the purpose of purchasing capital assets. In prior years the original amount of certificates of indebtedness was \$3,103,000. During the year, certificates of indebtedness totaling \$2,500,000 were issued for the purpose of renovating, improving, and expanding St. James Parish Hospital. The interest rate of the certificates of indebtedness ranges from 3.25 – 4.00%. The outstanding balance on the issues of certificates of indebtedness at December 31, 2011, is \$4,886,000.

Annual debt service requirements to maturity for certificates of indebtedness are as follows:

<u>Year Ending</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2012	\$ 695,000	\$ 153,827
2013	650,000	133,260
2014	671,000	111,821
2015	705,000	88,320
2016	730,000	63,126
2017-2020	<u>1,435,000</u>	<u>75,268</u>
	<u>\$4,886,000</u>	<u>\$ 625,622</u>

Notes

The Parish issued a promissory note in the amount of \$138,902 to provide funding to the St. James Parish Sheriff's office toward the purchase of capital assets. The note is non-interest bearing and matured in the year ending December 31, 2011.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**F. LONG-TERM LIABILITIES (Continued)**

Legal Debt Margin-General Obligation Bonds

Governing Authority: Parish of St. James

Property taxes:

Assessed valuation, 2010 tax rolls \$ 449,158,779

Debt limit: 10% of assessed valuation (for any one purpose) \$ 44,915,878

At December 31, 2011, the Parish has no outstanding bonds that exceed the legal debt limit.

Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2011, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental activities:</b>					
General obligation bonds	\$ 7,090,000	\$ -	\$ (945,000)	\$ 6,145,000	\$ 985,000
Certificates of indebtedness	2,779,000	2,500,000	(393,000)	4,886,000	695,000
Notes	27,782	-	(27,782)	-	-
Net OPEB obligation	542,752	187,267	-	730,019	-
Compensated absences	<u>638,309</u>	<u>71,303</u>	<u>-</u>	<u>709,612</u>	<u>369,177</u>
Governmental activity long-term liabilities	<u>\$ 11,077,843</u>	<u>\$ 2,758,570</u>	<u>\$(1,365,782)</u>	<u>\$ 12,470,631</u>	<u>\$ 2,049,177</u>
<b>Business-type activities:</b>					
Net OPEB obligation	\$ 193,969	\$ 54,265	\$ -	\$ 248,234	\$ -
Compensated absences	<u>281,642</u>	<u>9,710</u>	<u>-</u>	<u>291,352</u>	<u>121,153</u>
Business-type activity long-term liabilities	<u>\$ 475,611</u>	<u>\$ 63,975</u>	<u>\$ -</u>	<u>\$ 539,586</u>	<u>\$ 121,153</u>

Compensated absences are generally liquidated by the fund from which the employee's salary is paid immediately prior to the date of retirement or termination.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**III. DETAILED NOTES ON ALL FUNDS (Continued)**

**F. LONG-TERM LIABILITIES (Continued)**

Conduit Debt

The Industrial District of St. James Parish has issued Pollution Control Revenue Bonds or Industrial Revenue Bonds. Obligations of the industrial districts are payable solely from the income and revenues derived from the industrial districts. These bonds do not constitute a debt or pledge of the full faith and credit of the Parish and accordingly have not been reported in the accompanying financial statements.

As of December 31, 2011, there were fifteen series of Pollution Control Revenue Bonds or Industrial Revenue Bonds outstanding. The aggregate principal amount payable for the series could not be determined; however, the original issue amounts totaled \$1,306,410,000.

**G. RESTRICTED ASSETS**

Restricted assets for customer deposits of \$454,278 of the St. James Parish Gas & Water Distribution System fund as of December 31, 2011, consist of \$254,252 in money market accounts and \$200,026 in LAMP.

**IV. OTHER INFORMATION**

**A. RISK MANAGEMENT**

The Parish is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Parish carries commercial insurance including: general and auto liability, errors and omissions, professional liability, law enforcement liability, workers compensation, and various property policies.

The Parish is exposed to various risks of loss related to employee health and medical claims for the employees of the Parish. The Parish established a Group Hospitalization Claims Clearing Fund (an internal service fund) to account for and finance its uninsured risks of loss. As of December 31, 2011, the Group Hospitalization Claims Clearing Fund provides coverage for up to a maximum of \$95,000 for each employee's health claims. The Parish purchases insurance for claims in excess of coverage provided by the Fund.

All funds of the Parish participate in the program and make payments to the Group Hospitalization Claims Clearing Fund based on estimates of the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. That reserve was \$2,109,892 at December 31, 2011, and is reported as reserved in the net assets of the Group Hospitalization Claims Clearing Fund. The claims liability of \$302,000 reported in the Fund at December 31, 2011, is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**A. RISK MANAGEMENT (Continued)**

Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claim settlement trends (including frequency and amount of pay-outs), and other economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Changes in the Fund's claims liabilities during the past two years are as follows:

	Year Ended <u>12/31/11</u>	Year Ended <u>12/31/10</u>
Unpaid claims, beginning of year	\$ 170,000	\$ 230,000
Incurred claims	2,140,813	1,973,653
Claim payments	<u>(2,008,813)</u>	<u>(2,033,653)</u>
Unpaid claims, end of year	<u>\$ 302,000</u>	<u>\$ 170,000</u>

**B. CONTINGENT LIABILITIES**

The Parish is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of legal counsel the resolution of these matters will not have a material adverse effect on the financial condition of the Parish.

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time although the Parish expects such amounts, if any, to be immaterial.

**C. POSTEMPLOYMENT LIABILITIES**

The Parish does not provide health care benefits to employees who retired prior to July 1, 1982. Employees who retired after July 1, 1982, but prior to July 1, 1991, and their dependents are eligible for health care benefits. Employees who retire on or after July 1, 1991, and their dependents shall be eligible for health care benefits provided the following conditions are met:

1. a. The employee and his eligible dependents must have been continuously covered under the Parish's health plan for at least twelve (12) months prior to retirement, and
  - b. The employee has ten (10) years of creditable service and is eligible and receiving benefits under the Parochial Employees Retirement System of Louisiana (see note IV D).
2. Elected officials and their eligible dependents are eligible for benefits, provided the elected official has twelve (12) years continuous service and is at least age fifty (50).

The Parish requires the retired employees to fund 44 – 54% percent of the cost of the premiums. Premium payments are required to be paid monthly by the retirees. For the year December 31, 2011, the Parish contributed \$162,618 and the retired employees contributed \$149,627 toward the premium. The Parish reserves the right to amend or reduce coverage. There are 30 retired employees currently eligible to receive health care benefits.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**D. EMPLOYEE RETIREMENT SYSTEMS AND PLANS**

Parochial Employees' Retirement System of Louisiana

Substantially all employees of the Parish 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 Parish are members of Plan A. All full-time, permanent employees working at least 28 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. Per Louisiana Revised Statute 11:164, Parish councilmen elected on or after January 1, 1997, are not eligible to participate in the System. Under Plan A, an employee hired prior to January 1, 2007, who retires at or after age 65 with at least 7 years of creditable service, at or after 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 is entitled to a retirement benefit, payable monthly for life, equal to three percent (3%) of his final average compensation for each year of creditable service. An employee hired on or after January 1, 2007, who retires at or after age 67 with at least 7 years of creditable service, at or after 62 with at least 10 years of creditable service, or at or after age 55 with at least 30 years of creditable service is entitled to a retirement benefit, payable for life, equal to three percent (3%) of his final average compensation for each year of creditable service. For an employee who was a member of the supplemental plan only prior to January 1, 1980, the benefit is equal to one percent of final average salary plus \$24 for each year of supplemental-plan-only service earned prior to January 1, 1980.

For an employee hired prior to January 1, 2007, the final average compensation is the average of the highest consecutive 36 months' salary of the employee. The final average compensation for an employee hired January 1, 2007, and later is the average of the highest consecutive 60 months' salary of the employee. 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 benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues a publicly available financial 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, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (225) 928-1361.

Funding Policy

Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary, and the Parish is required to contribute at an actuarially determined rate. The current employer contribution rate is 15.75% of annual covered payroll. Contributions to the System also include one-fourth of one percent (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 Parish 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 Parish's contributions to the System under Plan A for the years ending December 31, 2011, 2010, and 2009 were \$1,277,012, \$1,230,444, and \$926,919, respectively, equal to the required contributions for each year.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**E. DEFERRED COMPENSATION PLAN**

The Parish offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Parish employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, or unforeseeable emergency.

Effective January 3, 2000, all permanent, full-time employees of the Parish are eligible to participate in the voluntary matching deferred compensation program offered by the Parish. The program provides a yearly matching contribution, based on the employee's length of service. The maximum yearly matching contribution by the Parish is \$2,000 per employee. The Parish's contribution to the plan for the year ended December 31, 2011, 2010, and 2009 were \$184,444, \$187,530, and \$176,047, respectively.

**F. OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

All full-time employees of St. James Parish (the Parish) may at their option participate in the employees' group life and health insurance program sponsored and administered by the Parish along with outside third-party insurance providers or administrative agents. Both employee/retiree premiums and the employer contribution toward the premiums are set each year in the Parish's approved budget.

Plan Description

The Parish's OPEB Plan is a single-employer self-insured comprehensive health benefit program. Although no written plan or trust currently exists or is sanctioned by law, the OPEB plan is reported based on communications to plan members. Medical benefits are provided to employees upon retirement according to the retirement eligibility provisions as follows: 30 years of service at any age; age 55 and 25 years of service; age 60 and 10 years of service; or, age 65 and 7 years of service. Employees hired on or after January 1, 2007, have the following retirement eligibility provisions: 30 years of service at age 55; age 62 and 10 years of service; or age 67 and 7 years of service.

Employees eligible to retire may continue their health care benefits during retirement, but their premiums are at a higher rate. These rates are provided to the retiree at the time of retirement, and each retiree is notified when premiums change.

Funding Policy

The contribution requirements of the employees/retirees and the participating Parish are established in the annual operating budget and may be amended in subsequent years. For the year ending December 31, 2011 the health benefit program was funded with active employees contributing 15%-18% of the premium and the Parish contributing 82%-85% of the premium, dependent upon the number of family members covered. The health benefit program was funded with retirees contributing 43%-54% of the premium and the Parish contributing 46%-57% of the premium, dependent upon the number of family members covered.

The employer contribution to the OPEB plan for the year ending December 31, 2011, totaled \$162,618; or approximately 2.1% of gross payroll as approved by the St. James Parish Council in the 2011 operating budget. There is no retiree contribution to the OPEB plan other than the retiree share of insurance premiums paid monthly which totaled \$149,627 for the year ending December 31, 2011.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**F. OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

Annual OPEB Cost and Net OPEB Obligation

The Parish's annual OPEB cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Parish's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Parish's net OPEB obligation to the health benefit plan:

	St. James Parish	St. James Parish Youth Center	St. James Parish Gas & Water Distribution System	Total
Annual required contribution	\$ 293,856	\$ 62,119	\$ 61,310	\$ 417,285
Interest on net OPEB obligation	21,710	6,001	1,758	29,469
Adjustment to ARC	<u>(31,387)</u>	<u>(8,675)</u>	<u>(2,542)</u>	<u>(42,604)</u>
Annual OPEB cost (expense)	284,179	59,445	60,526	404,150
Contributions made	<u>(96,912)</u>	<u>(20,133)</u>	<u>(45,573)</u>	<u>(162,618)</u>
Increase in net OPEB obligation	187,267	39,312	14,953	241,532
Net OPEB obligation-beginning of year	<u>542,752</u>	<u>150,016</u>	<u>43,953</u>	<u>736,721</u>
Net OPEB obligation-end of year	<u>\$ 730,019</u>	<u>\$ 189,328</u>	<u>\$ 58,906</u>	<u>\$ 978,253</u>

Trend Information for OPEB Plan

	Fiscal Year Ending	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributions	Net OPEB Obligation
St. James Parish	12/31/11	\$ 284,179	34.10%	\$ 730,019
St. James Parish Youth Center	12/31/11	59,445	33.87%	189,328
St. James Parish Gas & Water Distribution System	12/31/11	60,526	75.29%	58,906

Funding Status and Funding Progress

As of January 1, 2010, the most recent actuarial valuation date, the plan was zero percent funded. The actuarial accrued liability for benefits was \$4,195,108 all of which was unfunded. The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision; actual results are compared with past expectation, and new estimates are made about the future.

**ST. JAMES PARISH**  
**Convent, Louisiana**  
**Notes to the Financial Statements (Continued)**

**IV. OTHER INFORMATION (Continued)**

**F. OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

Funding Status and Funding Progress (Continued)

Required Supplementary Information  
Schedule of Funding Progress  
for the OPEB Plan

	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
St. James Parish	01/01/10	\$ -	\$2,905,629	\$ 2,905,629	0.0%	\$ 5,568,323	52.18%
St. James Parish Youth Center	01/01/10	-	568,144	568,144	0.0%	1,156,327	49.13%
St. James Parish Gas & Water Distribution System	01/01/10	-	721,335	721,335	0.0%	915,873	78.76%
<b>Total</b>		<u>\$ -</u>	<u>\$4,195,108</u>	<u>\$ 4,195,108</u>	<u>0.0%</u>	<u>\$ 7,640,523</u>	<u>54.91%</u>

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the plan members. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The unit credit actuarial cost method was used for the January 1, 2010, actuarial valuation. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting the projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality, and turnover. Since this is the first actuarial valuation, there are no plan assets.

The following actuarial assumptions were made:

*Mortality* - The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rates and 50% of the unloaded female mortality rates was used.

*Expected Time of Commencement of Benefits* - It is assumed that entitlement to benefits will commence three years after earliest eligibility to retire, as described in the paragraph under the heading "Plan Description".

*Turnover* - An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce an annual turnover of approximately 10%.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**F. OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

Actuarial Methods and Assumptions (Continued)

*Coverage Declination Rates* - Based on recent plan experience, it has been assumed that 25% of eligible retirees decline coverage upon retirement eligibility because of the relatively high retiree contribution required. It has further been assumed that 75% of retirees decline coverage upon eligibility for Medicare at age 65 for the same reason.

*Future Cost Increase (Trend) Rate* - The expected rate of increase in medical cost was based on projections performed by the Office of the Actuary at the Centers for Medicare & Medicaid Services. A rate of 8.0 percent initially, reduced to an ultimate rate of 5.0 percent for 2016 and later, was used.

*Method of Determining Value of Benefits* - The value of benefits has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer rates provided are "unblended" rates for active and retired employees as required by GASB No. 45 for valuation purposes.

*Investment Return Assumption (Discount Rate)* - The Parish currently finances the OPEB using a pay-as-you-go approach, therefore, the discount rate was based on the historical (and expected investment that are expected to be used in financing the payment of benefits). The actuarial assumptions included a four percent investment rate of return, compounded annually.

*Inflation Rate* - Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

*Projected Salary Increase* - This assumption is not applicable since the benefit structure nor the valuation methodology involves salary.

*Post-retirement Benefit Increases* - The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

A level dollar, closed amortization period of thirty years has been used for the post-employment benefits. The remaining amortization period at December 31, 2011, was twenty-eight years.

**ST. JAMES PARISH**  
**Convent, Louisiana**  
**Notes to the Financial Statements (Continued)**

**IV. OTHER INFORMATION (Continued)**

**F. OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

Below is a summary of OPEB cost and contributions for the last three fiscal calendar years.

**St. James Parish**

	OPEB Costs and Contributions		
	FY 2009	FY 2010	FY 2011
OPEB Cost	\$ 299,604	\$ 275,923	\$ 284,179
Contribution	-	-	-
Retiree premium	116,365	105,063	96,912
Total contribution and premium	<u>116,365</u>	<u>105,063</u>	<u>96,912</u>
Change in net OPEB obligation	<u>\$ 183,239</u>	<u>\$ 170,860</u>	<u>\$ 187,267</u>
% of contribution to cost	0.00%	0.00%	0.00%
% of contribution plus premium to cost	38.84%	38.08%	34.10%

**St. James Parish Youth Center**

	OPEB Costs and Contributions		
	FY 2009	FY 2010	FY 2011
OPEB Cost	\$ 80,177	\$ 57,576	\$ 59,445
Contribution	-	-	-
Retiree premium	25,469	28,382	20,133
Total contribution and premium	<u>25,469</u>	<u>28,382</u>	<u>20,133</u>
Change in net OPEB obligation	<u>\$ 54,708</u>	<u>\$ 29,194</u>	<u>\$ 39,312</u>
% of contribution to cost	0.00%	0.00%	0.00%
% of contribution plus premium to cost	31.77%	49.29%	33.87%

**St. James Parish Gas & Water Distribution System**

	OPEB Costs and Contributions		
	FY 2009	FY 2010	FY 2011
OPEB Cost	\$ 54,266	\$ 58,481	\$ 60,526
Contribution	-	-	-
Retiree premium	42,610	40,929	45,573
Total contribution and premium	<u>42,610</u>	<u>40,929</u>	<u>45,573</u>
Change in net OPEB obligation	<u>\$ 11,656</u>	<u>\$ 17,552</u>	<u>\$ 14,953</u>
% of contribution to cost	0.00%	0.00%	0.00%
% of contribution plus premium to cost	78.52%	69.99%	75.29%

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**G. EVALUATION OF SUBSEQUENT EVENTS**

The Parish has evaluated subsequent events through June 29, 2012, the date which the financial statements were available to be issued.

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS**

Financial reporting standards require footnote disclosures on discretely presented component units considering both the units' significance relative to the total discretely component units and the nature and significance of the units' relationship to the primary government (the Parish). As such, the following disclosures are presented:

**1. St. James Parish Hospital**

Deposits

State law requires collateralization of all deposits with federal depository insurance and other acceptable collateral in specific amounts. The Hospital's deposit policy for custodial credit risk requires compliance with the provisions of state law or be insured or collateralized by U.S. Government securities held by the pledging financial institutions trust department in the name of the Hospital.

Custodial credit risk is the risk, that in the event of a bank failure, the Hospital's deposits may not be returned to it. The Hospital does not have a deposit policy for custodial credit risk at March 31, 2011. None of the Hospital's bank balances were exposed to custodial credit risk.

Investments

The Hospital's investments generally are reported at fair value. At March 31, 2011, the Hospital had the following investments and maturities, all of which were held in the Hospital's name by a custodial bank that is an agent of the Hospital:

<u>Investment</u> <u>Type</u>	<u>Carrying</u> <u>Amount</u>	<u>Investments Maturities (in Years)</u> <u>March 31, 2011</u>			
		<u>Less than 1</u>	<u>1 – 5</u>	<u>6 – 10</u>	<u>More than</u> <u>10</u>
U.S. Agencies	\$ 2,351,691	\$ 13,804	\$1,667,853	\$338,916	\$331,118
Certificate of Deposits	<u>7,107,365</u>	<u>7,107,365</u>	-	-	-
Total	<u>\$ 9,459,056</u>	<u>\$ 7,121,169</u>	<u>\$1,667,853</u>	<u>\$338,916</u>	<u>\$331,118</u>

*Interest Rate Risk* – The Hospital's investment policy does not limit investment the maturities as a means of managing its exposure to fair value losses arising from changing interest rates.

*Credit Risk* – Under Louisiana R.S. 33:2955, as amended, the Hospital may invest in obligations of the U.S. Treasury, U.S. Agencies and instrumentalities, repurchase agreements, certificates of deposits, and other investments as provided in the statute. The Hospital's investment policy does not further limit its investment choices. As of March 31, 2011, the Hospital's investment in U.S. Agencies were rated AAA by Moody's Investors Service and AAA by Standard & Poor's.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**1. St. James Parish Hospital (Continued)**

Investments (Continued)

*Concentration of Credit Risk* – The Hospital's investment policy does not limit the amount the Hospital may invest in any one issuer. More than 5 percent of the Hospital's investments are in Federal Home Loan Mortgage Corporation, Federal Home Loan Bank, and Federal National Mortgage Association. These investments are 40%, 30%, and 30%, respectively at March 31, 2011.

Receivables

Receivables for the St. James Parish Hospital at year-end are as follows:

Taxes	\$ 470,299
Gross receivables	4,843,785
Less: allowance for uncollectibles	<u>(2,952,986)</u>
Net total receivables	<u>\$ 2,361,098</u>

The hospital receives a 4.75 mils property tax which is levied January 1 each year, payable by December 31 of that year.

Restricted Assets

The amounts reported as restricted assets for St. James Parish Hospital are comprised of cash held by the trustee bank for debt service on behalf of the Hospital related to their required long term debt described in Note 8. In addition, internally designated funds for capital acquisitions and pending litigation are set aside under the control of the board of commissioners and may, at its discretion, later use these funds for other purposes.

The restricted assets, which consist of cash and certificates of deposits, as of March 31, 2011, are as follows:

Cash held by trustee for debt service	
Sinking fund	\$ 297,463
Reserve fund-rural development	63,831
Reserve fund-taxable	475,540
Contingency fund	159,674
Rural development transfer account	38,676
Government security CD's internally designated for pending litigation	<u>9,459,056</u>
Total restricted assets	<u>\$ 10,494,240</u>

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**1. St. James Parish Hospital (Continued)**

Capital Assets

Activity for St. James Parish Hospital for the year ended March 31, 2011, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, not being depreciated:				
Land	\$ 591,045	\$ 635,991	\$ -	\$ 1,227,036
Construction in progress	<u>22,450</u>	<u>319,382</u>	<u>(209,255)</u>	<u>132,577</u>
Total capital assets, not being depreciated.	<u>613,495</u>	<u>955,373</u>	<u>(209,255)</u>	<u>1,359,613</u>
Capital assets, being depreciated:				
Building and improvements	20,768,718	52,050	(1,815,349)	19,005,419
Equipment	<u>6,532,823</u>	<u>228,141</u>	<u>(13,182)</u>	<u>6,747,782</u>
Total capital assets being depreciated	<u>27,301,541</u>	<u>280,191</u>	<u>(1,828,531)</u>	<u>25,753,201</u>
Less accumulated depreciation for:				
Buildings and improvements	(3,736,550)	(966,396)	2,047,107	(2,655,839)
Equipment	<u>(3,515,461)</u>	<u>(778,707)</u>	<u>13,182</u>	<u>(4,280,986)</u>
Total accumulated depreciation	<u>(7,252,011)</u>	<u>(1,745,103)</u>	<u>2,060,289</u>	<u>(6,936,825)</u>
Total capital assets, being depreciated, net	<u>20,049,530</u>	<u>(1,464,912)</u>	<u>231,758</u>	<u>18,816,376</u>
Business-type activities capital assets, net	<u>\$ 20,663,025</u>	<u>\$ (509,539)</u>	<u>\$ 22,503</u>	<u>\$ 20,175,989</u>

Depreciation expense of \$1,745,103 was charged to operating expenses. Equipment acquired through capital leases is \$325,000, and the accumulated depreciation at March 31, 2011, is \$89,434.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**1. St. James Parish Hospital (Continued)**

Long-Term Liabilities

On July 2, 2008, \$18,000,000 of Hospital Revenue Bonds was issued upon completion of a replacement (Critical Access) hospital, to provide permanent financing for the project. The following summarizes the issue:

Series 2008 R-1, bearing interest at 4.125%, payable monthly through 06/01/48	\$ 7,600,000
Series 2008 R-2, bearing interest at 4.5%, payable monthly through 06/01/48	1,400,000
Series 2008A, bearing interest at 6.1%, payable monthly through 06/01/38	6,840,000
Series 2008B, bearing interest at 9.76%, payable monthly through 06/01/38	760,000
Series 2008C, bearing interest at 5.9%, payable monthly through 06/01/28	1,260,000
Series 2008D, bearing interest at 9.44%, payable monthly through 06/01/28	<u>140,000</u>
	<u>\$ 18,000,000</u>

The bonds are collateralized by a pledge of the Hospital Service District's revenue, land, building and improvements and personal property thereon. Under the terms of the revenue note indenture, the Hospital is required to maintain certain deposits with a trustee. Such deposits are included in restricted cash and investments in the statements of net assets. The revenue note indenture also requires that the Hospital satisfy certain measures of financial performance as long as the notes are outstanding. These funds are maintained at the Trustee and require monthly funding by the Hospital Service District.

Long-term liability activity for St. James Parish Hospital for the year ended March 31, 2011, was as follows:

	<u>Balance</u> <u>March 31, 2010</u>	<u>Additions</u>	<u>Ending</u> <u>Reductions</u>	<u>Balance</u> <u>March 31, 2011</u>
<b>Bonds and Notes Payable:</b>				
<i>Revenue Bonds</i>				
Series 2008 R-1	\$ 7,470,812	\$ -	\$ (81,877)	\$7,388,935
Series 2008 R-2	1,378,235	-	(13,866)	1,364,369
Series 2008A	6,765,000	-	(80,000)	6,685,000
Series 2008B	756,000	-	(4,000)	752,000
Series 2008C	1,227,000	-	(35,000)	1,192,000
Series 2008D	138,000	-	(3,000)	135,000
Tax Certificate	647,751	-	(155,000)	492,751
Capital lease obligation	199,603	-	(64,778)	134,825
Compensated absences	<u>312,548</u>	<u>38,055</u>	<u>(25,409)</u>	<u>325,194</u>
	18,894,949	38,055	(462,930)	18,470,074
Less current maturities	<u>(750,067)</u>			<u>(784,507)</u>
Total long-term debt	<u>\$ 18,144,882</u>			<u>\$17,685,567</u>

The terms and due dates of the Hospital's capital lease obligation consist of the following:

Installment obligation incurred to purchase CT equipment payable in monthly payments of \$6,191, including interest at 5.59%, through March 2013.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**1. St. James Parish Hospital (Continued)**

Long-Term Liabilities (Continued)

The following table reflects the maturity schedule of these obligations and the anticipated interest payments.

<u>FYE March 31</u>	<u>Revenue Bonds</u>		<u>Tax Certificate</u>		<u>Capital Lease Obligation</u>		<u>Compensated Absences</u>
	<u>Principle</u>	<u>Interest</u>	<u>Principle</u>	<u>Interest</u>	<u>Principle</u>	<u>Interest</u>	
2012	\$ 230,819	\$ 924,444	\$160,000	\$14,135	\$68,494	\$5,800	\$325,194
2013	242,072	911,780	165,000	10,935	66,331	1,871	-
2014	258,507	898,324	167,751	5,985	-	-	-
2015	273,130	883,963	-	-	-	-	-
2016	286,951	868,809	-	-	-	-	-
2017-2021	1,717,573	4,081,455	-	-	-	-	-
2022-2026	2,293,960	3,530,722	-	-	-	-	-
2027-2031	2,817,453	2,795,876	-	-	-	-	-
2032-2036	3,314,452	1,960,979	-	-	-	-	-
2037-2041	3,179,317	944,043	-	-	-	-	-
2042-2046	1,901,819	418,741	-	-	-	-	-
2047-2051	<u>1,001,251</u>	<u>49,942</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$17,517,304</u>	<u>\$18,269,078</u>	<u>\$492,751</u>	<u>\$31,055</u>	<u>\$134,825</u>	<u>\$7,671</u>	<u>\$325,194</u>

Leases

The St. James Parish Hospital entered into a cooperative endeavor agreement with Louisiana Health Care Group to provide home health services as St. James Home Care through December 31, 2005. All amounts recorded, received and owed have been reflected in other operating revenues over the life of the agreement. The Hospital received monies in excess of the agreement and has reflected these overpayments as accounts payable. At March 31, 2011, the agreement amount was \$293,391.

Risk Management

The St. James Parish Hospital is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Hospital is a member of two separate trust funds established by the Louisiana Hospital Association that encompasses self-insurance of (1) hospital professional liability and comprehensive general liability, and (2) statutory workers compensation. The Hospital carries commercial insurance for all other risks of loss.

The trust funds for professional liability/comprehensive general liability and statutory workers compensation are pooling arrangements whereby there is a sharing of risk among the participants of the trust funds. The Hospital reports its premiums as insurance expenditures and expenses these premiums over the pro rata periods involved.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**1. St. James Parish Hospital (Continued)**

Pension Plan

Parochial Employee's Retirement System of LA

Plan Description

The Hospital is a member of the Parochial Employees' Retirement System of Louisiana – Plan B. All full time employees participate in this plan. All full-time, permanent employees working at least 28 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 B, 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% of their final-average salary for each year of creditable service. However, for those employees who were members of the supplemental plan only prior to January 1, 1980, the benefit is equal to one percent of final average salary plus \$24 for each year of supplemental-plan-only service earned prior to January 1, 1980. 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 benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or calling (225) 928-1361.

Funding policy

The Plan B fund is financed by employee contributions of 3% for 2011 and employer contributions as determined by the Public Retirement Systems' Actuarial Committee. The Actuarial committee has determined that the employer contribution rate for 2011 to be 10%. The actuarial cost method used for Plan B is the aggregate actuarial cost method with allocation based on earnings. The normal cost is interest adjusted for midyear payment. The ratio of assets to the pension benefit obligation in Plan B was 96% at December 31, 2011.

Total pension expense was \$593,918, \$379,035, and \$301,913 for the years ended March 31, 2011, 2010, and 2009, respectively. All amounts expensed have been funded to the plan.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**2. St. James Parish Clerk of Court**

Deposits

Under state law, the Clerk of Court 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 Clerk of Court may also invest in United States bonds, treasury notes, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2011, the Clerk of Court has cash and interest-bearing deposits (book balances) totaling \$2,142,788 as follows:

	<u>Governmental Activities</u>	<u>Fiduciary Funds</u>	<u>Total</u>
Demand deposits	\$ 162,744	\$ 100,683	\$ 263,427
Time and money-market deposits	<u>                  -</u>	<u>1,879,361</u>	<u>1,879,361</u>
<b>Total</b>	<b><u>\$ 162,744</u></b>	<b><u>\$ 1,980,044</u></b>	<b><u>\$ 2,142,788</u></b>

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Clerk of Court's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. 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 similar federal security 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 bank. These securities are held in the name of the Clerk of Court or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties. Deposit balances (bank balances) at June 30, 2011, are secured as follows:

Bank Balances	<u>\$ 2,271,677</u>
Federal insurance	\$ 448,496
Pledged securities	<u>1,823,181</u>
<b>Total federal insurance and pledged securities</b>	<b><u>\$ 2,271,677</u></b>

Pledged securities in the amount of \$1,823,181 were exposed to custodial credit risk. These securities include uninsured or unregistered investments for which the securities are held by the bank, or by its trust department or agent, but not in the Clerk of Court's name. Even though the pledged securities are considered uncollateralized (Category 3), 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 Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand. The Clerk of Court does not have a policy for custodial credit risk.

**ST. JAMES PARISH**  
**Convent, Louisiana**  
Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (continued)**

**2. St. James Parish Clerk of Court (Continued)**

Receivables

Receivables for the St. James Clerk of Court at year-end are as follows:

Accounts	\$ 36,978
Interest	<u>769</u>
Gross receivables	37,747
Less: allowance for uncollectibles	<u>-</u>
Net total receivables	<u>\$ 37,747</u>

Capital Assets

Activity for St. James Parish Clerk of Court for the year ended June 30, 2011, was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital asset being depreciated:				
Equipment, furniture and fixtures	\$ 187,766	\$ -	\$ -	\$ 187,766
Automobile	<u>14,750</u>	<u>-</u>	<u>-</u>	<u>14,750</u>
Total capital assets being depreciated	202,516	-	-	202,516
Less: accumulated depreciation	<u>(162,804)</u>	<u>(22,956)</u>	<u>-</u>	<u>(185,760)</u>
Total capital assets being depreciated, net	<u>\$ 39,712</u>	<u>\$ (22,956)</u>	<u>\$ -</u>	<u>\$ 16,756</u>

Depreciation expense of \$22,956 was charged to the general government function.

Long-Term Liabilities

Long-term debt for the Clerk of Court consists of compensated absences payable (fully vested accumulated vacation and sick leave) and net OPEB obligation payable. The following is a summary of the long-term debt transactions during the year:

	<u>Compensated Absences</u>	<u>Net OPEB Obligation</u>
Long-term debt payable at June 30, 2010	\$ 24,997	\$ 44,678
Additions	795	51,671
Reductions	<u>-</u>	<u>-</u>
Long-term debt payable at June 30, 2011	<u>\$ 25,792</u>	<u>\$ 96,349</u>

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**2. St. James Parish Clerk of Court (Continued)**

Compensated Absences

The St. James Parish Clerk of Court's employees earn vacation and sick leave each year as follows:

Vacation

Employees with 1-12 years earn 9 days per year.  
Employees with 13-22 years earn 13 days per year.  
Employees with more than 22 years earn 17 days per year.

Sick leave

Employees with 1-12 years earn 9 days per year.  
Employees with 13-22 years earn 13 days per year.  
Employees with more than 22 years earn 17 days per year.

Vacation and sick leave are accrued annually for the current year only. Unused leave at the end of each calendar year will be forfeited. At June 30, 2011, the Clerk of Court has \$25,792 of accumulated sick leave benefits required to be reported in accordance with GASB Statement No. 16, "Accounting for Compensated Absences."

Risk Management

The St. James Parish Clerk of Court is exposed to risks of loss in the area of auto liability, professional liability and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year.

Pension Plan

Clerk of Court Retirement & Relief Fund

Plan Description

Substantially all employees of the St. James Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of their final-average salary. 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 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**2. St. James Parish Clerk of Court (Continued)**

Pension Plan (Continued)

Plan Description (Continued)

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

Funding Policy

Plan members are required by state statute to contribute 8.25% of their annual covered salary, and the St. James Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 17.25% of annual covered payroll. Contributions to the System also include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. James Parish Clerk of Court are established and may be amended by state statute.

As provided by R.S. 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 St. James Parish Clerk of Court's contributions to the Retirement System for the years ended June 30, 2011, 2010 and 2009 were \$111,232, \$100,785, and \$86,900, respectively, equal to the required contributions for each year.

Deferred Compensation Plan

Plan Description

The St. James Parish Clerk of Court offers its employees participation in the Louisiana Public Employees Deferred Compensation Plan adopted by the Louisiana Deferred Compensation Commission and established in accordance with Internal Revenue Code Section 457. The plan is reported as an agency fund in the State of Louisiana's financial statements. The plan, available to all the Clerk of Court's employees, permits the employees to defer a portion of their salary until future years. The Clerk of Court matches 100% of employee contributions. The Clerk of Court's contribution to the plan amounted to \$34,200, \$34,200, and \$33,825 for the years ended June 30, 2011, 2010, and 2009, respectively. The deferred compensation is not available to employees until termination, retirement, death, or proof of hardship.

**ST. JAMES PARISH**  
Convent, Louisiana  
Notes to the Financial Statements (Continued)

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**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**2. St. James Parish Clerk of Court (Continued)**

Deferred Compensation Plan (Continued)

Plan Description (Continued)

The assets of the Plan are held in trust as described in IRC Section 457(g) for the exclusive benefit of the participants and their beneficiaries. The custodian thereof for the exclusive benefit of the participants holds the custodial account for the beneficiaries of this Plan, and the assets may not be diverted to any other use. The administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account, and all other matters. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

It is the opinion of management, after consulting with legal counsel, that the Clerk of Court has no liability for losses under the plan.

Other Post Employment Benefits (OPEB)

Actuarial Methods and Assumptions

From an accrual accounting perspective, the cost of postemployment healthcare benefits should be associated with the periods in which the cost occurs, rather than in the future year when it will be paid. In adopting the requirements of GASB Statement No. 45 during the year ended June 30, 2010, the Clerk of Court began to recognize the cost of postemployment healthcare in the year when employee services are received, to report the accumulated liability from prior years, and to provide information useful in assessing potential demands on the Clerk of Court's future cash flows. Because the Clerk of Court is adopting the requirements of GASB Statement No. 45 prospectively, recognition of the liability accumulated from prior years will be phased in over 30 years, commencing with the 2010 liability.

Plan Description

The Clerk of Court's defined benefit postemployment health care plan ("the Retiree Health Plan") provides medical, dental and life insurance benefits to eligible retired employees and their beneficiaries. The Retiree Health Plan is affiliated with the Louisiana Clerks of Court Insurance Trust ("LCCIT") an agent multiple-employer postemployment healthcare plan administered by the Louisiana Clerk of Court Association. The LCCIT board of trustees has the authority to establish and amend the benefit provisions of the Retiree Health Plan. The plan does not issue a publicly available financial report.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**2. St. James Parish Clerk of Court (Continued)**

Other Post Employment Benefits (OPEB) (Continued)

Funding Policy

The contribution requirements of plan members and the Clerk of Court are established and may be amended by the LCCIT board of trustees. The Clerk of Court contributes 100 percent of the cost of the current-year premiums for eligible retiree plan members and 100 percent of the cost for retired plan members' spouses and dependent children. For the fiscal year ended June 30, 2011 the Clerk of Court contributed \$2,896 to the plan, and the retirees contributed \$0. The Clerk of Court recognizes the cost of providing these benefits as an expenditure when the monthly premiums are due. The benefits are financed on a pay-as-you-go basis.

Annual OPEB Cost and Net OPEB Obligation

The Clerk of Court's annual other postemployment benefit (OPEB) cost is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. The Clerk of Court utilizes the level-dollar amortization method to amortize the unfunded actuarial accrued liability.

The following table shows the components of the Clerk of Court's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Clerk of Court's net OPEB obligation:

Annual required contribution	\$ 54,376
Interest on net OPEB obligation	1,787
Adjustment to annual required contribution	<u>(1,596)</u>
Annual OPEB cost (expense)	54,567
Contributions made	<u>(2,896)</u>
Increase in net OPEB obligation	51,671
Net OPEB obligation – beginning of year	<u>44,678</u>
Net OPEB obligation – end of year	<u>\$ 96,349</u>

The Clerk of Court's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the fiscal year ended 2011 as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2010	\$54,376	17.8%	\$44,678
6/30/2011	\$54,567	5.3%	\$96,349

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**2. St. James Parish Clerk of Court (Continued)**

Other Post Employment Benefits (OPEB) (Continued)

Annual OPEB Cost and Net OPEB Obligation (Continued)

Fiscal year 2010 was the year of implementation of GASB Statement No. 45, and the Clerk of Court has elected to implement prospectively. Therefore, only two years of data are presented. In future years, three-year trend information will be presented.

Funded Status and Funding Progress: The funded status of the plan as of June 30, 2011, was as follows:

Actuarial accrued liability (AAL)	\$898,008
Actuarial valuation of plan assets	-
Unfunded actuarial accrued liability (UAAL)	\$898,008
Funded ratio (actuarial value of plan assets/AAL)	0%
Covered Payroll	\$439,800
UAAL as percentage of Covered Payroll	204.20%

The schedule of funding progress included in required supplementary information following the notes to the financial statements presents multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. Because GASB Statement No. 45 allows triennial valuations for plans with less than 200 participants, no actuarial valuation has been performed since July 1, 2009.

Actuarial valuations for an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Actuarially, determined amounts are subject to continuous revision as actual results are compared to past expectations and new estimates about the future are formulated. Although the valuation results are based on values which the Clerk of Court's actuarial consultant believes are reasonable assumptions, the valuation results reflect a long-term perspective and, as such, are merely an estimate of what future costs may actually be. Deviations in any of several factors, such as future interest rates, medical cost inflation, Medicare coverage, and changes in marital status, could result in actual costs being less or greater than estimated.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**2. St. James Parish Clerk of Court (Continued)**

Other Post Employment Benefits (OPEB) (Continued)

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefit costs between the employer and plan members to that point. The actuarial methods, and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2009 actuarial valuation, the entry age actuarial cost method was used. The significant actuarial assumptions used in the valuation of the plan are as follows:

1. Discount Rate – 4.0% per annum, compounded annually.
2. Retirement Rates – (Rates are the same for both male and female.)

<u>Attained Age</u>	<u>Retirement Rate</u>
55	17.0%
56-63	5.5%
64+	12.5%

3. Withdrawal Rates – (Rates are the same for both male and female.)

<u>Years of Service</u>	<u>Withdrawal Rate</u>
0	18.0%
1	14.0%
2	11.0%
3	9.0%
4	8.0%
5-6	6.0%
7	5.0%
8-17	3.0%
18+	1.5%

4. Life Claims – Based on the 1994 Uninsured Pensioner Mortality Table (one-year setback for both male and female).
5. Retiree and retiree's dependents contributions -0%.
6. Pre-retirement and post-retirement mortality – 1994 Uninsured Pensioner Mortality Table (male and female) with a one-year setback for both males and females.

**ST. JAMES PARISH**  
 Convent, Louisiana  
 Notes to the Financial Statements (Continued)

**IV. OTHER INFORMATION (Continued)**

**H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)**

**2. St. James Parish Clerk of Court (Continued)**

Other Post Employment Benefits (OPEB) (Continued)

Actuarial Methods and Assumptions (Continued)

7. Participation by current retirees – current retirees are assumed to continue with their current benefits.
8. Participation by future retirees – 90% of future eligible retirees are assumed to continue their medical and dental benefits and 100% of future eligible retirees are assumed to continue with their life insurance benefits.
9. Dependent status, current retirees – current status is assumed to continue, except dependent children are excluded from the analysis due to their limited impact on the results.
10. Dependent status, future retirees – 25% of retirees are assumed to have a covered spouse. Dependent children are excluded.
11. Medical Claim Costs – Age-neutral premiums were used for claims costs. They were derived from the average of the 2009 and 2010 premiums, trended to the valuation date and adjusted for the risk characteristics of the group. The Louisiana Clerk of Court's Association offers two benefit options of which the Clerk of Court can choose to offer one or both. Retirees age 65 and older that are not eligible for Medicare can continue with Option 1 or Option 2. Claim costs per member per month are as follows:

Year	Option 1 -HDHP		Option 2 - PPO	
	Male	Female	Male	Female
20	\$ 111	\$ 264	\$ 141	\$ 335
25	111	264	141	335
30	136	289	173	367
35	178	314	226	398
40	220	337	278	427
45	287	373	363	472
50	370	440	469	557
55	487	515	617	652
60	634	593	804	751
65	737	651	934	825
70	807	693	1,022	878
75	871	732	1,103	927
80	913	754	1,156	955
85	924	762	1,170	966
90	924	762	1,170	966

## SUPPLEMENTARY INFORMATION

St. James Parish  
Convent, Louisiana  
Combining Balance Sheet  
Nonmajor Governmental Funds  
December 31, 2011

	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total Nonmajor Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 7,177,174	\$ 323,746	\$ 721,032	\$ 8,221,952
Investments	7,142,410	1,922,889	2,109,773	11,175,072
Receivables (net of allowances for uncollectibles)	7,983,352	736,312	167,705	8,887,369
Due from other funds	83,240	-	24	83,264
Prepaid items	-	-	-	-
Advances to other funds	-	-	-	-
Inventory	-	-	-	-
<b>Total assets</b>	<b><u>\$ 22,386,176</u></b>	<b><u>\$ 2,982,947</u></b>	<b><u>\$ 2,998,534</u></b>	<b><u>\$ 28,367,657</u></b>
<b>Liabilities and fund balance</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 975,873	\$ 23,893	\$ 61,094	\$ 1,060,860
Payroll deductions and withholdings payable	229,577	-	-	229,577
Deferred revenues	132,971	-	-	132,971
Due to other funds	211,088	100	156,997	368,185
Other liabilities	-	-	-	-
<b>Total liabilities</b>	<b><u>1,549,509</u></b>	<b><u>23,993</u></b>	<b><u>218,091</u></b>	<b><u>1,791,593</u></b>
<b>Fund balances:</b>				
Nonspendable	-	-	-	-
Restricted for				
Culture and recreation	2,536,747	-	-	2,536,747
Debt service	-	2,958,954	-	2,958,954
Capital projects	-	-	2,376,317	2,376,317
Health and welfare	788,151	-	-	788,151
Highways and streets	4,956,060	-	-	4,956,060
Public safety	9,300,897	-	-	9,300,897
Sanitation	2,536,015	-	392,397	2,928,412
Other purposes	-	-	-	-
Committed for				
Judicial	365,020	-	-	365,020
Highways and streets	-	-	42,336	42,336
Public transportation	332,423	-	-	332,423
Assigned for				
Judicial	5,236	-	-	5,236
Health and welfare	15,435	-	-	15,435
Other purposes	683	-	-	683
Unassigned	-	-	(30,607)	(30,607)
<b>Total fund balances</b>	<b><u>20,836,667</u></b>	<b><u>2,958,954</u></b>	<b><u>2,780,443</u></b>	<b><u>26,576,064</u></b>
<b>Total liabilities and fund balance</b>	<b><u>\$ 22,386,176</u></b>	<b><u>\$ 2,982,947</u></b>	<b><u>\$ 2,998,534</u></b>	<b><u>\$ 28,367,657</u></b>

St. James Parish  
Convent, Louisiana  
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances  
Nonmajor Governmental Funds  
For the year ended December 31, 2011

	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total Nonmajor Governmental Funds
<b>Revenues</b>				
<b>Taxes:</b>				
Property				
Sales and use	\$ 6,356,682	\$ 759,501	\$ -	\$ 7,116,183
Intergovernmental:	4,393,296	-	-	4,393,296
Federal				
State	3,945,805	-	219,731	4,165,536
Local	522,430	-	142,686	665,116
Fines and forfeits	227,107	-	5,884	232,991
Charges for services	238,252	-	-	238,252
Interest	1,186,675	-	-	1,186,675
In-kind contributions	59,603	14,342	13,837	87,782
Other	508,929	-	-	508,929
<b>Total revenues</b>	<u>17,896,784</u>	<u>773,843</u>	<u>382,138</u>	<u>19,052,765</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government				
Public safety	721,878	24,365	272,126	1,018,369
Highways and streets	2,886,427	-	-	2,886,427
Sanitation	1,951,967	-	196,879	2,148,846
Public transportation	2,171,564	-	64,359	2,235,923
Health and welfare	995,762	-	-	995,762
Culture and recreation	2,945,573	-	-	2,945,573
Economic development and assistance	1,399,073	-	-	1,399,073
In-kind expenses	1,420,552	-	-	1,420,552
Debt service:	508,929	-	-	508,929
Principal	-	1,338,000	-	1,338,000
Interest and fiscal charges	-	372,845	-	372,845
Capital outlay	1,627,825	-	-	1,627,825
<b>Total expenditures</b>	<u>16,629,550</u>	<u>1,735,210</u>	<u>1,376,904</u>	<u>3,004,729</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	1,267,234	(961,367)	(1,528,130)	(1,222,263)
<b>Other financing sources (uses):</b>				
Operating transfers in				
Bond proceeds	985,935	464,935	273,417	1,724,287
Operating transfers out	-	2,500,000	-	2,500,000
Bond issuance costs	(983,622)	(2,445,000)	-	(3,428,622)
<b>Total other financing sources (uses)</b>	<u>2,313</u>	<u>491,250</u>	<u>273,417</u>	<u>766,980</u>
<b>Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses</b>	1,269,547	(470,117)	(1,254,713)	(455,283)
<b>Fund balance, beginning of year</b>	19,567,120	3,429,071	4,035,156	27,031,347
<b>Fund balance, end of year</b>	<u>\$ 20,836,667</u>	<u>\$ 2,958,954</u>	<u>\$ 2,780,443</u>	<u>\$ 26,576,064</u>

Schedule 2

## **NONMAJOR SPECIAL REVENUE FUNDS**

Special revenue funds are used to account for specific revenues derived from taxes or other dedicated revenue sources. They are usually required by statute, charter provision, or local ordinance to finance particular functions or activities of government. The Parish maintains the following special revenue funds:

### **Solid Waste Disposal Fund**

The Solid Waste Disposal Fund accounts for the operation of solid waste management and disposal. Financing is provided by one quarter of one per cent sales tax imposed parishwide and user fees charged to the Parish residents.

### **Fire Protection District No. 2 Maintenance Fund**

The Fire Protection District No. 2 Maintenance Fund accounts for the operation, maintenance and/or construction of the water distribution system within the district. Financing is provided by property taxes.

### **Enhanced 911 System Maintenance Fund**

The Enhanced 911 System Maintenance Fund accounts for the operation and maintenance of an enhanced 911 emergency telephone system. Financing is provided by property taxes and emergency telephone service charges.

### **Road and Bridge Maintenance Fund**

The Road and Bridge Maintenance Fund accounts for the maintenance of existing roads and bridges. Major means of financing is provided by property taxes, state revenue sharing, the State of Louisiana Parish Transportation Fund, and the Parish Royalty Fund. Use of these funds is restricted by Louisiana Revised Statute 43:753.

### **Elderly and Emergency Medical Services Fund**

The Elderly and Emergency Medical Services Fund accounts for the cost of providing care and assistance to the elderly persons of the Parish and the cost of providing health services to the residents of the Parish. Financing is provided by one quarter of one per cent sales tax imposed parishwide and transfers from other funds.

### **Parks and Recreation Fund**

The Parks and Recreation Fund accounts for the cost of providing recreational facilities throughout the Parish. Financing is provided by one quarter of one per cent sales tax imposed parishwide and property taxes.

### **Gramercy Recreation District Fund**

The Gramercy Recreation District Fund accounts for the costs incurred by the district for providing recreational facilities within the corporate limits of the Town of Gramercy. Financing is provided by property taxes, state revenue sharing, and self-generated revenues.

### **Parishwide Drainage Maintenance Fund**

The Parishwide Drainage Maintenance Fund accounts for the operations and maintenance of all Parish drainage projects. Major means of financing is provided by property taxes and state revenue sharing.

# NONMAJOR SPECIAL REVENUE FUNDS

(Continued)

## **Consolidated Road Lighting District No. 3A Fund**

The Consolidated Road Lighting District No. 3A Fund accounts for the operations and maintenance of street lights. Financing is provided by property taxes, voluntary payments in lieu of taxes, and state revenue sharing funds.

## **St. James Transit System Fund**

The St. James Transit System Fund accounts for the operation and maintenance of the parishwide transportation program. Financing is provided by federal grants, state grants, bus fares, and transfers from other funds.

## **Criminal Court Fund**

The Criminal Court Fund accounts for the expenditures attributable to the Twenty-Third Judicial District Court. Financing is provided by fines and forfeitures imposed by the district courts. The district is comprised of the parishes of St. James, Ascension, and Assumption. Only St. James Parish is reported in these statements.

## **Title III-B Medicare Improvement for Patients and Providers Act (MIPPA)**

The MIPPA supports outreach and directs assistance towards Medicare beneficiaries. Funding is provided by the United States Department of Health and Human Services and is passed through the Governor's Office of Elderly Affairs.

## **Supplemental Senior Center Fund**

The Louisiana Legislature appropriated additional money to be used to supplement the primary state grant for senior centers. The funds are distributed by the Governor's Office of Elderly Affairs. The money received is used to supplement the cost of meals for the elderly.

## **Audit Fund**

The Audit Fund accounts for funds provided by the Governor's Office of Elderly Affairs that are restricted to use as a supplement to pay for the cost of having an annual audit of the Parish's financial statements. Audit expenditures are charged to this fund up to the amount of the GOEA subsidy.

## **Title III-C-2 Home Delivered Meals Fund**

The Title III-C-2 Home Delivered Meals Fund accounts for the expenditures to deliver meals to those citizens who are unable to attend any one of the senior citizens' centers. Funding is provided by the United States Department of Health and Human Services and is passed through the Governor's Office of Elderly Affairs and from contributions received on the meals.

## **Title III-C-1 Congregate Meals Fund**

The Title III-C-1 Congregate Meals Fund represents cost associated with feeding the elderly citizens at the four senior citizens' centers located throughout the Parish. Funding is provided by the United States Department of Health and Human Services and is passed through the Governor's Office of Elderly Affairs and from contributions received on the meals.

# NONMAJOR SPECIAL REVENUE FUNDS

(Continued)

## **Title III-B Supportive Services Fund**

The Title III-B Supportive Services Fund is used to pay for the administration of programs for the elderly. Funding is provided by the United States Department of Health and Human Services and is passed through the Governor's Office of Elderly Affairs.

## **Title III-C-1 Area Agency Administration Fund**

The Title III-C-1 Area Agency Administration Fund is used to account for a portion of the costs of administering the Parish's special programs for the aging. The Governor's Office of Elderly Affairs provides the Parish with funds to help pay for the costs of administering these programs.

## **Title III-D Preventive Health Fund**

The Title III-D Fund accounts for funds used for wellness, which include disease prevention and health promotion activities.

## **Title III-E NFCSP Fund (Caregiver)**

The Title III-E Fund accounts for funds relating to the National Family Caregiver Support program. The program is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers. The program targets older, low-income individuals. Specific types of services that can be provided by this program include: Adult Day Care, Adult Health Care, Material Aid, Case Management, Personal Care, Counseling, Support Groups, Respite Care, Sitter Service, Information, and Assistance. Eligible participants include (1) adult family members, or another adult person, who provides uncompensated in-home and community care to an older person, who needs supportive services or (2) grandparents, or a person 60 years of age or older, who is related to a child by blood or marriage and (1) lives with the child, (2) is the primary caregiver, and (3) has a legal relationship to the child or is raising the child informally.

## **Community Services Block Grant Fund**

The Community Services Block Grant (CSBG) Fund accounts for the outreach and housing programs administered by the Parish Department of Human Resources. Funding is provided by the United States Department of Health and Human Services and is passed through the Louisiana Department of Labor.

## **Coastal Impact Assistance Program Fund**

The Coastal Impact Assistance Program Fund received funding from the U.S. Department of the Interior, Minerals Management Service, for the purchase of existing wetlands. The wetlands will be used in a Wetlands Conservation and Preservation project to protect habitat, prohibit wetlands destruction, and aid in the restoration of the Parish's and State's coastal wetlands area.

## **Area Agency on Aging – Parish Council on Aging Fund**

The Area Agency on Aging - Parish Council on Aging Fund accounts for any expenditure associated with the feeding program for the elderly. Funding is provided by the Governor's Office of Elderly Affairs.

# **NONMAJOR SPECIAL REVENUE FUNDS**

(Continued)

## **Area Agency on Aging – Nutritional Services Incentive Program Fund**

The Nutritional Services Incentive Program Fund is used to account for the administration of NSIP funds provided by the Administration on Aging, U.S. Department of Health and Human Services. The funds are passed through to the Parish by the Governor's Office of Elderly Affairs. The funds are distributed to the Parish based on how many elderly meals were served in the previous year in relation to the total meals served statewide. The Parish uses the funds to supplement the cost of providing congregate and home-delivered meals to the elderly in the Parish.

## **Weatherization and Energy Assistance Fund**

The Weatherization and Energy Assistance programs are funded by the United States Department of Energy and passed through the Louisiana Department of Urban and Community Affairs. These funds account for the labor and materials to weatherize homes.

## **Senior Citizens Activities Fund**

The Senior Citizens Activities Fund accounts for the operation of the elderly handicrafts projects. Funds are generated from the sales of handicrafts.

## **Senior Center Fund**

The Senior Center Fund is used to help subsidize the cost for meals at the senior citizens' centers. Funding is provided by the Governor's Office of Elderly Affairs.

## **Head Start Program Fund**

The Head Start Program Fund accounts for the operations and maintenance of five educational centers. Funding is provided by the United States Department of Health and Human Services.

## **Head Start Activity Fund**

The Head Start Activity Fund accounts for monies raised by the families of the Head Start children for the purpose of providing additional activities for the children such as field trips and graduation parties.

## **Emergency Food and Shelter Fund**

The Emergency Food and Shelter Fund is used to provide emergency food vouchers to the needy families in the Parish. United Way provides the funding.

## **Public Safety Fund**

The Public Safety Fund accounts for the payment of expenditures and capital outlays for the six volunteer fire departments and the cost of providing health services to the residents of the parish. Financing is provided by property taxes.

## **NONMAJOR SPECIAL REVENUE FUNDS**

(Continued)

### **St. James Youth Roc Program Fund**

The Youth Roc Program Fund helps disadvantaged youth ages 16-24 engage in developmental program activities. Funds are provided by the United States Department of Labor's national Emergency Grant and the Louisiana Department of Labor, Office of Workforce Development.

### **Strategic Prevention Framework Fund**

The Strategic Prevention Framework Fund is funded by a grant from the U.S. Department of Health and Human Services through the State of Louisiana's Strategic Prevention Framework State Incentive Grant (SPF-SIG). The goals of the SPF-SIG grant are to:

- Prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking
- Reduce substance abuse related problems in communities, and
- Build prevention capacity and infrastructure at the State and community levels

### **River Parish Youth Build Fund**

The River Parish Youth Build helps low-income youth and young adults ages 16 – 24 work toward their GED or high school diploma while learning job skills by repairing and building affordable housing for homeless and low-income people. Funds are provided by the United States Department of Labor's National Emergency Grant and the Louisiana Department of Labor, Office of Workforce Development.

St. James Parish  
 Convent, Louisiana  
 Nonmajor Special Revenue Funds  
 Combining Balance Sheet  
 December 31, 2011

	Solid Waste Disposal	Fire Protection District No.2 Maintenance	Enhanced 911 System Maintenance	Road & Bridge Maintenance
<b>Assets</b>				
Cash and cash equivalents	\$ 1,688,875	\$ 32,303	\$ 182,051	\$ 215,567
Investments	683,973	210,354	557,979	1,296,855
Receivables (net of allowances for uncollectibles)	272,664	260,452	636,953	2,112,002
Due from other funds	61,919	-	-	543
<b>Total assets</b>	<b><u>\$ 2,705,431</u></b>	<b><u>\$ 503,109</u></b>	<b><u>\$ 1,376,983</u></b>	<b><u>\$ 3,624,967</u></b>
<b>Liabilities and fund balance</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 152,495	\$ 8,680	\$ 30,482	\$ 87,738
Payroll deductions and withholdings payable	16,921	11,447	15,601	47,762
Deferred revenues	-	-	-	-
Due to other funds	-	-	70	-
<b>Total liabilities</b>	<b><u>169,416</u></b>	<b><u>20,127</u></b>	<b><u>46,153</u></b>	<b><u>135,500</u></b>
<b>Fund balance:</b>				
Nonspendable	-	-	-	-
Restricted for				
Culture and recreation	-	-	-	-
Health and welfare	-	-	-	-
Highways and streets	-	-	-	3,489,467
Public safety	-	482,982	1,330,830	-
Sanitation	2,536,015	-	-	-
Other purposes	-	-	-	-
Committed for				
Judicial	-	-	-	-
Public transportation	-	-	-	-
Assigned for				
Judicial	-	-	-	-
Health and welfare	-	-	-	-
Other purposes	-	-	-	-
Unassigned	-	-	-	-
<b>Total fund balance</b>	<b><u>2,536,015</u></b>	<b><u>482,982</u></b>	<b><u>1,330,830</u></b>	<b><u>3,489,467</u></b>
<b>Total liabilities and fund balance</b>	<b><u>\$ 2,705,431</u></b>	<b><u>\$ 503,109</u></b>	<b><u>\$ 1,376,983</u></b>	<b><u>\$ 3,624,967</u></b>

Schedule 3 (continued)

<u>Elderly &amp; Emergency Medical Services</u>	<u>Parks and Recreation</u>	<u>Gramercy Recreation District</u>	<u>Parishwide Drainage Maintenance</u>	<u>Consolidated Road Lighting District No. 3A</u>	<u>St. James Transit System</u>
\$ 538,140	\$ 1,041,563	\$ 60,093	\$ 1,762,172	\$ 417,243	\$ 52,920
-	947,472	-	1,234,975	661,292	-
294,169	393,136	189,174	1,222,638	424,701	387,571
8,200	-	-	-	-	2,995
<u>\$ 840,509</u>	<u>\$ 2,382,171</u>	<u>\$ 249,267</u>	<u>\$ 4,219,785</u>	<u>\$ 1,503,236</u>	<u>\$ 443,486</u>
\$ 24,882	\$ 67,679	\$ 6,226	\$ 133,367	\$ 30,499	\$ 68,528
27,476	20,786	-	20,362	6,144	23,348
-	-	-	-	-	-
-	-	-	-	-	19,187
<u>52,358</u>	<u>88,465</u>	<u>6,226</u>	<u>153,729</u>	<u>36,643</u>	<u>111,063</u>
-	-	-	-	-	-
-	2,293,706	243,041	-	-	-
788,151	-	-	-	-	-
-	-	-	-	1,466,593	-
-	-	-	4,066,056	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	332,423
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
788,151	2,293,706	243,041	4,066,056	1,466,593	332,423
<u>\$ 840,509</u>	<u>\$ 2,382,171</u>	<u>\$ 249,267</u>	<u>\$ 4,219,785</u>	<u>\$ 1,503,236</u>	<u>\$ 443,486</u>

St. James Parish  
 Convent, Louisiana  
 Nonmajor Special Revenue Funds  
 Combining Balance Sheet  
 December 31, 2011

	Criminal Court	MIPPA	Supplemental Senior Center	Audit
<b>Assets</b>				
Cash and cash equivalents	\$ 316,113	\$ -	\$ -	\$ -
Investments	102,775	-	-	-
Receivables (net of allowances for uncollectibles)	54,478	-	-	-
Due from other funds	-	-	-	-
<b>Total assets</b>	<b><u>\$ 473,366</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
<b>Liabilities and fund balance</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 63,407	\$ -	\$ -	\$ -
Payroll deductions and withholdings payable	15,163	-	-	-
Deferred revenues	-	-	-	-
Due to other funds	24,540	-	-	-
<b>Total liabilities</b>	<b><u>103,110</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Fund balance:</b>				
Nonspendable	-	-	-	-
Restricted for				
Culture and Recreation	-	-	-	-
Health and Welfare	-	-	-	-
Highways and Streets	-	-	-	-
Public Safety	-	-	-	-
Sanitation	-	-	-	-
Other Purposes	-	-	-	-
Committed for				
Judicial	365,020	-	-	-
Public Transportation	-	-	-	-
Assigned for				
Judicial	5,236	-	-	-
Health and Welfare	-	-	-	-
Other Purposes	-	-	-	-
Unassigned	-	-	-	-
<b>Total fund balance</b>	<b><u>370,256</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Total liabilities and fund balance</b>	<b><u>\$ 473,366</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

Schedule 3 (continued)

Title III

C-2 Home Delivered Meals	C-1 Congregate Meals	B Supportive Services	C-1 Area Agency Administration	D Preventive Health	E NFCSP (Caregiver)
\$ 10,094	\$ 6,352	\$ 10,460	\$ (543)	\$ (2,673)	\$ 5,435
-	-	-	-	-	-
15,182	7,073	(206)	1,536	2,990	(4,320)
-	-	-	-	-	-
<u>\$ 25,276</u>	<u>\$ 13,425</u>	<u>\$ 10,254</u>	<u>\$ 993</u>	<u>\$ 317</u>	<u>\$ 1,115</u>
\$ 19,076	\$ 11,425	\$ 2,712	\$ 993	\$ 317	\$ 1,115
-	-	-	-	-	-
-	-	7,542	-	-	-
6,200	2,000	-	-	-	-
<u>25,276</u>	<u>13,425</u>	<u>10,254</u>	<u>993</u>	<u>317</u>	<u>1,115</u>
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<u>\$ 25,276</u>	<u>\$ 13,425</u>	<u>\$ 10,254</u>	<u>\$ 993</u>	<u>\$ 317</u>	<u>\$ 1,115</u>

St. James Parish  
 Convent, Louisiana  
 Nonmajor Special Revenue Funds  
 Combining Balance Sheet  
 December 31, 2011

	Community Services Block Grant	Coastal Impact Assistance Program	Area Agency on Aging	
			Parish Council on Aging	Nutritional Services Incentive Program
<b>Assets</b>				
Cash and cash equivalents	\$ 4,252	\$ 1,183	\$ 20,083	\$ 7
Investments	-	-	-	-
Receivables (net of allowances for uncollectibles)	19,393	-	-	16,128
Due from other funds	-	-	-	-
<b>Total assets</b>	<u>\$ 23,645</u>	<u>\$ 1,183</u>	<u>\$ 20,083</u>	<u>\$ 16,135</u>
<b>Liabilities and fund balance</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 6,583	\$ -	\$ -	\$ -
Payroll deductions and withholdings payable	-	-	-	-
Deferred revenues	-	-	20,083	16,135
Due to other funds	17,062	500	-	-
<b>Total liabilities</b>	<u>23,645</u>	<u>500</u>	<u>20,083</u>	<u>16,135</u>
<b>Fund balance:</b>				
Nonspendable	-	-	-	-
Restricted for	-	-	-	-
Culture and Recreation	-	-	-	-
Health and Welfare	-	-	-	-
Highways and Streets	-	-	-	-
Public Safety	-	-	-	-
Sanitation	-	-	-	-
Other Purposes	-	-	-	-
Committed for	-	-	-	-
Judicial	-	-	-	-
Public Transportation	-	-	-	-
Assigned for	-	-	-	-
Judicial	-	-	-	-
Health and Welfare	-	-	-	-
Other Purposes	-	683	-	-
Unassigned	-	-	-	-
<b>Total fund balance</b>	<u>-</u>	<u>683</u>	<u>-</u>	<u>-</u>
<b>Total liabilities and fund balance</b>	<u>\$ 23,645</u>	<u>\$ 1,183</u>	<u>\$ 20,083</u>	<u>\$ 16,135</u>

<u>Weatherization</u>	<u>Energy Assistance</u>	<u>Senior Citizens Activities</u>	<u>Senior Center Fund</u>	<u>Head Start Program</u>	<u>Head Start Activity</u>
\$ 18,120	\$ 78,680	\$ 9,438	\$ 2,558	\$ 3,155	\$ 5,997
-	-	-	-	-	-
22,653	2,500	-	-	42,377	-
-	-	-	-	9,583	-
<u>\$ 40,773</u>	<u>\$ 81,180</u>	<u>\$ 9,438</u>	<u>\$ 2,558</u>	<u>\$ 55,115</u>	<u>\$ 5,997</u>
\$ 1,719	\$ 15,056	\$ -	\$ -	\$ 39,068	\$ -
36	-	-	-	16,047	-
11,656	66,124	-	2,558	-	-
27,362	-	-	-	-	-
<u>40,773</u>	<u>81,180</u>	<u>-</u>	<u>2,558</u>	<u>55,115</u>	<u>-</u>
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	9,438	-	-	5,997
-	-	-	-	-	-
-	-	9,438	-	-	5,997
<u>\$ 40,773</u>	<u>\$ 81,180</u>	<u>\$ 9,438</u>	<u>\$ 2,558</u>	<u>\$ 55,115</u>	<u>\$ 5,997</u>

St. James Parish  
 Convent, Louisiana  
 Nonmajor Special Revenue Funds  
 Combining Balance Sheet  
 December 31, 2011

	Emergency Food and Shelter	Public Safety	St. James Youth Roc Program	Strategic Prevention Framework
<b>Assets</b>				
Cash and cash equivalents	\$ 3,354	\$ 566,338	\$ 529	\$ 102,869
Investments	-	1,446,735	-	-
Receivables (net of allowances for uncollectibles)	10,743	1,582,033	-	-
Due from other funds	-	-	-	-
<b>Total assets</b>	<u>\$ 14,097</u>	<u>\$ 3,595,106</u>	<u>\$ 529</u>	<u>\$ 102,869</u>
<b>Liabilities and fund balance</b>				
<b>Liabilities:</b>				
Accounts payable	\$ -	\$ 168,471	\$ -	\$ 26,842
Payroll deductions and withholdings payable	-	-	-	161
Deferred revenues	-	-	529	8,344
Due to other funds	14,097	5,606	-	67,522
<b>Total liabilities</b>	<u>14,097</u>	<u>174,077</u>	<u>529</u>	<u>102,869</u>
<b>Fund balance:</b>				
Nonspendable	-	-	-	-
Restricted for	-	-	-	-
Culture and Recreation	-	-	-	-
Health and Welfare	-	-	-	-
Highways and Streets	-	-	-	-
Public Safety	-	3,421,029	-	-
Sanitation	-	-	-	-
Other Purposes	-	-	-	-
Committed for	-	-	-	-
Judicial	-	-	-	-
Public Transportation	-	-	-	-
Assigned for	-	-	-	-
Judicial	-	-	-	-
Health and Welfare	-	-	-	-
Other Purposes	-	-	-	-
Unassigned	-	-	-	-
<b>Total fund balance</b>	<u>-</u>	<u>3,421,029</u>	<u>-</u>	<u>-</u>
<b>Total liabilities and fund balance</b>	<u>\$ 14,097</u>	<u>\$ 3,595,106</u>	<u>\$ 529</u>	<u>\$ 102,869</u>

Schedule 3 (concluded)

<u>River Parish Youth Build</u>		<u>Total</u>
\$ 26,446	\$ 7,177,174	
-	7,142,410	
17,332	7,983,352	
-	83,240	
<u>\$ 43,778</u>	<u>\$ 22,386,176</u>	
\$ 8,513	\$ 975,873	
8,323	229,577	
-	132,971	
<u>26,942</u>	<u>211,088</u>	
<u>43,778</u>	<u>1,549,509</u>	
-	-	
-	2,536,747	
-	788,151	
-	4,956,060	
-	9,300,897	
-	2,536,015	
-	-	
-	365,020	
-	332,423	
-	5,236	
-	15,435	
-	683	
-	-	
-	<u>20,836,667</u>	
<u>\$ 43,778</u>	<u>\$ 22,386,176</u>	

St. James Parish  
 Convent, Louisiana  
 Nonmajor Special Revenue Funds  
 Combining Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the year ended December 31, 2011

	Solid Waste Disposal	Fire Protection District No. 2 Maintenance	Enhanced 911 System Maintenance	Road & Bridge Maintenance
<b>Revenues:</b>				
<b>Taxes:</b>				
Property Sales and use	\$ -	\$ 267,383	\$ 513,251	\$ 2,041,690
Intergovernmental:	1,464,432	-	-	-
Federal	2,068	958	127,655	8,939
State	-	-	16,447	315,740
Local	1,025	-	24,279	1,642
Fines and forfeits	-	-	-	-
Charges for services	862,936	-	246,263	-
Interest	6,376	1,626	4,304	10,093
In-kind contributions	-	-	-	-
Other revenues	26,267	-	101,718	14,828
<b>Total revenues</b>	<u>2,363,104</u>	<u>269,967</u>	<u>1,033,917</u>	<u>2,392,932</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	-	-	-	-
Public safety	-	241,001	618,325	-
Highways and streets	-	-	-	1,559,219
Sanitation	2,171,564	-	-	-
Public transportation	-	-	-	-
Health and welfare	-	-	-	-
Culture and recreation	-	-	-	-
Economic development and assistance	-	-	-	-
In-kind expenses	-	-	-	-
Capital outlay	-	-	615,324	327,730
<b>Total expenditures</b>	<u>2,171,564</u>	<u>241,001</u>	<u>1,233,649</u>	<u>1,886,949</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	191,540	28,966	(199,732)	505,983
<b>Other financing sources (uses):</b>				
Operating transfers in	-	-	136,249	-
Operating transfers out	-	(20,000)	-	-
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>(20,000)</u>	<u>136,249</u>	<u>(274,911)</u>
<b>Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses</b>	191,540	8,966	(63,483)	231,072
Fund balance, beginning of year	2,344,475	474,016	1,394,313	3,258,395
<b>Fund balance, end of year</b>	<u>\$ 2,536,015</u>	<u>\$ 482,982</u>	<u>\$ 1,330,830</u>	<u>\$ 3,489,467</u>

Schedule 4 (continued)

<u>Elderly &amp; Emergency Medical Services</u>	<u>Parks and Recreation</u>	<u>Gramercy Recreation District</u>	<u>Parishwide Drainage Maintenance</u>	<u>Consolidated Road Lighting District No. 3A</u>	<u>St. James Transit System</u>
\$ -	\$ 141,873	\$ 195,110	\$ 1,223,573	\$ 358,300	\$ -
1,464,432	1,464,432	-	-	-	-
87,188	1,401	-	4,646	-	1,134,977
504	10,000	7,448	18,440	4,125	-
-	1,891	-	138,482	-	4,503
-	-	-	-	-	-
-	18,550	4,248	-	-	54,678
530	7,640	140	11,115	5,360	91
-	-	-	-	-	-
19,212	74,263	9,243	1,424	15,778	7,248
<u>1,571,866</u>	<u>1,720,050</u>	<u>216,189</u>	<u>1,397,680</u>	<u>383,563</u>	<u>1,201,497</u>
-	-	6,226	-	-	-
-	-	-	842,448	-	-
-	-	-	-	392,748	-
-	-	-	-	-	995,762
1,658,146	-	-	-	-	-
-	1,236,076	162,997	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
24,342	91,276	43,456	271,171	-	233,676
<u>1,682,488</u>	<u>1,327,352</u>	<u>212,679</u>	<u>1,113,619</u>	<u>392,748</u>	<u>1,229,438</u>
(110,622)	392,698	3,510	284,061	(9,185)	(27,941)
382,340	7,851	-	-	-	-
(9,515)	(1,280)	-	(414)	(1,959)	(1,067)
<u>372,825</u>	<u>6,571</u>	<u>-</u>	<u>(414)</u>	<u>(1,959)</u>	<u>(1,067)</u>
262,203	399,269	3,510	283,647	(11,144)	(29,008)
525,948	1,894,437	239,531	3,782,409	1,477,737	361,431
<u>\$ 788,151</u>	<u>\$ 2,293,706</u>	<u>\$ 243,041</u>	<u>\$ 4,066,056</u>	<u>\$ 1,466,593</u>	<u>\$ 332,423</u>

St. James Parish  
 Convent, Louisiana  
 Nonmajor Special Revenue Funds  
 Combining Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the year ended December 31, 2011

	Criminal Court	MIPPA	Supplemental Senior Center	Audit
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ -	\$ -	\$ -	\$ -
Sales and use	-	-	-	-
<b>Intergovernmental:</b>				
Federal	-	615	-	-
State	11,725	-	2,100	791
Local	55,260	-	-	-
Fines and forfeits	238,252	-	-	-
Charges for services	-	-	-	-
Interest	963	-	-	-
In-kind contributions	-	-	-	-
Other revenues	136,981	(615)	-	(791)
<b>Total revenues</b>	<u>443,181</u>	<u>-</u>	<u>2,100</u>	<u>-</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	715,535	-	-	-
Public safety	-	-	-	-
Highways and streets	-	-	-	-
Sanitation	-	-	-	-
Public transportation	-	-	-	-
Health and welfare	-	-	-	-
Culture and recreation	-	-	-	-
Economic development and assistance	-	-	-	-
In-kind expenses	-	-	-	-
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<u>715,535</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	(272,354)	-	2,100	-
<b>Other financing sources (uses):</b>				
Operating transfers in	316,917	-	-	-
Operating transfers out	(4,694)	-	(2,100)	-
<b>Total other financing sources (uses)</b>	<u>312,223</u>	<u>-</u>	<u>(2,100)</u>	<u>-</u>
<b>Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses</b>	39,869	-	-	-
Fund balance, beginning of year	330,387	-	-	-
<b>Fund balance, end of year</b>	<u>\$ 370,256</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule 4 (continued)

Title III					
C-2 Home Delivered Meals	C-1 Congregate Meals	B Supportive Services	C-1 Area Agency Administration	D Preventive Health	E NFCSP (Caregiver)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15,780	21,876	22,673	8,935	2,857	7,935
23,386	6,347	3,432	2,981	1,000	2,647
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
19,052	13,230	(9,996)	(1,971)	(405)	(10,653)
<u>58,218</u>	<u>41,453</u>	<u>16,109</u>	<u>9,945</u>	<u>3,452</u>	<u>(71)</u>
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
125,338	76,973	19,867	9,945	6,452	13,109
-	-	-	-	-	-
-	-	-	-	-	-
<u>125,338</u>	<u>76,973</u>	<u>19,867</u>	<u>9,945</u>	<u>6,452</u>	<u>13,109</u>
(67,120)	(35,520)	(3,758)	-	(3,000)	(13,180)
67,120	35,520	3,758	-	3,000	13,180
<u>67,120</u>	<u>35,520</u>	<u>3,758</u>	<u>-</u>	<u>3,000</u>	<u>13,180</u>
-	-	-	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. James Parish  
 Convent, Louisiana  
 Nonmajor Special Revenue Funds  
 Combining Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the year ended December 31, 2011

	Community Services Block Grant	Coastal Impact Assistance Program	Area Agency on Aging	
			Parish Council on Aging	Nutritional Services Incentive Program
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ -	\$ -	\$ -	\$ -
Sales and use	-	-	-	-
<b>Intergovernmental:</b>				
Federal	130,928	-	-	59,056
State	-	-	37,500	-
Local	-	-	-	-
Fines and forfeits	-	-	-	-
Charges for services	-	-	-	-
Interest	-	-	-	-
In-kind contributions	-	-	-	-
Other revenues	567	-	-	(5,724)
<b>Total revenues</b>	<u>131,495</u>	<u>-</u>	<u>37,500</u>	<u>53,332</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	-	117	-	-
Public safety	-	-	-	-
Highways and streets	-	-	-	-
Sanitation	-	-	-	-
Public transportation	-	-	-	-
Health and welfare	130,428	-	-	-
Culture and recreation	-	-	-	-
Economic development and assistance	-	-	-	-
In-kind expenses	-	-	-	-
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<u>130,428</u>	<u>117</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	1,067	(117)	37,500	53,332
<b>Other financing sources (uses):</b>				
Operating transfers in	-	-	-	-
Operating transfers out	(1,067)	-	(37,500)	(53,332)
<b>Total other financing sources (uses)</b>	<u>(1,067)</u>	<u>-</u>	<u>(37,500)</u>	<u>(53,332)</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	-	(117)	-	-
Fund balance, beginning of year	-	800	-	-
Fund balance, end of year	<u>\$ -</u>	<u>\$ 683</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule 4 (continued)

<u>Weatherization</u>	<u>Energy Assistance</u>	<u>Senior Citizens Activities</u>	<u>Senior Center Fund</u>	<u>Head Start Program</u>	<u>Head Start Activity</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78,654	219,939	-	-	1,411,241	-
-	-	-	27,817	-	-
-	-	-	-	-	-
-	-	14	-	3	4
-	-	-	-	389,846	-
12,884	(2,318)	14,735	-	(5,488)	17,361
<u>91,538</u>	<u>217,621</u>	<u>14,749</u>	<u>27,817</u>	<u>1,795,602</u>	<u>17,365</u>
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
70,688	217,621	9,389	-	-	-
-	-	-	-	-	-
-	-	-	-	1,404,049	16,503
-	-	-	-	389,846	-
20,850	-	-	-	-	-
<u>91,538</u>	<u>217,621</u>	<u>9,389</u>	<u>-</u>	<u>1,793,895</u>	<u>16,503</u>
-	-	5,360	27,817	1,707	862
-	-	-	-	-	-
-	-	(20,000)	(27,817)	(1,707)	-
-	-	<u>(20,000)</u>	<u>(27,817)</u>	<u>(1,707)</u>	<u>-</u>
-	-	(14,640)	-	-	862
-	-	24,078	-	-	5,135
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,438</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,997</u>

St. James Parish  
 Convent, Louisiana  
 Nonmajor Special Revenue Funds  
 Combining Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the year ended December 31, 2011

	Emergency Food and Shelter	Public Safety	St. James Youth Roc Program	Strategic Prevention Framework
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ -	\$ 1,615,502	\$ -	\$ -
Sales and use	-	-	-	-
<b>Intergovernmental:</b>				
Federal	10,385	-	-	174,014
State	-	30,000	-	-
Local	-	-	-	-
Fines and forfeits	-	-	-	-
Charges for services	-	-	-	-
Interest	-	11,344	-	-
In-kind contributions	-	-	-	3,368
Other revenues	-	-	-	(73)
<b>Total revenues</b>	<u>10,385</u>	<u>1,656,846</u>	<u>-</u>	<u>177,309</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	-	-	-	-
Public safety	-	1,184,653	-	-
Highways and streets	-	-	-	-
Sanitation	-	-	-	-
Public transportation	-	-	-	-
Health and welfare	10,385	-	-	173,941
Culture and recreation	-	-	-	-
Economic development and assistance	-	-	-	-
In-kind expenses	-	-	-	3,368
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<u>10,385</u>	<u>1,184,653</u>	<u>-</u>	<u>177,309</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	-	472,193	-	-
<b>Other financing sources (uses):</b>				
Operating transfers in	-	20,000	-	-
Operating transfers out	-	(525,192)	-	-
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>(505,192)</u>	<u>-</u>	<u>-</u>
<b>Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses</b>	-	(32,999)	-	-
<b>Fund balance, beginning of year</b>	-	3,454,028	-	-
<b>Fund balance, end of year</b>	<u>\$ -</u>	<u>\$ 3,421,029</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule 4 (concluded)

River Parish Youth Build		Total
\$ -	\$ 6,356,682	
-	4,393,296	
413,085	3,945,805	
-	522,430	
25	227,107	
-	238,252	
-	1,186,675	
-	59,603	
115,715	508,929	
11,248	458,005	
<u>540,073</u>	<u>17,896,784</u>	
-	721,878	
-	2,886,427	
-	1,951,967	
-	2,171,564	
-	995,762	
423,291	2,945,573	
-	1,399,073	
-	1,420,552	
115,715	508,929	
-	1,627,825	
<u>539,006</u>	<u>16,629,550</u>	
1,067	1,267,234	
-	985,935	
(1,067)	(983,622)	
<u>(1,067)</u>	<u>2,313</u>	
-	1,269,547	
-	19,567,120	
<u>\$ -</u>	<u>\$ 20,836,667</u>	

## **NONMAJOR DEBT SERVICE FUNDS**

The debt service funds are used to account for the accumulation of general obligation bonds principal and interest from governmental resources. Revenues for the debt service funds are provided by property taxes, sales taxes, and interest on investments. The Parish maintains the following debt service funds:

### **Certificates of Indebtedness Fund**

The Certificates of Indebtedness Fund accounts for the retirement of \$235,000 Certificates of Indebtedness, Series 2000, and \$500,000 Certificates of Indebtedness, Series 2003. The certificates were issued for improvements to the 911 emergency telephone system, the purchase of transit buses for use in the Head Start Program, and the purchase of land, recreational facilities, and equipment for the Parish recreation program. Financing is provided from excess revenues of the Enhanced 911 System Maintenance Fund, the St. James Parish Transit System Fund, and the Parks and Recreation Fund. This fund also accounts for the retirement of \$123,000 Tax Limited Certificates of Indebtedness, Series 2007, and \$180,000 of Tax Limited Certificates of Indebtedness, Series 2008, both of which were issued to the purchase of fire fighting equipment for two volunteer fire departments. \$800,000 in Tax Limited Certificates, Series 2009, was issued to fund the construction, and improvement of the public hospital equipment. In 2010 the Parish issued certificates of indebtedness totaling \$2,000,000 for the purpose of renovating, improving, equipping, and expanding the library facilities on the East Bank. Tax Limited Certificates, Series 2011, in the amount of \$2,500,000 were issued for the purpose of renovating, improving, and expanding St. James Parish Hospital.

### **Consolidated General Obligation Bonds Fund**

The Consolidated General Obligation Bonds Fund accounts for the property tax levies needed to comply with the interest and principal redemption requirements of the General Obligation Refunding Bonds, Series 2004 issue, the General Obligation Bonds, Series 2005 issue, and the General Obligation Bonds, Series 2007 issue.

St. James Parish  
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 Combining Balance Sheet  
 December 31, 2011

	<u>Certificates of Indebtedness</u>	<u>Consolidated General Obligation Bonds</u>	<u>Total</u>
<b>Assets</b>			
Cash and cash equivalents	\$ 6,018	\$ 317,728	\$ 323,746
Investments	-	1,922,889	1,922,889
Receivables (net of allowances for collectibles)	-	736,312	736,312
<b>Total assets</b>	<u>\$ 6,018</u>	<u>\$ 2,976,929</u>	<u>\$ 2,982,947</u>
<b>Liabilities and fund balance</b>			
Liabilities:			
Accounts payable	\$ -	\$ 23,893	\$ 23,893
Due to other funds	100	-	100
<b>Total liabilities</b>	<u>100</u>	<u>23,893</u>	<u>23,993</u>
Fund balance:			
Nonspendable	-	-	-
Restricted for			
Debt service	5,918	2,953,036	2,958,954
Committed	-	-	-
Assigned	-	-	-
Unassigned	-	-	-
<b>Total fund balance</b>	<u>5,918</u>	<u>2,953,036</u>	<u>2,958,954</u>
<b>Total liabilities and fund balance</b>	<u>\$ 6,018</u>	<u>\$ 2,976,929</u>	<u>\$ 2,982,947</u>

Schedule 5

St. James Parish  
 Convent, Louisiana  
 Nonmajor Debt Service Funds  
 Combining Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the year ended December 31, 2011

	Certificates of Indebtedness	Consolidated General Obligation Bonds	Total
<b>Revenues</b>			
<b>Taxes:</b>			
Property	\$ -	\$ 759,501	\$ 759,501
Interest	-	14,342	14,342
<b>Total revenues</b>	<u>-</u>	<u>773,843</u>	<u>773,843</u>
<b>Expenditures:</b>			
<b>Current:</b>			
<b>General government:</b>			
Financial administration	146	24,219	24,365
<b>Debt service:</b>			
Principal	393,000	945,000	1,338,000
Interest and fiscal charges	96,525	276,320	372,845
<b>Total expenditures</b>	<u>489,671</u>	<u>1,245,539</u>	<u>1,735,210</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	(489,671)	(471,696)	(961,367)
<b>Other financing sources (uses):</b>			
Operating transfers in	464,935	-	464,935
Bond proceeds	2,500,000	-	2,500,000
Operating transfers out	(2,445,000)	-	(2,445,000)
Cost of issuance	(28,685)	-	(28,685)
<b>Total other financing sources (uses)</b>	<u>491,250</u>	<u>-</u>	<u>491,250</u>
<b>Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses</b>	1,579	(471,696)	(470,117)
<b>Fund balance, beginning of year</b>	4,339	3,424,732	3,429,071
<b>Fund balance, end of year</b>	<u>\$ 5,918</u>	<u>\$ 2,953,036</u>	<u>\$ 2,958,954</u>

Schedule 6

## **NONMAJOR CAPITAL PROJECTS FUNDS**

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds. The following are the Parish's capital projects funds:

### **Parishwide Road Improvement Fund**

The Parishwide Road Improvement Fund accounts for parishwide road improvements which include the construction of new roads and bridges. This fund is supported by transfers from the Road and Bridge Maintenance Fund.

### **Parishwide Sewer Construction Fund**

The Parishwide Sewer Construction Fund accounts for expenditures associated with the proposed construction of a parishwide sewer system. The program was financed by the United States Environmental Protection Agency (75%) and the St. James Parish Council (25%) through the sale of general obligation bonds. The program consisted of three phases of which two phases have been completed. Actual construction on the third phase has not yet begun.

### **LCDBG Road Improvement Fund**

The LCDBG Road Improvement Fund accounts for parishwide road improvements funded with a Louisiana Community Development Block Grant. Funding is provided from the State of Louisiana, Division of Administration, Office of Community Development.

### **LCDBG Sewer Construction Fund**

The LCDBG Sewer Construction Fund is used to account for expenditures associated with the development and construction of a community sewerage treatment and disposal system funded with a Louisiana Community Development Block Grant. Funding is provided from the State of Louisiana, Division of Administration, Office of Community Development.

### **District V Recreation Construction Fund**

The District V Recreation Construction Fund accounts for the construction of a multi-purpose building for the District V Recreation District. Funding was provided by the sale of general obligation bonds in the amount of \$1,700,000.

### **Hazard Mitigation Grant Fund**

The Hazard Mitigation Grant Fund accounts for projects that help localized drainage improvements, and building retrofitting and hardening. Funding is provided by FEMA through the State of Louisiana, Governor's Office of Homeland Security and Emergency Preparedness.

### **CDBG Disaster Recovery Fund**

The CDBG Disaster Recovery Fund accounts for projects relating to hurricane disaster recovery. Funding is provided from the State of Louisiana, Division of Administration, Office of Community Development.

### **Consolidated Capital Projects Fund**

The Consolidated Capital Projects Fund is used to account for major construction projects financed mainly by the sale of general obligation bonds.

St. James Parish  
 Convent, Louisiana  
 Nonmajor Capital Projects Funds  
 Combining Balance Sheet  
 December 31, 2011

	<u>Parishwide Road Improvement</u>	<u>Parishwide Sewer Construction</u>	<u>LCDBG Road Improvement</u>	<u>LCDBG Sewer Construction</u>
<b>Assets</b>				
Cash and cash equivalents	\$ 51,049	\$ 134,844	\$ 7,773	\$ 24
Investments	-	257,529	-	-
Receivables	-	-	-	-
Due from other funds	-	24	-	-
<b>Total assets</b>	<u>\$ 51,049</u>	<u>\$ 392,397</u>	<u>\$ 7,773</u>	<u>\$ 24</u>
<b>Liabilities and fund balance</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 15,943	\$ -	\$ -	\$ -
Due to other funds	-	-	543	24
<b>Total liabilities</b>	<u>15,943</u>	<u>-</u>	<u>543</u>	<u>24</u>
<b>Fund balance:</b>				
Nonspendable	-	-	-	-
Restricted for				
Culture and recreation	-	-	-	-
Capital projects	-	-	-	-
Sanitation	-	392,397	-	-
Other purposes	-	-	-	-
Committed for				
Highways and streets	35,106	-	7,230	-
Assigned	-	-	-	-
Unassigned	-	-	-	-
<b>Total fund balance</b>	<u>35,106</u>	<u>392,397</u>	<u>7,230</u>	<u>-</u>
<b>Total liabilities and fund balance</b>	<u>\$ 51,049</u>	<u>\$ 392,397</u>	<u>\$ 7,773</u>	<u>\$ 24</u>

Schedule 7

<u>District V Recreation Construction</u>	<u>Hazard Mitigation Grant Program</u>	<u>CDBG Disaster Recovery</u>	<u>Consolidated Capital Projects</u>	<u>Total</u>
\$ 375,731	\$ 59,157	\$ 100	\$ 92,354	\$ 721,032
1,051,919	-	-	800,325	2,109,773
-	32,194	71,731	63,780	167,705
-	-	-	-	24
<u>\$ 1,427,650</u>	<u>\$ 91,351</u>	<u>\$ 71,831</u>	<u>\$ 956,459</u>	<u>\$ 2,998,534</u>
\$ -	\$ -	\$ 37,359	\$ 7,792	\$ 61,094
-	97,505	58,925	-	156,997
<u>-</u>	<u>97,505</u>	<u>96,284</u>	<u>7,792</u>	<u>218,091</u>
-	-	-	-	-
-	-	-	-	-
1,427,650	-	-	948,667	2,376,317
-	-	-	-	392,397
-	-	-	-	-
-	-	-	-	42,336
-	-	-	-	-
-	(6,154)	(24,453)	-	(30,607)
<u>1,427,650</u>	<u>(6,154)</u>	<u>(24,453)</u>	<u>948,667</u>	<u>2,780,443</u>
<u>\$ 1,427,650</u>	<u>\$ 91,351</u>	<u>\$ 71,831</u>	<u>\$ 956,459</u>	<u>\$ 2,998,534</u>

St. James Parish  
 Convent, Louisiana  
 Nonmajor Capital Projects Funds  
 Combining Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the year ended December 31, 2011

	<u>Parishwide Road Improvement</u>	<u>Parishwide Sewer Construction</u>	<u>LCDBG Road Improvement</u>	<u>LCDBG Sewer Construction</u>
<b>Revenues:</b>				
<b>Intergovernmental:</b>				
Federal	\$ -	\$ 32,392	\$ -	\$ -
State	-	-	-	-
Local	-	-	-	-
Interest	1	1,982	-	-
Total revenues	<u>1</u>	<u>34,374</u>	<u>-</u>	<u>-</u>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	-	-	-	-
Highways and streets	159,719	-	37,160	-
Sanitation	-	64,359	-	-
Capital outlay	-	-	-	-
Total expenditures	<u>159,719</u>	<u>64,359</u>	<u>37,160</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	(159,718)	(29,985)	(37,160)	-
<b>Other financing sources (uses):</b>				
Operating transfers in	194,824	-	78,593	-
Total other financing sources (uses)	<u>194,824</u>	<u>-</u>	<u>78,593</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	35,106	(29,985)	41,433	-
Fund balance, beginning of year	-	422,382	(34,203)	-
Fund balance, end of year	<u>\$ 35,106</u>	<u>\$ 392,397</u>	<u>\$ 7,230</u>	<u>\$ -</u>

Schedule 8

District V Recreation Construction	Hazard Mitigation Grant Program	CDBG Disaster Recovery	Consolidated Capital Projects	Total
\$ -	\$ 136,534	\$ 50,805	\$ -	\$ 219,731
-	-	-	142,686	142,686
-	-	-	5,884	5,884
7,893	-	-	3,961	13,837
<u>7,893</u>	<u>136,534</u>	<u>50,805</u>	<u>152,531</u>	<u>382,138</u>
-	112,712	57,508	101,906	272,126
-	-	-	-	196,879
-	-	-	-	64,359
-	(36)	17,750	1,359,190	1,376,904
<u>-</u>	<u>112,676</u>	<u>75,258</u>	<u>1,461,096</u>	<u>1,910,268</u>
7,893	23,858	(24,453)	(1,308,565)	(1,528,130)
-	-	-	-	273,417
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>273,417</u>
7,893	23,858	(24,453)	(1,308,565)	(1,254,713)
1,419,757	(30,012)	-	2,257,232	4,035,156
<u>\$ 1,427,650</u>	<u>\$ (6,154)</u>	<u>\$ (24,453)</u>	<u>\$ 948,667</u>	<u>\$ 2,780,443</u>

ST. JAMES PARISH  
Convent, Louisiana  
Schedule of Compensation Paid  
Parish Council Members and Parish President  
For the Year Ended December 31, 2011

PARISH COUNCIL

Ralph A. Patin, Jr., Chairman	\$ 14,400
Wilson F. Malbrough, Jr.	13,200
Jason P. Amato	13,200
Elwyn R. Bocz	13,200
Kendricks J. Brass	13,200
James M. Brazan	13,200
Charles D. Ketchens	13,200
Dale J. Hymel, Jr., Parish President	<u>143,400</u>
 Total	 <u>\$237,000</u>

Schedule 9

St. James Parish  
 Convent, Louisiana  
 Schedule of Program Revenues, Expenditures and Changes in Fund Balance  
 Contracts and Grants Provided Through the Louisiana Governor's Office of Elderly Affairs (GOEA)  
 For the year ended December 31, 2011

	Title III-B			C-1 Congregate Meals		
	For the 6 months ended		Total	For the 6 months ended		Total
	06/30/11	12/31/11		06/30/11	12/31/11	
<b>Revenues:</b>						
Intergovernmental:						
GOEA:						
Supportive Services	\$ 14,240	\$ 11,865	\$ 26,105	\$ -	\$ -	\$ -
Area Agency Administration	6,501	5,415	11,916	-	-	-
Title III D	2,057	1,800	3,857	-	-	-
Title III E	5,218	5,364	10,582	-	-	-
MIPPA	513	102	615	-	-	-
Audit	791	-	791	-	-	-
Miscellaneous	1,446	886	2,332	-	-	-
Senior Center	-	-	-	-	-	-
C-1 Congregate Meals	-	-	-	15,393	12,831	28,224
C-2 Home Delivered Meals	-	-	-	-	-	-
Parish Council on Aging	-	-	-	-	-	-
Nutritional Services Incentive Program	-	-	-	-	-	-
Deferred revenue	-	(9,071)	(9,071)	-	(4,365)	(4,365)
Program service fee:						
Other	(15,592)	-	(15,592)	6,547	-	6,547
Sales of meals	-	-	-	5,267	5,780	11,047
<b>Total revenues</b>	<b>15,174</b>	<b>16,361</b>	<b>31,535</b>	<b>27,207</b>	<b>14,246</b>	<b>41,453</b>
<b>Expenditures:</b>						
Meals	-	-	-	31,954	45,019	76,973
Distributed administrative costs	2,366	5,958	8,324	-	-	-
Program Support	3,710	6,819	10,529	-	-	-
Information and Assistance	808	4,806	5,614	-	-	-
Outreach	683	875	1,558	-	-	-
Other Priority Services	523	4,568	5,091	-	-	-
Recreation	487	3,615	4,102	-	-	-
Med Alert	550	770	1,320	-	-	-
Support Groups	-	500	500	-	-	-
Legal assistance	1,500	-	1,500	-	-	-
Other costs	2,165	8,670	10,835	-	-	-
<b>Total expenditures</b>	<b>12,792</b>	<b>36,581</b>	<b>49,373</b>	<b>31,954</b>	<b>45,019</b>	<b>76,973</b>
Excess (deficiency) of revenues over expenditures	2,382	(20,220)	(17,838)	(4,747)	(30,773)	(35,520)
Other financing sources (uses):						
Operating transfers in	8,420	11,518	19,938	13,695	21,825	35,520
Operating transfers out	(1,050)	(1,050)	(2,100)	-	-	-
<b>Total other financing sources (uses)</b>	<b>7,370</b>	<b>10,468</b>	<b>17,838</b>	<b>13,695</b>	<b>21,825</b>	<b>35,520</b>
Excess (deficiency) of revenues and other sources over expenditures	9,752	(9,752)	-	8,948	(8,948)	-
Fund balance, beginning of period	-	9,752	-	-	8,948	-
<b>Fund balance, end of period</b>	<b>\$ 9,752</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,948</b>	<b>\$ -</b>	<b>\$ -</b>

Schedule 10 (continued)

C-2 Home Delivered Meals			Senior Center			Parish Council on Aging		
For the 6 months ended			For the 6 months ended			For the 6 months ended		
06/30/11	12/31/11	Total	06/30/11	12/31/11	Total	06/30/11	12/31/11	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	13,909	13,908	27,817	-	-	-
-	-	-	-	-	-	-	-	-
21,363	17,803	39,166	-	-	-	-	-	-
-	-	-	-	-	-	18,750	18,750	37,500
-	-	-	-	-	-	-	-	-
-	356	356	-	(3,331)	(3,331)	-	(19,987)	(19,987)
5,534	-	5,534	3,331	-	3,331	19,987	-	19,987
6,888	6,274	13,162	-	-	-	-	-	-
<u>33,785</u>	<u>24,433</u>	<u>58,218</u>	<u>17,240</u>	<u>10,577</u>	<u>27,817</u>	<u>38,737</u>	<u>(1,237)</u>	<u>37,500</u>
53,113	72,225	125,338	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<u>53,113</u>	<u>72,225</u>	<u>125,338</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
(19,328)	(47,792)	(67,120)	17,240	10,577	27,817	38,737	(1,237)	37,500
28,595	38,525	67,120	-	-	-	-	-	-
-	-	-	(13,909)	(13,908)	(27,817)	(18,750)	(18,750)	(37,500)
<u>28,595</u>	<u>38,525</u>	<u>67,120</u>	<u>(13,909)</u>	<u>(13,908)</u>	<u>(27,817)</u>	<u>(18,750)</u>	<u>(18,750)</u>	<u>(37,500)</u>
9,267	(9,267)	-	3,331	(3,331)	-	19,987	(19,987)	-
-	9,267	-	-	3,331	-	-	19,987	-
<u>\$ 9,267</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,331</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,987</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule 10 (continued)

St. James Parish  
 Convent, Louisiana  
 Schedule of Program Revenues, Expenditures and Changes in Fund Balance  
 Contracts and Grants Provided Through the Louisiana Governor's Office of Elderly Affairs (GOEA)  
 For the year ended December 31, 2011

	<u>Nutritional Services Incentive Program</u>			
	<u>For the 6 months ended</u>			<u>Totals</u>
	<u>06/30/11</u>	<u>12/31/11</u>	<u>Total</u>	
<b>Revenues:</b>				
<b>Intergovernmental:</b>				
<b>GOEA:</b>				
Supportive Services	\$ -	\$ -	\$ -	\$ 26,105
Area Agency Administration	-	-	-	11,916
Title III D	-	-	-	3,857
Title III E	-	-	-	10,582
MIPPA	-	-	-	615
Audit	-	-	-	791
Miscellaneous	-	-	-	2,332
Senior Center	-	-	-	27,817
C-1 Congregate Meals	-	-	-	28,224
C-2 Home Delivered Meals	-	-	-	39,166
Parish Council on Aging	-	-	-	37,500
Nutritional Services Incentive Program	32,196	26,860	59,056	59,056
Deferred revenue	-	(6,568)	(6,568)	(42,966)
<b>Program service fee:</b>				
Other	844	-	844	20,651
Sales of meals	-	-	-	24,209
<b>Total revenues</b>	<u>33,040</u>	<u>20,292</u>	<u>53,332</u>	<u>249,855</u>
<b>Expenditures:</b>				
Meals	-	-	-	202,311
Distributed administrative costs	-	-	-	8,324
Program Support	-	-	-	10,529
Information and Assistance	-	-	-	5,614
Outreach	-	-	-	1,558
Other Priority Services	-	-	-	5,091
Recreation	-	-	-	4,102
Med Alert	-	-	-	1,320
Support Groups	-	-	-	500
Legal assistance	-	-	-	1,500
Other costs	-	-	-	10,835
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>251,684</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>33,040</b>	<b>20,292</b>	<b>53,332</b>	<b>(1,829)</b>
<b>Other financing sources (uses):</b>				
Operating transfers in	-	-	-	122,578
Operating transfers out	(17,000)	(36,332)	(53,332)	(120,749)
<b>Total other financing sources (uses)</b>	<u>(17,000)</u>	<u>(36,332)</u>	<u>(53,332)</u>	<u>1,829</u>
<b>Excess (deficiency) of revenues and other sources over expenditures</b>	<b>16,040</b>	<b>(16,040)</b>	<b>-</b>	<b>-</b>
<b>Fund balance, beginning of period</b>	<u>-</u>	<u>16,040</u>	<u>-</u>	<u>-</u>
<b>Fund balance, end of period</b>	<u>\$ 16,040</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule 10 (concluded)

St. James Parish  
 Convent, Louisiana  
 Schedule of Program Expenditures - Budget vs. Actual  
 Contracts and Grants Provided Through the Louisiana Governor's Office of Elderly Affairs (GOEA)  
 For the year ended December 31, 2011

	Budget	Actual	Variance Favorable (Unfavorable)
<b>Title III B - Supportive Services</b>			
Distributed administrative costs	\$ -	\$ -	\$ -
Information and assistance	5,100	5,114	(14)
Legal assistance	1,500	1,500	-
Outreach	800	728	72
Other priority services	5,100	5,091	9
Recreation	4,100	4,102	(2)
Med Alert	1,400	1,320	80
Public education	600	637	(37)
Nutrition education	200	125	75
Transportation	600	575	25
Personal Care	600	675	(75)
<b>Total</b>	<u>20,000</u>	<u>19,867</u>	<u>133</u>
<b>Title III C - Area Agency Administration</b>			
Distributed administrative costs	8,400	8,324	76
Other professional fees	800	791	9
Outreach	2,000	830	1,170
<b>Total</b>	<u>11,200</u>	<u>9,945</u>	<u>1,255</u>
<b>Title III D - Preventive Health</b>			
Medication management	2,100	3,292	(1,192)
Wellness	2,900	3,160	(260)
<b>Total</b>	<u>5,000</u>	<u>6,452</u>	<u>(1,452)</u>
<b>Title III E - Caregiver</b>			
Public education	900	547	353
Information and assistance	700	500	200
Support groups	800	500	300
Material aid	1,500	1,034	466
Program support	15,700	10,528	5,172
<b>Total</b>	<u>19,600</u>	<u>13,109</u>	<u>6,491</u>
<b>Total Title III B Fund</b>	<u>\$ 55,800</u>	<u>\$ 49,373</u>	<u>\$ 6,427</u>
<b>Title III C-1 Congregate Meals</b>			
Congregate meals	\$ 80,000	\$ 76,973	\$ 3,027
<b>Total</b>	<u>\$ 80,000</u>	<u>\$ 76,973</u>	<u>\$ 3,027</u>
<b>Title III C-2 Home Delivered Meals</b>			
Home delivered meals	\$ 123,500	\$ 125,338	\$ (1,838)
<b>Total</b>	<u>\$ 123,500</u>	<u>\$ 125,338</u>	<u>\$ (1,838)</u>

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

To the President and Members  
St. James Parish Council  
Convent, Louisiana

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of St. James Parish, State of Louisiana, as of and for the year ended December 31, 2011, which collectively comprise St. James Parish's basic financial statements, and have issued our report thereon dated June 29, 2012. Our report includes a reference to other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered St. James Parish, State of Louisiana's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. James Parish, State of Louisiana's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of St. James Parish, State of Louisiana's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be material weaknesses (items 2011-1 and 2011-2).

A *significant deficiency* is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be significant deficiencies (item 2011-3).

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether St. James Parish, State of Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as item 2011-4.

St. James Parish, State of Louisiana's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit St. James Parish, State of Louisiana's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the management of St. James Parish, others within the organization, State of Louisiana Legislative Auditor's Office, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Donaldsonville, Louisiana  
June 29, 2012

## SINGLE AUDIT SECTION

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD  
HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL  
CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the President and Members  
St. James Parish Council  
Convent, Louisiana

Compliance

We have audited St. James Parish, State of Louisiana's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of St. James Parish, State of Louisiana's major federal programs for the year ended December 31, 2011. St. James Parish, State of Louisiana's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of St. James Parish, State of Louisiana's management. Our responsibility is to express an opinion on St. James Parish, State of Louisiana's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about St. James Parish, State of Louisiana's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of St. James Parish, State of Louisiana's compliance with those requirements.

In our opinion, St. James Parish, State of Louisiana, complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2011. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as items 2011-5, 2011-6, and 2011-7.

### Internal Control Over Compliance

The management of St. James Parish, State of Louisiana, is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered St. James Parish, State of Louisiana's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of St. James Parish, State of Louisiana's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such as that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over compliance that we considered to be significant deficiencies as described in the accompanying schedule of findings and questioned costs as item 2011-8. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

St. James Parish, State of Louisiana's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. We did not audit St. James Parish, State of Louisiana's responses and, accordingly, we express no opinion on the responses.

This report is intended solely for the information of the management of St. James Parish, others within the organization, State of Louisiana Legislative Auditor's Office, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Postlethwaite Nettles*

Donaldsonville, Louisiana  
June 29, 2012

St. James Parish  
Convent, Louisiana  
Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2011

Federal Grantor/ Pass-Through Grantor Name/ Program Title	CFDA Number	Agency or Pass-Through Entity Identifying Number	Federal Expenditures
<u>United States Department of Agriculture</u>			
Passed through Louisiana Department of Education			
School Breakfast Program	10.553	None	19,241
National School Lunch Program	10.555	None	27,873
Total Child Nutrition Cluster			<u>47,114</u>
Passed through Louisiana Department of Education			
Child and Adult Care Food Program	10.558	None	35,357
Total United States Department of Agriculture			<u>82,471</u>
<u>United States Department of Commerce</u>			
Direct Program - Title II, Section 209, Economic Adjustment			
Assistance - American Recovery and Reinvestment Act 2009	11.307	08-79-73001	1,212,340
Total Economic Development Cluster			<u>1,212,340</u>
Passed through Louisiana Department of Natural Resources			
Coastal Zone Management	11.419	2515-10-08	26,858
Total United States Department of Commerce			<u>1,239,198</u>
<u>United States Department of Energy</u>			
Subrecipient of St. John the Baptist Parish			
American Recovery and Reinvestment Act 2009- Weatherization			
Assistance for Low-Income Persons	81.042	None	91,539
Total United States Department of Energy			<u>91,539</u>
<u>United States Environmental Protection Agency</u>			
Subrecipient of the University of New Orleans Research and			
Technology Foundation - Lake Pontchartrain Basin			
Restoration Program - Wetland Wastewater Assimilation	66.606	58544-S3	37,491
Total United States Environmental Protection Agency			<u>37,491</u>
<u>United States Department of Housing and Urban Development</u>			
Passed through Louisiana Division of Administration Office of			
Community Development - Disaster Recovery Unit			
Community Development Block Grant Disaster Recovery Program	14.228	687163	75,258
Total State Administered CDBG Cluster			<u>75,258</u>
Passed through Louisiana Housing Finance Agency			
Housing Counseling	14.169	None	35,000
Passed through Louisiana State Department of Children and Family Services			
Emergency Shelter Grant	14.231	679231	10,464
Emergency Shelter Grant	14.231	702353	7,016
Total United States Department of Housing and Urban Development			<u>127,738</u>

St. James Parish  
 Convent, Louisiana  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended December 31, 2011

Federal Grantor/ Pass-Through Grantor Name/ Program Title	CFDA Number	Agency or Pass-Through Entity Identifying Number	Federal Expenditures
<u>United States Department of Health and Human Services</u>			
Direct program - Administration for Children, Youth, and Families			
Head Start	93.600	06CH0176/29-30	758,962
Head Start	93.600	06CH0176/31	611,440
Total Head Start Cluster			1,370,402
Passed through Louisiana Governor's Office of			
Elderly Affairs - Special Programs for the Aging			
Title III - Part B Grant for Supportive Services and Senior Centers	93.044	691529	4,406
Title III - Part B Grant for Supportive Services and Senior Centers	93.044	703051	12,847
Title III - Part C for Nutrition Services (Area Agency Administration)	93.045	691529	1,775
Title III - Part C for Nutrition Services (Area Agency Administration)	93.045	703051	4,469
Title III-C-1	93.045	691529	11,931
Title III-C-1	93.045	703051	9,945
Title III-C-2	93.045	691529	8,607
Title III-C-2	93.045	703051	7,173
Nutrition Services Incentive Program	93.053	691529	41,400
Nutrition Services Incentive Program	93.053	703354	11,932
Total Aging Cluster			114,485
Passed through Louisiana Department of Labor -			
Community Services Block Grant			
Community Services Block Grant	93.569	2010P0040	77,003
Community Services Block Grant	93.569	2011P0040	54,492
Total CSBG Cluster			131,495
Passed through Louisiana Governor's Office of			
Elderly Affairs - Special Programs for the Aging			
Title III-D	93.043	691529	1,557
Title III-D	93.043	703051	1,300
Title III-E	93.052	691529	4,695
Title III-E	93.052	703051	3,240
MIPPA - AAA-	93.779	HHS CMS 01YCMS030350/01	171
MIPPA - AAA	93.071	HHS AoA 09AALAMIPP	659
Passed through Louisiana Department of Health and			
Hospitals - Substance Abuse and Mental Health Services			
Subrecipient of Louisiana Association of Community Action	93.243	CFMS #686387	174,014
Partnerships, Inc. - Low Income Home Energy Assistance	93.568	None	215,121
Low Income Home Energy Assistance Program Client Education	93.568	None	2,500
Total United States Department of Health and Human Services			2,019,639

Schedule 12 (continued)

St. James Parish  
 Convent, Louisiana  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended December 31, 2011

Federal Grantor/ Pass-Through Grantor Name/ Program Title	CFDA Number	Agency or Pass-Through Entity Identifying Number	Federal Expenditures
<u>United States Department of Homeland Security</u>			
Passed through United Way of America			
Emergency Food and Shelter National Board Program	97.024	FY2011 29-3684-00	10,384
Total Emergency Food & Shelter Program Cluster			<u>10,384</u>
Passed through Louisiana Governor's Office of Homeland Security and Emergency Preparedness			
Subrecipient of South Central Planning & Development			
Commission Homeland Security Grant Program			
Homeland Security Grant Program FY 2009	97.067	2009-SS-T9-0059	24,379
Homeland Security Grant Program FY 2010	97.067	2010-SS-T0-0043	35,198
Total Homeland Security Cluster			<u>59,577</u>
Passed through Louisiana Governor's Office of Homeland Security and Emergency Preparedness			
Disaster Assistance Program	97.036	1786	8,100
Disaster Assistance Program	97.036	093-99093-00 FEMA-3322-EM-LA	36,202
Disaster Assistance Program	97.036	093-99093-00 FEMA-4015-DR-LA	20,690
Hazard Mitigation Grant Program - Gramercy Water Plant	97.039	1603-093-0006	14,768
Hazard Mitigation Grant Program - Courthouse Annex	97.039	1603n-093-0007	5,895
Hazard Mitigation Grant Program - EOC	97.039	1603n-093-0008	4,733
Hazard Mitigation Grant Program - St. James Hospital	97.039	1603n-093-0009	6,672
Hazard Mitigation Grant Program - Magnolia Heights Drainage	97.039	1603n-093-0012	2,479
Hazard Mitigation Grant Program - South Vacherie Berm	97.039	1603n-093-0014	103,200
Hazard Mitigation Grant Program - Hazard Mitigation Planning	97.039	1603n-093-0016	650
Buffer Zone Protection Plan Grant FY 2008	97.078	2008-BZ-T8-0040	56,698
Buffer Zone Protection Plan Grant FY 2010	97.078	2010-BF-T0-0033	95,000
Emergency Management Performance Grant FY 2010	97.042	2008-EM-E8-0047	21,896
Passed through Louisiana Governor's Office of Homeland Security and Emergency Preparedness			
Subrecipient of South Central Planning & Development			
Commission Homeland Security Grant Program	97.055	2010-V0811-LA-IP	7,837
Total United States Department of Homeland Security			<u>454,781</u>
<u>United States Department of Interior</u>			
Direct program - Coastal Impact Assistance Program	15.426	M09AF16113	245,737
Total United States Department of Interior			<u>245,737</u>
<u>United States Department of Justice</u>			
Subrecipient of YouthBuild USA			
Juvenile Mentoring Program	16.726	None	7,776
Total United States Department of Justice			<u>7,776</u>

Schedule 12 (continued)

St. James Parish  
Convent, Louisiana  
Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2011

Federal Grantor/ Pass-Through Grantor Name/ Program Title	CFDA Number	Agency or Pass-Through Entity Identifying Number	Federal Expenditures
<u>United States Department of Labor</u>			
Direct Program - American Recovery and Reinvestment Act 2009 - Youth Build	17.274	YB-18991-09-60-A-22	82,191
Direct Program - Employment and Training Administration Youth Build	17.274	YB-18991-09-60-A-22	229,220
Youth Build	17.274	YB-21731-11-60-A-22	69,466
Passed through Louisiana Governor's Office of Elderly Affairs - Special Programs for Aging Senior Community Service Employment Program Title V	17.235	CFMS 703521	94,574
Total United States Department of Labor			<u>475,451</u>
<u>Corporation for National Community Service</u>			
Subrecipient of Youth Build USA			
Americorps Grant	94.006	10NDHMA0030026	25,818
Americorps Grant	94.006	10NDHMA0030026	6,125
Americorps Education Mini-grant	94.006	10NDHMA0030026	2,696
Total Corporation for National Community Service			<u>34,639</u>
<u>United States Department of Transportation</u>			
Passed through Louisiana Department of Transportation and Development - Federal Transit Administration			
Job Access and Reverse Commute Operating Assistance Program	20.516	SPN 741-47-0124	71,548
Job Access and Reverse Commute Operating Assistance Program	20.516	SPN JA37-47-12	73,588
New Freedom Program	20.521	SPN-741-47-0120	77,458
New Freedom Program	20.521	SPN NF57-47-12	96,982
Total Transit Services Cluster			<u>319,576</u>
Passed through Louisiana Department of Transportation and Development - Federal Transit Administration Nonurbanized Formula Grants, Section 5311			
<del>FTA Grant LA-18-X028</del>	<del>20.509</del>	<del>SPN 741-47-0123</del>	<del>289,340</del>
FTA Grant LA-18-X029	20.509	SPN RU18-47-12	292,385
American Recovery and Reinvestment Act 2009 - Transit Capital Assistance Grant			
Capital Assistance Grant, Section 5311	20.509	SPN 741-99-0253	233,676
Total United States Department of Transportation			<u>1,134,977</u>
<u>Non-Monetary Assistance</u>			
Food Donation (Commodities)	10.550	None	3,446
 Total Federal Assistance Expended			 <u>\$ 5,954,883</u>

Schedule 12 (continued)

St. James Parish  
 Convent, Louisiana  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended December 31, 2011

NOTES TO THE SCHEDULE

(1) Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the St. James Parish Council and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

(2) Reconciliation of Federal Expenditures

Federal assistance expended as reported on Schedule of Expenditures of Federal Awards	\$	5,954,883
Less: deferred revenues utilized in governmental funds		(6,348)
Less: current year federal expenditures but no federal revenues have been received in current year		(45,942)
Add: revenues received in current year for expenditures in prior years		<u>21,941</u>
Federal grant revenues	\$	<u>5,924,534</u>
Federal grant revenues as reported on:		
Statement E - All Governmental Fund Types - Statement of Revenues, Expenditures, and Changes in Fund Balance	\$	4,386,519
Statement L - Proprietary Funds - Statement of Revenues, Expenses, and Changes in Net Assets		<u>1,538,015</u>
	\$	<u>5,924,534</u>

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION I - SUMMARY OF AUDIT RESULTS**

*Financial Statements*

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

- Material weakness identified   X   Yes      No
- Significant deficiency identified not considered to be a material weakness?   X   Yes      None reported

Noncompliance material to financial statements noted?      Yes   X   No

*Federal Awards*

Internal control over financial reporting:

- Material weakness identified      Yes   X   No
- Significant deficiency identified not considered to be a material weakness?   X   Yes      None reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of OMB Circular A-133?   X   Yes      No

Identification of major program:

<u>Name of Federal Program or Cluster</u>	<u>Federal CFDA Number</u>
Title II, Section 209, Economic Adjustment Assistance American Recovery and Reinvestment Act 2009	11.307
Head Start Cluster: Head Start	93.600
Youth Build – American Recovery and Reinvestment Act 2009 Youth Build	17.274 17.274
Federal Transit Cluster: Formula Grants for Other than Urbanized Areas (Non-urbanized Area Formula Grants)	20.509
Capital Assistance Grants for Other than Urbanized Areas – American Recovery and Reinvestment Act 2009	20.509

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION I - SUMMARY OF AUDIT RESULTS (Continued)**

<u>Name of Federal Program or Cluster</u> (continued)	<u>Federal CFDA Number</u>
Transit Services Cluster:	
Job Access and Reverse Commute Operating Assistance Program	20.516
New Freedom Program	20.521
 Dollar threshold used to distinguish between Type A and Type B programs:	 <u>\$300,000</u>
 Auditee qualified as low-risk auditee?	 <u>  X  </u> Yes <u>  </u> No

Schedule 13 (continued)

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION II – FINANCIAL STATEMENT FINDINGS**

**MATERIAL WEAKNESS**

2011-1            Segregation of Duties – St. James Parish Clerk of Court

*Condition:*            The Clerk did not have adequate segregation of functions within the accounting system.

*Recommendation:* No recommendation.

*Management's  
Corrective Action  
Plan:*

No recommendation.

2011-2            Internal Control over Financial Reporting – St. James Parish Clerk of Court

*Condition:*            The Clerk does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in preparing its financial statements, including the related notes.

*Recommendation:* No recommendation.

*Management's  
Corrective Action  
Plan:*

The Clerk has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interest of the government to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION II – FINANCIAL STATEMENT FINDINGS (Continued)**

**SIGNIFICANT DEFICIENCIES**

**2011-3            Internal Control over Inventory**

*Condition:*            Inventory reconciliations between the general ledger and warehouse inventory were not performed by management in a timely manner for the St. James Parish Gas & Water Distribution System.

*Criteria:*            Controls should be sufficient to allow for proper financial reporting of inventory.

*Effect:*            During the close out of the 2011 calendar year, differences between the physical inventory and the general ledger were noted.

*Cause:*            Management did not perform the reconciliations between the general ledger and the actual physical inventory to correct any discrepancies in activity of the St. James Parish Gas & Water Distribution System's inventory during 2011.

*Recommendation:* It is recommended that management adopt procedures to perform inventory reconciliations in a timely manner for the St. James Parish Gas & Water Distribution System.

*Management's  
Corrective Action  
Plan:*

Management will follow the recommendation and implement a procedure to perform inventory reconciliations in a timely manner for the St. James Parish Gas & Water Distribution System. The reconciliations between the general ledger and warehouse inventory will be performed on a monthly basis. This procedure will ensure sufficient controls for proper financial reporting of inventory.

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION II – FINANCIAL STATEMENT FINDINGS (Continued)**

**COMPLIANCE WITH LAWS AND REGULATIONS**

**2011-4            Public Bid Law**

*Condition:*            Two pieces of playground equipment for the Gramercy Recreation District were purchased in 2011. The first purchase of playground equipment cost \$32,364 and the second playground equipment cost \$11,092. These purchases of equipment did not follow the Louisiana's Public Bid Law.

*Criteria:*            According to Louisiana R.S. 38:2212.1, purchases for materials and supplies over \$30,000 are required to be advertised and let by contract to the lowest bidder according to specification. Also, purchases ranging between \$10,000 and \$30,000 are required to have three telephone or facsimile quotes.

*Effect:*            The absence of obtaining bids for the purchase of materials and supplies for amounts greater than \$30,000 and the absence of obtaining quotes for the purchase of materials and supplies for amounts ranging between \$10,000 and \$30,000 is a violation of LRS:38.2212. As a result, the St. James Parish may have expended more than necessary for them.

*Cause:*            Gramercy Recreation Board failed to obtain bids and/or quotes for the purchase of playground equipment.

*Recommendation:* The Gramercy Recreation Board should ensure that bids and/or quotes be obtained and maintained in the purchasing file.

***Management's  
Corrective Action  
Plan:***

The Gramercy Recreation Board will ensure that bids and/or quotes are obtained and maintained in the purchasing file.

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**2011-5 Allowable Costs/Cost Allocation**

**DEPARTMENT OF TRANSPORTATION:**

CFDA No. 20.509 – Formula Grants for Other than Urbanized Areas (Non-urbanized Area  
Formula Grants)

**Condition:** St. James Parish incorrectly charged expenses to the program for expenditures relating to repairs and maintenance in the amount of \$4,958. These expenses were reimbursed by the program in May of 2011. The same expenses had been requested for reimbursement in the previous months of March and April. In addition, in August 2011, fares received in the amount of \$16,667 were not included in the reimbursement request to offset the amount of the expenditures to be reimbursed.

**Criteria:** Reimbursements for expenditures should be based on actual expenses and cash receipts of the program's activities. The information should be obtained from the general ledger and vehicle maintenance report worksheets.

**Cause:** The reimbursement requests were not properly prepared based on data from the general ledger and vehicle maintenance report worksheets.

**Effect:** The expenditures for the federal program were incorrectly reimbursed.

**Questioned costs:**

CFDA No. 20.509 – Formula Grants for Other than Urbanized Areas = \$21,625

**Recommendation:** Monthly reimbursement requests should be carefully prepared and reviewed from information obtained through the general ledger and vehicle maintenance report worksheets.

**Management's  
Corrective Action  
Plan:**

DHR will implement a spreadsheet tracking maintenance and repair expenses from the vehicle maintenance reports compared to expenses reported on the general ledger for the entire program year. Expenses will be checked off as they are reported on the reimbursement requests to avoid duplication. Effective July 1, 2012, staff will utilize the new online reporting tracking system from DOTD (STARRS) which will eliminate some errors due to manual reporting procedures. Staff will also be required to take online webinars on federal report requirements to strengthen their knowledge of federal reporting requirements.

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)**

2011-6            Allowable Costs/Cost Allocation

DEPARTMENT OF HEALTH AND HUMAN SERVICES:  
CFDA No. 20.521 – New Freedom Program

*Condition:*            During our single audit testing, the monthly reimbursement requests for the New Freedom Program incorrectly reported the expenditures for the months of February, 2011 and November, 2011.

*Criteria:*            The monthly Federal reimbursement requests should report expenditures as reflected in the general ledger.

*Effect:*            Federal expenditures as reported on the reimbursement request for February, 2011 were overstated by \$906 and the Federal expenditures as reported on the reimbursement request for November 2011 were understated by \$421.

Questioned costs:  
CFDA No. 20.521 – New Freedom Program = \$485

*Cause:*            The Federal reimbursement requests were not properly prepared based on data from the general ledger.

*Recommendation:* Federal reimbursements requests should be accurately prepared based on data from the general ledger for the period reported. Reimbursement requests should be properly reviewed by a supervisor.

*Management's  
Corrective Action  
Plan:*

Reports will be carefully reviewed for errors by the Transit program supervisor, and the Assistant Director will review the clerk's reports prior to submission.

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)**

2011-7      Allowable Costs/Cost Allocation

DEPARTMENT OF LABOR:

CFDA No. 17.274 – Youth Build

*Condition:*            During our single audit testing, it was noted that several Youth Build participants were working more than the twenty hours per week that is allowed by the program.

*Criteria:*             According to the Youth Build Trainee Handbook Safety Guide, participants can only work twenty hours per week, no exceptions.

*Effect:*                The participants worked a total of 996.5 hours over the maximum number of hours allowed during 2011.

Questioned costs:

CFDA No. 17.274 – Youth Build Program (ARRA) = \$1,349

CFDA No. 17.274 – Youth Build Program = \$5,876

*Cause:*                The participants were allowed to work more than the maximum number of hours per week.

*Recommendation:* The Youth Build program needs to set up procedures for tracking the number of hours the participants work in a week.

*Management's  
Corrective Action  
Plan:*

Management will revise the Youth Build Trainee Handbook Safety Guide to reflect participants are allowed to work at a minimum of twenty hours per week instead of a maximum of twenty hours per week. Management will develop procedures to track the number of hours the participants work in a week.

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
December 31, 2011

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (Continued)**

**2011-8 Internal Control over Compliance**

**DEPARTMENT OF TRANSPORTATION:**

CFDA No. 20.509 – Formula Grants for Other than Urbanized Areas (Non-urbanized Area  
Formula Grants)

CFDA No. 20.521 – New Freedom Program

*Condition:* During our single audit testing, it was noted that the monthly Federal reimbursement requests were originally submitted on a timely basis. However, several of the monthly reimbursement requests were subsequently revised and resubmitted. After the revised reimbursement requests were submitted, it was noted that St. James Parish did not receive any additional funding or deduction in reimbursement in the following months after the revisions were submitted.

*Criteria:* The reimbursement requests should be prepared based on data available from the general ledger and supporting maintenance schedules. If an inaccuracy in the reporting is noted in the subsequent months, revised reports should be submitted.

*Effect:* Due to the revised reimbursement requests submitted, the Parish should have received additional funding from the Formula Grants for Other than Urbanized Areas in the amount of \$15,836 and the New Freedom program in the amount of \$4,714.

*Cause:* No follow up was conducted on the revisions that were submitted; therefore, the Parish did not receive any additional funding for the expenditures relating to these programs.

*Recommendation:* Federal reimbursement requests submitted should be reviewed in subsequent months to determine if payment has been made.

*Management's  
Corrective Action  
Plan:*

The transit supervisor has implemented a spreadsheet to track reimbursement requests compared to actual payments received from DOTD. This will be updated at least monthly as reports are submitted and payments are received. The transit supervisor or her designee will follow-up on discrepancies between request payment and payment received.

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
December 31, 2011

**I. SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS**

2010-1 Segregation of Duties – St. James Parish Clerk of Court

*Condition:* The Clerk did not have adequate segregation of functions within the account system.

*Current Status:* Similar finding was noted in the current year and is listed as finding 2011-1.

2010-2 Internal Control over Financial Reporting – St. James Parish Clerk of Court

*Condition:* The Clerk did not have adequate segregation of functions within the accounting system.

*Current Status:* Similar finding was noted in the current year and is listed as finding 2011-2.

2010-3 Schedule of Expenditures of Federal Awards (SEFA)

*Condition:* The Schedule of Expenditures of Federal Awards was not being prepared accurately by the Parish.

*Current Status:* No similar finding was noted in the current year.

**II. SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS**

2010-4 Suspension and Debarment

Department of Labor – CFDA No. 17.274 Youth Build (ARRA)

Department of Transportation:

CFDA No. 20.509 – Grants for Other than Urbanized Areas (Non-urbanized Area Formula Grants)

CFDA No. 20.509 – Capital Assistance Grants for Other than Urbanized Areas (ARRA)

Department of Health and Human Services:

CFDA No. 93.568 – Low-Income Home Energy Assistance

CFDA No. 93.569 – Community Services Block Grants

CFDA No. 93.569 – Community Services Block Grants (ARRA)

CFDA No. 93.600 – Headstart

CFDA No. 93.600 – Headstart (ARRA)

*Condition:* St. James Parish had not implemented procedures to document whether it had verified the suspension and debarment status of its vendors in accordance with federal regulations.

*Current Status:* No similar finding was noted in the current year.

ST. JAMES PARISH  
CONVENT, LOUISIANA  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
December 31, 2011

**II. SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS  
(Continued)**

2010-5 Allowable Costs/Cost Allocation

Department of Transportation:

CFDA No. 20.509 – Formula Grants for Other than Urbanized Areas (Non-urbanized Area  
Formula Grants)

CFDA No. 20.521 – New Freedom Program

CFDA No. 20.516 – Job Access and Reverse Commute Operating Assistance Program

*Condition:* St. James Parish incorrectly charged salaries and fringe benefits to programs based on approved budgeted amounts and not the actual expenses based on approved timesheets.

*Current Status:* Similar finding related to reimbursement requests were noted in the current year, but the finding did not relate to salaries and fringe benefits. The current year findings are listed as 2011-5 and 2011-6.

2010-6 Federal Reporting – CFDA No. 93.600 Head Start

*Condition:* The final Federal financial report SF-269 for the period 8/1/2009 through 7/31/2010 did not report the expenditures as reflected in the general ledger.

*Current Status:* No similar finding was noted in the current year.

2010-7 Reporting – CFDA No. 93.708 Head Start (ARRA)

*Condition:* The final Federal financial report SF-269 for the period 8/1/2009 through 7/31/2010 was not filed timely.

*Current Status:* No similar finding was noted in the current year

**III. MANAGEMENT LETTER**

None

Schedule 14 (concluded)