State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

June 9, 2005

OSRAP MEMORANDUM 05-21

TO: All ISIS State Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Instructions for Preparation of the Annual Fiscal Report (AFR)

Enclosed are the instructions and forms necessary for the completion of your reporting entity's Annual Fiscal Report for the period ending June 30, 2005. OSRAP will prepare all of the depreciation schedules for movable property and buildings.

As in prior fiscal years, you will obtain the "lead" schedules for Schedules 1, 3, and 4 from BUNDL. You will notice there were no changes made to these forms. In an effort to aid agencies, applicable information in ISIS has been accumulated and the schedules produced. The lead schedules are to be returned with your completed AFR packet. DO NOT RETYPE THE LEAD SCHEDULES. Add the changes in the adjustment column on all schedules and adjust accordingly. Statements A and B and Schedules 2 and 5 are no longer required for ISIS agencies. Relevant information that was on these statements and schedules should be included in the notes. These include payroll accrual by programs, petty cash, deferred revenue, and GASB 34 accruals. The information needed for Notes J (annual, sick, and compensatory leave) and R (payroll accrual) will be provided to you from OSRAP. Again, you will be required to provide GASB 34 accruals; this information should be provided on Schedule 14.

Schedules 1, 3, and 4 will be on Bundl after the 8/14/05 close. The ISIS report numbers are 4G31, 4G32, and 4G33, respectively. **Any changes that are needed on these schedules should be made on the original.**

As in the past, agencies should consider materiality before making adjustments to ISIS-generated schedules. Remember your agency reports are intended "to present fairly, in all *material* respects, the financial operations" of your agency. In this regard, the following table will be the basis of determining materiality and will assist you in your decision to adjust the system reports or submit them unchanged. If your aggregate adjustments are

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$100,000 or more, we ask that you adjust the lead schedules regardless of the conclusions drawn from the materiality table. Additionally, in deciding if adjustments should be made, you should use the aggregate amount of all adjustments. For example, if you have $300,000 in expenditures with five adjustments totaling $15,000 or more, you should take the adjustment. Each adjustment does not stand on its own. Materiality under the sliding scale method may be determined by multiplying the appropriate factor below by total revenues or expenditures. Using the table, apply the corresponding factor, interpolating as necessary between two factors.

Revenues/Expenditures	Factor
$ 300,000	.050
1,000,000	.017
5,000,000	.015
10,000,000	.012
50,000,000	.008

Materiality factors are designed as an aid in completing the AFR. To ensure that the materiality tables shown above are not impacting the state's CAFR adversely, keep a record of all the differences you discover and do not include these on your financial reports. *This list of differences must be forwarded with the AFR packet to both the Legislative Auditor and this office.*

The forms and instructions are designed to meet the general needs of most reporting units; however, this should not preclude adaptations (after approval from this office) for units having unique reporting situations.

You are not required to submit copies of system reports with your AFR (except Schedules 1, 3, and 4). The reports that you need not submit include the appropriation reports, agency trial balances, and copies of any ad hoc reports.

Any changes from last year in the instructions, AFR, and notes appear in bold lettering.
The completed packet should include the following:

A. Schedules
   1. Schedule 1 (General Operating Appropriation Funds, Schedule of Revenues and Expenditures - Budgetary Comparison, Current Year Appropriation Budget Legal Basis)
   2. Schedule 3 (Schedule of Appropriated Revenue by Type - General Operating Appropriation Funds)
   3. Schedule 3-1 (Schedule of Adjustments Due to Cash Basis Programs)
   4. Schedule 4 (Schedule of Non-Appropriated Major State Revenue and Income Not Available)

5. Schedule 6 (Schedule of Revenues, Expenditures and Changes in Fund Balance - Non-Appropriated Other Funds)
6. Schedule 6-1 (Schedule of Revenues, Expenditures, and Changes in Fund Balance - Escrow Fund)
7. Schedule 8 (Schedule of Federal Financial Assistance)
8. Schedule 10 (Schedule of Per Diem Paid Board (Commission) Members
9. Schedule 11 (Schedule of consultant Fees for Feasibility Studies
10. Schedule 13 (Schedule of Interagency Receipts)
11. Schedule 14 (GASB 34 Revenue Accruals)
12. Schedule 15 (Comparison Figures)
13. **Notes – DO NOT change the note numbering. If a note does not pertain to your entity, put N/A by the note number, and maintain the note numbering in the packet.**

The deadline to submit the AFR packet is August 29, 2005. This format is available as a Word document. At your request, we will email the format to you. If you prefer, this packet is available on OSRAP's website at www.doa.la.gov/osrap/index.htm (click on AFR packets and select ISIS file).

A copy of the Annual Report must be forwarded under separate cover with an original, signed affidavit to the Office of the Legislative Auditor, Post Office Box 94397, Baton Rouge, LA 70804-9397 as they will not send out separate affidavit forms. Please be certain that copies of all schedules are included. Also, an original affidavit must be sent to the Office of Statewide Reporting and Accounting Policy. This must be an original document which has been signed and notarized. Do not staple the reports; use a binder clip instead.

If you have any questions concerning the above, contact the Office of Statewide Reporting and Accounting Policy analyst assigned to your agency per the following list.

AA:PS
Enclosures

AGENCY ASSIGNMENTS

DEPARTMENT	ANALYST	PHONE #
Office of the Governor (except 107) 01-100 through 01-259	Rhonda Coston	342-8090
Executive Office 01-107	Pam Stephens	342-0712
Veterans Affairs	Marella Allatto	219-4445
Judiciary	Tonia Jackson	342-1089
Elected Officials:		
04-139, 141, 158, 160, 165	Deborah Zundel	342-8090
04-146	Yuchi Fong	342-0709
04-147 and 148	Pam Stephens	342-0712
Economic Development	Yuchi Fong	342-0709
Culture, Recreation, and Tourism	Yuchi Fong	342-0709
Department of Transportation	Katherine Porche	219-4442
Corrections 08-400 through 08-416,450,451	Nelson Green	342-1090
Public Safety 08-418 through 08-425,966,928	Marella Allatto	219-4445
DHH 09-303/305/306/307/311/319/326	Inga Kimbrough	342-5509
DHH – 09-330 through 351	Inga Kimbrough	342-5509
DSS	Rhonda Coston	342-8090
Natural Resources	Pam Stephens	342-0712
Revenue and Taxation	Pam Stephens	342-0712
Environmental Quality	Pam Stephens	342-0712
Labor	Yuchi Fong	342-0709
Wildlife	Deborah Zundel	342-0710
Civil Service	Nelson Green	342-1090
Education	Katherine Porche	219-4442
Special Acts	Tonia Jackson	342-1089
Other Requirements	Tonia Jackson	342-1089

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Completing Schedule 8	not numbered

1. Prepare Schedule 3 (Schedule of Appropriated Revenue by Type - General Operating Appropriation Funds) Note: ISIS agencies will have to adjust system-generated reports if material differences are found.

2. Prepare Schedule 4 (Schedule of Non-Appropriated Major State Revenue and Income Not Available) Note: ISIS agencies will have to adjust system-generated reports if material differences are found.

3. Prepare Schedule 1 (General Operating Appropriation Funds, Schedule of Revenues and Expenditures - Budgetary Comparison, Current Year Appropriation - Budget - Legal Basis) Note: ISIS agencies will have to adjust system-generated reports if material differences are found.

4. Prepare Schedule 3-1 (Schedule of Adjustment Due to Cash Basis Programs) For agencies with cash basis programs only

5. Prepare Schedule 6 (Schedule of Revenues, Expenditures and Changes in Fund Balance - Non-Appropriated Other Funds)

6. Prepare Schedule 6-1 (Schedule of Changes in Balance - Escrow Fund)

7. Prepare Schedules 10 (Schedule of Per Diem Paid Board (Commission Members), and 11 (Schedule of Consultant Fees for Feasibility Studies), if applicable.

8. Prepare Schedule 13 (Schedule of Interagency Receipts)

9. Prepare Schedule 14 (GASB 34 Revenue Accruals)

10. Prepare Schedule 15 (Comparison Figures)

11. Prepare Schedule 8 (Schedule of Federal Financial Assistance)

12. Prepare Note presentations

Schedule 3 is a presentation of Revenue activity for the agency appropriation (general & auxiliary) activities. It is generally intended to reflect activities of ISIS and as such is normally a presentation of financial data on a legal budgetary basis. Non-revenue items (i.e. T100, T110, T120, T130, T150, T170, T180, T190, T195, T200, T210, T220, T300, T310, T340, T350, T360, T370, T375, T380, and T385) are not shown on this schedule. Agencies on central cash management will receive a "lead" Schedule 3. The information on the schedule, as mentioned in the cover letter, is derived from data in ISIS. DO NOT RETYPE THIS LEAD SCHEDULE. Should you have adjustments, make pencil corrections on the lead schedule in Column VII and return it to this office with your packet. Remember adjustments less than those established using the materiality factors shown in the cover letter should not be made. The following is the method used in preparing the lead schedules:

1. Enter the three digit ISIS Means of Financing Appropriation Number associated with the detail appropriated fund source in Column I.

2. In Column II enter the four digit ISIS revenue source code for revenue collections in that appropriated fund source.

3. In Column III enter by ISIS revenue source code the total cash receipts received and classified through June 30, 2005, from the June 30, 2005, Organization Responsibility Reports (2G00) or Appropriation Report (2G15). Do not include non-revenue items listed above.

4. Under Column IV enter by ISIS revenue source code the total cash receipts on deposit with the State Treasury and not classified as of June 30, 2005, (assumes classification subsequent to June 30, 2005). Refer to ISIS report 5G25 Prior Year Classification of Deposits on File as of 6/30/05 Report to obtain listing of unclassified receipts and to your July/August monthly transaction listings to determine subsequent classification type.

5. Column V is the total of Columns III and IV.

6. In Column VI, enter by ISIS revenue source code, the accounts receivable, which were collected and classified between 7/1/05 and 8/14/05 for the reported fiscal year within those appropriated sources, which were not included in either Column III or IV.

7. Agencies on central cash management would record material modified accrual adjustments to ISIS information in Column VII. e.g. Cash received at 6/30 and classified in the 45 days, must be footnoted so this amount can be adjusted from accounts receivable.

8. Column VIII "Total Revenue" is the total of Columns V, VI and VII. If classifications have been accomplished in accordance with established time frames, this amount should agree with the August 14, 2005 Organization Responsibility Report (2G00) or Appropriation Report (2G15) for fiscal year 2004-2005 except for adjustments in Column VII.

NOTE: The Total Revenue figure may include revenue in excess of budget. Direct General Fund Appropriation and Interim Emergency Board activity are *not* included on this schedule.

Section A is a method of adjusting 2005 ISIS Means of Financing for departments (e.g. DHH) that have cash basis programs (such as Title 18 and/or 19). This schedule is intended to allow a means of reflecting revenue accrual data (both 2003-2004 and 2004-2005) against budgetary basis revenue data for those units having cash basis programs. Units without these programs are not required to complete Schedule 3-1.

1. Column I-Enter the three digit ISIS Means of Financing Appropriation Number associated with each fund.

2. Column II-Enter the total revenue from Column VIII of Schedule 3 by means of financing.

3. Column III-Enter the accrual amounts established in 2003-2004 by means of financing, from the Schedule 3-1, column IV in your fiscal year 2004 AFR.

4. Column IV-Enter the 2005 cash basis program accruals by means of financing, i.e., revenues earned prior to June 30, 2005, but which will be deposited to the 2005-06 fiscal year during the period July 1, 2005 through June 30, 2006.

5. Column V-Equals Column II minus III plus IV.

Section B Schedule 3-1 is a means of adjusting 2004-05 ISIS expenditures for departments which have cash basis programs.

Should you feel your agency is required to complete this part of 3-1, call your designated analyst at the Office of Statewide Reporting and Accounting Policy for further instructions.

Schedule 4 is a presentation of non-appropriated (INA, major state and other non-appropriated) revenue activity occurring within the agency unit that is not available to finance operations, and as such is normally a presentation of financial data on a legal budgetary basis, which is normally equivalent to a modified accrual basis. Like Schedule 3, agencies on central cash management will receive a “lead” Schedule 4. DO NOT RETYPE THIS LEAD SCHEDULE. If you have adjustments, make pencil corrections on the lead schedule in Column VIII and return it to this office with your packet. The following is the method used in preparing the "lead" schedule:

1. In Column I enter the three-digit ISIS Appropriation Number and title associated with the Non-Appropriated Fund Source. (Income not available will not have a separate agency appropriation number. (All Agencies will use XB2.)

2. In Column II enter the four-digit ISIS revenue organization number for the revenue source being reported.

3. In Column III enter the four digit ISIS revenue source code.

4. In Column IV enter by ISIS revenue source code for the total cash receipts classified through June 30, 2005, received in that collection center from the related ISIS Organization Responsibility Report (2G00). Do not include non revenue accounts (i.e. T100, T110, T120, T130, T150, T170, T180, T190, T195, T200, T210, T220, T300, T310, T340, T350, T360, T370, T375, T380, and T385, if applicable).

5. In Column V enter by ISIS revenue source code for the total cash receipts on deposit with the State Treasurer but not classified as of June 30, 2005, which were classified subsequent to June 30, 2005, and prior to August 14, 2005. Refer to 5G25 Prior Year Classification of Deposits on File as of 6/30/05 to obtain listing of unclassified receipts and to your monthly transaction listing to determine subsequent classification.

6. Column VI is the total of Column IV and V.

7. In Column VII, enter by ISIS revenue source code, the accounts receivables, which were collected and classified between 7/1/05 and 8/14/05 for the reported fiscal year, which were not included in either Column IV or V.

8. Agencies on central cash management would record material modified accrual (see definition on preceding pages) adjustments to ISIS information in Column VIII. (e.g. Cash received at 6/30 and classified in the 45 days, must be footnoted so this amount can be adjusted from accounts receivable.)

9. Column IX "Total Revenue" is the total of Columns VI, VII, and VIII. If classifications have been accomplished in accordance with established time frames, this amount should agree with the August 14, 2005 Organization Responsibility Report (2G00) for fiscal year 2004-05 except for any adjustments in Column VIII.

Schedule 1 is intended to represent total general operation activities (both means of financing and expenditure activities authorized in the general and auxiliary appropriations acts) on a legal budgetary basis.

Schedule 1 is a "lead" schedule produced through ISIS. It will be made available to those agencies with expenditures and/or revenues on ISIS. DO NOT RETYPE THIS LEAD SCHEDULE. No adjustments should be made unless the adjustments are greater than those established using the factors shown on the cover letter. Should you have adjustments, make pencil corrections on the lead schedule in Column IV and return it to this office with your packet. Adjustments to this schedule may include additions to the accrual columns. Should you have received goods and/or services on or before June 30, 2005, and liquidated these invoices from your fiscal year 2006 appropriations, this amount will not be reflected on your "lead" schedule. Material amounts of such payments may be reflected as an adjustment in Column IV. Material additions to accounts receivable would also be reflected as an agency adjustment in Section A of Column IV.

The following is the method used in preparing the "lead" schedule:

1. In Column I indicate:
   A. Revenues - Total actual year-to-date receipts by Means of Financing (exception GF and IEB indicate total warrants drawn) from June 30, 2005, Appropriation Report. This should equal Column V of Schedule 3 plus any non revenue activity such as T100, T110, T120, T130, T150, T170, T180, T190, T195, T210, T220, T300, T310, T340, T350, T360, T370, T375, T380, and T385, if applicable. NOTE: T200 should not be included on Schedule 1. NOTE: Increases will be due to unclassified cash and will equal the total of the revenue accounts shown on Run 5G25.

   B. Expenditures - Total actual year-to-date cash disbursements by programs at June 30, 2005, Appropriation Report by Agency (2G15). NON-ISIS agencies may obtain information from agency financial records.

      NOTE: For ISIS agencies, Column I expenditures are adjusted by system accounts payable, debit memos, and returns of appropriation.

2. In Column II indicate:
   A. Revenues - no information need be reported on these lines unless receipts classified to 2004-05 were recognized in error as revenue in the 2003-04 statement. (Note: This does not include Title 18 and 19 or ineligible patient fees for DHH.)
   B. Expenditures - indicate those payments for goods and services received or rendered on or before June 30, 2004, and liquidated with fiscal year 2004-05 appropriation. ISIS Report 4G03 lists those documents you submitted with a June 30, 2004, or earlier

delivery date and liquidated as a fiscal year 2004-05 payment. No adjustments should be made for inaccuracies unless the error is greater than those established using the sliding scale materiality factors shown on the cover letter.

3. In Column III indicate
   A. Revenues - Total receivables on a legal budgetary basis by Means of Financing.
      (1) General Fund and IEB receivables should equal the actual prior year warrants drawn and/or reversed between July 1 and August 14, 2005.
      (2) Means of Financing receivables (lines 4 through 10) should equal Column VI on Schedule 3 plus any actual or accrued transfer activity (i.e. T110, T100, T130, T120, and T180) received or disbursed between 07/01/05 and 08/14/05. (Exception: for DHH agencies DO NOT include Title 18/19 accruals on Schedule 1.)

   B. Expenditures – Total accrued liabilities by program may be derived by calculating all expenditures (account type 22) that were recorded during the thirteenth period. This would include system vouchers payable, debit memos, or returns of appropriations. A report will be provided to assist you in verifying the accuracy of these numbers. Column III should represent total unliquidated bona fide obligations for goods and services received or rendered on or before 6/30/05. NOTE: ISIS Agencies: Should your June 30, 2005, Agency Trial Balance (2G01) reflect a balance for 6335, Vouchers Payable, you may obtain the breakdown by program from run 1G07B Unscheduled Payment Turnaround Report, and 1G26B EFT Unscheduled Turnaround Report at 6/30/05. Should you have credit memos, increase the appropriate program in Column I and decrease the respective amounts in Column III for the amount of the credit memo. Should you have payables, decrease the appropriate program in Column I and increase the respective amounts in Column III. The ISIS report will show accounts payable without a sign. *Debit memos will have a negative (-) sign beside the number*.

4. Agencies on ISIS would record accrual adjustments to system information in Column IV. Remember, you should include all payables, which were not liquidated in the 45-day close period with the prior year appropriations; however, you should not include future scheduled lease payments which are shown in Note M. Maintain a detailed list of these payables to back up the amount shown on Schedule 1.

5. In Column V indicate the total of Column I, minus Column II, plus Column III, and plus or minus Column IV.

6. In Column VI indicate the revised appropriation amount, which should agree to the Appropriation Report by Agency as of August 14, 2005, or the latest approved BA-7.

7. Column VII "Variance" is the net result of Column VI minus Column V. NOTE: If Column VI is greater than Column V, the variance would be unfavorable for appropriated revenue and favorable for appropriated expenditures. If Column VI is less than Column V, the opposite would be the case.

Schedule 6 is necessary only if the unit has non-appropriated operational activities (i.e. Chapel funds, Inmate Welfare funds, etc). Due to the possible diversity of activity type, a free format is provided. *Be sure that the "Fund Balances at beginning of year" equals the "Fund Balance at end of year" on the prior year's report.*

Schedule 6-1 is necessary for the Escrow Fund, which will be shown on the full accrual basis. This fund will show receivables and payables that occurred during the 45-day close plus those amounts attributed to prior year activity and not classified to the system. For this schedule, as it is full accrual, the 45 day rule does not apply. The “Balance at the beginning of year” should be the amount of the prior year ending balance. This amount is on full accrual basis and may be different from your system amount for the Prior Year Carryover (T190). If there is a difference, please make a notation. A credit to revenue is an addition/receivable and a debit to revenue is a deduction/payable. If your agency uses an expenditure organization, then expenditures are shown as a deduction/payable. The amounts for the fiscal year 2005 must equal the 2G00, Organization Responsibility Report. The amounts used during the 45-day close must equal the 2G00 plus off system accruals.

Note: As all SAP agencies have the payroll clearing subfund, K98, it will no longer be necessary, or possible, for agencies to complete a 6-1 for payroll clearing accounts.

Schedule 13 is a recapitulation of the total Interagency Receipts reported on Schedule 3, as of August 14, 2005.

1. In Column I, list the ISIS Agency Number, if applicable, where the revenue came from. (**Not your agency number. If you do not know the agency number leave blank.)**

2. In Column II, list the name of the agency, college, internal service fund, etc. that provided the revenue.

3. In Column III, enter the amount received from each source at June 30, 2005.

4. In Column IV, enter the amount of unclassified cash for each source at June 30, 2005.

5. In Column V, enter the amount of accounts receivable for each source received during the 45 day close.

6. In Column VI, enter the total revenue received from each source and this should equal the sum of columns III, IV, and V.

Schedule 13 totals must equal Schedule 3, Line C, Columns III, IV, VI, and VIII totals.

Schedule 14 is for GASB 34 revenue accruals by funding source, organization number, and object.

Revenues under the modified accrual basis are recognized when they become measurable and available and are consequently reflected on Statements 1, 3, 3-1, and 4, for example. Under GASB 34, we must also reflect those revenues, which have become measurable regardless of availability. Show on Schedule 14 the gross revenues you have earned which are not reflected on any of the aforementioned schedules. Then, list the allowance for uncollectibles by funding sources.

In the last section list, by source, the amounts included but not expected to be collected in one year.

Note B - This amount must agree with the amounts shown by the State Treasurer. List where these monies are being held – i.e. cash in bank, cash on hand, receivable, or payable.

Note C - Deposits and Investments - The purpose of this note is to disclose the related risk associated with deposits and investments held for the state by financial institutions. **Please note that Note C requirements changed last year due to the implementation of GASB Statement No. 40 "Deposit and Investment Risk Disclosures – an amendment of GASB Statement No. 3." Additional instructions are in the back of the packet.**

1. Deposits with Financial Institutions – We now have separate notes for cash in the State Treasury and cash not in the State Treasury. Cash and cash equivalents include only those amounts on deposit in financial institutions and do not include cash on hand or petty cash maintained at your agency.

The total of cash, Certificates of Deposit, and Other should be your reconciled bank balances at June 30. The amounts reported in the bank balances section should be the ending balance on your June 30 bank statement.

2. Investments - For those investments meeting GASB 31 reporting requirements this must be fair value.

If you are reporting investments held outside the State Treasury, you must provide the additional disclosures as requested in Section 3 of this Note.

Note E – Indicate the inventory at June 30, 2005.

Note F - Total amount of seed(s) must equal the records of the State Treasurer. This should agree with revenue source T220 on the 2G01 report.

Note G- Deferred Revenues will be mainly from Department of Health and Hospitals, Department of Social Services, and Education. This represents the Federal revenue that was received during the fiscal year and not earned.

Note J - Leave balances, both annual and compensatory, **will be sent to you from OSRAP**. LRS 17:425 provides for payment for up to 25 days of unused leave for all employees under the supervision of the Board of Elementary and Secondary Education, or other boards of control of publicly supported educational institutions.

Note M – Sections 1 and 2 of this note apply only to those arrangements in which the agency is the lessee. *Revenue leases, those leases where the agency is the lessor, are to be reported on this note in Sections 3 and 4*. Do not include intra agency leases.

Note Q - In-kind contributions are often the result of match for a grant. An example would be the loan of office space by a local government to satisfy a match requirement on a federal grant.

Note R - The totals for this note can be found on the HR Report ZF75, SI Payroll Posting Report (which will be provided by OSRAP to the agencies). Column I must agree with Note R from FY '04. This note impacts Schedule 1 and possibly Schedules 3 and 3-1**. The information will be sent to you from OSRAP.** Remember to list all payroll accruals by program. Regardless of payroll accrual amounts, all sections of this note must be completed.

Note U – The only information you have to provide is the ending balance of cooperative endeavors by funding source. **Please note the additional paragraph explaining the information that is requested for the note.**

Note W- You must include any activities that occurred after June 30, 2005 that impact your agency and are not already reflected in the financial reports. This will include activities that may impact any following fiscal year's operations.

Note Y – Since the agencies no longer have a Statement A, include the amount of the agency's prepaid expenses.

Schedule Number

STATE OF LOUISIANA
Annual Fiscal Reports
Fiscal Year Ending June 30, 20__

_____
(Agency Name)

Send to:
Division of Administration
Office of Statewide Reporting
and Accounting Policy
P. O. Box 94095
Baton Rouge, Louisiana 70804-9095

Send to:
Legislative Auditor
P. O. Box 94397
Baton Rouge, Louisiana 70804-9397

AFFIDAVIT

Personally came and appeared before the undersigned authority, _____ (Name)_____(Title) of_____(Agency) who duly sworn, deposes and says, that the financial reports herewith given present fairly financial information of _____ (agency) at June 30, 20__ and the results of operations for the year then ended in accordance with policies and practices established by the Division of Administration or in accordance with Generally Accepted Accounting Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed before me, this _____ day of _____,____.

_____ _____
Signature of Agency Official NOTARY PUBLIC

Prepared by: _____

Title: _____

Telephone No.: _____

Date: _____

Schedule Number

STATE OF LOUISIANA
Annual Fiscal Reports
Fiscal Year Ending June 30, 20__

_____
(Agency Name)

Send to:
Division of Administration
Office of Statewide Reporting
and Accounting Policy
P. O. Box 94095
Baton Rouge, Louisiana 70804-9095

Send to:
Legislative Auditor
P. O. Box 94397
Baton Rouge, Louisiana 70804-9397

AFFIDAVIT

Personally came and appeared before the undersigned authority, _____ (Name) _____(Title) of_____(Agency) who duly sworn, deposes and says, that the financial reports herewith given present fairly financial information of _____ (agency) at June 30, 20__ and the results of operations for the year then ended in accordance with policies and practices established by the Division of Administration or in accordance with Generally Accepted Accounting Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed before me, this _____ day of _____,____.

_____ _____
Signature of Agency Official NOTARY PUBLIC

Prepared by: _____

Title: _____

Telephone No.: _____

Date: _____

_____
(Agency Name)
STATE OF LOUISIANA
GENERAL OPERATING APPROPRIATION FUNDS
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGETARY COMPARISON
CURRENT YEAR APPROPRIATION (BUDGET - LEGAL BASIS)
FOR THE YEAR ENDED JUNE 30, 20____

Schedule No._____
ISIS Agency No. _____

PROGRAMMATIC BUDGETING	GENERAL APPROPRIATION						
	Cash Basis I	Adjustment II	Accrual III	Agency Accrual Adj. IV	Total V	Revised Budget VI	Favorable (Unfavorable) VII
A REVENUES							
1 Appropriated by Legislature:							
2 State General Fund	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____
3 Interim Emergency Board	_____	_____	_____	_____	_____	_____	_____
4 Federal Funds	_____	_____	_____	_____	_____	_____	_____
5 State General Fund by fees and self generated revenues	_____	_____	_____	_____	_____	_____	_____
6 State General Fund by interagency receipts	_____	_____	_____	_____	_____	_____	_____
7 Auxiliary funds	_____	_____	_____	_____	_____	_____	_____
8 Other appropriated fund sources:							
9 fund	_____	_____	_____	_____	_____	_____	_____
10 _____fund	_____	_____	_____	_____	_____	_____	_____
11 Total appropriated revenue	_____	_____	_____	_____	_____	_____	_____
B EXPENDITURES (List Programs) Appropriated expenditures:							
12 Program 1	_____	_____	_____	_____	_____	_____	_____
13 Program 2	_____	_____	_____	_____	_____	_____	_____
14 Program 3	_____	_____	_____	_____	_____	_____	_____
15 Program 4	_____	_____	_____	_____	_____	_____	_____
16 Program 5	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
18 Total appropriated expenditures	_____	_____	_____	_____	_____	_____	_____
19 Excess (deficiency) of appropriated revenues over appropriated expenditures	$ ═══	$ ═══	$ ═══	$ ═══	$ ═══	$ ═══	$ ═══

_____

(Agency Name)
STATE OF LOUISIANA
SCHEDULE OF APPROPRIATED REVENUE BY TYPE
GENERAL OPERATING APPROPRIATION FUNDS
FOR YEAR ENDED JUNE 30, 20_____

Schedule No._____
ISIS Agency No._____

Appropriated Revenue Fund	ISIS Appr Number I	Revenue Source Code II	Classified Cash Receipts Through June 30, 20___ III	Unclassified Cash Receipts at June 30, 20___ IV	Total Cash Deposit with Treasury (III + IV) V	Accounts Receivable at June 30, 20__ VI	Agency Adjustment to Modified Accrual Only VII	Total Revenue VIII
Federal funds								
A-1 _____	_____	_____	$_____	$_____	$_____	$_____	$_____	$_____
A-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
A-3 _____	_____	_____	_____	_____	_____	_____	_____	_____
A Subtotal - Federal funds			_____	_____	_____	_____	_____	_____
State General Fund by fees and self generated revenues								
B-1 _____	_____	_____	_____	_____	_____	_____	_____	_____
B-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
B-3 _____	_____	_____	_____	_____	_____	_____	_____	_____
B Subtotal - General Fund by fees and self generated			_____	_____	_____	_____	_____	_____
State General Fund by interagency receipts								
C-1 _____	_____	_____	_____	_____	_____	_____	_____	_____
C-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
C Subtotal - General Fund by interagency receipts			_____	_____	_____	_____	_____	_____
Auxiliary funds								
D-1 _____	_____	_____	_____	_____	_____	_____	_____	_____
D-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
D-3 _____	_____	_____	_____	_____	_____	_____	_____	_____
D Subtotal - Auxiliary funds			_____	_____	_____	_____	_____	_____
Other funds								
E-1 _____	_____	_____	_____	_____	_____	_____	_____	_____
E-2 _____	_____	_____	_____	_____	_____	_____	_____	_____
E-3 _____	_____	_____	_____					
E Subtotal - Other funds			_____	_____	_____	_____	_____	_____
F Total appropriated revenue			$ _____	$ _____	$ _____	$ _____	$ _____	$ _____

(Agencies with cash basis programs only)

_____

(Agency Name)
STATE OF LOUISIANA
SCHEDULE OF ADJUSTMENTS DUE TO CASH BASIS PROGRAMS
JUNE 30, 20____

Schedule No. _____
ISIS Agency No. _____

A. Appropriated Revenues/Fund Source and Type	ISIS Appropriation Number I	Total Revenue (Column VIII from Schedule 3) II	Cash Basis Program Accrual From 2003-2004 AFR III	Cash Basis Program Accrual For 2004-2005 IV	Adjusted Revenue For 2004-2005 V
1. Federal Funds	_____	$_____	$_____	$_____	$_____
2. State funds by fees and self-generated revenue	_____	_____	_____	_____	_____
3. State General Funds by interagency receipts	_____	_____	_____	_____	_____
4. State funds by auxiliary	_____	_____	_____	_____	_____
5. State funds by other	_____	_____	_____	_____	_____
6. Total		$_____	$_____	$_____	$_____

B. Appropriated expenditure	ISIS Appropriation Number	Total Expenditure Schedule I	Cash Basis Program Accrual From 2003-2004 AFR	Cash Basis Program Accrual for 2004-2005	Adjusted Expenditure For 2004-2005
7. Program 1	_____	$ _____	$ _____	$ _____	$ _____
8. Program 2	_____	_____	_____	_____	_____
9. Program 3	_____	_____	_____	_____	_____
10. Program 4	_____	_____	_____	_____	_____
11. Program 5	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____
17. Total Expenditures		$_____	$_____	$_____	$_____

_____

(Agency Name)
STATE OF LOUISIANA
SCHEDULE OF NON APPROPRIATED (MAJOR STATE REVENUE & INCOME NOT AVAILABLE)
FOR THE YEAR ENDED JUNE 30, 20_____

Schedule No._____
ISIS Agency No. _____

	ISIS Appropriation Number and Title I	Revenue Organization Number II	Revenue Source Code III	Classified Cash Receipts through June 30, 20___ IV	Unclassified Cash Receipts at June 30, 20___ V	Total Cash on Deposit with Treasury (IV + V) VI	Accounts Receivable at June 30, 20___ VII	Agency Adjustment to Modified Accrual Only VIII	Total Revenue IX
	Income not available:								
A-1	_____	_____	_____	$_____	$_____	$_____	$_____	$_____	$_____
A-2	_____	_____	_____	_____	_____	_____	_____	_____	_____
A-3	_____	_____	_____	_____	_____	_____	_____	_____	_____
A-4	_____	_____	_____	_____	_____	_____	_____	_____	_____
A	Subtotal Income not available								
	Major State Revenue:								
B-1	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-2	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-3	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-4	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-5	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-6	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-7	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-8	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-9	_____	_____	_____	_____	_____	_____	_____	_____	_____
B-10									
B	Subtotal Major State Revenue								
	Other Non-Appropriated:								
C-1	_____	_____	_____	_____	_____	_____	_____	_____	_____
C-2	_____	_____	_____	_____	_____	_____	_____	_____	_____
C-3	_____	_____	_____	_____	_____	_____	_____	_____	_____
C	Subtotal Other Non-Appropriated			_____	_____	_____	_____	_____	_____
D	Total Non Appropriated Fund Sources			$_____	$_____	$_____	$_____	$_____	$_____

_____

(Agency Name)
STATE OF LOUISIANA
NON APPROPRIATED OTHER FUNDS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 20____

Schedule No. _____
ISIS Agency No. _____

				TOTAL
REVENUES (Full Accrual)				
_____	$ _____	$ _____	$ _____	$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Revenues	_____	_____	_____	_____
EXPENSES (Full Accrual)				
_____	$ _____	$ _____	$ _____	$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Expenses	_____	_____	_____	_____
Excess (deficiency) of revenues over expenses	_____	_____	_____	_____
Fund balances at beginning of year	_____	_____	_____	_____
Adjustments	_____	_____	_____	_____
Fund balances at end of year	$ _____	$ _____	$ _____	$ _____

ISIS Agency No._____
Schedule No._____

STATE OF LOUISIANA
_____(agency)
ESCROW FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 20__

Unit Name:

Balance at beginning of year $ _____

Revenues (additions July 1, 2004 through June 30, 2005):

Expenditures (deductions July 1, 2004 through June 30, 2005):

Balance as of June 30, 2005 _____

Accruals
Receivables:

Amount classified in 2005 (July 1, 2005 through August 14, 2005)	
*Amount classified in 2006 (July 1, 2005 through August 14, 2005)	
**Amount not classified as of August 14, 2005 (GASB 34 full accrual)	

Payables:

Amount paid in 2005 (July 1, 2005 through August 14, 2005)	
*Amount paid in 2006 (July 1, 2005 through August 14, 2005)	
**Amount not paid as of August 14, 2005 (GASB 34 full accrual)	

Balance at end of year $ _____

*Should be accruals for prior year activity but reflected in the 2006 fiscal year.
**Should be accruals for prior year activity not yet reflected in the financial system.

Prepared By_____
Telephone_____
Email_____

Schedule No._____
ISIS Agency No._____

STATE OF LOUISIANA
SCHEDULE OF PER DIEM PAID BOARD (COMMISSION) MEMBERS, BY FUND
FOR THE YEAR ENDED JUNE 30, 20_____

NAME	NUMBER	AMOUNT
		$_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
TOTAL		$_____

The per diem payments are authorized by Louisiana Revised Statute_____ and are presented in compliance with Senate Concurrent Resolution No. 54 of the 1979 Session of the Legislature.

NOTE: Provide a separate copy of this schedule for each board (commission) by fund (appropriation).

SCHEDULE 10

Schedule No. _____
ISIS No. _____

STATE OF LOUISIANA
SCHEDULE OF CONSULTANT FEES FOR FEASIBILITY STUDIES
AND OTHER SPECIAL REPORTS, BY FUND
FOR THE YEAR ENDED JUNE 30, 20_____

_____	$_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	$ _____

This schedule is prepared in compliance with Senate concurrent Resolution No. 35 of the Regular Session of 1974.

NOTE: Where more than one fund (appropriation) applies, separate by fund (appropriation).

SCHEDULE 11

Schedule No._____
ISIS Agency No._____

SCHEDULE OF INTERAGENCY RECEIPTS
FOR THE YEAR ENDED JUNE 30, 20_____

I	II	III	IV	V	VI
Agency Number	Source	Classified June 30, 20___	Unclassified June 30, 20___	Accounts Receivable on a Modified Accrual Basis	Totals
_____	_____	$_____	$_____	$_____	$_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
	Total	$_____	$_____	$_____	$_____

Schedule 13 is a recapitulation of the total Interagency Receipts reported as of August 14, 2005.

1. In column I, list the ISIS agency number, if applicable, of the source of revenue.
2. In column II, list the sources of the revenue (i.e. state agency, college, internal service fund, etc.)
3. In column III, enter the amount received from each source for June 30, 2005.
4. In column IV, enter the amount of unclassified cash for each source at June 30, 2005.
5. In column V, enter the amount of accounts receivable for each source received during the 45 day close.
6. In column VI, enter the total revenue received from each source.

TOTALS FOR COLUMNS III, IV, V, AND VI MUST EQUAL SCHEDULE 3, LINE C, COLUMNS III, IV, VI, AND VIII, RESPECTIVELY.

Schedule Number_____
ISIS Agency Number_____

GASB 34 REVENUE ACCRUALS
FOR THE YEAR ENDED JUNE 30, 20_____

Funding Source (list by name):	**Organization #**	**Object**	**2003-04 GASB 34 Accrual reversal**	**2004-05 GASB 34 Accrual**
Federal:			**$**	**$**
Self-Generated:				
Major State Revenue:				
Total GASB 34 accruals (gross)				
Less: Allowance for Uncollectibles (for all funding sources)				
Federal:				
Self-Generated:				
Major State Revenue:				
GASB 34 receivable adjustment net of uncollectibles			**$**	**$**
Amount Included above not expected to be collected in one year				
Federal:				
Self-Generated:				
Major State Revenue:				
Total amount included above not expected to be collected in one year			**$**	**$**

STATE OF LOUISIANA

_____ (Agency)

COMPARISON FIGURES

To assist OSRAP in determining the reason for the change in financial position for the state, please complete the schedule below. If the change in revenues or expenditures is more than $3 million from the previous year's figures, explain the reason for the change. (Add additional sheets as necessary for the explanation section.)

	2005	2004	Difference	Percentage Change
1) Revenues (a)	$_____	$_____	$_____	$_____
Expenditures (b)	_____	_____	_____	_____

Explanation for change: _____

(a)Revenues must equal the following:
Total revenue on Schedule 3 or Schedule 3-1, if prepared
+Full current year accrual revenues on Schedule 14
-Full prior year accrual revenues on Schedule 14
+2005 Payroll Federal revenue accrual from Note R
-2004 Payroll Federal revenue accrual from Note R
(b)Expenditures must agree with total expenditures on Schedule 1 or Schedule 3-1, if prepared, **plus** 2005 payroll accrual, **less** 2004 payroll accrual

2) To assist OSRAP in determining the reason for the changes in the budget, please complete the schedules below. If the change is more than $3 million, explain the reason for the difference. (Add additional sheets as necessary for the explanation section.)

	2005 Original Budget ©	2005 Final Budget (d)	Difference	Percentage Change
Revenues	$_____	$_____	$_____	$_____
Expenditures	_____	_____	_____	_____

Explanation of change: _____

3)

	2005 Final Budget (d)	2005 Actual (e)	Difference	Percentage Change
Revenues	$_____	$_____	$_____	$_____
Expenditures	_____	_____	_____	_____

Explanation of change: _____

©The original budget amount should equal the budget amount appropriated by the Legislature (Act 14).
(d)The final budget amount should equal the original budgeted amount plus or minus all of the BA7's (revisions) and it can be found on Schedule 1, column 6.
(e) Actual revenues and expenditures can be found on Schedule 1, column 5.

SCHEDULE 15

NOTES TO THE FINANCIAL STATEMENT

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STATE OF LOUISIANA
_____(Agency)
NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 20__

INTRODUCTION

The _____ is an agency of the State of Louisiana reporting entity and was created in accordance with Title _____, Chapter _____ of the Louisiana Revised Statutes of 1950 as a part of the _____ branch of government. The _____is charged with _____ _____ within the State of Louisiana.

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The _____ prepared its financial reports in accordance with the procedures established by the Division of Administration. The financial activities of the _____ are accounted for on a fund basis whereby a set of separate, self-balancing accounts are maintained to account for appropriated or authorized activities. The information presented herein, is reported under the modified accrual basis of accounting as prescribed by GAAP for fund level reporting.

The general fixed assets and long-term obligations of the agency are not recognized in the accompanying financial reports presented at fund level. All capital assets of the primary government are, however, reported at the government-wide level of reporting, as required by GAAP.

Annually the State of Louisiana issues a comprehensive annual financial report, which includes the activity contained in the accompanying financial reports. The comprehensive annual financial report is audited by the Louisiana Legislative Auditor.

1. FUND ACCOUNTING

General Operating Appropriations
The General Operations Fund is used to account for all general and auxiliary fund appropriated operating expenditures and minor capital acquisitions. All appropriated general and auxiliary operations revenue is accounted for in this fund.

Non-Appropriated Funds (describe each Non-Appropriated Fund)
Major State Revenues and Income Not Available - The agency collects major state revenues that are remitted to the State Treasury for deposit to statutorily dedicated funds. In addition, the agency collects funds specifically identified by the Division of Administration - Budget Office as Income Not Available that are remitted to the State Treasury. These amounts are not available to the agency for expenditure and are detailed on Schedule 4.

Payroll Clearing Fund-The Payroll Clearing Fund is used to account for payroll deductions and accrued benefits.

The non-appropriated funds relating to Major State Revenues, Income Not Available and Payroll Clearing are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

For purposes of this report presentation, collections in excess of Appropriated Means of Financing are shown on Schedule 3.

2. BASIS OF ACCOUNTING

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

The accounts of the _____ are maintained in accordance with applicable statutory provisions and the regulations of the Division of Administration - Office of Statewide Reporting and Accounting Policy as follows:

Revenues - State General Fund and Interim Emergency Board appropriations are recognized as the net amount warranted during the fiscal year including the 45-day close period.

Fees and self-generated revenues, interagency transfers, federal funds, intrafund revenues, non-appropriated revenues, and other financing sources (with the exception of agency funds) are recognized in the amounts earned, to the extent that they are both measurable and available. (Describe other basis of revenue recognition, which differs from this.)

Expenditures - Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that obligations of employees' vested annual and sick leave are recorded as expenditures when paid. (List any other exceptions.)

B. IMPREST FUNDS

The agency maintains a permanent Travel and Petty Cash Imprest Fund in the amount of $_____ as authorized by the Commissioner of Administration and advanced by the State Treasurer's Office in accordance with Title 39. The funds are permanently established and periodically replenished from agency operating funds when expenditure vouchers are presented. At June 30, 20___, the petty cash consists of:

- Cash in Bank Accounts $_____
- Petty Cash on hand $_____
- Other Receivables $_____

C. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS

1. DEPOSITS WITH FINANCIAL INSTITUTIONS

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. Under state law the _____ agency may deposit funds with a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the agency may invest in time

certificates of deposit in any bank domiciled or having a branch office in the State of Louisiana; savings accounts or shares of savings and loan associations and savings banks, and in share accounts and share certificate accounts of federally or state chartered credit unions.

CASH NOT IN STATE TREASURY

The _____ agency had deposits in bank accounts totaling $_____ at June 30, 20___. Deposits in bank accounts are stated at cost, which approximates market. Under state law these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in a custodial bank in the name of the _____ agency under the account of the pledging fiscal agent bank in a holding or custodial bank. The State Treasurer's Office or agency receives safekeeping receipts or an acknowledgement of the pledge of securities from the custodial bank. The deposits at June 30, 20___, consisted of the following:

	Cash	Certificates of Deposit	Other (Describe)	Total
Balance per agency books	$ _____	$ _____	$ _____	$ _____
Bank balances of deposits exposed to custodial credit risk:				
a. Deposits not insured and uncollateralized	$ _____	$ _____	$ _____	$ _____
b. Deposits not insured and collateralized with securities held by the pledging institution	_____	_____	_____	_____
c. Deposits not insured and collateralized with securities held by the pledging institution's trust department or agent but not in the entity's name	_____	_____	_____	_____
Total bank balances **(All deposits regardless of custodial credit risk)**	$ _____	$ _____	$ _____	$ _____

NOTE: The "Total Bank Balances" will not necessarily equal the "Deposits in Bank Account per Balance Sheet".

GASB Statement 40 amended GASB Statement 3 to eliminate the requirement to disclose all deposits by 3 categories of risk. GASB Statement 40 requires only the separate disclosure of deposits that are considered to be exposed to custodial credit risk. An entity's deposits are exposed to custodial credit risk if the deposit balances are either 1) uninsured and uncollateralized, 2) uninsured and collateralized with securities held by

the pledging financial institution, or 3) uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the entity's name.

The following is a breakdown by banking institution, program, and amount of the bank balances shown above:

	Banking institution	Program	Amount
1.	_____	_____	$ _____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
Total			$ _____

2. INVESTMENTS

The _____ does (does not) maintain investment accounts as authorized by _____ (note legal provisions authorizing investment by the agency).

A. Custodial Credit Risk

Investments can be exposed to custodial credit risk if the securities underlying the investment are uninsured, not registered in the name of the entity, and are held by either a counterparty or held by a counterparty's trust department or agent but not in the entity's name.

Beginning with fiscal year ending June 30, 2004, GASB Statement 40 amended GASB Statement 3 to eliminate the requirement to disclose all investments by the 3 categories of risk. GASB Statement 40 requires only the separate disclosure of investments that are considered to be exposed to custodial credit risk. Those investments exposed to custodial credit risk are reported by type in one of two separate columns depending upon whether they are held by a counterparty, or held by a counterparty's trust department or agent not in the entity's name. In addition, the total reported amount and fair value columns still must be reported for total investments (regardless of exposure to custodial credit risk). Using the following table, list each type of investment disclosing the carrying amount, market value, and applicable exposure to custodial credit risk:

STATE OF LOUISIANA
_____(Agency)
NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 20__

	Investments Exposed to Custodial Credit Risk :		All Investments Regardless of Custodial Credit Risk Exposure	
Type of Investments	Uninsured, *Unregistered, and Held by Counterparty	Uninsured, *Unregistered, and Held by Counterparty's Trust Dept. or Agent, Not in Entity's Name	Reported Amount	Fair Value
Repurchase agreements	$ _____	$ _____	$ _____	$ _____
U.S. Government securities	_____	_____	_____	_____
U.S. Agency Obligations	_____	_____	_____	_____
Common & preferred stock	_____	_____	_____	_____
Commercial paper	_____	_____	_____	_____
Corporate bonds	_____	_____	_____	_____
Other: (identify)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Total Investments	$ _____	$ _____	$ _____	$ _____

*unregistered – not registered in the name of the government or entity

3. Derivatives:
   The _____ does (does not) maintain investments in derivatives as part of its investment policy. If so, list the exposure to risks from these investments as follows:
   Credit risk _____
   Market risk _____
   Legal Risk _____

4. Credit Risk, Concentration of Credit Risk, Interest Rate Risk, and Foreign Currency Risk Disclosures

   A. Credit Risk of Debt Investments

   Disclose the credit risk of debt investments by credit quality ratings as described by rating agencies as of the fiscal year end. All debt investments regardless of type can be aggregated by credit quality rating (if any are unrated, disclose that amount).

Rating	Fair Value
_____	$_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	$_____

B. Interest Rate Risk

Disclose the interest rate risk of debt investments by listing the investment type, total fair value, and breakdown of maturity in years for each debt investment type.

		Investment Maturities (in Years)			
Type of Debt Investment	Fair Value	Less Than 1	1-5	6-10	Greater Than 10
U.S. Government obligations	$	$	$	$	$
U.S. Agency obligations					
U.S. Treasury obligations					
Mortgage Backed securities					
Collateralized mortgage obligations					
Corporate bonds					
Other bonds					
Mutual funds					
Other					
Total debt investments	$	$	$	$	$

List the fair value and terms of any debt investments that are highly sensitive to changes in interest rates due to the terms of the investment (e.g. coupon multipliers, reset dates, etc.):

Debt Investment	Fair Value	Terms
	$	
Total	$	

C. Concentration of Credit Risk

List, by amount and issuer, investments in any one issuer that represents 5% or more of total external investments (not including U.S. government securities, mutual funds, and investment pools).

Issuer	Amount	% of Total Investments
	$	
Total	$	

D. Foreign Currency Risk

Disclose the U.S. dollar balances of any deposits or investments that are exposed to foreign currency risk (deposits or investments denominated in foreign currencies). List by currency denomination and investment type, if applicable.

	Fair Value in U.S. Dollars	
Foreign Currency	Bonds	Stocks
_____	$ _____	$ _____
_____	_____	_____
_____	_____	_____
Total	$ _____	$ _____

5. Policies

Briefly describe the deposit and/or investment policies related to the custodial credit risk, concentration of credit risk, and foreign currency risk disclosed in this note. If no policy exists concerning the risks disclosed, please state that fact.

_____
_____

6. OTHER DISCLOSURES REQUIRED FOR INVESTMENTS- HELD OUTSIDE S.T.O.

a. Investments in pools managed by other governments or mutual funds _____
_____

b. Securities underlying reverse repurchase agreements_____
_____

c. Unrealized investment losses_____
_____

d. Commitments as of June 30, ___, to resell securities under yield maintenance repurchase agreements:
   1. Carrying amount and market value at June 30 of securities to be resold____
   _____
   2. Description of the terms of the agreements_____
   _____

e. Losses during the year due to default by counterparties to deposit or investment transactions _____
_____

f. Amounts recovered from prior-period losses _____
_____

Legal or Contractual Provisions for Reverse Repurchase Agreements

g. Source of legal or contractual authorization for use of reverse repurchase agreements _____
_____

h. Significant violations of legal or contractual provisions for reverse repurchase agreements that occurred during the year _____
_____

Reverse Repurchase Agreements as of June 30

i. Credit risk related to the reverse repurchase agreements (other than yield maintenance agreements) outstanding at balance sheet date, that is, the aggregate amount of reverse repurchase agreement obligations including accrued interest compared to aggregate market value of the securities underlying those agreements including interest _____
_____

j. Commitments on June 30, ___, to repurchase securities under yield maintenance agreements _____
_____

k. Market value on June 30, ___, of the securities to be repurchased _____
_____

l. Description of the terms of the agreements to repurchase_____
_____

m. Losses recognized during the year due to default by counterparties to reverse repurchase agreements _____
_____

n. Amounts recovered from prior-period losses _____
_____
_____

Fair Value Disclosures

o. Methods and significant assumptions used to estimate fair value of investments, if fair value is not based on quoted market prices _____
_____

p. Basis for determining which investments, if any, are reported at amortized cost __
_____

q. For investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool _____
_____

r. Whether the fair value of your investment in the external investment pool is the same as the value of the pool shares _____
_____

s. Any involuntary participation in an external investment pool_____
_____

t. If you are unable to obtain information from a pool sponsor to determine the fair value of your investment in the pool, methods used and significant assumptions made in determining that fair value and the reasons for having had to make such an estimate_____
_____

u. Any income from investments associated with one fund that is assigned to another fund _____
_____

D. GENERAL FIXED ASSETS –CAPITAL LEASES ONLY

List, individually, those items of movable property with a value of $5,000 or above (attach additional sheets as needed) and those buildings with a value of $100,000 or above that are under capital leases (See definition on page 12). We no longer need a complete list of General Fixed Assets. The total must agree with the historical cost reflected in Column 1 of Note M(2) Schedule A.

Description of Item	Movable Property Tag No.	Date Acquired	Historical Cost of each Item
_____	_____	_____	$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. INVENTORY OF MATERIALS AND SUPPLIES

In general, inventories are recorded as expenditures when purchased. The cost value of inventory, determined under (perpetual or periodic) inventory system using the (FIFO, LIFO, etc.) valuation method, at June 30, 2005, is $_____. NOTE: Do not count postage as inventory. Include in prepayments, if material.

F. SEEDS

The agency is in receipt of a seed in the amount of $_____ as authorized by the joint approval of the State Treasurer and the Commissioner of Administration and drawn against the State Treasurer. The seed represents a liability to the unit and must be repaid if not reauthorized annually.

The breakdown of advances by unit are as follows:

	Fund	Date Authorized	Amount
1.	_____	_____	$ _____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
	Total		$ _____

G. DEFERRED REVENUE

Deferred Revenue represents revenue (generally federal) that was received during fiscal year 2005 and not yet earned. Certain federal grants may fit this description. The deferred revenue amount(s) is/are $_____(federal), $_____(self-generated), and/or $_____(IAT).

H. OPERATING AND CAPITAL GRANTS FOR GASB 34 PRESENTATION

For OSRAP to complete the GASB 34 presentation, provide the following: the total operating grants and contributions were $_____ and the total capital grants and contributions were $_____.

1) Operating Grants – represent total amount of grant revenues for the year that are restricted by the grantor for operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.
2) Capital Grants – represent the total amount of the revenues for the year from grants restricted by the grantor for the acquisition, construction, of renovation to capital assets.

The sum of both should equal total federal revenues plus federal accruals.

I. JUDGEMENTS, CLAIMS AND SIMILAR CONTINGENCIES

Obligations and losses arising from judgments, claims, and similar contingencies are paid through the state's self-insurance fund and are not reflected in the accompanying special purpose financial reports. The self-insurance fund is operated by the Office of Risk Management, the state agency responsible for the state's risk management program.

Liability for claims and judgments should include specific incremental claim expenditures/expenses if known, or if it can be estimated (e.g., legal fees for outside legal assistance).

NOTE: Should you have claims which have not been submitted to Risk Management, include a schedule of these claims.

Those agencies collecting federal funds, who have been informed that certain of their previously claimed costs were disallowed, should disclose the requested information in the schedule shown below. Show each possible disallowance separately.

Program	Date of Disallowance	Amount	Probability of Payment*	Estimated Settlement Amount
1._____	_____	$_____	_____	$_____
2._____	_____	_____	_____	_____
3._____	_____	_____	_____	_____
4._____	_____	_____	_____	_____
5._____	_____	_____	_____	_____
6._____	_____	_____	_____	_____

* Remote, reasonably possible, probable, or unknown

Claims and litigation cost of $_____ were incurred in the current year.

J. LEAVE

1. Annual and Sick Leave

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits. Act 343 of 1993 allows members of the Louisiana State Employees' Retirement System, upon application for retirement, the option of receiving an actuarially determined lump sum payment for annual and sick leave which would otherwise have been used to compute years of service for retirement. The liability for unused annual leave payable at June 30, 20 ___, computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards Section C60.104, is estimated to be $_____.

Civil Service General Circular Number 001155 states that classified employees belonging to the Teacher's Retirement System of Louisiana and to the Louisiana School Employee's Retirement System are not eligible for payment of unused sick leave upon retirement or death. L.R.S. 17:425 on the other hand provides for payment for up to 25 days of unused sick leave for members of these two systems. In Opinion Number 94-373, the Attorney General opined that the Civil Service Commission had jurisdiction over classified employees and therefore those members are not eligible for payment of unused sick leave. Because the Commission has no authority over unclassified employees, those members are eligible to receive such compensation. Also, LSA-R.S. 17:425 applies to all retirement systems for teachers and employees of any parish or city school board, the State Board of Elementary and Secondary Education, or other boards of control of publicly supported educational institutions. Should you have employees who upon retirement - or their heirs upon the employee's death - are compensated for up to 25 days of unused sick leave, disclose the liability. The liability for this unused sick leave payable at June 30, 20_____ is $_____.

2. Compensatory Leave (Use for Non-Exempt Employees)

Employees who are considered having non-exempt status according to the guidelines contained in the Fair Labor Standards Act may be paid for compensatory leave earned (K-time). Upon termination or transfer an employee will be paid for any time and one-half compensatory leave earned and may or may not be paid for any straight hour-for-hour compensatory leave earned. Compensation paid will be based on the employee's hourly rate of pay at termination or transfer. The liability for accrued payable compensatory leave at June 30, 20___ computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards, Section C60.104 is estimated to be $_____.

K. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS PER GASB 12

LRS 42:821 through 42:880 establishes the self-insured and self-funded state employees group health care and life insurance program and authorizes the _____

agency to provide certain continuing health care and life insurance benefits for its retired employees. Substantially all of the agency's employees become eligible for those benefits if they reach normal retirement age while working for the agency. Monthly premiums are paid jointly by the employees and the employer (from the agency appropriation) for both retirees' and active employees' benefits regardless of whether benefits are provided by Group Benefits or one of the HMOs authorized by Group Benefits. The agency recognizes the cost of providing benefits as an expenditure when paid during the year. For the year ended June 30, ___, the costs of retirees' benefits totaled $_____, while the number of retirees is _____. (As defined by the GASB Statement 12, dependents of a retiree should be counted as a single unit if the retiree is deceased and should not be counted if the retiree is alive.)
The cost of retirees' benefits is net of participant's contribution.

L. ENCUMBRANCES

The following are multi-year contracts whose payments are to be liquidated with statutorily dedicated funds **only**: (Show each year separately). The General Fund is not shown. An example would be certain payments made by the Department of Natural Resources. Obligations are made against the Wetlands Conservation and Restoration Fund for contracts, which are let for two to five years in the future. Be sure that you do not double count cooperative endeavors that are reported in Note S.

Examples:
Wetlands Fund _____
Lottery Proceeds Fund _____
_____
_____

M. LEASE AND RENTAL COMMITMENTS

Lease agreements, if any, have non-appropriation exculpatory clauses that allow lease cancellation if the Legislature does not make an appropriation for its continuation during any future fiscal period. Total operating lease expenditures for fiscal year ___ - ___ amounted to $_____.

1. OPERATING LEASES – Do not include leases on state office buildings financed through Office Facilities Corporation

   Operating leases are all leases which do not meet the criteria of a capital lease. Operating leases are grouped by nature (i.e. office space, equipment, etc.) and the annual rental payments for the next five fiscal years are presented in the following schedule. (Note: If lease payments extend past FY 2020, please create additional columns and report these future minimum lease payments in five year increments.)

Nature of lease	FY2006	FY2007	FY2008	FY2009	FY2010	FY 2011 -2015	FY 2016 -2020
a. Office space	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____
b. Equipment	_____	_____	_____	_____	_____	_____	_____
c. Land	_____	_____	_____	_____	_____	_____	_____
d. Other	_____	_____	_____	_____	_____	_____	_____
Total	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____

Rental expense for operating leases with scheduled rent increases is based on the relevant lease agreement except in those cases where a temporary rent reduction is used as an inducement to enter the lease. In those instances, rental expense is determined on either a straight-line or interest basis over the term of the lease, as required by GASB 13, and not in accordance with lease terms. The agency does (does not) have leases with scheduled rent increases due to temporary rent reductions used as an inducement to enter the lease.

2. CAPITAL LEASES AND LEASE PURCHASES-Do not include leases on state office buildings financed through Office Facilities Corporation

Capital leases are defined as an arrangement in which any one of the following conditions apply (I) ownership transfers by the end of the lease, (2) the lease contains a bargain purchase option, (3) the lease term is 75% of the asset life or (4) the discounted minimum lease payments are 90% of the fair market value of the asset.

Schedule A should be used to report all capital leases including new leases in effect as of 6/30/05. In Schedule B, report only those new leases entered into during fiscal year 2004-2005. Note: LEAF leases should not be included in this schedule.

SCHEDULE A – CAPITAL LEASES EXCEPT LEAF LEASES

Nature of lease	Gross Amount of Leased Asset (Historical Cost)	Remaining Interest and executory costs to end of lease	Remaining principal to end of lease	Fund that pays lease
a. Office space	$_____	$ _____	$ _____	_____
b. Equipment	_____	_____	_____	_____
c. Land	_____	_____	_____	_____
Total	$_____	$ _____	$ _____	

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2005: (Note: If lease payments extend past FY 2025, please create additional rows and report these future minimum lease payments in five year increments.)

	Total
2006	$ _____
2007	_____
2008	_____
2009	_____
2010	_____
2011-2015	_____
2016-2020	_____
2021-2025	_____
Thereafter	_____
Total minimum lease payments	_____
Less amounts representing executory costs	(_____)
Net minimum lease payments	_____
Less amounts representing interest	(_____)
Present value of net minimum lease payments	$ _____

SCHEDULE B – NEW AGENCY CAPITAL LEASES EXCEPT LEAF

Nature of lease	Gross Amount of Leased Asset (Historical Cost)	Remaining interest to end of lease	Remaining principal to end of lease	Fund that pays lease
a. Office space	$ _____	$ _____	$ _____	_____
b. Equipment	_____	_____	_____	_____
c. Land	_____	_____	_____	_____
Total	$ _____	$ _____	$ _____	

Following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 20___: (Note: If lease payments extend past FY 2025, please create additional rows and report these future minimum lease payments in five year increments.)

	Total
2006	$ _____
2007	_____
2008	_____
2009	_____
2010	_____
2011-2015	_____
2016-2020	_____
2021-2025	_____
Thereafter	_____
Total minimum lease payments	_____
Less amounts representing executory costs	(_____)
Net minimum lease payments	_____
Less amounts representing interest	(_____)
Present value of net minimum lease payments	$ _____

3. REVENUE LEASES

LESSOR DIRECT FINANCING LEASES

A lease is classified as a direct financing lease when (1) any one of the four capitalization criteria used to define a capital lease for the lessee is met and (2) both the following criteria are satisfied:

- Collectibility of the minimum lease payments is reasonably predictable.
- No important uncertainties surround the amount of the unreimbursable costs yet to be incurred by the lessor under the lease.

Provide a general description of the direct financing agreement, and complete the schedule below.

Composition of lease	Minimum lease payment receivable	Remaining interest to end of lease	Remaining principal to end of lease
a. Office space	$ _____	$ _____	$ _____
b. Equipment	_____	_____	_____
c. Land	_____	_____	_____
Less amounts representing executory costs	(_____)		
Minimum lease payment receivable	_____		
Less allowance for doubtful accounts	(_____)		
Net minimum lease payments receivable			
Less Estimated Residual Value of Leased Property	(_____)		
Less unearned income	(_____)		
Net investment in direct financing lease	$ _____		

Minimum lease payments do not include contingent rentals, which may be received as stipulated in the lease contracts. Contingent rental payments occur if for example the use of the equipment, land, or building etc., exceeds a certain level of activity each year. Contingent rentals received for fiscal year 2005 were $ _____for office space, $_____ for equipment, and $ _____ for land.

The agency received lease revenues for _____ . Total revenues for fiscal year 20__ - 20__ totaled $_____. The following is a schedule by years of minimum lease receivable for the five succeeding fiscal years as of June 30, 2005: (Note: If receivables extend past FY 2025, please create additional rows and report these future receivables in five year increments.)

Minimum Lease Receivables

2006	$ _____
2007	_____
2008	_____
2009	_____
2010	_____
2011-2015	_____
2016-2020	_____
2021-2025	_____
Thereafter	_____
Total	$ _____

4. LESSOR - Operating Lease

When a lease agreement does not satisfy at least one of the four criteria for reporting as a capital lease (common to both lessee and lessor accounting), and both of the criteria for a lessor (collectibility and no uncertain reimbursable costs), the lease is classified as an operating lease. In an operating lease, there is no simulated sale and the lessor simply records rent revenues as they become measurable and available.

Provide the cost and carrying amount, if different, of property on lease or held for leasing organized by major class of property and the amount of accumulated depreciation (optional for Governmental Funds) as of June 30, ____.

a. Office space	$_____
b. Equipment	_____
c. Land	_____
Less: accumulated depreciation	(_____)
Total carrying amount of property	$_____

The following is a schedule by years of minimum future rentals on noncancellable operating lease(s) as of _____ (last day of fiscal year):

Nature of lease	FY 2006	FY2007	FY2008	FY2009	FY2010	FY 2011 -2015	FY 2016 -2020
a. Office space	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____
b. Equipment	_____	_____	_____	_____	_____	_____	_____
c. Land	_____	_____	_____	_____	_____	_____	_____
d. Other	_____	_____	_____	_____	_____	_____	_____
Total minimum future rentals	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____	$ _____

Current year lease revenues received in fiscal year_____ totaled $_____.
Contingent rentals received from operating leases for fiscal year 2005 were $ _____ for office space, $ _____ for equipment, and $ _____ for land.

N. RELATED PARTY TRANSACTIONS

List all related party transactions as defined by FASB 57 including the description of all relationships, the transactions, the dollar amount of the transactions and any amounts to or from which result from related party transactions.

_____

_____

O. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

On-behalf payments for fringe benefits and salaries are direct payments made by one entity to a third-party recipient for the employees of another, legally separate entity. One of the two entities party to on-behalf payments for fringe benefits and salaries may be a non-governmental entity. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends.

1. Reporting:
   a. Employer Entity:

      The amount of revenues recognized (received) during the year plus any receivables at year end by third-party recipients for fiscal year _____ is $_____.

      The amount of expenditures/expenses when the employer entity is not legally obligated to make payments is recognized as the amount of revenues recognized. The amount of expenditures/expenses recognized for fiscal year _____ is $_____.

      The amount of expenditures/expenses when the employer entity is legally obligated to make payments is recognized based on the accounting standards applicable to that type of transaction. For example, if contributions are made to a pension plan, the expenditure/expense should be recognized following pension accounting standards. The amount of expenditures/expenses recognized for fiscal year _____ is $ _____.

   b. Paying Entity:

      A paying entity would not recognize any revenues for on-behalf payments for fringe benefits.

      The amount of expenditures/expenses recognized and classified by the paying entity is the same amount it would use to classify similar cash grants to other entities. The amount of expenditures/expenses recognized for fiscal year _____ is $_____.

2. Disclosure:
The following on-behalf payments that are contributions to a pension plan for which the agency is not legally responsible are:

Contributor	Pension Plan

P. PASS-THROUGH GRANTS

Pass-through grants are grants and other forms of financial assistance received by governmental entities to be transferred to or spent, according to legal or contractual requirements, on behalf of secondary recipients, which may or may not be governmental entities or agencies. Pass-through grants are grants which meet any of the following criteria:

The government entity monitors secondary recipients for compliance with program requirements.
The governmental entity determines secondary recipients eligibility even if the grantor's eligibility criteria are used.
The governmental entity is able to determine how grant funds are to be allocated.
The governmental entity has direct financial involvement in administration of the grant, such as financing part of the program costs for matching purposes or being liable for disallowed costs. This does not apply to incidental administrative costs.

Grant Name	Federal Identification Number	Amount
		$

Q. IN-KIND CONTRIBUTIONS

List all in-kind contributions that are not included in the accompanying financial reports.

In-Kind Contributions	Cost/Estimated Cost/ Fair Market Value as Determined by Grantor
	$
Total	$

(NOTE: In-kind contributions represent things of value donated or received by your agency from an outside source which would otherwise create an expenditure to the agency if the agency was required to purchase the goods or services from current resources. Examples are 1) pharmacy items donated to a state hospital from a pharmaceutical company, 2) food items donated to a state prison from the U.S. Department of Agriculture, or 3) donated fixed assets, recorded at fair market value, and also recorded in general fixed assets. Do not include, within the in-kind contribution, funds contributed by local governments or nonprofit organizations to provide program matching shares.

R. PAYROLL AND RELATED BENEFITS ACCRUAL

Agencies will be required to reflect the 2004-2005 accrued personal services cost for this fiscal year on the accompanying financial reports. The following schedule will aid you in doing so. As most agency units pay their employees biweekly this would require a fiscal year 2003-04 accrual calculation based on eight (8) days and the fiscal year 2004-05 calculation will be based on nine (9) days. Agencies must also determine the federal match on this accrual calculation. Agencies must submit the payroll accrual by program.

STATE OF LOUISIANA
_____(Agency)
NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 20__

		FY 2003-04	FY 2004-05
1.	07/09/04 Payroll (gross & related)	$_____	
2.	07/08/05 Payroll (gross & related)		$_____
		X 80.0%	X 90.0%
2a.	Payroll accrual	_____	_____
2b.	Add voids and supplementals (off cycle) paid in the 45 day close with prior year appropriations.	_____	_____
3.	Total payroll accruals	$ _____	$ _____
4.	Estimated federal receivable attributed to the accrual shown above	$ _____	$_____

Total Agency Expenditures

5.	Total programs from Schedule 1(or 3-1 if applicable) (Schedule 1, col. V, line 18 or Schedule 3-1, col. V, line 16)	_____
6.	Less: 2003-04 accrual from line 3, column 1 above	_____
7.	Plus: 2004-05 accrual from line 3, column 2 above	_____
8.	This should be the total for *all* programs	$ _____

Total Federal Revenue

9.	Federal Funds from Schedule 3, column VIII, line A or Schedule 3-1, column V, line 1 (Federal)	_____
10.	Less: 2003-04 accrual from line 4, column 1 above	_____
11.	Plus: 2004-05 accrual from line 4, column 2 above	_____
12.	Less: Deferred Revenues on Note G (Federal)	_____
13.	Total Federal Funds for all programs.	$ _____

Accrual by Programs:	Payroll	Federal Receivable
Program 1 _____	$_____	$_____
Program 2_____	_____	_____
Program 3_____	_____	_____
Program 4_____	_____	_____
Program 5_____	_____	_____
Total	$_____	$_____

S. COOPERATIVE ENDEAVORS

LRS 33:9022 defines cooperative endeavors as any form of economic development assistance between and among the state of Louisiana, its local governmental subdivisions, political corporations, public benefit corporations, the United States government or its agencies, or any public or private association, corporation, or individual. The term cooperative endeavor includes cooperative financing, cooperative development, or any form of cooperative economic development activity. The state of Louisiana has entered into cooperative endeavor agreements with certain entities aimed at developing the economy of the state.

Some cooperative endeavor contracts are not coded with a document type of "COP" on the Contract Financial Management Subsystem (CFMS), but are considered cooperative endeavors. Include these below with your cooperative endeavor contracts coded with a document type of "COP". Examples of contracts that are considered cooperative endeavors, but are not coded with a document type of "COP" include contracts that fall under delegated authority, Facility Planning and Control "CEA" contracts, certain federal government contracts, contracts that legislative auditors may have designated as such within your agency, work incumbent programs, etc. In prior years, this information was requested as supplemental documentation after the AFRs were submitted, usually in October or November.

The liability outstanding for fiscal year ending June 30, 2005, by funding source, is as follows:

Funding Source	Balance June 30, 2005
State General Fund	$ _____
Self-generated revenue	_____
Statutorily dedicated revenue	_____
General obligation bonds	_____
Federal funds	_____
Interagency transfers	_____
Other funds/combination	_____

Be sure that you do not include encumbrances reported in note L.

NOTE: Amounts in excess of contract limits cannot be used to reduce the outstanding contract balance at June 30, 2005. For example, if a contract specifies a percentage of usage for each month (25%) and usage exceeds that percentage (75%), you cannot claim actual usage that exceeds contract requirements (50%).

NOTE: In order to compute your ending balances by funding source, you should begin with your balances at June 30, 2004. These amounts will be increased by amounts for new contracts and amendments and decreased for payments as well as for liquidations.

T. GOVERNMENT-MANDATED NONEXCHANGE TRANSACTIONS (GRANTS)

The following government-mandated nonexchange transactions (grants) were received during fiscal year 2004-05:

CFDA Number	Program name	State Match Percentage	Total Amount of Grant
		%	$
Total government-mandated nonexchange transactions (grants)			$

U. SUBSEQUENT EVENTS (Describe)

_____
_____
_____
_____

V. PREPAID EXPENSES

Certain items are commonly paid for in advance. Examples are insurance premiums and rent. If your prepayments, along with your other adjustments, exceed the materiality levels as discussed on page 2 of the cover letter, you should disclose this amount below. The amount of prepaid expenses, including postage, for this agency at June 30, 20__ is $_____.

W. ACCOUNTS PAYABLE

The total amount of open accounts payable should agree with Schedule 1, line 18 of column III plus column IV, less any system payroll voids and supplementals (off-cycle) paid in the 13th period. Accounts payable for this agency at June 30, 20__ is $_____.

X. INFRASTRUCTURE

Infrastructure is defined as long-lived capital assets associated with governmental activities that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, street signage, street lamps, traffic signals, drainage systems, water and sewer systems, dams, and lighting systems.

Each agency with infrastructure assets is required to track infrastructure expenditures to determine if the year's expenditures would be above the $3 million threshold per infrastructure asset. List individually those infrastructure items with a value of $3,000,000 per infrastructure asset, per year:

Description of Infrastructure	Cost
_____	$ _____
_____	_____
_____	_____
_____	_____

Y. LAND AND LAND IMPROVEMENTS (not reported to State Land Office or Facility Planning and Control)

Some agencies may acquire land or make land improvements that are not reported to the State Land Office or Facility Planning and Control. Land improvements are those betterments, improvements, and site preparations that ready land for its intended use. Some examples of land improvements would be excavation, filling, grading, and demolition of existing buildings, and removal or relocation of other property (telephone or power lines). Other land improvements are built or installed to enhance or facilitate the use of the land for a particular purpose and may include walking paths and trails, fences and gates, landscaping, sprinkler systems, fountains, and beaches. Land and land improvements should be reported at cost, estimated cost, or estimated fair value at date of acquisition and should include all expenses necessary to obtain title such as legal fees.

List individually all land acquisitions and any improvements to land that the agency has made during the fiscal year that is not reported to the State Land Office or Facility Planning and Control:

Description of Land or Improvement	Cost
_____	$ _____
_____	_____
_____	_____
_____	_____

Information for Note C "Deposits with Financial Institutions and Investments"
(GASB Statement 3 Amended by GASB Statement 40)

I. Purpose:
Note C provides the required disclosures about the governmental entities' deposits with financial institutions and investments. The disclosures required for deposits and investments as of the fiscal year ended date provides information about the credit risk and market risk of the deposits and investments and are designed to provide users of the financial statements information about the potential for losses associated with the deposits and investments. GASB Statement 40 has modified or eliminated portions of GASB Statement 3 including:

- modified the custodial credit risk disclosures of Statement 3 for deposits and investments to limit the required disclosure to only those exposed to custodial credit risk (similar to GASB 3's category 3).
- established or modified disclosure requirements related to concentrations of credit risk of investments, credit risk of debt investments, and interest rate risks of debt investments (including sensitivity to changes in interest rates), and
- established disclosure requirements for foreign currency risks for both deposits and investments.

Although GASB Statement 40 eliminated some of the disclosures required for custodial credit risk (the 3 categories for example), the total reported amounts of all deposits and investments must still be reported.

II. "Deposits with Financial Institutions" section of Note C:

- Generally, this section of the Note C disclosure refers to the various examples of "Deposits with Financial Institutions" (See "A" below for examples). The term "cash and cash equivalents" is used in reference to GASB Statement 9 that affects presentation for the balance sheet and statement of cash flows, not the note disclosures required by GASB Statement 3 & 40. "Deposits with Financial Institutions" include deposit accounts in banks, savings and loan associations, and credit unions. They can be demand, savings, or time accounts, including negotiable order of withdrawal (NOW) accounts and non-negotiable CD's.
- Do not include treasury cash, petty cash not in a bank account, or cash on hand in Note C as part of the deposits in bank accounts. As mentioned previously, these amounts would be reported separately.

A. Examples and/or definitions:
Nonnegotiable Certificates of Deposit – Nonnegotiable CDs are time deposits that are placed by depositors directly with financial institutions and generally are subject to a penalty if redeemed before maturity. These are treated as deposits for GASB 3 Note C disclosures. (Negotiable CDs are securities that are normally sold in $1 million units that are traded in a secondary market. These are treated as investments for Note C disclosures.)
Money Market Accounts – financial institution "money market" accounts are simply deposits that pay interest at a rate set to make the accounts competitive with money market mutual funds. They should be treated like any other deposit account for Note C disclosures.
Bank Investment Contracts (BICs) – A BIC is a general obligation instrument issued by a bank, typically to a pension plan, that provides for a guaranteed return on principal over a specified period . Since these are issued by a bank, they are treated as deposits for Note C disclosures.

B. Other definitions as applied to deposits:

Insured (Insurance) – deposits are insured by federal deposit insurance (FDIC), state deposit insurance, multiple financial institution collateral pools that insure public deposits, and even commercial insurance (if scope of coverage would be substantially the same as FDIC).
Collateral – Security pledged by a financial institution to a government entity for its deposits.

III. "Investments" section of Note C:

- Types of investments for listing investments by type definitions/examples:
  1. Repurchase Agreements – An agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower): the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for a) the same securities, or for b) different securities.
  2. U.S. Government Obligations – examples include treasury bills, treasury notes and treasury strips; obligations of certain U.S. Government Agencies such as FNMA, FHLB, or SLMA.
  3. Common & Preferred Stock – a security that represents an ownership interest in an entity.
  4. Commercial Paper (mortgages, notes, etc.) – An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. Almost all commercial paper is rated as to credit risk by rating services.
  5. Corporate Bonds
  6. Other (identify) – It is not appropriate to present material amounts of investments as "Other", unless the note disclosure describes the composition of the "Other" category. The following are examples of other investments:
     a. Closed-end Mutual Fund – The investment company sells shares of its stock to investors and it invests on the shareholders' behalf in a diversified portfolio of securities. A closed-end mutual fund has a constant number of shares, the value depends on the market supply and demand for the shares rather than directly on the value of the portfolio, the fund does issue certificates, and the securities are traded on a stock exchange.
     b. Open-end Mutual Funds – The investment company sells shares of its stock to investors and it invests on the shareholders' behalf in a diversified portfolio of securities. In contrast to a closed-end mutual fund, the open-end mutual fund creates new shares to meet investor demand, the value depends directly on the value of the portfolio, and the fund does not issue certificates, but sends out periodic statements showing account activity. These investments are not evidenced by securities that exist in physical or book entry form.
     c. Reverse Repurchase Agreements - An agreement in which a broker-dealer or financial institution (buyer-lender) transfers cash to a governmental entity (seller-borrower); the entity transfers securities to the broker-dealer or financial institution and promises to repay the cash plus interest in exchange for a) the same securities, or for b) different securities.
     d. Investments in pools managed by another government - Generally, these investments would not be exposed to custodial credit risk because the investments themselves are not evidenced by securities that exist in physical or book entry form.
     e. Private placements, such as venture capital and limited partnerships
     f. Investments in real estate, annuity contracts, and direct investments in mortgages

IV. Risk Disclosures for Deposits and Investments:

- Deposits and investments are subject to several types of risks, mainly credit risk, market risk, interest rate risk, and foreign currency risk.

Credit risk - defined as the risk that a counterparty to an investment transaction will not fulfill its obligations and can be associated with the issuer of securities, with a financial institution holding deposits, or with a party holding investment or collateral securities.
Concentration of credit risk – defined as the risk of loss attributed to the magnitude of a government's investment in a single issuer.
Market risk – defined as the risk that the market value of investment securities, collateral securities protecting a deposit, or securities of a repurchase agreement will decline.
Interest rate risk – defined as the risk that changes in interest rates will adversely affect the fair value of an investment.
Foreign currency risk – defined as the risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit.

A. Custodial Credit Risk Disclosures for Deposits:
Following GASB Statement 3, deposits were classified into three categories of custodial credit risk depending on whether they were insured or collateralized, and who holds the collateral and how the collateral is held.
Collateral – Securities pledged by the financial institution for the purpose of securing the governmental entity's deposits.
Collateralized – When the entity's deposits are secured with securities pledged by the financial institution holding the deposits.

GASB Statement 40 amended GASB Statement 3 to eliminate the requirement to disclose all deposits by the 3 categories of risk listed above. GASB Statement 40 requires only the disclosure of deposits that are considered to be exposed to custodial credit risk. An entity's deposits are exposed to custodial credit risk if the deposit balances are either 1) uninsured and uncollateralized, 2) uninsured and collateralized with securities held by the pledging financial institution, or 3) uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the entity's name.

B. Custodial Credit Risk Disclosures for Investments:
Following GASB Statement 3, investments (listed by type) were either classified into three categories (depending on whether they are insured or registered and who holds the securities and how they are held), or listed as non-classified investments.

GASB Statement 40 amended GASB Statement 3 to eliminate the requirement to disclose all investments by the 3 categories of risk listed above. GASB Statement 40 requires only the separate disclosure of investments that are considered to be exposed to custodial credit risk. However, the total reported amount and fair value columns still must be reported for total investments regardless of exposure to custodial credit risk. Those investments exposed to custodial credit risk are reported by type in one of two separate columns depending upon whether they are held by a counterparty, or held by a counterparty's trust department or agent not in the entity's name.

C. Additional Risk Disclosures for Required by GASB Statement 40
Credit Risk - Disclose the credit risk of debt investments by credit quality ratings as described by rating agencies as of the fiscal year end. All debt investments regardless of type can be aggregated by credit quality rating (if any are un-rated, disclose that amount).
Interest Rate Risk - Disclose the interest rate risk of debt investments by listing the investment type, total fair value, and breakdown of maturity in years of those investments. In addition, list the fair value and terms of any debt investments that are highly sensitive to changes in interest rates due to the terms of the investment (eg. coupon multipliers, reset dates, etc.)

Concentration of Credit Risk - List, by amount and issuer (not including U.S. government securities, mutual funds, and investment pools), investments in any one issuer that represents 5% or more of total investments.
Foreign Currency Risk - Disclose the U.S. dollar balances of any deposits or investments that are exposed to foreign currency risk (deposits or investments denominated in foreign currencies). List these by currency denomination and investment type, if applicable.
Deposits and Investments Policies Relating to Risk - Briefly describe the deposit and/or investment policies related to the custodial credit risk, credit risk of debt investments, concentration of credit risk, interest rate risk, and foreign currency risk disclosed in this note. If no policy exists concerning the risks disclosed, that fact should be stated.

V. Securities as Applied to Credit Risk of Deposits and Investments:
Securities defined – a transferable financial instrument that evidences ownership or creditorship. Securities can be in either paper or book-entry form.

1. Examples of securities that are often held by or pledged to (as collateral) governmental entities include:
a. treasury bills, treasury notes, treasury bonds
b. federal agency obligations
c. corporate debt instruments (including commercial paper)
d. corporate equity instruments
e. negotiable CD's (keyword here is negotiable)
f. bankers' acceptances
g. shares of closed-end mutual funds (keyword here is closed-end)
h. shares of unit investment trusts

2. Instruments or investments that are not securities include:
a. investments made directly with another party (such as limited partnerships)
b. real estate
c. direct investments in mortgages and other loans
d. investments in open-ended mutual funds (keyword here is open-ended)
e. pools managed by other governments
f. annuity contracts
g. guaranteed investment contracts