Washington State Auditor's Office Report on Financial Statements Audit

City of Prescott Walla Walla County

Audit Period

January 1, 2002 through December 31, 2003

Report No. 68090



Washington State Auditor Brian Sonntag

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March 11, 2005

Mayor and City Council City of Prescott Prescott, Washington

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Olympia, Washington 98504-0021

Report on Financial Statements

Please find attached our report on the City of Prescott's financial statements.

We are issuing this report now in order to provide information on the City's financial condition.

In addition to this work, we look at other areas of our audit clients' operations for compliance with state laws and regulations. The results of that review will be included in our regular audit report, which will be issued separately.

Sincerely,

BRIAN SONNTAG,CGFM

STATE AUDITOR

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Independent Auditor's Report on Compliance and Internal Control over Financial Reporting in Accordance with Government Auditing Standards

City of Prescott Walla Walla County January 1, 2002 through December 31, 2003

Mayor and City Council City of Prescott Prescott, Washington

We have audited the financial statements of the City of Prescott, Walla Walla County, Washington, as of and for the years ended December 31, 2003 and 2002, and have issued our report thereon dated February 11, 2005. We conducted our audit in accordance with governmental auditing standards generally accepted in the United States of America, issued by the Comptroller General of the United States.

COMPLIANCE

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatements, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, the objective of our audit of the financial statements was not to provide an opinion on overall compliance with these provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of material noncompliance that are required to be reported herein under *Government Auditing Standards*.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit, we considered the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of management and the Mayor and City Council. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

BRIAN SONNTAG,CGFM

STATE AUDITOR

February 11, 2005

Independent Auditor's Report on Financial Statements

City of Prescott Walla Walla County January 1, 2002 through December 31, 2003

Mayor and City Council City of Prescott Prescott, Washington

We have audited the accompanying financial statements of the City of Prescott, Walla Walla County, Washington, for the years ended December 31, 2003 and 2002. These financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

As described in Note 1 to the financial statements, the City prepares its financial statements on the basis of accounting that demonstrates compliance with Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the City of Prescott, for the years ended December 31, 2003 and 2002, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards* in the United States of America, we will issue our report on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedules of Long-Term Debt is presented for purposes of additional analysis. These supplemental schedules are not a required part of the financial statement but is supplementary information required by the prescribed BARS manual. Such supplemental information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our

opinion, is fairly presented, in all material respects, in relation to the financial statements taken as a whole.

BRIAN SONNTAG,CGFM STATE AUDITOR

February 11, 2005

Financial Statements and Schedules

City of Prescott Walla Walla County January 1, 2002 through December 31, 2003

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2003 Fund Resources and Uses Arising from Cash Transactions – 2002 Notes to Financial Statements – 2003 and 2002

SUPPLEMENTAL INFORMATION

Schedule of Long-Term Debt – 2003 Schedule of Long-Term Debt – 2002

CITY OF PRESCOTT FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ended December 31, 2003

BARS CODE		CURRENT EXPENSE #001 001 Current Expense		CITY STRE	
		Budget	Actual	Budget	Actual
Beginning N	let Cash and Investments	\$126,508	\$126,508	\$40,930	\$58,407
Revenues	and Other Sources				
310	Taxes	43,039	47,905	7,468	6,831
320	Licenses and Permits	4,475	2,972		
330	Intergovernmental	15,510	17,425	57,600	4,752
340	Charges for Goods and Services	2,300	1,500		
350	Fines and Forfeits	600	80		
360	Miscellaneous	4,625	2,961	14,500	7,600
370	Capital Contributions				
390	Other Financing Sources	20,000			
	Total Revenues and Other Sources	90,549	72,843	79,568	19,183
	Total Resources	217,057	199,352	120,498	77,590
Operating	Expenditures:				
510	General Government	43,796	31,276	3,068	3,085
520	Public Safety	15,860	18,559		
530	Physical Environment	22,603	14,445		
540	Transportation			14,380	7,790
550	Economic Environment	1,600	2,385		
560	Mental and Physical Health	290	302		
570	Culture and Recreation	6,400	5,875		
	Total Operating Expenditures	90,549	72,842	17,448	10,875
591-593	Debt Service				
594-595	Capital Outlay			51,750	247
	Total Expenditures	90,549	72,842	69,198	11,122
597-599	Other Financing Uses			10,370	
	Total Expenditures and Other Uses	90,549	72,842	79,568	11,122
Excess (D	Deficit) of Resources Over Uses	126,508	126,510	40,930	66,468
380	Nonrevenues (Except 384 and 388.80)				
580	Nonexpenditures (Except 584 and 588.80)				
Ending Net	Cash and Investments	\$126,508	\$126,510	\$40,930	\$66,468

CITY OF PRESCOTT FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ending December 31, 2003

BARS CODE		ARTERIAL STREETS #102 102 Arterial Streets		Fund Numbe	er and Name
		Budget	Actual	Budget	Actual
Beginning N	Net Cash and Investments	\$21,812	\$4,336		
Revenues	and Other Sources				
310	Taxes				
320	Licenses and Permits				
330	Intergovernmental	2,350	2,096		
340	Charges for Goods and Services				
350	Fines and Forfeits				
360	Miscellaneous				
370	Capital Contributions				
390	Other Financing Sources				
	Total Revenues and Other Sources	2,350	2,096	0	0
	Total Resources	24,162	6,432	0	0
Operating	Expenditures:				
510	General Government				
520	Public Safety				
530	Physical Environment				
540	Transportation				
550	Economic Environment				
560	Mental and Physical Health				
570	Culture and Recreation				
	Total Operating Expenditures	0	0	0	0
591-593	Debt Service				
594-595	Capital Outlay				
	Total Expenditures	0	0	0	0
597-599	Other Financing Uses				
	Total Expenditures and Other Uses	0	0	0	0
Excess (I	Deficit) of Resources Over Uses	24,162	6,432	0	0
380	Nonrevenues (Except 384 and 388.80)				
580	Nonexpenditures (Except 584 and 588.80)				
Ending Net	Cash and Investments	\$24,162	\$6,432	\$0	\$0

CITY OF PRESCOTT FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ending December 31, 2003

		WATER #401 401 Water		SERVE #402 Reserve
Fund Type: Enterprise Funds	Budget	Actual	Budget	Actual
Beginning Net Cash and Investments	\$99,961	\$99,961	\$11,500	\$11,500
Revenue and Other Financing Sources	55,500	54,374		
Total Resources	155,461	154,335	11,500	11,500
Expenditures And Other Financing Uses	53,500	46,491		
Excess (Deficit) of Resources Over Uses	101,961	107,844	11,500	11,500
Nonrevenues (Except 384 and 388.80)				
Nonexpenditures (Except 584 and 588.80)				
Ending Net Cash and Investments	\$101,961	\$107,844	\$11,500	\$11,500

	_	EMS LEVY FUND #103 103 EMS Levy Fund		er and Name
Fund Type: Restricted Revenue Fund	Budget	Actual	Budget	Actual
Beginning Net Cash and Investments				
Revenue and Other Financing Sources	3,500			
Total Resources	3,500	0	0	0
Expenditures And Other Financing Uses		160		
Excess (Deficit) of Resources Over Uses	3,500	(160)	0	0
Nonrevenues (Except 384 and 388.80)				
Nonexpenditures (Except 584 and 588.80)				
Ending Net Cash and Investments	\$3,500	(\$160)	\$0	\$0

Fund Type:	Budget	Actual	Budget	Actual
Beginning Net Cash and Investments				
Revenue and Other Financing Sources				
Total Resources	0	0	0	0
Expenditures And Other Financing Uses				
Excess (Deficit) of Resources Over Uses	0	0	0	0
Nonrevenues (Except 384 and 388.80)				
Nonexpenditures (Except 584 and 588.80)				
Ending Net Cash and Investments	\$0	\$0	\$0	\$0

CITY OF PRESCOTT FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the year ended December 31, 2002

BARS CODE		CURRENT EXP. #001 001 Current Expense		CITY STRE	_
OODL		Budget	Actual	Budget	Actual
Beginning I	Net Cash and Investments	\$123,047	\$137,880	\$60,926	\$61,324
Revenues	and Other Sources				
310	Taxes	43,752	47,568	7,394	7,364
320	Licenses and Permits	3,675	2,055		
330	Intergovernmental	14,813	18,348	16,857	4,667
340	Charges for Goods and Services	2,150	417		
350	Fines and Forfeits	600			
360	Miscellaneous	10,775	2,670	6,800	9,328
370	Capital Contributions				
390	Other Financing Sources				
	Total Revenues and Other Sources	75,765	71,057	31,051	21,359
	Total Resources	198,812	208,937	91,977	82,682
Operating	Expenditures:				
510	General Government	45,218	38,824	1,968	1,528
520	Public Safety	18,289	18,965		
530	Physical Environment	2,553	13,558		
540	Transportation			11,405	5,295
550	Economic Environment	2,200	273		
560	Mental and Physical Health	250	224		
570	Culture and Recreation	7,255	10,584		
	Total Operating Expenditures	75,765	82,429	13,373	6,823
591-593	Debt Service				
594-595	Capital Outlay				
	Total Expenditures	75,765	82,429	17,678	17,453
597-599	Other Financing Uses				
	Total Expenditures and Other Uses	75,765	82,429	31,051	24,276
Excess (I	Deficit) of Resources Over Uses	123,047	126,508	60,926	58,407
380	Nonrevenues (Except 384 and 388.80)				
580	Nonexpenditures (Except 584 and 588.80)				
Ending Net	Cash and Investments	\$123,047	\$126,508	\$60,926	\$58,407

CITY OF PRESCOTT FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the year ended December 31, 2002

BARS CODE		ARTERIAL STREETS #102 102 Arterial Streets		
		Budget	Actual	
Beginning N	let Cash and Investments		\$2,215	
Revenues	and Other Sources			
310	Taxes			
320	Licenses and Permits			
330	Intergovernmental	1,500	2,121	
340	Charges for Goods and Services			
350	Fines and Forfeits			
360	Miscellaneous			
370	Capital Contributions			
390	Other Financing Sources			
	Total Revenues and Other Sources	1,500	4,336	
	Total Resources	1,500	4,336	
Operating	Expenditures:			
510	General Government			
520	Public Safety			
530	Physical Environment			
540	Transportation			
550	Economic Environment			
560	Mental and Physical Health			
570	Culture and Recreation			
	Total Operating Expenditures	0	0	
591-593	Debt Service			
594-595	Capital Outlay			
	Total Expenditures	0	0	
597-599	Other Financing Uses			
	Total Expenditures and Other Uses	0	0	
Excess (D	Deficit) of Resources Over Uses	1,500	4,336	
380	Nonrevenues (Except 384 and 388.80)			
580	Nonexpenditures (Except 584 and 588.80)			
Ending Net	Cash and Investments	\$1,500	\$4,336	

CITY OF PRESCOTT FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

For the Year Ending December 31, 2002

		WATER #401 401 Water		ERVE #402 Reserve
Fund Type: Enterprise Fund	Budget	Actual	Budget	Actual
Beginning Net Cash and Investments	\$95,882	\$95,749	\$11,500	\$11,500
Revenue and Other Financing Sources	54,000	53,328		
Total Resources	149,882	149,077	11,500	11,500
Expenditures And Other Financing Uses	51,000	49,117		
Excess (Deficit) of Resources Over Uses	98,882	99,960	11,500	11,500
Nonrevenues (Except 384 and 388.80)				
Nonexpenditures (Except 584 and 588.80)				
Ending Net Cash and Investments	\$98,882	\$99,960	\$11,500	\$11,500

	Fund Numbe	Fund Number and Name		r and Name
Fund Type:	Budget	Actual	Budget	Actual
Beginning Net Cash and Investments				
Revenue and Other Financing Sources				
Total Resources	0	0	0	0
Expenditures And Other Financing Uses				
Excess (Deficit) of Resources Over Uses	0	0	0	0
Nonrevenues (Except 384 and 388.80)				
Nonexpenditures (Except 584 and 588.80)				
Ending Net Cash and Investments	\$0	\$0	\$0	\$0

	Fund Numbe	Fund Number and Name		er and Name
Fund Type:	Budget	Actual	Budget	Actual
Beginning Net Cash and Investments				
Revenue and Other Financing Sources				
Total Resources	0	0	0	0
Expenditures And Other Financing Uses				
Excess (Deficit) of Resources Over Uses	0	0	0	0
Nonrevenues (Except 384 and 388.80)				
Nonexpenditures (Except 584 and 588.80)				
Ending Net Cash and Investments	\$0	\$0	\$0	\$0

CITY OF PRESCOTT NOTES TO FINANCIAL STATEMENT January 1, 2002 thru December 31, 2003

The following notes are an integral part of the accompanying financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Prescott uses the revenue and expenditure classifications contained in the Budgeting Accounting and Reporting System (BARS) manual. The manual is prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

The City of Prescott was incorporated on February 23, 1903 and operates under the laws of the State of Washington applicable to a fourth-class city with a mayor-council form of government. The city is a general purpose government and provides public safety, fire prevention, street improvement and general administrative services. In addition the city owns and operates a water system. The city uses a single-entry, cash basis accounting which is a departure from generally accepted accounting principles (GAAP).

A. Fund Accounting

The accounts of the city are organized on the basis of five funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The city's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the city:

Current Expense Fund

This fund is the general operating fund of the city. It accounts for all financial resources and transactions except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for revenues derived from specific taxes, grants or other sources which are designated to finance particular activities of the city.

Capital Projects Funds (Funds in the 300 series)

These funds account for financial resources which are designated for the acquisition of construction of general government capital improvements. These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

B. <u>Basis of Accounting</u>

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law.

Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

C. Budgets

Annual appropriated budgets are adopted for current expense, special revenue, capital projects and enterprise funds. The financial statements include budgetary comparisons for those funds.

D. Cash

It is the city's policy to invest all temporary cash surpluses. The amount is included in the net cash and investments shown on the statements of fund resources and uses arising from cash transactions. The interest on these investments is prorated to the various funds.

E. <u>Deposits</u>

The city deposits and certificates of deposits are covered by the Federal Deposit Insurance Corporation and the Washington Public Deposit Protection Commission.

F. Note #3 – Investments

The city investments are either insured, registered or held by the city or its' agent in the city's name.

Investments by type at December 31, 2002 are as follows:

Type of Investment	Balance
Year 2002:	
L.G.I.P.	\$140,301.61
Certificate of Deposit	25,525.51
Total for 2002:	\$165,827.12

Type of Investment	Balance			
Year 2003:				
L.G.I.P.	\$141,998.58			
Certificate of Deposit	25,525.51			
Total for 2003:	\$167,524.09			

G. <u>Compensated Absences</u>

The city has no set policy for vacation leave or sick leave.

H. Note #6 – Long Term Debt

The accompanying Schedule of Long Term Debt (09) provides information of the only outstanding debt of the city and summarizes the city's debt transactions for fiscal years 2002. The debt service requirement are as follows:

2002 Revenue Bond						
2003	\$ 9,859					
2004	10,405					
2005	9,913					
2006	9,413					
2007	9,873					
Thereafter	9,293					
Total:	\$58,756					

2003 Revenue Bond					
2004	\$10,405				
2005	9,913				
2006	9,413				
2007	9,873				
2008	9,292				
Total:	\$48,896				

I. Note #2 – Compliance and Accountability

There have been no material violations of finance-related legal or contractual provisions and there have been no expenditures exceeding legal appropriations in any of the funds of the city, with exception of the current expense fund. Expenditures exceeded legal appropriations because invoices related to the waste water feasibility studies were paid and then had to be submitted to the grantor for reimbursement to the city. The re-imbursements were received by the city in March, May and July 2003.

J. Note #4 – Property Taxes

The county treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Collections are distributed after the end of the month.

Property tax revenues are recognized when cash is received by the city. Delinquent taxes are considered full collectible because a lien affixes to the property after taxes are levied.

The city's regular levy for the year 2002 was 3.0792 per \$1,000. on an assessed valuation of \$8,003,967. for a total regular levy of \$24,646. The city's regular levy for the year 2003 was 3.0792 per \$1,000. on an assessed valuation of \$8,334,258 for a total regular levy of \$24892.

K. <u>Note #7 – Pensions Plans</u>

The city has no pension plan

L. Risk Management

The City of Prescott is a member of the Cities Insurance Association of Washington. Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a pool or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insure, or hire or contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The pool was formed on September 1, 1988 when 34 cities in the State of Washington joined together by signing an Inter-local Governmental Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. 115 cities have joined the Pool.

The pool allows members to jointly purchase insurance coverage and provide related services, such as administration, risk management, claims administration, etc. Coverage for Public Official Liability is on a "claims made basis". All other coverage are on an "occurrence basis". The pool provides the following forms of group purchased insurance coverage for its members: property liability, vehicle liability, other mobile equipment, boiler and machinery, bonds of various types, excess liability and public official liability.

The pool acquires liability insurance from unrelated underwriters that are subject to a per-occurrence deductible of \$100,000. Members are responsible for the first \$1,000. of the deductible amount of each claim, while the pool is responsible for the remaining \$99,000. Insurance carriers cover insured losses over \$100,000. to the limits of each policy. Since the pool is a cooperative program, there is a joint liability among the participating members towards the sharing of the \$99,000. portion of the deductible. The pool, however purchases a Stop Loss Policy in the amount of \$1,470,732. to eliminate any risk to members and, in addition, fully funds the Stop Loss in the budget.

Property insurance is subject to per-occurrence deductible of \$10,000. Members are responsible for the first \$1,000 of the deductible amount of each claim, while the pool is responsible for the remaining \$9,000.

Boiler and machinery insurance is subject to per-occurrence deductible of \$2,500. Members are responsible for the deductible amount of each claim.

Each new member now pays the pool an admittance fee. This amount covers the member's share of unrestricted reserves. Members contract to remain in the pool for a minimum of one year, and must give notice before August 31 before terminating participation the following September 1. The Interlocal Governmental Agreement is renewed automatically each year. Even after termination, a member remains responsible for contributions to the pool for any unresolved, unreported and inprocess claims for the period they were a signatory to the Interlocal Governmental Agreement.

The pool is fully funded by its member participants. Claims are filed by members with Canfield & Associates, Inc., which has been contracted to perform pool administration claims, adjustments and administration loss prevention for the pool. Fees paid to the third party administrator under this arrangement for the years ending August 31, 2002 were \$650,841. The 2002/2003 administrative fee was \$764,879.

A governing board is selected by the membership and is responsible for conducting the business affairs of the pool. The Board of Directors has contracted with Canfield & Associates, Inc. to perform day-to-day administration of the pool. This pool has no employees. Copies of the pool's annual report may be obtained by writing to 451 Diamond Drive, Ephrata, WA 98823

MCAG NO. 0769

(CITY/COUNTY/DISTRICT) City of Prescott

SCHEDULE OF LONG-TERM DEBT

G.O. Debt

Assessment Debt Revenue Debt

Refunded Debt Debt of Special Purpose Districts

For The Year Ended December 31, 2003

Ending Outstanding
Debt 12/31/____(1)+(2)-(3) 4 42,000 Redeeming Fund Number 401 BARS Code for Redemption 582.____ 582.____ 582.____ 582.____ Amount Redeemed in Current Year (3) 7,000 Amount Issued in Current Year 3 Beginning Outstanding 49,000 Date of Maturity 80-9 Date of Original Issue 6-91 ID. No. 251.41

City of Prescott (CITY/COUNTY/DISTRICT)

SCHEDULE OF LONG-TERM DEBT

Revenue Debt G.O. Debt

Assessment Debt Refunded Debt Debt of Special Purpose Districts

For The Year Ended December 31, 2002_

(4)	Ending Outstanding Debt 12/31/(1)+(2)-(3)	49,000					
	Redeeming Fund Number	401					
	BARS Code for Redemption	582	582	582	582	582	582
(3)	Amount Redeemed in Current Year						
(2)	Amount Issued in Current Year						
(1)	Beginning Outstanding Debt 01/01/ (Ending Outstanding Debt Balance from Prior Year)	56,000					
	Date of Maturity	6-1-08					
	Date of Original Issue	6-5-91					
	ID. No.	251.41					