

**Town of Sibley  
Sibley, Louisiana**

**Financial Statement with Auditors' Report**

**As of and For the Year Ended June 30, 2024**

Town of Sibley  
Sibley, Louisiana

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Sibley, Louisiana

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## Independent Auditors' Report

The Honorable Robert Smart, Mayor  
and Members of the Town Council  
Town of Sibley  
Sibley, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Sibley, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town of Sibley's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town of Sibley, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Sibley and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Sibley's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Town of Sibley's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Town of Sibley's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 – 10 and 38 – 40 be presented to supplement the basic financial statements. Such information is the responsibility of management, and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. As disclosed in Note 1 to the financial statements, the Town of Sibley prepares its financial statements in accordance with accounting principles generally accepted in the United States of America. The other

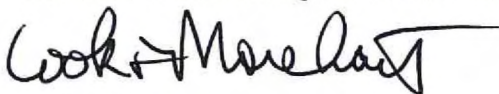


supplementary information schedule, Justice System Funding Schedule, shown on page 41, is presented for the purposes of additional analysis and is not a required part of the basic financial statements. This schedule is presented to satisfy the requirements of Act 87 of the 2020 Regular Legislative Session (R.S. 24:515.2) and must be presented on the cash basis of accounting which differs significantly from those principles used to present financial statements in accordance with accounting principles generally accepted in the United States of America. The information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the Justice System Funding Schedule, shown on page 41, is fairly stated in all material respects, in relation to the financial statements as a whole.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Sibley's basic financial statements. The other supplementary information listed in the table of contents and shown on pages 42 – 43 are presented for purposes of additional analysis and are not a required part of the basic financial statements. The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024, on our consideration of the Town of Sibley, Louisiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Sibley's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Sibley's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
December 19, 2024



## **TOWN OF SIBLEY**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of the Town of Sibley's financial performance provides an overview of the Town of Sibley's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the Town's financial statements, which begin on page 11.

#### **FINANCIAL HIGHLIGHTS**

- The Town of Sibley's net position of our governmental activities decreased by \$119,056 or 8.0%. The Town of Sibley's net position of our business-type activities increased by \$449,787 or 17.1%.
- In the Town's governmental activities, total general and program revenues were \$839,669 in 2024 compared to \$854,223 in 2023. Total expenses, excluding depreciation, totaled \$852,843 for the year ended June 30, 2024.
- In the Town's business-type activities, revenues and transfers in increased by \$631,470, while expenses increased by \$55,476. The increase in revenue is mainly due to an increase in capital grants.

#### **USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 11 and 12) provide information about the activities of the Town of Sibley as a whole and present a longer-term view of the Town's finances. Fund financial statements start on page 13. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Town of Sibley's operations in more detail than the government-wide statements by providing information about the Town of Sibley's most significant funds.

#### **Reporting the Town of Sibley as a Whole**

Our analysis of the Town of Sibley as a whole begins on page 11. One of the most important questions asked about the Town of Sibley's finances is "Is the Town of Sibley as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the funds maintained by the Town of Sibley as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.



These two statements report the Town of Sibley's *net position* and changes in them. You can think of the Town of Sibley's net position – the difference between assets and liabilities – as one way to measure the Town of Sibley's financial health, or *financial position*. Over time, *increases* or *decreases* in the Town of Sibley's net position is one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Town's property tax base, to assess the overall health of the Town.

In the Statement of Net Position and the Statement of Activities, we divide the Town into two kinds of activities:

**Governmental activities** – Most of the Town's basic services are reported here, including the police, fire, public works, and general administration. Property taxes, franchise fees, sales taxes, and police department fines, and various other revenues finance most of these activities.

**Business-type activities** – The Town charges a fee to customers to help it cover all or most of the cost of certain services it provides. The Town's water and sewer system are reported here.

### **Reporting the Town's Most Significant Funds**

Our analysis of the major funds maintained by the Town of Sibley begins on page 13. The fund financial statements begin on page 13 and provide detailed information about the most significant funds maintained by the Town of Sibley – not the Town of Sibley as a whole. The Town of Sibley's two kinds of funds – *governmental* and *proprietary* – use different accounting approaches.

**Governmental funds** – Most of the Town of Sibley's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Town of Sibley's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain Town of Sibley expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental *funds* in a reconciliation following the fund financial statements.

**Proprietary funds** – When the Town charges customers for the services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Town's enterprise funds (a component of proprietary funds) are the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows, for proprietary funds.



## THE TOWN OF SIBLEY AS A WHOLE

The Town of Sibley's combined net position changed from a year ago, increasing from \$4,116,814 to \$4,447,545. A comparative analysis of the funds maintained by the Town of Sibley is presented below.

**Table 1**  
**Net Position**

	Governmental Activities		Business-type Activities		Total	
	2024	2023	2024	2023	2024	2023
Current and other assets	\$ 1,150,546	\$ 1,310,818	\$ 305,472	\$ 244,021	\$ 1,456,018	\$ 1,554,839
Capital assets	1,169,764	1,166,784	3,026,503	2,652,097	4,196,267	3,818,881
Total assets	<u>2,320,310</u>	<u>2,477,602</u>	<u>3,331,975</u>	<u>2,896,118</u>	<u>5,652,285</u>	<u>5,373,720</u>
Current liabilities	467,927	468,569	83,758	73,688	551,685	542,257
Long-term liabilities	487,055	524,649	166,000	190,000	653,055	714,649
Total liabilities	<u>954,982</u>	<u>993,218</u>	<u>249,758</u>	<u>263,688</u>	<u>1,204,740</u>	<u>1,256,906</u>
Net position:						
Net investment in						
capital assets	682,709	642,136	2,860,503	2,462,097	3,543,212	3,104,233
Restricted	582,010	684,468	42,595	37,611	624,605	722,079
Unrestricted	100,609	157,780	179,119	132,722	279,728	290,502
Total net position	<u>\$ 1,365,328</u>	<u>\$ 1,484,384</u>	<u>\$ 3,082,217</u>	<u>\$ 2,632,430</u>	<u>\$ 4,447,545</u>	<u>\$ 4,116,814</u>

Net position of the Town of Sibley's governmental activities decreased by \$119,056 or 8.0%. Net position of the Town of Sibley's business-type activities increased by \$449,787 or 17.1%.

**Table 2**  
**Change in Net Position**

	Governmental Activities		Business-type Activities		Total	
	2024	2023	2024	2023	2024	2023
Revenues and gains						
Program revenues						
Charge for services	\$ 163,324	\$ 177,112	\$ 492,070	\$ 411,274	\$ 655,394	\$ 588,386
Capital grants and contributions			547,351	24,800	547,351	24,800
Operating grants			27,058		27,058	
General revenue						
Ad valorem taxes	72,441	68,785			72,441	68,785
Sales taxes	395,775	442,342			395,775	442,342
Franchise taxes	32,209	34,637			32,209	34,637
Investment earnings	23,711	11,621	1,880	815	25,591	12,436
Intergovernmental	80,848	83,598			80,848	83,598
Miscellaneous	71,361	36,128			71,361	36,128
Total revenues	<u>839,669</u>	<u>854,223</u>	<u>1,068,359</u>	<u>436,889</u>	<u>1,908,028</u>	<u>1,291,112</u>
Expenses						
General government	389,646	345,157			389,646	345,157
Public safety	393,814	290,359			393,814	290,359
Public works	154,799	204,203			154,799	204,203
Interest on long-term debt	20,466	19,389			20,466	19,389
Water			341,934	334,666	341,934	334,666
Sewer			276,638	228,430	276,638	228,430
Total expenses	<u>958,725</u>	<u>859,108</u>	<u>618,572</u>	<u>563,096</u>	<u>1,577,297</u>	<u>1,422,204</u>
Increases (decreases) in net position	<u>\$ (119,056)</u>	<u>\$ (4,885)</u>	<u>\$ 449,787</u>	<u>\$ (126,207)</u>	<u>\$ 330,731</u>	<u>\$ (131,092)</u>

The Town's total revenues increased by \$616,916 or 47.8%. The total cost of all programs and services increased \$155,093 or 10.9%. Our following analysis separately considers the operations of the governmental and business-type activities.

## **Governmental Activities**

Total revenues and gains for the governmental activities decreased \$14,554 (1.7%) from a year ago, from total revenues in the year ended June 30, 2023 of \$854,223 to total revenues and gains of \$839,669 in the year ended June 30, 2024, largely due to a decrease in sales taxes.

The cost of all governmental activities this year was \$958,728. These costs were covered by \$163,324 of program revenues, with the remaining costs covered by property taxes, sales taxes, and other general revenues.

## **Business-type Activities**

Total revenues for the business-type activities increased by \$631,470 (145%) from total revenues in the year ended June 30, 2023 of \$436,889 to total revenues of \$1,068,359 in the year ended June 30, 2024. The increase was due to increases in capital and operating grants received for water and sewer operations and improvements.

The cost of all business-type activities this year was \$618,572. These costs were covered in large part by \$492,070 of program revenues and \$574,409 capital and operating grant contributions.

## **THE TOWN'S FUNDS**

As the Town completed the year, its governmental funds (as presented in the balance sheet on page 13) reported a *combined* fund balance of \$699,306, which is a decrease from last year's fund balance of \$861,291. Revenues decreased \$14,554 from the prior year. Expenditures decreased by \$311,122, mainly due to decreases in capital outlays.

## **General Fund Budgetary Highlights**

The Town adopted a budget for its General Fund for the year ended June 30, 2024. There was one amendment to the budget during the year. The Town's budgetary comparison is presented as required supplementary information and shown on page 38. Highlights for the year are as follows:

Sales tax revenue transferred in totaled \$217,067. The fund balance of the general fund decreased by \$59,527.



## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

At the end of June 30, 2024, the Town of Sibley had invested \$4,196,267 in capital assets. (see table 3 below)

**Table 3**  
**Capital Assets at Year End**  
**(Net Depreciation)**

	Governmental Activities		Business-type Activities		Total	
	2024	2023	2024	2023	2024	2023
Land	\$ 268,616	\$ 259,616	\$ 26,988	\$ 26,988	\$ 295,604	\$ 286,604
Construction in progress			547,351		547,351	
Buildings	75,872	85,750			75,872	85,750
Infrastructure	38,122	45,292			38,122	45,292
Furniture, equipment, and vehicles	134,600	64,671			134,600	64,671
Fire department equipment and vehicles	652,554	711,455			652,554	711,455
Sewer system			1,277,464	1,367,336	1,277,464	1,367,336
Water system			1,174,700	1,257,773	1,174,700	1,257,773
Total assets	<u>\$ 1,169,764</u>	<u>\$ 1,166,784</u>	<u>\$ 3,026,503</u>	<u>\$ 2,652,097</u>	<u>\$ 4,196,267</u>	<u>\$ 3,818,881</u>

This year's major additions included:

Water system improvements	\$ 547,351
Land	9,000
Other improvements	7,000
Vehicle Purchases	54,399
Tractor	38,463
	<u>\$ 656,213</u>

More detailed information about the capital assets are presented in Note 5 to the financial statements.



## Debt

At year-end, the Town had \$653,055 in debt outstanding, versus \$714,649 last year – a decrease of 8.6%.

	Governmental Activities		Business-type Activities		Total	
	2024	2023	2024	2023	2024	2023
Lease obligations	\$ 487,055	\$ 524,649	\$	\$	\$ 487,055	\$ 524,649
Sewer revenue refunding bonds			166,000	190,000	166,000	190,000
Totals	<u>\$ 487,055</u>	<u>\$ 524,649</u>	<u>\$ 166,000</u>	<u>\$ 190,000</u>	<u>\$ 653,055</u>	<u>\$ 714,649</u>

State law restricts the amount of debt that the Town of Sibley may issue. The aggregate principal amount of debt may not exceed 10% of the assessed valuation for property tax purposes of all real and personal property located within the parish. The Town of Sibley's total debt outstanding at year-end was well below this limitation.

More detailed information about the debt is presented in Note 11 to the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Town of Sibley's management considered many factors when setting a fiscal year June 30, 2025, budget. Amounts available for appropriation in the governmental funds are expected to remain substantially the same.

General operating expenditures for the year ended June 30, 2025, are expected to remain substantially the same.

The Town entered into construction contracts totaling \$4,949,727 for water system improvements. Amounts incurred under those contracts totaled approximately \$267,573 at June 30, 2024. The remaining amounts are expected to be expended during the year ended June 30, 2025. Funding for the projects will be primarily by grants-contracts with the Delta Regional Authority and the State of Louisiana's Water Sector Program.

## CONTACTING THE TOWN'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the Town of Sibley and to show the Town of Sibley's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Mayor at P.O. Box 128, Sibley, LA 71073.

Town of Sibley  
Sibley, Louisiana  
Statement of Net Position  
June 30, 2024

	Governmental Activities	Business-type Activities	Total
<b>Assets</b>			
Cash and cash equivalents	\$ 740,658	\$ 137,380	\$ 878,038
Investments	351,250	19,261	370,511
Receivables	49,411	65,690	115,101
Internal balances	9,227	(9,227)	
Restricted assets:			
Cash- customer deposits		49,773	49,773
Cash and cash equivalents- debt service		42,595	42,595
Capital assets not being depreciated	268,616	574,339	842,955
Depreciable capital assets, net	901,148	2,452,164	3,353,312
Total assets	<u>2,320,310</u>	<u>3,331,975</u>	<u>5,652,285</u>
<b>Liabilities</b>			
Accounts payable and accrued expenses	21,862	30,292	52,154
Unearned revenue	429,378		429,378
Customer deposits		49,773	49,773
Accrued interest payable	16,687	3,693	20,380
Non-current liabilities:			
Due within one year	114,107	25,000	139,107
Due in more than one year	372,948	141,000	513,948
Total liabilities	<u>954,982</u>	<u>249,758</u>	<u>1,204,740</u>
<b>Net Position</b>			
Net investment in capital assets	682,709	2,860,503	3,543,212
Restricted for:			
Debt Service		42,595	42,595
Public Safety	573,501		573,501
Public Works	8,509		8,509
Unrestricted	100,609	179,119	279,728
Total net position	<u>\$ 1,365,328</u>	<u>\$ 3,082,217</u>	<u>\$ 4,447,545</u>

See accompanying notes to the basic financial statements.



Town of Sibley  
Sibley, Louisiana  
Statement of Activities  
For the Year Ended June 30, 2024

	Program Revenues				Net (Expense) Revenue and Changes in Net Assets		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
<b>Functions / Programs:</b>							
Governmental Activities							
General government	\$ 389,646	\$ 67,192	\$	\$	\$ (322,454)	\$	\$ (322,454)
Public safety	393,814	96,132			(297,682)		(297,682)
Public works	154,799				(154,799)		(154,799)
Interest on long-term debt	20,466				(20,466)		(20,466)
Total governmental activities	<u>958,725</u>	<u>163,324</u>			<u>(795,401)</u>		<u>(795,401)</u>
Business-type Activities							
Water	341,934	322,920	2,058	547,351		530,395	530,395
Sewer	276,638	169,150	25,000			(82,488)	(82,488)
Total business-type activities	<u>618,572</u>	<u>492,070</u>	<u>27,058</u>	<u>547,351</u>		<u>447,907</u>	<u>447,907</u>
Total Government	<u>\$ 1,577,297</u>	<u>\$ 655,394</u>	<u>\$ 27,058</u>	<u>\$ 547,351</u>	<u>(795,401)</u>	<u>447,907</u>	<u>(347,494)</u>
General revenues:							
Ad valorem taxes					72,441		72,441
Sales taxes					395,775		395,775
Franchise taxes					32,209		32,209
Intergovernmental					80,848		80,848
Investment earnings					23,711	1,880	25,591
Miscellaneous					71,361		71,361
Total general revenues					<u>676,345</u>	<u>1,880</u>	<u>678,225</u>
Change in net position					(119,056)	449,787	330,731
Net position - beginning					1,484,384	2,632,430	4,116,814
Net position - ending					<u>\$ 1,365,328</u>	<u>\$ 3,082,217</u>	<u>\$ 4,447,545</u>

See accompanying notes to the basic financial statements.

Town of Sibley  
Sibley, Louisiana  
Balance Sheet  
Governmental Funds  
June 30, 2024

	General	Sales Tax	Volunteer Fire Department	Total Governmental Funds
<b>Assets</b>				
Cash and cash equivalents	\$ 85,347	\$ 395,302	\$ 260,009	\$ 740,658
Investments	31,819		319,431	351,250
Receivables	12,238	37,173		49,411
Due from other fund		12,756	2,967	15,723
Total assets	<u>\$ 129,404</u>	<u>\$ 445,231</u>	<u>\$ 582,407</u>	<u>\$ 1,157,042</u>
<b>Liabilities and Fund Balances</b>				
Liabilities:				
Accounts payable and accrued expenses	\$ 9,482	\$ 3,622	\$ 8,758	\$ 21,862
Unearned revenue		429,378		429,378
Due to other fund	2,626	3,722	148	6,496
Total liabilities	<u>12,108</u>	<u>436,722</u>	<u>8,906</u>	<u>457,736</u>
Fund balances:				
Restricted for:				
Public works		8,509		8,509
Public safety			573,501	573,501
Unassigned	117,296			117,296
Total fund balances	<u>117,296</u>	<u>8,509</u>	<u>573,501</u>	<u>699,306</u>
Total liabilities and fund balances	<u>\$ 129,404</u>	<u>\$ 445,231</u>	<u>\$ 582,407</u>	<u>\$ 1,157,042</u>

See accompanying notes to the basic financial statements.



Town of Sibley  
Sibley, Louisiana  
Reconciliation of the Balance Sheet of Governmental Funds  
to the Statement of Net Position  
June 30, 2024

Fund balances - total governmental funds	\$ 699,306
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	1,169,764
Long-term liabilities and other amounts not due and payable in the current period and therefore are not reported in the funds.	
Finance purchases payable	(487,055)
Accrued interest payable	<u>(16,687)</u>
Net position of governmental activities	<u>\$ 1,365,328</u>

See accompanying notes to the basic financial statements.

Town of Sibley  
Sibley, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended June 30, 2024

	General	Sales Tax	Volunteer Fire Department	Total Governmental Funds
Revenues:				
Ad valorem taxes	\$ 72,441	\$	\$	\$ 72,441
Sales tax		395,775		395,775
Franchise taxes	32,209			32,209
Licenses and permits	67,192			67,192
Intergovernmental revenues			80,848	80,848
Fines and forfeitures	96,132			96,132
Investment earnings	2,366	705	20,640	23,711
Miscellaneous	57,093	12,397	1,871	71,361
Total revenues	<u>327,433</u>	<u>408,877</u>	<u>103,359</u>	<u>839,669</u>
Expenditures:				
Current:				
General government	372,768			372,768
Public safety	212,259		107,788	320,047
Public works		139,562		139,562
Debt Service:				
Principal		48,312	64,178	112,490
Interest		9,627	13,194	22,821
Capital outlay	19,000	82,862	7,000	108,862
Total expenditures	<u>604,027</u>	<u>280,363</u>	<u>192,160</u>	<u>1,076,550</u>
Excess (deficiency) of revenue over (under) expenditures	<u>(276,594)</u>	<u>128,514</u>	<u>(88,801)</u>	<u>(236,881)</u>
Other financing sources (uses):				
Transfers in	217,067		86,787	303,854
Transfers out		(303,854)		(303,854)
Proceeds finance purchase		74,896		74,896
Total other financing sources (uses)	<u>217,067</u>	<u>(228,958)</u>	<u>86,787</u>	<u>74,896</u>
Net change in fund balances	(59,527)	(100,444)	(2,014)	(161,985)
Fund balances at beginning of year	<u>176,823</u>	<u>108,953</u>	<u>575,515</u>	<u>861,291</u>
Fund balances at end of year	<u>\$ 117,296</u>	<u>\$ 8,509</u>	<u>\$ 573,501</u>	<u>\$ 699,306</u>

See accompanying notes to the basic financial statements.

Town of Sibley  
Sibley, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, and Changes in  
Fund Balances of Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2024

Net change in fund balances - total governmental funds	\$ (161,985)
--	--------------

Amounts reported for governmental activities in the statement of activities  
are different because:

Governmental funds report capital outlays as expenditures. However, in the statements of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$105,882) is exceeded by capital outlays (\$108,862) in the current period.

2,980

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of the governmental funds. Neither transaction has any effect on net assets.

Principal payments on long-term debt	112,490
Proceeds from finance leases payable	(74,896)

112,490  
(74,896)

Changes to accrued interest on long-term debt in the statement of activities does not require the use of current financial resources therefore, are not reported as expenditures in the governmental funds.

2,355

Change in net position of governmental activities

\$ (119,056)

See accompanying notes to the basic financial statements.



Town of Sibley  
Sibley, Louisiana  
Statement of Net Position  
Proprietary Funds  
June 30, 2024

	Business-Type Activities - Enterprise Funds		
	Water	Sewer	Totals
<b>Assets</b>			
Current assets:			
Cash and cash equivalents	\$ 98,057	\$ 39,323	\$ 137,380
Investments	19,261		19,261
Receivables	51,225	14,465	65,690
Restricted cash- customer deposits	49,773		49,773
Total current assets	<u>218,316</u>	<u>53,788</u>	<u>272,104</u>
Noncurrent assets:			
Restricted cash and cash equivalents- debt service		42,595	42,595
Capital assets:			
Land	3,799	23,189	26,988
Construction in progress	547,351		547,351
Plant and equipment	2,708,805	3,709,177	6,417,982
Less: accumulated depreciation	(1,534,105)	(2,431,713)	(3,965,818)
Total noncurrent assets	<u>1,725,850</u>	<u>1,343,248</u>	<u>3,069,098</u>
Total assets	<u>\$ 1,944,166</u>	<u>\$ 1,397,036</u>	<u>\$ 3,341,202</u>
<b>Liabilities</b>			
Current liabilities:			
Accounts payable	\$ 24,431	\$ 5,861	\$ 30,292
Due to other fund	3,174	6,053	9,227
Customer deposits	49,773		49,773
Revenue bonds		25,000	25,000
Accrued interest		3,693	3,693
Total current liabilities	<u>77,378</u>	<u>40,607</u>	<u>117,985</u>
Noncurrent liabilities:			
Revenue bonds		141,000	141,000
Total noncurrent liabilities		<u>141,000</u>	<u>141,000</u>
Total liabilities	<u>77,378</u>	<u>181,607</u>	<u>258,985</u>
<b>Net position</b>			
Net investment in capital assets	1,725,850	1,134,653	2,860,503
Restricted for debt service		42,595	42,595
Unrestricted	140,938	38,181	179,119
Total net position	<u>1,866,788</u>	<u>1,215,429</u>	<u>3,082,217</u>
Total liabilities and net position	<u>\$ 1,944,166</u>	<u>\$ 1,397,036</u>	<u>\$ 3,341,202</u>

See accompanying notes to the basic financial statements.



Town of Sibley  
Sibley, Louisiana  
Statement of Revenues, Expenses, and Changes in Fund Net Position  
Proprietary Funds  
For the Year Ended June 30, 2024

	Business-Type Activities - Enterprise Funds		
	Water	Sewer	Totals
Operating revenues:			
Charges for service -			
Water sales	\$ 306,012	\$	\$ 306,012
Sewerage service charges		165,274	165,274
Other charges and fees	16,908	3,876	20,784
Total operating revenues	<u>322,920</u>	<u>169,150</u>	<u>492,070</u>
Operating expenses:			
Salaries	48,076	52,561	100,637
Payroll taxes	5,132	3,704	8,836
Employee benefits	21,949	3,344	25,293
Insurance	18,043	6,433	24,476
Maintenance and repairs	44,511	68,798	113,309
Miscellaneous expenses	24,099	7,223	31,322
Office expense	12,155		12,155
Materials and supplies	61,655	8,637	70,292
Uniforms	2,019	533	2,552
Utilities	21,223	28,146	49,369
Depreciation	83,072	89,872	172,944
Total operating expenses	<u>341,934</u>	<u>269,251</u>	<u>611,185</u>
Operating income (loss)	<u>(19,014)</u>	<u>(100,101)</u>	<u>(119,115)</u>
Non-operating revenues (expenses):			
Intergovernmental revenue	2,058	25,000	27,058
Interest income	1,379	501	1,880
Interest expense and charges		(7,387)	(7,387)
Total non-operating revenues (expenses)	<u>3,437</u>	<u>18,114</u>	<u>21,551</u>
Income (loss) before capital contributions and transfers	<u>(15,577)</u>	<u>(81,987)</u>	<u>(97,564)</u>
Capital contributions	547,351		547,351
Transfers in (out)	(36,500)	36,500	
Total capital contributions and transfers	<u>510,851</u>	<u>36,500</u>	<u>547,351</u>
Change in net position	495,274	(45,487)	449,787
Net position - beginning of year	<u>1,371,514</u>	<u>1,260,916</u>	<u>2,632,430</u>
Net position - end of year	<u>\$ 1,866,788</u>	<u>\$ 1,215,429</u>	<u>\$ 3,082,217</u>

See accompanying notes to the basic financial statements.

Town of Sibley  
Sibley, Louisiana  
Statement of Cash Flows  
Proprietary Funds  
For the Year Ended June 30, 2024

	Business-Type Activities - Enterprise Funds		
	Water	Sewer	Totals
Cash Flows From Operating Activities			
Receipts from customers	\$ 309,468	\$ 168,221	\$ 477,689
Cash payments to suppliers for goods and services	(161,708)	(131,436)	(293,144)
Cash payments to employees for services	(75,791)	(58,701)	(134,492)
Net Cash Provided By (Used In) Operating Activities	<u>71,969</u>	<u>(21,916)</u>	<u>50,053</u>
Cash Flows From Noncapital Financing Activities			
Intergovernmental revenue	2,058	25,000	27,058
Transfers to other funds	(36,500)	36,500	
Net Cash Provided By (Used In) Noncapital Financing Activities	<u>(34,442)</u>	<u>61,500</u>	<u>27,058</u>
Cash Flows From Capital and Related Financing Activities			
Acquisition of capital assets	(547,351)		(547,351)
Capital grants	530,803		530,803
Principal payments on debt		(24,000)	(24,000)
Interest paid on capital debt		(7,921)	(7,921)
Net Cash (Used In) Capital and and Related Financing Activities	<u>(16,548)</u>	<u>(31,921)</u>	<u>(48,469)</u>
Cash Flows From Investing Activities			
Increase in investments	(5,776)		(5,776)
Interest income	1,379	501	1,880
Net Cash Provided By (Used In) Investing Activities	<u>(4,397)</u>	<u>501</u>	<u>(3,896)</u>
Net increase in cash and cash equivalents	16,582	8,164	24,746
Cash, Beginning of year	131,248	73,754	205,002
Cash, End of year	<u>\$ 147,830</u>	<u>\$ 81,918</u>	<u>\$ 229,748</u>
Cash and cash equivalents are reflected on the statement of net position as follows:			
Cash and cash equivalents	\$ 98,057	\$ 39,323	\$ 137,380
Restricted cash-customer deposits	49,773		49,773
Restricted cash and cash equivalents debt service		42,595	42,595
Total	<u>\$ 147,830</u>	<u>\$ 81,918</u>	<u>\$ 229,748</u>
Reconciliation of Operating Income (Loss) to Net Cash Provided By/(Used In) Operating Activities			
Operating income (loss)	\$ (19,014)	\$ (100,101)	\$ (119,115)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities			
Depreciation expense	83,072	89,872	172,944
Accounts receivable	(13,452)	(929)	(14,381)
Due to/from other funds	13,536	(13,536)	
Customer deposits	1,158		1,158
Accounts payable	6,669	2,778	9,447
Net Cash Flows Provided By (Used In) Operating Activities	<u>\$ 71,969</u>	<u>\$ (21,916)</u>	<u>\$ 50,053</u>

See accompanying notes to the basic financial statements.



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024

## INTRODUCTION

The Town of Sibley is incorporated under the provisions of the Lawrason Act. The Town operates under a Mayor–Council form of government.

### (1) Summary of Significant Accounting Policies

The Town of Sibley's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Town of Sibley are discussed below.

#### A. Reporting Entity

As the municipal governing authority, for reporting purposes, the Town of Sibley is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the Town of Sibley), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the Town of Sibley are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB established criteria for determining which component units should be considered part of the Town of Sibley for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the Town to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Town.
2. Organizations for which the Town does not appoint a voting majority but are fiscally dependent on the Town.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

In addition, the GASB states that a legally separate, tax-exempt organization should be reported as a component unit of a reporting entity if *all* of the following criteria are met:

1. The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents.

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

2. The primary government is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
3. The economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government.

In addition, other organizations should be evaluated as potential component units if they are closely related to, or financially integrated with, the primary government.

Based on the criteria described above, there are no component units to be included as part of the reporting entity.

**B. Basic Financial Statements – Government-Wide Statements**

The Town of Sibley's basic financial statements include both government-wide (reporting the funds maintained by the Town of Sibley as a whole) and fund financial statements (reporting the Town of Sibley's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Town's sales tax fund, fire protection fund, and general fund are classified as governmental activities. The Town's water and sewer services are classified as business-type activities.

In the government-wide Statement of Net Position, both the governmental activities and business-type activities columns are presented on a consolidated basis by column and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables, as well as long-term debt and obligations. The Town of Sibley's net position is reported in three parts – net investment in capital assets; restricted net position; and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Town of Sibley's functions. The functions are also supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating, and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary fund's principal ongoing operations of providing water and sewer services.

The net costs (by function) are normally covered by general revenue (property, sales and use taxes, certain intergovernmental revenues, interest income, etc.).

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

This government-wide focus is more on the sustainability of the Town of Sibley as an entity and the change in the Town of Sibley's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Town of Sibley are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Town of Sibley:

1. Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Town of Sibley:
  - a. General fund is the general operating fund of the Town of Sibley. It is used to account for all financial resources except those required to be accounted for in another fund.
  - b. Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
2. Proprietary Funds – the focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The following is a description of the proprietary funds of the Town:
  - a. Enterprise funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges, or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Nonmajor funds by category are summarized into a single column. GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of fund category) for the determination of major funds.

(Continued)

Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

The following major funds are presented in the fund financial statements:

General Fund – accounts for all financial resources except those required to be accounted for in another fund.

Sales Tax Fund - accounts for the proceeds of sales taxes levied for fire department maintenance, maintenance of streets, capital construction, and other general purposes of the Town.

Volunteer Fire Department Fund – accounts for the transfers from the sales tax fund to be used for fire protection.

Water Fund – accounts for the provision of water services of the Town.

Sewer Fund - accounts for the provision of sewer services of the Town.

D. Basis of Accounting

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

1. Accrual:

Both governmental and business-type activities in the government-wide financial statements and the proprietary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

E. Budgets

The Town uses the following budget practices:

1. The Mayor and Town Council prepare a proposed budget.
2. After completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance.

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

3. Budgetary amendments involving the transfer of funds from one department, program or function to another, or involving increases in expenditures resulting from revenues exceeding amounts estimated, require the approval of the Council.
4. All budgetary appropriations lapse at the end of each fiscal year.
5. Budgets for the General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles (GAAP), except for finance purchase activity. Budgeted amounts in the accompanying statements are as originally adopted, or as amended by the Council. There was one amendment to the budget for the year ended June 30, 2024.
6. The Town's fiscal year is June 30.

F. Cash, Cash Equivalents, and Investments

Cash includes amounts in petty cash, demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Town may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Investments are limited by R.S. 33:2955 and the Town's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	20–45 years
Infrastructure	20 years
Furniture and equipment	5–20 years
Vehicles	4–10 years
Fire-fighting apparatus	15–35 years
Water and sewer systems	5–50 years

(Continued)

Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

GASBS requires the Town to report and depreciate new infrastructure assets effective July 1, 2003. Infrastructure assets include roads, bridges, traffic signals, etc. These infrastructure assets are likely to be the largest asset class of the Town. Neither their historical cost nor related depreciation has historically been reported in the financial statements. The retroactive reporting of infrastructure is not required.

H. Revenues

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the Town in September or October and are actually billed to the taxpayers in November. Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are budgeted in the year billed. The Town bills and collects its own property taxes, using the assessed values determined by the tax assessor of Webster Parish. Sales tax revenues are recorded in the period in which the underlying exchange has occurred. Fines, forfeitures, licenses, and permits are recognized in the period they are collected. Interest income on demand and time deposits is recorded when earned. Federal and state grants are recorded when the Town is entitled to the funds.

I. Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets, consist of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Town's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

J. Sales Taxes

On April 1, 1980, the electors of the Town authorized a 1% sales and use tax, proceeds of which may be used for any lawful corporate purpose of the Town, including making capital improvements (after paying the reasonable and necessary expenses of collecting and administering the tax). Town officials have designated 50% of the tax proceeds for General Fund operations and 50% for capital improvements.

On October 24, 1987, the electors of the Town authorized an additional 1% sales and use tax, proceeds of which were dedicated as follows: 50% of income for fire department purchase and maintenance; 25% for streets and street construction, repair and maintenance; and 25% for capital construction, general fund or general administrative expenses. The effective date of this additional 1% sales tax was January 1, 1988.

On October 2, 2010, the electors of the Town authorized an additional 1/2% sales and use tax, proceeds of which are to be used as follows: 50% of the proceeds for maintaining, operating and supporting the Town's Police department and acquiring equipment, including vehicles and supplies, therefor, and 50% of the proceeds to be used for supporting the general fund of the Town.

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

K. Compensated Absences

The Town allows up to three weeks vacation depending upon years of service. No carryover or accrued vacation leave is allowed. Unused vacation time will be applied upon termination.

The Town allows up to twelve days per year of sick leave and employees can accumulate up to twenty four days depending upon years of service. Unused accumulated sick pay will not be paid upon separation of service.

L. Interfund Activity

Interfund activity is reported as either loans, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances." Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

M. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

N. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities in the statement of net assets. Bonds payable are reported net of the applicable bond premium or discount.

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

O. Bad Debts

The Town uses the direct charge-off method of accounting for uncollectible ad valorem taxes and water system receivables. Although this method is not in accordance with generally accepted accounting principles, the overall effect on the financial statements is immaterial.

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

P. Statement of Cash Flows

For the purposes of the Statement of Cash Flows, the Water and Sewer Funds consider all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

Q. Postretirement Benefits

The Town provides no postretirement benefits to its employees.

R. Fund Balance

GASB has issued standards which defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be properly reported within one of the fund balance categories list below.

1. Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid expenses, or (b) legally or contractually required to be maintained intact, such as a trust that must be retained in perpetuity.
2. Restricted fund balances are restricted when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed fund balances include amounts that can be used only for the specific purposes as a result of constraints imposed by the board of alderman (the Town's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the board of aldermen remove those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).
4. Assigned fund balances are amounts that are constrained by the Town's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by the Mayor, an appointed body, or official the Town's Alderman has delegated the authority to assign, modify, or rescind amounts to be used for specific purposes.
5. Unassigned fund balance are the residual classification for the Town's general fund and include all spendable amounts not contained in the other classifications.

The Town's policy is to apply expenditures against nonspendable fund balances, restricted fund balances, committed fund balances, assigned fund balances, and unassigned fund balances, in that order.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purpose amounts exceeds the positive fund balance for the non-general fund.

(Continued)

Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

S. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. At this time, the Town has no transactions that meet the definition of deferred outflows of resources

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. At this time, the Town has no transactions that meet the definition of deferred inflows of resources.

T. Fair Value Measurements

Generally accepted accounting principles require disclosure to be made about fair value measurements, the level of fair value hierarchy, and valuation techniques. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels:

Level 1 inputs – The valuation is based on quoted market prices for identical assets or liabilities traded in active markets;

Level 2 inputs – The valuation is based on quoted market prices for similar instruments traded in active markets, quoted prices for identical or similar instruments in markets that are not active, and inputs other than quoted prices that are observable for the asset or liability;

Level 3 inputs – The valuation is determined by using the best information available under the circumstances and might include the government's own data but should adjust those data if (a) reasonably available information indicates that other market participants would use different data or (b) there is something particular to the government that is not available to other market participants.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on lowest level of any input that is significant to the fair value measurement.

(2) Ad Valorem Taxes

The distributions of the Town's levy (tax rate per \$1,000 assessed value) were as follows:

	Tax Roll
	2023
General Fund	<u>8.97</u>

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

(3) Cash and Cash Equivalents and Investments

At June 30, 2024, the Town has cash, cash equivalents, and investments (book balances) totaling \$1,340,917 as detailed below:

A. Cash and Cash Equivalents

Cash and cash equivalents at June 30, 2024 (book balances) totaled \$970,406, of which \$92,368 is shown as restricted cash. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

B. Investments

At June 30, 2024, the Town had investments totaling \$370,511 consisting of the following:

Investments in Louisiana Asset Management Pool (LAMP)	\$ 321,265
Money Market Funds	35,159
U.S. Government Securities	<u>14,087</u>
	<u>\$ 370,511</u>

At June 30, 2024, the Town had investments totaling \$321,265 in Louisiana Asset Management Pool (LAMP). The Louisiana Asset Management Pool (LAMP) is a local government investment pool. In accordance with GASB codification section 150.126, the investment in LAMP at the Town of Sibley is not categorized in the three risk categories provided by GASB because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

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

Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

(Continued)

Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

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

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

At June 30, 2024, the Town had investments totaling \$49,246 in U.S. Government securities and money market funds. The market value of these particular type of investments are not materially different from their carrying amount. The investment in U.S. Government Securities and money market funds are registered in the name of the Town and are held in a brokerage account insured by the SIPC. These investments are presented in the financial statements at fair value using level 2 fair value measure.

C. Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of June 30, 2024, \$722,421 of the Town's bank balances were exposed to custodial credit risk as follows:

Uninsured and collateral held by the  
pledging bank's trust department; not  
in the Town's name:

Cash and cash equivalents	<u>\$ 722,421</u>
---------------------------	-------------------

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

(4) Restricted Assets – Proprietary Fund Type

Restricted assets were applicable to the following at June 30, 2024:

	Enterprise Fund		Total
	Sewer	Water	
Customer deposits	\$	\$ 49,773	\$ 49,773
Bond and interest sinking fund	31,831		31,831
Depreciation and contingency fund	10,764		10,764
	<u>\$ 42,595</u>	<u>\$ 49,773</u>	<u>\$ 92,368</u>

Enterprise Fund – Sewer

Under the terms of the bond agreement-resolution, on outstanding Sewer Revenue Bonds, income and revenues derived from the operating of the Town's Sewer System are pledged in amounts sufficient for the payment of principal and interest on the bonds as they become due and payable, and are to be set aside into the following special funds:

Revenue Fund – All income and revenues derived or to be derived from the operation of the Sewer System shall be deposited promptly into the Revenue Fund. Current expenses of operating and maintaining the system shall be paid from the Revenue Fund.

Revenue Bond and Interest Sinking Fund – Each month, there shall be transferred from the Revenue Fund an amount equal to 1/12th of the principal and interest of the next maturing installment on the outstanding bonds into this fund.

Depreciation and Contingency Fund – Funds will be transferred into this fund for the purpose of caring for depreciation, extensions, additions, improvements, and replacements necessary to properly operate the system. Also, funds may be used for the purpose of payment of bonds for which there is not sufficient money in the Bond and Interest Sinking Fund. The monthly transfer amount will be at least equal to five percent (5%) of the amount to be paid into the sinking fund until a sum equal to \$25,000 is on deposit.

For the year ended June 30, 2024 the Town was in compliance with the requirements for deposits into the reserve accounts.

(Continued)

Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

(5) Capital Assets

Capital asset activity for the year ended June 30, 2024, was as follows:

	Balance at July 1, 2023	Additions	Deletions	Balance at June 30, 2024
<u>Governmental Activities:</u>				
Capital assets, not being depreciated:				
Land	\$ 259,616	\$ 9,000	\$	\$ 268,616
Capital assets, being depreciated:				
Buildings	342,988	7,000		349,988
Infrastructure	190,456			190,456
Furniture, equipment & vehicles	323,188	92,862	(48,732)	367,318
Fire department equipment and vehicles	1,211,807			1,211,807
Total capital assets, being depreciated, at historical cost	2,068,439	99,862	(48,732)	2,119,569
Less accumulated depreciation:				
Buildings	(257,238)	(16,878)		(274,116)
Infrastructure	(145,164)	(7,170)		(152,334)
Furniture, equipment & vehicles	(258,517)	(22,933)	48,732	(232,718)
Fire department equipment and vehicles	(500,352)	(58,901)		(559,253)
Total accumulated depreciation	(1,161,271)	(105,882)	48,732	(1,218,421)
Total capital assets, being depreciated, net	907,168	(6,020)		901,148
Governmental activities capital assets, net	\$ 1,166,784	\$ 2,980	\$	\$ 1,169,764

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

	Balance at July 1, 2023	Additions	Deletions	Balance at June 30, 2024
<u>Business-Type Activities:</u>				
Capital assets, not being depreciated:				
Land	\$ 26,988	\$	\$	\$ 26,988
Construction in progress		547,351		547,351
	<u>26,988</u>	<u>547,351</u>		<u>574,339</u>
Capital assets, being depreciated:				
Sewer system	3,709,177			3,709,177
Water:				
Wells	47,261			47,261
Storage tanks	276,697			276,697
Treatment plant	114,321			114,321
Distribution system	2,120,536			2,120,536
Other equipment	149,990			149,990
Total capital assets, being depreciated, at historical cost	<u>6,417,982</u>			<u>6,417,982</u>
Less accumulated depreciation:				
Sewer system	(2,341,841)	(89,872)		(2,431,713)
Water:				
Wells	(47,261)			(47,261)
Storage tanks	(122,164)	(12,987)		(135,151)
Treatment plant	(114,321)			(114,321)
Distribution system	(1,095,058)	(64,505)		(1,159,563)
Other equipment	(72,229)	(5,580)		(77,809)
Total accumulated depreciation	<u>(3,792,874)</u>	<u>(172,944)</u>		<u>(3,965,818)</u>
Total capital assets, being depreciated, net	<u>2,625,108</u>	<u>(172,944)</u>		<u>2,452,164</u>
Business-type activities capital assets, net	<u>\$ 2,652,096</u>	<u>\$ 374,407</u>	<u>\$</u>	<u>\$ 3,026,503</u>

Depreciation expense was charged to Governmental and Business-type Activities as follows:

	Governmental Activities	Business-type Activities	Total
Public safety	\$ 73,767	\$	\$ 73,767
Public works	15,237		15,237
General government	16,878		16,878
Water		83,072	83,072
Sewer		89,872	89,872
Total	<u>\$ 105,882</u>	<u>\$ 172,944</u>	<u>\$ 278,826</u>

(Continued)

Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

(6) Receivables

The following is a summary of receivables at June 30, 2024:

<u>Class of Receivable</u>	
Governmental activities –	
Sales taxes	\$ 37,173
Licenses and permits	<u>12,238</u>
	<u>49,411</u>
Business-type activities –	
Accounts receivable – water and sewer charges	49,142
Grant receivable	<u>16,548</u>
	<u>65,690</u>
 Total	 <u>\$ 115,101</u>

(7) Interfund Balances

Interfund balances at June 30, 2024 consisted of the following:

	<u>Due From Other Fund</u>	<u>Due To Other Fund</u>	<u>Net</u>
Governmental Funds:			
General	\$	\$ 2,626	\$ ( 2,626)
Sales tax	12,756	3,722	9,034
Volunteer Fire Department	<u>2,967</u>	<u>148</u>	<u>2,819</u>
Total Governmental Funds	<u>15,723</u>	<u>6,496</u>	<u>9,227</u>
Enterprise Funds:			
Water		3,174	( 3,174)
Sewer		<u>6,053</u>	<u>( 6,053)</u>
Total Enterprise Funds		<u>9,227</u>	<u>( 9,227)</u>
Total	<u>\$ 15,723</u>	<u>\$ 15,723</u>	<u>\$</u>

The interfund balances are the result of the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

(8) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses at June 30, 2024, consisted of the following:

<u>Class of Payable</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Accounts	\$ 14,996	\$ 26,774	\$ 41,770
Payroll and payroll taxes	<u>6,866</u>	<u>3,518</u>	<u>10,384</u>
Total	<u>\$ 21,862</u>	<u>\$ 30,292</u>	<u>\$ 52,154</u>

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

(9) Customers' Deposits

Deposits held for customers that are currently active on the water system total \$49,773 at June 30, 2024.

(10) Interfund Transfers

Interfund transfers for the year ended June 30, 2024 consisted of the following:

	<u>Transfer To</u>	<u>Transfer From</u>
Governmental Funds:		
General	\$ 217,067	\$
Sales Tax		303,854
Volunteer Fire Department	86,787	
Enterprise Funds:		
Water		36,500
Sewer	36,500	
	<u>\$ 340,354</u>	<u>\$ 340,354</u>

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them. Also, funds were transferred from the water fund to the sewer fund for operating purposes.

(11) Long-Term Liabilities

Long-term liability activity for the year ended June 30, 2024, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental Activities:					
Finance purchases	<u>\$ 524,649</u>	<u>\$ 74,896</u>	<u>\$ (112,490)</u>	<u>\$ 487,055</u>	<u>\$ 114,107</u>
Business-type Activities:					
Sewer Revenue					
Refunding Bonds - 2017	<u>\$ 190,000</u>	<u>\$</u>	<u>\$ (24,000)</u>	<u>\$ 214,000</u>	<u>\$ 25,000</u>

Finance Purchases – Governmental Activities

The Town entered into a lease obligation to purchase real estate at a total price of \$178,358. The lease has a stated interest rate of 4.452% and matures August 19, 2027. In addition to the real estate, collateral for this obligation is a fire apparatus owned by the Town. The lease obligation calls for annual payments of \$40,574, beginning in August, 2023. The obligation will be repaid from funds legally available for such purposes by the Town.

(Continued)

Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

The Town entered into a lease obligation to purchase a fire apparatus at a total price of \$346,291. The lease has a stated interest rate of 3.81% and matures July 29, 2027. Collateral for the obligation is the fire apparatus. The lease obligation calls for annual payments of \$77,372, beginning in July, 2023. The obligation will be repaid from funds legally available for such purposes by the Town.

The Town entered into a lease obligation to purchase equipment at a total price of \$74,896. The lease has a stated interest rate of 6.70% and matures March 17, 2028. Collateral for the obligation is the equipment purchased with this lease. The lease obligation calls for annual payments of \$17,365, beginning in March, 2024. The obligation will be repaid from funds legally available for such purposes by the Town.

The following details the debt service requirements to maturity for the Town's finance purchase obligations at June 30, 2024:

Year Ending June 30,	Governmental Activities		
	Principal	Interest	Total
2025	\$ 114,107	\$ 21,203	\$ 135,310
2026	119,060	16,250	135,310
2027	124,238	11,072	135,310
2028	129,650	5,661	135,311
	<u>\$ 487,055</u>	<u>\$ 54,186</u>	<u>\$ 541,241</u>

Sewer Revenue Refunding Bonds – Series 2017

\$290,000 sewer revenue bonds dated September 27, 2017; due in annual payments of approximately \$32,000 which includes principal and interest; interest rate of 4.45%; final payment due July, 2029.

\$ 166,000

The Sewer Revenue Bonds constitute special obligations of the Town solely secured by a lien on and pledge of the net revenues of the water and sewer system. These bonds are considered direct borrowing and direct placement debt.

Debt service requirements at June 30, 2024 were as follows:

Business-Type Activities - Sewer Revenue Refunding Bonds

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2025	\$ 29,000	\$ 2,025
2026	25,000	6,831
2027	26,000	5,696
2028	27,000	4,517
2029	28,000	3,293
2030	31,000	689
	<u>\$ 166,000</u>	<u>\$ 23,051</u>

(Continued)



Town of Sibley  
Sibley, Louisiana  
Notes to Financial Statements  
June 30, 2024  
(Continued)

(12) Retirement Plan

Employees of the Town participate in a Savings Incentive Match Plan (SIMPLE IRA). The amount contributed by the Town during the year ended June 30, 2024 was \$2,558.

(13) Unearned Revenue

Unearned revenue at June 30, 2024, consists of funds received under the Coronavirus State and Local Fiscal Recovery Funds which had not yet been used/expended. The Town plans to use those funds in the subsequent year.

(14) Risk Management

The Town purchases commercial insurance to provide workers compensation coverage and general liability and property insurance. There were no significant reductions in insurance coverage from the previous year.

(15) Subsequent Events:

Subsequent events have been evaluated through December 19, 2024, the date the financial statements were available to be issued.

The Town approved the purchase of a brush truck on October 14, 2024 in the amount of \$58,866.

(16) Commitments

The Town entered into construction contracts totaling approximately \$5,229,505 for water facility improvements. Amounts incurred under these contracts totaled approximately \$547,351 at June 30, 2024. Funding for the projects will be primarily by grant-contracts with the Delta Regional Authority and the State of Louisiana's Water Sector Program.

The Town has entered into a service agreement for certain software to be used by the police department. The agreement calls for five (5) annual payments of \$6,615 ending May 29, 2029.

Town of Sibley  
Sibley, Louisiana  
Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2024

	Original	Final	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues:				
Ad valorem taxes	\$ 70,000	\$ 70,000	\$ 72,441	\$ 2,441
Franchise taxes	30,000	30,000	32,209	2,209
Licenses and permits	60,000	60,000	67,192	7,192
Fines and forfeitures	100,000	100,000	96,132	(3,868)
Investment earnings	100	100	2,366	2,266
Miscellaneous	25,300	25,300	57,093	31,793
Total revenues	<u>285,400</u>	<u>285,400</u>	<u>327,433</u>	<u>42,033</u>
Expenditures:				
Current:				
General government	461,023	364,023	372,768	(8,745)
Public safety	220,017	220,017	212,259	7,758
Capital outlay	80,000	80,000	19,000	61,000
Total expenditures	<u>761,040</u>	<u>664,040</u>	<u>604,027</u>	<u>60,013</u>
Excess (deficiency) of revenues over expenditures	<u>(475,640)</u>	<u>(378,640)</u>	<u>(276,594)</u>	<u>102,046</u>
Other financing sources:				
Transfers in	<u>200,000</u>	<u>200,000</u>	<u>217,067</u>	<u>17,067</u>
Total other financing sources	<u>200,000</u>	<u>200,000</u>	<u>217,067</u>	<u>17,067</u>
Net change in fund balance	(275,640)	(178,640)	(59,527)	119,113
Fund balance at beginning of year	275,640	178,640	176,823	(1,817)
Fund balance at end of year	<u>\$</u>	<u>\$</u>	<u>\$ 117,296</u>	<u>\$ 117,296</u>



Town of Sibley  
Sibley, Louisiana  
Required Supplementary Information  
Budgetary Comparison Schedule  
Sales Tax Fund  
For the Year Ended June 30, 2024

	Budgeted Amounts	Actual Amounts	Variance with Final Budget
	Original & Final	(Budgetary Basis)	Positive (Negative)
Revenues:			
Sales tax	\$ 400,000	\$ 395,775	\$ (4,225)
Miscellaneous	3,100	12,397	9,297
Investment earnings	90	705	615
Total revenues	<u>403,190</u>	<u>408,877</u>	<u>5,687</u>
Expenditures:			
Current:			
Public works	139,520	139,562	(42)
Capital outlay	80,000	7,966	72,034
Debt service		57,939	(57,939)
Total expenditures	<u>219,520</u>	<u>205,467</u>	<u>14,053</u>
Excess (deficiency) of revenues over expenditures	<u>183,670</u>	<u>203,410</u>	<u>19,740</u>
Other financing sources (uses):			
Transfers out	<u>(280,000)</u>	<u>(303,854)</u>	<u>(23,854)</u>
Total other financing sources (uses)	<u>(280,000)</u>	<u>(303,854)</u>	<u>(23,854)</u>
Net change in fund balance	(96,330)	(100,444)	(4,114)
Fund balance at beginning of year	<u>96,330</u>	<u>108,953</u>	<u>12,623</u>
Fund balance at end of year	<u>\$</u>	<u>\$ 8,509</u>	<u>\$ 8,509</u>

Town of Sibley  
Sibley, Louisiana  
Required Supplementary Information  
Budgetary Comparison Schedule  
Fire Department  
For the Year Ended June 30, 2024

	Budgeted Amounts	Actual Amounts	Variance with Final Budget
	Original & Final	(Budgetary Basis)	Positive (Negative)
Revenues:			
Intergovernmental revenues	\$ 82,000	\$ 80,848	\$ (1,152)
Investment earnings	175	20,640	20,465
Miscellaneous		1,871	1,871
Total revenues	<u>82,175</u>	<u>103,359</u>	<u>21,184</u>
Expenditures:			
Current:			
Public safety	665,913	107,788	558,125
Debt service	76,936	77,372	(436)
Capital outlay	5,000	7,000	(2,000)
Total expenditures	<u>747,849</u>	<u>192,160</u>	<u>555,689</u>
Excess (deficiency) of revenues over expenditures	<u>(665,674)</u>	<u>(88,801)</u>	<u>576,873</u>
Other financing sources:			
Transfers in	<u>80,000</u>	<u>86,787</u>	<u>6,787</u>
Total other financing sources	<u>80,000</u>	<u>86,787</u>	<u>6,787</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	<u>(585,674)</u>	<u>(2,014)</u>	<u>583,660</u>
Fund balance at beginning of year	<u>585,674</u>	<u>575,515</u>	<u>(10,159)</u>
Fund balance at end of year	<u>\$</u>	<u>\$ 573,501</u>	<u>\$ 573,501</u>



Town of Sibley  
Sibley, Louisiana  
Other Supplementary Information  
Justice System Funding Schedule  
Collecting/Disbursing Schedule  
As Required by Act 87 of the 2020 Regular Legislative Session  
For the Year Ended June 30, 2024

Cash Basis Presentation	July 2023 - December 2023	January 1, 2024 - June 2024
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	-	-
<b>Add: Collections</b>		
Criminal Fines - Other	53,742	42,390
Subtotal Collections	53,742	42,390
<b>Less: Disbursements to Governments and Nonprofits</b>		
Louisiana Judicial College - Criminal Fines - Other	104	133
Louisiana Traumatic Head and Spinal Cord Injury Trust Fund - Criminal Fines - Other	215	505
North Louisiana Criminalistics Laboratory Commission - Criminal Fines - Other	5,010	7,070
State of Louisiana Treasurer - CMIS - Criminal Fines - Other	258	266
Louisiana Commission on Law Enforcement - Criminal Fines - Other	408	521
Ware Youth Center - Criminal Fines - Other	1,560	1,995
<b>Less: Amounts Retained by Collecting Agency</b>		
Amounts Self-Disbursed to Collecting Agency - Criminal Fines - Other	46,187	31,900
Subtotal Disbursements/Retainage	53,742	42,390
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	-	-
<b>Ending Balance of "Partial Payments" Collected but not Disbursed</b>	-	-

**Other Information:**

Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	-	-
Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	-	-

Town of Sibley  
Sibley, Louisiana  
Schedule of Compensation Paid to Mayor and Town Council  
For the Year Ended June 30, 2024

Mayor - Jimmy Williams	\$	16,167
Mayor - Robert Smart		10,835
Alderman:		
Helen Chanler		6,900
Alan Myers		6,900
Richard Davis		6,900
Wayne Bolton		6,900
Robert Smart		4,025
Keith Merritt		2,875
		<hr/>
	\$	<u>61,502</u>



Town of Sibley  
Sibley, Louisiana  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended June 30, 2024

Agency Head: Jimmy Williams, Mayor (7-1-23 to 1-20-24)

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 16,167
Benefits - retirement and insurance	1,348
Travel	954

Agency Head: Robert Smart, Mayor (1-20-24 to 6-30-24)

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 10,835
Travel	1,505

## COOK & MOREHART

*Certified Public Accountants*

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SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

Report on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed In Accordance With Government Auditing Standards

Independent Auditor's Report

The Honorable Robert Smart, Mayor  
and Members of the Town Council  
Town of Sibley  
Sibley, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, business-type activities and each major fund of the Town of Sibley, Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town of Sibley's basic financial statements, and have issued our report thereon dated December 19, 2024.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Sibley's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Sibley's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Sibley's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Town of Sibley's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matter that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Cook & Morehart", is written over the printed name.

Cook & Morehart  
Certified Public Accountants  
December 19 , 2024

Town of Sibley  
Sibley, Louisiana  
Summary Schedule of Prior Year Audit Findings  
Schedule For Louisiana Legislative Auditor  
June 30, 2024

There were no findings for the prior year audit for the year ended June 30, 2023.

Summary Schedule of Current Year Audit Findings  
for the Louisiana Legislative Auditor  
June 30, 2024

There are no findings for the current year audit for the year ended June 30, 2024.



# COOK & MOREHART

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Honorable Robert Smart, Mayor  
And the Town Council  
Town of Sibley  
Sibley, Louisiana  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Town of Sibley's management is responsible for those C/C areas identified in the SAUPs.

The Town of Sibley has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### **1) Written Policies and Procedures**

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - ii. **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
  - iii. **Disbursements**, including processing, reviewing, and approving.
  - iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff



procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Management provided written policies and procedures addressing all of the above.

## 2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
  - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*



- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Procedures performed. No exceptions noted.

### **3) Bank Reconciliations**

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedures performed. No exceptions noted.

### **4) Collections (excluding electronic funds transfers)**

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
  - i. Employees responsible for cash collections do not share cash drawers/registers;
  - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;



- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Procedures performed. Noted the following exception:

*Exception:* Employees responsible for collections share cash drawers.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Procedures performed. No exceptions noted.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- v. Trace the actual deposit per the bank statement to the general ledger.

Procedures performed. No exceptions noted.

**5) Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)**

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.

- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;



- ii. At least two employees are involved in processing and approving payments to vendors;
- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Procedures performed. Noted the following exception:

*Exception:* The employee responsible for processing payments also adds/modifies vendor files.

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
  - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

Procedures performed. No exceptions noted.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Procedures performed. No exceptions noted.

#### **6) Credit Cards/Debit Cards/Fuel Cards/P-Cards**

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
  - i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception



reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

ii. Observe that finance charges and late fees were not assessed on the selected statements.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Procedures performed. No exceptions noted.

#### **7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)**

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
  - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
  - iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
  - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedures performed. No exceptions noted.

#### **8) Contracts**

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and



- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Procedures performed. No exceptions noted.

#### **9) Payroll and Personnel**

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Management provided the requested information, along with management's representation that the listing is complete.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
  - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Procedures performed. No exceptions noted.

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

The Town has no termination payments during the year ended June 20, 2024.

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Procedures performed. No exceptions noted.

#### **10) Ethics**

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Procedures performed. No exceptions noted.

#### **11) Debt Service**

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Procedures performed. No exceptions noted.

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Procedures performed. No exceptions noted.

#### **12) Fraud Notice**

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

The Town's management represented that there were no misappropriation of public funds and assets during the fiscal year.

- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Procedures performed. No exceptions noted.



### **13) Information Technology Disaster Recovery/Business Continuity**

- A. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."
- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.
- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9a, obtain cybersecurity training documentation from management, and observe the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S.42:1268. The requirements are as follows:
- Hired before June 9, 2020 – completed the training; and
  - Hire on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

We performed the procedures and discussed the results with management.

### **14) Prevention of Sexual Harassment**

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;

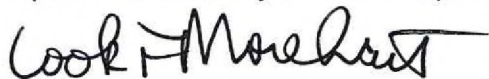
- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

Procedures performed. No exceptions noted.

We were engaged by the Town of Sibley, to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town of Sibley, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



Cook & Morehart  
Certified Public Accountants  
December 19, 2024





# *Town Of Sibley*

*P.O. Box 128  
345 N. Main Street  
Sibley, Louisiana 71073  
Phone (318) 377-0345 Fax (318) 377-0361*

MAYOR  
Robert Smart

TOWN CLERK  
Sherry McCann, LMMC

ALDERMEN  
Wayne Bolton  
Helen Chanler  
Richard Davis  
Keith Merritt  
Alan Myers

December 19, 2024

Cook & Morehart, CPAs  
1215 Hawn Ave  
Shreveport, LA 71107

Town of Sibley submits the following response to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended June 30, 2024:

*Exception:* Employees responsible for collections share cash drawers.

*Management's Response:* The Town Clerk or Assistant Town Clerk reconciles all daily collections independent of the employees responsible for collecting.

*Exception:* The employee responsible for processing payments also adds/modifies vendor files.

*Management's Response:* Management will consider additional controls but due to the Town's size and number of employees, it may not be feasible to implement those controls.

Sincerely,

Robert Smart  
Mayor  
Town of Sibley