

**LOUISIANA POLITICAL
MUSEUM AND HALL OF FAME**

ANNUAL FINANCIAL REPORT

JUNE 30, 2020

Louisiana Political Museum and Hall of Fame
Financial Report
June 30, 2020

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T | C | B | T
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Certified Public Accountants

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INDEPENDENT ACCOUNTANT’S REVIEW REPORT

Louisiana Political Museum
and Hall of Fame
499 East Main Street
Winnfield, LA 71483

We have reviewed the accompanying financial statements of the governmental activities and major funds of the Louisiana Political Museum and Hall of Fame, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Louisiana Political Museum and Hall of Fame’s basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management’s financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Accountant’s Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants, and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant’s Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Other Matter Paragraphs

Supplementary Information

The accompanying Schedule of Compensation, Benefits, and Other Payments to Agency Head is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Management has omitted the management's discussion and analysis information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Thomas, Cunningham Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier, CPA's
Natchitoches, Louisiana

December 14, 2020

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS

Louisiana Political Museum and Hall of Fame
Statement of Net Position
June 30, 2020

	<u>Total</u>
ASSETS:	
Current Assets-	
Cash & Cash Equivalents	\$ 55,409
Receivables	30,287
Prepaid Expenses	<u>20</u>
Total Current Assets	\$ 85,716
Non-current Assets-	
Capital Assets (Net)	<u>57,483</u>
Total Assets	<u>\$143,199</u>
LIABILITIES:	
Current Liabilities-	
Accounts Payable	\$ 962
Payroll Liabilities	<u>591</u>
Total Current Liabilities	\$ 1,553
Non-current Liabilities-	
Notes Payable	<u>27,600</u>
Total Liabilities	<u>\$ 29,153</u>
NET POSITION:	
Net Investment in Capital Assets	\$ 57,483
Unrestricted	<u>56,563</u>
Total Net Position	<u>\$114,046</u>

See accompanying notes and independent accountant's review report.

Louisiana Political Museum and Hall of Fame
Statement of Activities
June 30, 2020

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		Net (Expense) Revenue and Changes in Net Position <u>Governmental Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities:				
Recreation & Culture	<u>\$181,769</u>	<u>\$32,534</u>	<u>\$145,332</u>	\$ <u>(3,903)</u>
		General Revenues:		
			Transfers In	\$ 72,034
			Transfers Out	<u>(72,034)</u>
			Total General Revenues	\$ <u>0</u>
			Change in Net Position	\$ (3,903)
			Net Position July 1, 2019	<u>117,949</u>
			Net Position June 30, 2020	<u>\$114,046</u>

See accompanying notes and independent accountant's review report.

FUND FINANCIAL STATEMENTS

Louisiana Political Museum and Hall of Fame
Balance Sheet-Governmental Funds
June 30, 2020

	<u>Major Funds</u>		
	<u>General Fund</u>	<u>Operating Fund</u>	<u>Total</u>
ASSETS:			
Cash & Cash Equivalents	\$10,239	\$45,170	\$55,409
Accounts Receivable	30,287	0	30,287
Prepaid Expenses	<u>0</u>	<u>20</u>	<u>20</u>
Total Assets	<u>\$40,526</u>	<u>\$45,190</u>	<u>\$85,716</u>
LIABILITIES:			
Accounts Payable	\$ 674	\$ 288	\$ 962
Payroll Liabilities	<u>591</u>	<u>0</u>	<u>591</u>
Total Liabilities	<u>\$ 1,265</u>	<u>\$ 288</u>	<u>\$ 1,553</u>
FUND BALANCE:			
Restricted	\$ 0	\$44,902	\$44,902
Unassigned	<u>39,261</u>	<u>0</u>	<u>39,261</u>
Total Fund Balance	<u>\$39,261</u>	<u>\$44,902</u>	<u>\$84,163</u>
Total Liabilities and Fund Balance	<u>\$40,526</u>	<u>\$45,190</u>	<u>\$85,716</u>

See accompanying notes and independent accountant's review report.

Louisiana Political Museum and Hall of Fame
Reconciliation of the Governmental Funds
Balance Sheet to the Statement of Net Position
June 30, 2020

Total Fund Balance for the Governmental Funds at June 30, 2020 \$ 84,163

Total Net Position reported for Governmental Activities
in the Statement of Net Position is different because:

Capital Assets used in Governmental Activities are not
financial resources and, therefore, are not reported
in the fund. Those assets consist of:

Land, Equipment, Buildings, and Vehicles	\$ 195,253	
Less: Accumulated Depreciation	<u>(137,770)</u>	
		57,483

Long-term Liabilities are not due and payable in the
current period, therefore, are not reported in the
Governmental Funds Balance Sheet

Note Payable	<u>(27,600)</u>	
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Total Net Position of Governmental Activities at June 30, 2020 \$114,046

See accompanying notes and independent accountant's review report.

Louisiana Political Museum and Hall of Fame
Statement of Revenues, Expenditures and Changes in Fund Balances
Year Ended June 30, 2020

	<u>Major Funds</u>		<u>Total</u>
	<u>General Fund</u>	<u>Operating Fund</u>	
REVENUES:			
Intergovernmental- State of Louisiana	\$145,332	\$ 0	\$145,332
Miscellaneous- Sales-			
Gift Shop	0	7,154	7,154
Hall of Fame	0	20,050	20,050
Other	<u>258</u>	<u>5,072</u>	<u>5,330</u>
Total Revenues	<u>\$145,590</u>	<u>\$ 32,276</u>	<u>\$177,866</u>
EXPENDITURES:			
Current-			
Recreation & Culture			
Salaries and Related Benefits	\$ 96,572	\$ 0	\$ 96,572
Office	10,632	14,012	24,644
Other Charges	0	20,307	20,307
Hall of Fame Expenses	0	25,677	25,677
Purchase for Resale	0	4,407	4,407
Capital Outlay	<u>6,800</u>	<u>5,196</u>	<u>11,996</u>
Total Expenditures	<u>\$114,004</u>	<u>\$ 69,599</u>	<u>\$183,603</u>
Excess (Deficiency) of Revenues over Expenditures Before Other Financing Sources	<u>\$ 31,586</u>	<u>\$(37,323)</u>	<u>\$ (5,737)</u>
OTHER FINANCING SOURCES:			
Transfers In	\$ 12,650	\$ 59,384	\$ 72,034
Transfers Out	(59,384)	(12,650)	(72,034)
Proceeds of Debt	<u>25,000</u>	<u>0</u>	<u>25,000</u>
Total Other Financing Sources	<u>\$ (21,734)</u>	<u>\$ 46,734</u>	<u>\$ 25,000</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 9,852	\$ 9,411	\$ 19,263
Fund Balance-Beginning of Year	<u>29,409</u>	<u>35,491</u>	<u>64,900</u>
Fund Balance-End of Year	<u>\$ 39,261</u>	<u>\$ 44,902</u>	<u>\$ 84,163</u>

See accompanying notes and independent accountant's review report.

Louisiana Political Museum and Hall of Fame
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of the Governmental Funds
to the Statement of Activities
for the Year Ended June 30, 2020

Total Net Change in Fund Balance at June 30, 2020, per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ 19,263
The Change in Net Position reported for Governmental Activities in the Statement of Activities is different because:	
Proceeds of Long-term Debt are shown as revenues in the Governmental Fund, but the debt increases Long-term Liabilities in the Statement of Net Position	(25,000)
Governmental Funds report Capital Outlays as expenditures. However, in the Statement of Activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. The cost of capital assets recorded in the current period is	11,996
Depreciation Expense is reported in the government-wide Statement of Activities, but does not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in the governmental funds. Current year depreciation expense is	<u>(10,162)</u>
Total changes in Net Position at June 30, 2020, per Statement of Activities	\$ <u>(3,903)</u>

See accompanying notes and independent accountant's review report.

NOTES TO FINANCIAL STATEMENTS

Louisiana Political Museum and Hall of Fame
Notes to Financial Statements
June 30, 2020

Introduction:

The Louisiana Political Museum and Hall of Fame, is established as a facility in the City of Winnfield, Parish of Winn, under the overall jurisdiction of the Department of Culture, Recreation and Tourism by LA R.S. 25:380.141. The Louisiana Political Museum and Hall of Fame shall be a historical, cultural, scientific, technological, and educational institution whose primary purpose shall be to research, collect, preserve, and present, as an educational resource, media, film, motion pictures, recordings, pictures, documents, artifacts, objects of art, and the like that reflect the political, social, and cultural history of the politics of the state, including but not limited to such materials related to political campaigns and candidates, officeholders, and supporting personnel.

The Friends of the Louisiana Political Museum and Hall of Fame Foundation, Inc. is a related non-profit organization of the Louisiana Political Museum and Hall of Fame. This related organization raises money in the form of contributions from citizens that want to support the Museum; it receives no state funds. As described in Note 8 to the financial statements, this related organization loans money from time to time to the Museum.

1. Summary of Significant Accounting Policies:

The accounting and reporting policies of Louisiana Political Museum and Hall of Fame conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the Louisiana Governmental Audit Guide.

A. REPORTING ENTITY-

The Louisiana Political Museum and Hall of Fame, for financial purposes, includes all of the funds relevant to its operations. The Louisiana Political Museum and Hall of Fame has been determined to be a primary government and not a component unit or agency of the state government for financial reporting purposes.

B. BASIS OF PRESENTATION-

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Louisiana Political Museum and Hall of Fame's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Louisiana Political Museum and Hall of Fame
Notes to Financial Statements
June 30, 2020

C. FUND ACCOUNTING-

The accounts of the Louisiana Political Museum and Hall of Fame are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements.

The Louisiana Political Museum and Hall of Fame maintains two funds. They are both categorized as governmental funds. The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity. Both funds are considered to be major.

Governmental Funds-

General Fund

The General Fund is used to account for appropriation money received from the State.

Operating Fund

Used to account for all financial resources except those required to be accounted for in another fund.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING-

Basis of accounting refers to when revenues or expenditures/expenses 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.

Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Louisiana Political Museum and Hall of Fame as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Louisiana Political Museum and Hall of

Louisiana Political Museum and Hall of Fame
Notes to Financial Statements
June 30, 2020

Fame considers all revenues “available” if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. CASH AND INTEREST-BEARING DEPOSITS-

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of the Louisiana Political Museum and Hall of Fame.

F. CAPITAL ASSETS-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. The Louisiana Political Museum and Hall of Fame maintains a threshold level of \$1,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets’ estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Buildings and improvements	40 years
Furniture, computers	5 years

G. COMPENSATED ABSENCES-

There are no formal written personnel policies that address leave. Therefore, no entry is made to record compensated absences.

H. EQUITY CLASSIFICATIONS-

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

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Louisiana Political Museum and Hall of Fame
Notes to Financial Statements
June 30, 2020

- b. Restricted net position - Consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net position - All other net resources that do not meet the definition of “restricted” or “net investment in capital assets”.

When an expense is incurred for the purposes for which both restricted and unrestricted net resources are available, management applies unrestricted net resources first, unless a determination is made to use restricted net resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

In the fund statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Non-spendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The General Fund has an unassigned fund balance of \$39,261. The Operating Fund has a restricted fund balance of \$44,902. If applicable, the Louisiana Political Museum and Hall of Fame would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds. The restricted balance is to be used for recreational and cultural expenditures.

Louisiana Political Museum and Hall of Fame
Notes to Financial Statements
June 30, 2020

I. INTERFUND TRANSACTIONS-

Resources belonging to particular funds are commonly shared with other funds that need access to additional resources. When resources are provided without the expectation of repayment, the transaction is reported as a transfer and is treated as a source of income by the recipient and as an expenditure or expense by the provider. If repayment is expected, these receivables and payables are classified as "Due from other funds" or "Due to other funds." Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers.

In preparing the government-wide financial statements, transfers are eliminated to present net transfers for governmental activities and business-type activities. In addition, interfund receivables and payables are eliminated to present a net balance for each type of activity.

J. ESTIMATES-

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

2. Cash and Cash Equivalents:

The cash and cash equivalents of the Louisiana Political Museum and Hall of Fame are subject to the following risk:

At June 30, 2020, the Louisiana Political Museum and Hall of Fame had \$56,063 in deposits (collected bank balances). These deposits were secured from risk by federal deposit insurance.

3. Capital Assets:

Capital asset activity for the year ended June 30, 2020, is as follows:

Governmental Activities	Balance <u>06-30-19</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>06-30-20</u>
Capital Assets Depreciated:				
Building Improvements	\$163,423	\$ 8,386	\$0	\$171,809
Office Furniture	2,828	0	0	2,828
Office Equipment	<u>17,006</u>	<u>3,610</u>	<u>0</u>	<u>20,616</u>
Total Assets	<u>\$183,257</u>	<u>\$11,996</u>	<u>\$0</u>	<u>\$195,253</u>

Louisiana Political Museum and Hall of Fame
Notes to Financial Statements
June 30, 2020

Governmental Activities	Balance 06-30-19	Additions	Deletions	Balance 06-30-20
Less, Accumulated Depreciation:				
Building Improvements	\$107,774	\$10,121	\$0	\$117,895
Furniture	2,828	0	0	2,828
Equipment	<u>17,006</u>	<u>41</u>	<u>0</u>	<u>17,047</u>
Total Accumulated Depreciation	<u>\$127,608</u>	<u>\$10,162</u>	<u>\$0</u>	<u>\$137,770</u>
Net Capital Assets	<u>\$ 55,649</u>	<u>\$ 1,834</u>	<u>\$0</u>	<u>\$ 57,483</u>

Depreciation expense was charged as follows:

General Fund	\$ 2,993
Operating Fund	<u>7,169</u>
Total	<u>\$10,162</u>

4. Collections:

As with most museums, the purchase price or estimated value of donations of objects on display are not included on the Statement of Net Position due to the difficulty and subjectivity in establishing a value.

5. Employee Retirement Systems:

The Louisiana Political Museum and Hall of Fame does not have or sponsor an employee retirement plan. All employees of the Louisiana Political Museum and Hall of Fame are covered by the Social Security System.

6. Pending Litigation:

There were no civil suits seeking damages against the Louisiana Political Museum and Hall of Fame outstanding at June 30, 2020.

7. Related Party Transactions:

The Louisiana Political Museum and Hall of Fame had no identified related party transactions for the year ended June 30, 2020.

8. Budget:

The Louisiana Political Museum & Hall of Fame is a quasi-public entity that is not subject to the Louisiana Local Government Budget Act, budget requirements of LA R.S. 39:33, or LA R.S. 39:1331-1342, therefore we do not present a budgetary comparison.

Louisiana Political Museum and Hall of Fame
Notes to Financial Statements
June 30, 2020

9. Note Payable:

The Museum had a remaining loan balance of \$2,600 provided by The Friends of the Louisiana Political Museum and Hall of Fame Foundation, Inc. since June 30, 2015. An additional loan was received for \$25,000 during the year ended June 30, 2020. No repayment schedule has been established and management is not planning to make any repayment in the upcoming year. Therefore, no repayment schedule is disclosed.

<u>Notes Payable</u>	<u>Balance 06-30-19</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 06-30-20</u>
The Friends of the Louisiana Political Museum and Hall of Fame Foundation, Inc	<u>\$2,600</u>	<u>\$25,000</u>	<u>\$0</u>	<u>\$27,600</u>

10. Contingencies:

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a “Public Health Emergency of International Concern” and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had, and are expected to have, an adverse impact on the economies and financial markets of many countries, including the geographical area in which the Museum operates. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration. Therefore, while the Museum anticipates this could negatively affect its operating results, the related financial impact and duration cannot be reasonably estimated at this time.

11. Subsequent Events:

Management has evaluated events through December 14, 2020, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED
SUPPLEMENTARY INFORMATION

Louisiana Political Museum and Hall of Fame
Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year Ended June 30, 2020

Agency Head Name: Carolyn R. Phillips, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$61,297
Benefits-Other	4,689
Reimbursements	3,278

See independent accountant's review report.

SUPPLEMENTARY INFORMATION

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

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**INDEPENDENT ACCOUNTANT’S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Louisiana Political Museum
and Hall of Fame
499 East Main Street
Winnfield, LA 71483

We have performed the procedures enumerated below, which were agreed to by the management of the Louisiana Political Museum and Hall of Fame (the “Museum”) and the Louisiana Legislative Auditor, on the Museum’s compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2020, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Museum’s management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

PUBLIC BID LAW

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code) or R.S. 38::2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no expenditures made during the fiscal year for materials and supplies exceeding \$30,000 or for public works exceeding \$250,000.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1224 (the ethics law).

Management provided us with the required list.

3. Obtain a list of all employees paid during the fiscal year.

Management provided us with the required list.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list of employees provided by management for agreed-upon procedure (3) appeared on the list provided by management in agreed-upon procedure (2).

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the business interests of board members, employees, or board members' and employees' immediate families appeared as vendors on the list of disbursements.

BUDGETING

6. Obtain a copy of the legally adopted budget and all amendments.
7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.
8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% of more in total).

The Museum is a quasi-public entity and is not subject to the Local Government Budget Act.

ACCOUNTING AND REPORTING

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- (a) Report whether the six disbursements agree to the amount and the payee in the supporting documentation.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

- (b) Report whether the six disbursements were coded to the correct fund and general ledger account:

Each of the six selected disbursements were coded to the correct fund and general ledger account.

- (c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

The Museum's policies and procedures state that the Director, Caroline Phillips, must approve all disbursements. Documentation supporting each of the six selected disbursements included the approval of the Director.

MEETINGS

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 41:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

The Museum is a quasi-public entity and is not subject to the Open Meetings Law.

DEBT

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

We inspected copies of all bank deposits for the fiscal year and noted no deposits that appeared to be proceeds of bank loans, bonds, or other indebtedness that had not been approved by the State Bond Commission.

ADVANCES AND BONUSES

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments of approval of payments to employees that may constitute bonuses, advances, or gifts.

We scanned payroll disbursements for the fiscal year. We found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.

STATE AUDIT LAW

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Museum's report is due on December 31, 2020, and was submitted timely.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1A(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The Museum was in compliance during the fiscal year.

PRIOR YEAR COMMENTS

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

Our prior report dated November 20, 2019, noted no exceptions.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to, and did not, conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Museum's compliance with the foregoing matters. 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.

The purpose of this report is solely to describe the scope of testing performed on the Museum's compliance with certain laws and regulation contained in the accompanying Louisiana Attestation Questionnaire, as required by the Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier, CPA's
Natchitoches, Louisiana

December 14, 2020

ATTACHMENTS:

Signed Louisiana Attestation Questionnaire

Management's Corrective Action Plan for Exceptions Noted in the Attestation Report (if applicable)

LOUISIANA POLITICAL MUSEUM AND HALL OF FAME

LOUISIANA ATTESTATION QUESTIONNAIRE

Thomas, Cunningham, Broadway & Todtenbier, CPA's
321 Bienville Street
Natchitoches, LA 71457

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2020 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:221-2286, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1191-1124.

Yes No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes No

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursement, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes No

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 23 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes No

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-329.

Yes No

Prior-Year Comments

We have resolved all prior year recommendations and/or comments.

Yes No

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes No

Signed by and title


