

# **TOWN OF GLENMORA**

**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2022**



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December 28, 2022

Independent Auditors' Report

To the Honorable Mayor and Board of Aldermen  
Town of Glenmora, Louisiana

**REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS**

**Opinions**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Glenmora, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Glenmora, as of June 30, 2022, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Glenmora 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'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.

**Auditor's 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 generally accepted auditing standards and *Government*



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**Town of Glenmora**  
**December 28, 2022**

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*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 judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment 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 the Town'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 the Town'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 the information listed below to supplement the basic financial statements.

- Management's Discussion and Analysis
- Budgetary Comparison Information
- Schedule of Net Pension Liability Data
- Schedule of Employer Contributions

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 inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The other supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

**Town of Glenmora**  
**December 28, 2022**

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The additional information is the responsibility of management and was derived from and relate 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 additional 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 28, 2022 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Town's internal control over financial reporting and compliance.



Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, LA



December 28, 2022

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

To the Honorable Mayor and Board of Aldermen  
Town of Glenmora, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Glenmora, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated December 28, 2022.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Town of Glenmora'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's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town'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 a 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 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.

**COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the Town of Glenmora'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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under



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**Town of Glenmora**  
**December 28, 2022**

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Government Auditing Standards and which are described in the accompanying schedule of findings and as item 2022-001 and 2022-002.

**TOWN OF GLENMORA'S RESPONSE TO FINDINGS**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Town's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Town's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

**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.



Rozier, McKay & Willis  
Certified Public Accountants

# ***Town of Glenmora***

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

***June 30, 2022***

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This section of the Town of Glenmora's annual financial report presents our discussion and analysis of the Town's financial performance during the fiscal year ended June 30, 2022.

### **OVERVIEW OF FINANCIAL STATEMENTS**

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Town's financial position and results of operations from differing perspectives which are described as follows:

#### **Government –Wide Financial Statements**

The government-wide financial statements report information about the Town as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Town's assets (including infrastructure acquired after July 1, 1980) and all of the Town's liabilities (including long-term debt).

The government-wide financial statements are divided into two categories, which are described as follows:

- **Governmental Activities** – Expenses incurred in connection with providing basic services including public safety, recreation, sanitation, public works and general administration are reported as governmental activities. The governmental activities are financed by taxes, license and permit fees, fines and forfeitures, and intergovernmental sources.
- **Business-Type Activities** – Expenses associated with providing utility services are recovered through fees paid by the customers that utilize these services. These activities are operated in a manner similar to commercial enterprises. Accordingly, activities associated with these services are reported as business type activities.

#### **Fund Financial Statements**

Fund financial statements provide detailed information regarding the Town's most significant activities and are not intended to provide information for the Town as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Town has two types of funds that are described as follows:

- **Governmental Funds** – These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Town's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.
- **Proprietary Fund** – These funds are used to account for activities that function in a manner similar to commercial enterprises, including activities associated with the Town's utility services. Proprietary fund financial statements typically provide a more detail presentation of the information reported in the business-type activities portion of the government-wide financial statements.

#### **FINANCIAL ANALYSIS OF THE TOWN AS A WHOLE**

A comparative analysis of government-wide financial data is presented as follows:

# ***Town of Glenmora***

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

**June 30, 2022**

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### **Net Position**

A condensed version of the government-wide Statement of Net Position is presented as follows:

	For the Year Ended June 30, 2022			For the Year Ended June 30, 2021
	Govern- mental Activities	Business- Type Activities	Total	
<b>Assets:</b>				
Current and Other Assets	\$ 249,133	\$ 599,471	\$ 848,604	\$ 873,546
Internal Balances	73,585	(73,585)	---	---
Capital Assets	1,487,713	2,541,101	4,028,814	4,178,200
Total Assets	<u>1,810,431</u>	<u>3,066,987</u>	<u>4,877,418</u>	<u>5,051,746</u>
<b>Deferred Outflows</b>	<u>20,186</u>	<u>13,840</u>	<u>34,026</u>	<u>54,968</u>
<b>Liabilities:</b>				
Current and Other Liabilities	116,592	177,488	294,080	301,486
Delayed Revenues	---	209,723	209,723	---
Long-term Liabilities	70,595	1,952,384	2,022,979	2,153,362
Total Liabilities	<u>187,187</u>	<u>2,339,595</u>	<u>2,526,782</u>	<u>2,454,848</u>
<b>Deferred Inflows</b>	<u>13,867</u>	<u>33,871</u>	<u>47,738</u>	<u>3,885</u>
<b>Net Position:</b>				
Invested in Capital Assets (Net)	1,452,893	676,101	2,128,994	2,233,200
Restricted	96,794	---	96,794	116,769
Unrestricted	79,876	31,260	111,136	298,012
Total Net Position	<u>\$ 1,629,563</u>	<u>\$ 707,361</u>	<u>\$ 2,336,924</u>	<u>\$ 2,647,981</u>

As the presentation appearing above demonstrates, the largest portion of the Town's net position (91.0%) are invested in capital assets. Net position invested in capital assets consist of land, buildings, equipment, and infrastructure less any debt used to acquire the assets that remain outstanding. The Town uses these capital assets to provide services to its citizens; consequently, these amounts are not available for future spending.

An additional portion of the net position represent resources that are subject to restrictions that are imposed by agreements with the Town's bondholders or requirements imposed by various revenue sources.

The remaining resources are unrestricted and may be used at the Town's discretion.

# **Town of Glenmora**

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

**June 30, 2022**

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### **Changes in Net Position**

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	<b>For the Year Ended June 30, 2022</b>			<b>For the Year Ended June 30, 2021</b>
	<b>Govern- mental Activities</b>	<b>Business- Type Activities</b>	<b>Total</b>	
<b><u>Revenues:</u></b>				
Program Revenue:				
Charges for Services	\$ 390,371	\$ 580,470	\$ 970,841	\$ 983,113
Operating Grants and Contributions	416,524	84,900	501,424	192,764
Capital Grants and Contributions	----	----	----	----
General Revenue:				
Property Taxes	21,923	----	21,923	19,538
Sales Taxes	573,462	----	573,462	569,635
Franchise Taxes	77,152	----	77,152	62,255
Licenses and Permits	75,009	----	75,009	74,349
Sale of Assets	87,395	----	87,395	80,282
Insurance Proceeds	43,322	----	43,322	69,677
Other	32,484	364	32,848	30,291
Total Revenue	1,717,642	665,734	2,383,376	2,081,904
<b><u>Program Expenses:</u></b>				
General Government	440,007	----	440,007	356,253
Public Safety				
Police Department	395,752	----	395,752	314,485
Fire Department	152,026	----	152,026	136,941
Public Works				
Streets & Public Facilities	714,465	----	714,465	366,310
Sanitation	89,828	----	89,828	93,955
Culture and Recreation	6,672	----	6,672	6,672
Utility Service	----	895,683	895,683	843,125
Total Expenses	1,798,750	895,683	2,694,433	2,117,741
Increase in Net Position Before Transfers	(81,108)	(229,949)	(311,057)	(35,837)
Transfers	(110,501)	110,501	----	----
Change in Net Position	(191,609)	(119,448)	(311,057)	(35,837)
Net Position Beginning	1,821,172	826,809	2,647,981	2,683,818
Net Position Ending	<u>\$ 1,629,563</u>	<u>\$ 707,361</u>	<u>\$ 2,336,924</u>	<u>\$ 2,647,981</u>

Governmental activities decreased the Town's net position by \$191,609. This decrease is not only due to transfers to the utility fund but due to an increase in street repairs.

# ***Town of Glenmora***

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

***June 30, 2022***

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Business-type activities, excluding transfers, decreased the Town's net position by \$229,949. The decrease is attributable to repairs to help improve the system.

### **FINANCIAL ANALYSIS OF THE TOWN'S FUNDS**

An analysis of significant matters affecting the Town's funds is presented as follows:

- The Town's governmental funds reported combined fund balances of \$206,126, which represents a decrease of \$165,893. The general fund has an unassigned fund balance of \$109,332.
- Amounts reported for business-type activities in the Town's individual funds are identical to the business-type activities reported in the government-wide presentation.

### **GENERAL FUND BUDGET HIGHLIGHTS**

The general fund original budget was adopted as required. The budget was amended to address actual experiences that deviated from expectations that existed when the original budget was adopted.

### **CAPITAL ASSET ADMINISTRATION**

Highlights of the Town's capital asset administration are presented as follows:

- Upgrading equipment to enhance capabilities of the streets and utility departments.
- Purchasing a new police vehicle.

### **DEBT ADMINISTRATION**

Debt activity was limited to paying required installments on existing obligations and incurring one additional obligation in connection with purchasing a police vehicle.

### **FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS**

There are no events or conditions that are expected to have significant influence on future operations.

# ***Town of Glenmora***

## **STATEMENT OF NET POSITION**

**June 30, 2022**

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	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 108,550	\$ 532,984	\$ 641,534
Receivables (net)	140,583	66,487	207,070
Internal balances	73,585	(73,585)	-
Capital assets			
Non depreciable capital assets	214,545	-	214,545
Depreciable capital assets, net	1,273,168	2,541,101	3,814,269
<b>Total assets</b>	<b>1,810,431</b>	<b>3,066,987</b>	<b>4,877,418</b>
<b>DEFERRED OUTFLOWS</b>			
Pension funding deferrals	20,186	13,840	34,026
<b>LIABILITIES</b>			
Accounts and other payables	116,592	45,563	162,155
Delayed Revenues	-	209,723	209,723
Deposits due others	-	131,925	131,925
Long-term liabilities			
Long-Term Debt			
Due within one year	17,333	80,000	97,333
Due in more than one year	17,487	1,785,000	1,802,487
Net pension liability	35,775	87,384	123,159
<b>Total liabilities</b>	<b>187,187</b>	<b>2,339,595</b>	<b>2,526,782</b>
<b>DEFERRED INFLOWS</b>			
Pension funding deferrals	13,867	33,871	47,738
<b>NET POSITION</b>			
Invested in capital assets, net of related debt	1,452,893	676,101	2,128,994
Restricted For:			
Economic Development	24,694	-	24,694
Fire Department	72,100	-	72,100
Unrestricted	79,876	31,260	111,136
<b>Total net position (deficit)</b>	<b>\$ 1,629,563</b>	<b>\$ 707,361</b>	<b>\$ 2,336,924</b>

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

# ***Town of Glenmora***

## **STATEMENT OF ACTIVITIES**

### **Year Ended June 30, 2022**

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	Program Revenues					Net (Expenses) Revenue
	Expenses	Charges for Services	Operating	Capital		
			Grants and Contributions	Grants & Contributions		
<b><u>Governmental Activities:</u></b>						
General Government	\$ 440,007	\$ -	\$ -	\$ -	\$ -	\$ (440,007)
Public Safety						
Police Department	395,752	299,030	25,850	-	-	(70,872)
Fire Department	152,026	-	17,501	-	-	(134,525)
Public Works						
Streets and Public Facilities	714,465	-	373,173	-	-	(341,292)
Sanitation	89,828	87,641	-	-	-	(2,187)
Culture and Recreation	<u>6,672</u>	<u>3,700</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,972)</u>
Total Governmental Activities	<u>1,798,750</u>	<u>390,371</u>	<u>416,524</u>	<u>-</u>	<u>-</u>	<u>(991,855)</u>
<b><u>Business-Type Activities:</u></b>						
Utility System	895,683	580,470	84,900	-	-	(230,313)
Total Business-Type Activities	<u>895,683</u>	<u>580,470</u>	<u>84,900</u>	<u>-</u>	<u>-</u>	<u>(230,313)</u>
Total	<u>\$ 2,694,433</u>	<u>\$ 970,841</u>	<u>\$ 501,424</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,222,168)</u>

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

# **Town of Glenmora**

## **STATEMENT OF ACTIVITIES (Continued)**

### **Year Ended June 30, 2022**

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	Governmental Activities	Type Activities	Business-Total
Net (Expense) Revenue (Continued)			
From Previous Page	\$ (991,855)	\$ (230,313)	\$ (1,222,168)
 <u>General Revenues:</u>			
Taxes:			
Ad Valorem	21,923	-	21,923
Sales	573,462	-	573,462
Franchise	77,152	-	77,152
Licenses & Permits	75,009	-	75,009
Sale of Assets	87,395	-	87,395
Insurance proceeds	43,322	-	43,322
Other	32,484	364	32,848
Transfers	(110,501)	110,501	-
Total General Revenues, Special Items and Transfers	<u>800,246</u>	<u>110,865</u>	<u>911,111</u>
 Change in Net Position	(191,609)	(119,448)	(311,057)
Net Position Beginning	<u>1,821,172</u>	<u>826,809</u>	<u>2,647,981</u>
 Net Position Ending	<u>\$ 1,629,563</u>	<u>\$ 707,361</u>	<u>\$ 2,336,924</u>

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

# **Town of Glenmora**

## **Balance Sheet**

**Governmental Funds - June 30, 2022**

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	General Fund	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>			
Cash and Cash Equivalents	\$ 44,458	\$ 64,092	\$ 108,550
Receivables (net)	110,268	30,315	140,583
Interfund Receivables	-	73,986	73,986
<b>Total assets</b>	<b>\$ 154,726</b>	<b>\$ 168,393</b>	<b>\$ 323,119</b>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Accounts and Other Payable	\$ 44,993	\$ 71,599	\$ 116,592
Interfund Payables	401	-	401
<b>Total liabilities</b>	<b>45,394</b>	<b>71,599</b>	<b>116,993</b>
<b>Fund Balance</b>			
Restricted for			
Economic Development	-	24,694	24,694
Fire Department	-	72,100	72,100
Unassigned	109,332	-	109,332
<b>Total Fund Balances</b>	<b>109,332</b>	<b>96,794</b>	<b>206,126</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 154,726</b>	<b>\$ 168,393</b>	<b>\$ 323,119</b>

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

# **Town of Glenmora**

## ***Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position***

**Year Ended June 30, 2022**

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Total Fund Balances - Governmental Funds	\$ 206,126
Amounts reported for governmental activities in the statement of net position are different because:	
Liabilities not due and payable in the current period are excluded from the Governmental Fund Balance Sheet	
Net Pension Liability	(35,775)
Capital Lease Obligation	<u>(34,820)</u> (70,595)
Deferred Inflows of resources that do no meet criteria for inclusion in the Governmental Fund Balance Sheet	
	(13,867)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
	1,487,713
Deferred outflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet	
	<u>20,186</u>
Net Position of Governmental Activities	<u>\$ 1,629,563</u>

# ***Town of Glenmora***

## ***Statement of Revenues, Expenditures and Changes in Fund Balance***

### ***Governmental Funds - Year Ended June 30, 2022***

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	General Fund	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>			
Taxes:			
Ad Valorem	\$ 21,923	\$ -	\$ 21,923
Sales	497,001	76,461	573,462
Franchise	77,152	-	77,152
Licenses & Permits	75,009	-	75,009
Charges for Services	87,641	-	87,641
Intergovernmental			
Rapides Parish Police Jury	361,358	-	361,358
Other	80,987	17,501	98,488
Fines and Forfeitures	299,030	-	299,030
Sale of Assets	87,395	-	87,395
Insurance Refunds	19,705	-	19,705
Other	16,479	-	16,479
<b>Total Revenues</b>	<b>1,623,680</b>	<b>93,962</b>	<b>1,717,642</b>
<b>Expenditures:</b>			
Current:			
General Government	433,908	-	433,908
Public Safety			
Police Department	384,016	-	384,016
Fire Department	135,975	-	135,975
Public Works			
Streets and Public Facilities	684,612	-	684,612
Sanitation	89,828	-	89,828
Economic Development	-	-	-
Capital Expenditures	78,204	-	78,204
Debt Service	18,084	-	18,084
<b>Total Expenditures</b>	<b>1,824,627</b>	<b>-</b>	<b>1,824,627</b>
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(200,947)</b>	<b>93,962</b>	<b>(106,985)</b>
<b>Other Financing Sources (Uses):</b>			
Proceeds from debt	51,593	-	51,593
Operating Transfers In (Out)	3,436	(113,937)	(110,501)
<b>Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses</b>	<b>(145,918)</b>	<b>(19,975)</b>	<b>(165,893)</b>
<b>Fund Balance (Deficit) - Beginning of Year</b>	<b>255,250</b>	<b>116,769</b>	<b>372,019</b>
<b>Fund Balance (Deficit) - End of Year</b>	<b>\$ 109,332</b>	<b>\$ 96,794</b>	<b>\$ 206,126</b>

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

# **Town of Glenmora**

## ***Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities***

**Year Ended June 30, 2022**

---

Net change in fund balances of Governmental Funds	\$ (165,893)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays in the current period exceeded depreciation.	
Capital Expenditures	78,204
Depreciation	<u>(108,486)</u>
	(30,282)
Governmental funds report pension expense based on contributions required for the current year; however, pension expense reported on the government wide basis is influenced by actuarial considerations.	39,386
Proceeds from long-term debt are other financing sources for governmental funds but are reported as a liability at the government wide level	(51,593)
Repayment of long-term debt and lease obligations is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	<u>16,773</u>
Change in net position of governmental activities	<u>\$ (191,609)</u>

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

# **Town of Glenmora**

## ***Statement of Net Position Proprietary Funds - June 30, 2022***

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	<b>Total Utility System</b>
<b>ASSETS:</b>	
Current Assets:	
Cash and cash equivalents	\$ 532,984
Receivables (net)	<u>66,487</u>
Total current assets	599,471
Noncurrent Assets:	
Depreciable capital assets, net	<u>2,541,101</u>
<b>Total assets</b>	<u>3,140,572</u>
<b>DEFERRED OUTFLOWS:</b>	
Employer contributions to pension plan	<u>13,840</u>
<b>LIABILITIES:</b>	
Current Liabilities:	
Accounts and other payables	45,563
Delayed Revenues	209,723
Interfund payables	73,585
Deposits due others	131,925
Current portion of long-term debt	<u>80,000</u>
Total current liabilities	540,796
Noncurrent Liabilities:	
Long-term debt	1,785,000
Net pension liability	<u>87,384</u>
<b>Total liabilities</b>	<u>2,413,180</u>
<b>DEFERRED INFLOWS:</b>	
Pension funding deferrals	<u>33,871</u>
<b>NET POSITION:</b>	
Invested in capital assets, net of related debt	676,101
Unrestricted	<u>31,260</u>
<b>Total net position (deficit)</b>	<u>\$ 707,361</u>

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

# **Town of Glenmora**

***Statement of Revenues, Expenses and Changes in Fund Net Position  
Proprietary Funds - June 30, 2022***

---

	<b>Total Utility System</b>
<b><u>Operating Revenues:</u></b>	
Service Fees	\$ 573,783
Other	<u>6,687</u>
<b>Total Operating Revenues</b>	<u>580,470</u>
<b><u>Operating Expenses:</u></b>	
Salaries and Benefits	123,157
Legal and Professional	49,442
Repairs & Maintenance	224,149
Supplies & Chemicals	20,657
Utilities	81,643
Insurance	18,538
Consultants	160,529
Depreciation	119,104
Other	<u>51,885</u>
<b>Total Operating Expenses</b>	<u>849,104</u>
<b>Operating Income (Loss)</b>	<b>(268,634)</b>
<b><u>Nonoperating Revenues (Expenses):</u></b>	
Interest Revenue	364
Operating Grants	84,900
Interest Expense	<u>(46,579)</u>
<b>Change in Net Position Before Operating Transfers</b>	<b>(229,949)</b>
Operating transfers in (out)	<u>110,501</u>
<b>Change in net position</b>	<b>(119,448)</b>
<b>Total net position - beginning</b>	<u>826,809</u>
<b>Total net position - ending</b>	<b>\$ 707,361</b>

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

# ***Town of Glenmora***

## ***Statement of Cash Flows*** ***Proprietary Funds - Year Ended June 30, 2022***

---

	<b>Total Utility System</b>
<b><u>Cash flow from operating activities:</u></b>	
Cash received from customers	\$ 586,180
Cash payments to suppliers of goods and services	(578,979)
Cash payments to employees for services	<u>(121,875)</u>
Net cash provided (used) by operating activities	<u>(114,674)</u>
<b><u>Cash flows from non-capital financing activities:</u></b>	
Delayed Revenues	209,723
Transfers in (out)	<u>110,501</u>
Net cash provided (used) by non-capital financing activities	<u>320,224</u>
<b><u>Cash flows from capital and related financing activities:</u></b>	
Grant proceeds received	84,900
Proceeds from debt	-
Principle paid on revenue bonds	(80,000)
Interest paid on debt instruments	<u>(46,579)</u>
Net cash provided (used) by capital and related financing activities	<u>(41,679)</u>
<b><u>Cash flows from investing activities:</u></b>	
Interest and other income	<u>364</u>
Net cash provided (used) by investing activities	<u>364</u>
<b>Net increase (decrease) in cash</b>	<b>164,235</b>
<b>Beginning cash balance</b>	<u>368,749</u>
<b>Ending cash balance</b>	<u>\$ 532,984</u>

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

# ***Town of Glenmora***

## ***Statement of Cash Flows (Continued)***

### ***Proprietary Funds - Year Ended June 30, 2022***

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	<b>Total Utility System</b>
<b><u>Reconciliation of operating income (loss) to net cash provided (used) by operating activities</u></b>	
Operating income (loss)	\$ (268,634)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	119,104
(Increase) decrease in accounts receivable	3,440
(Decrease) increase in accounts and other payables	8,886
(Decrease) increase in meter deposits	2,270
(Decrease) increase in net pension liability	18,978
(Decrease) increase in accrued payroll	1,282
Net cash provided (used) by operating activities	<u>\$ (114,674)</u>

#### **Supplemental disclosures of cash flow information:**

During the year ended June 30, 2022, there were no operating, financing, or investing activities that did not result in cash receipts or payments.

# ***Town of Glenmora***

## ***Notes To Financial Statements***

***June 30, 2022***

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### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town of Glenmora (the Town) was incorporated under the provisions of the Lawrason Act. The Town is governed by a Mayor and a Board of Alderman consisting of five (5) members. Services provided by the Town include police protection, fire protection, street maintenance, recreation and sanitation. The Town also operates a water distribution system and a sewer system.

The accompanying policies conform to generally accepted accounting principles for governmental units.

### **Financial Reporting Entity**

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

Governmental Accounting Standards establish criteria for determining which component units should be considered part of the Town of Glenmora for financial reporting purposes. Based on these criteria the Town has no potential component units. The criteria considered are listed as follows:

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.

### **Basic Financial Statements**

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize activities as either governmental activities or business-type activities, which are described as follows:

- Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues.
- Business-type activities rely on fees and charges for support and operate in a manner similar to private sector enterprises.

The government-wide and fund financial statements present the Town's financial position and results of operations from differing perspectives which are described as follows:

### **Government-Wide Financial Statements**

The Statement of Net Position and the Statement of Activities display information about the Town as a whole. The effect of most interfund activity is eliminated from these financial statements. Furthermore,

# **Town of Glenmora**

## **Notes To Financial Statements**

### **June 30, 2022**

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government-wide financial statements exclude fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service or business-type activity. Program revenues include charges for services, fines, court cost, contributions associated with a particular function and most grants.

#### **Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Separate financial statements are provided for governmental funds and business-type (enterprise) funds. In addition, separate financial statements are presented for any fiduciary activities. Major individual funds are reported as separate columns in the fund financial statements. The Town's major funds are described as follows:

##### **Major Governmental Funds**

General Fund – The general fund is the primary operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

##### **Major Business-Type Funds**

Utility System – Used to account for activities associated with providing water, and sewer service to the citizens of Glenmora and customers residing in the surrounding area.

Business-Type funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing goods and services in connection with the funds ongoing operations. Principal operating revenues are charges to customers for water and sewer service.

#### **Basis of Accounting and Measurement Focus**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<b>Financial Statement Presentation</b>	<b>Basis of Accounting</b>	<b>Measurement Focus</b>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements:		
Governmental Funds	Modified Accrual Basis	Current Financial Resources
Proprietary Funds	Accrual Basis	Economic Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end or due under a cost reimbursement arrangement. In addition, expenses are generally recorded when a liability has been incurred; however, debt service, compensated absences, claims and judgments are recorded as expenses when payment is made. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, long-term debts are excluded from amounts reported

# ***Town of Glenmora***

## ***Notes To Financial Statements***

***June 30, 2022***

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as liabilities. Proceeds from issuing long-term debt are as reported as other financing sources and repayment of long-term debt is reported as an expenditure.

### **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

### **Restricted Assets:**

Restricted assets represent resources that must be expended in a specific manner. Restrictions of this nature are imposed by various contractual obligations including grant agreements and bond covenants. Whenever restricted assets can be used to satisfy an obligation, the restricted assets are typically consumed before utilizing any unrestricted resources.

### **Budget Practices:**

Budgets including any amendments are prepared in the manner prescribed by Louisiana revised statutes. Town budgets present revenue and expenditures on a basis which is consistent with generally accepted accounting principles. Budgets are adopted annually for the general fund and each special revenue fund. The remaining funds are not required to adopt budgets.

### **Capital Assets**

Capital assets, which include property, equipment and infrastructure, are reported as assets in the applicable governmental or business-type columns in the government-wide financial statements and in the fund financial statements for proprietary funds. Assets reported in the fund financial statements for governmental funds exclude capital assets. Instead, the governmental funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their fair market value when received by the Town. Capital assets are depreciated using the straight-line method and estimated useful lives ranging from 4 to 50 years. Useful lives are selected depending on the expected durability of the particular asset.

### **Cash and Cash Equivalents:**

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts and certificates of deposit. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law. Furthermore, interest rate risk associated with certificates of deposits is typically mitigated by purchasing instruments that mature in one year or less.

### **Internal Activity:**

Resources belonging to particular funds are commonly shared with other funds that need access to additional resources. When resources are provided without expectation of repayment, the transaction is reported as a transfer. Transfers are treated as a source of income by the recipient and as an expense or expenditure by the provider. If repayment is eventually expected to occur, interfund receivables and payables are recorded.

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 internal balance for each type of activity.

# **Town of Glenmora**

## **Notes To Financial Statements June 30, 2022**

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### **Compensated Absences**

Employees have limited ability to accumulate unused leave and do not have a vested interest in unused leave. Accordingly, there are no liabilities associated with compensated absences.

### **Delayed Revenues**

Amounts collected from funding sources before the receipts are reported as delayed revenues. Revenues is reported when the earnings process is completed.

### **Fund Balance Classification:**

Approval of the majority of the Board of Aldermen is required to approve the commitment of fund balances. In situations where it is permissible to spend restricted or committed resources, the Town typically depletes the available restricted or committed resources before consuming unrestricted resources.

### **NOTE 2 - CASH AND CASH EQUIVALENTS**

At June 30, 2022, cash and cash equivalents included the following amounts:

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
Cash Deposited in Banks	\$ 108,310	\$ 532,809	\$ 641,119
Cash on Hand	240	175	415
<b>Cash and Cash Equivalents</b>	<b>\$ 108,550</b>	<b>\$ 532,984</b>	<b>\$ 641,534</b>

Cash deposited in banks is stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2022, the Town has \$713,099 in deposits (collected bank balance). These deposits are protected by FDIC insurance in the amount of \$250,000 and pledged securities with a market value of \$759,432. The pledged securities are held by the custodial bank in the name of the fiscal agent bank.

Even though the pledged securities are considered uncollateralized, State law 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.

### **NOTE 3 - ACCOUNTS RECEIVABLE**

Accounts receivable for the year ended June 30, 2022 are summarized as follows:

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
Accounts Receivable			
Charges for Services	\$ ----	\$ 103,831	\$ 103,831
Franchise Fees	14,813	----	14,813
Other	299	2,656	2,955
Allowance for Doubtful Accounts	----	(40,000)	(40,000)
<b>Total Accounts Receivable</b>	<b>15,112</b>	<b>66,487</b>	<b>81,599</b>

# **Town of Glenmora**

## **Notes To Financial Statements June 30, 2022**

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	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b><u>Due From Other Governmental Units</u></b>			
Sales Taxes	93,199	---	93,199
Insurance Fees	13,360	---	13,360
Rapides Parish Police Jury	18,912	---	18,912
Total Due From Other Governments	125,471	---	125,471
 Total Receivables	 <u>\$ 140,583</u>	 <u>\$ 66,487</u>	 <u>\$ 207,070</u>

### **NOTE 4 – CAPITAL ASSETS**

Changes in governmental and business-type capital assets are presented as follows:

	<b>Governmental Activities</b>		
	<b>Beginning Balance</b>	<b>Additions</b>	<b>Disposals</b>
<b><u>Non Depreciable Capital Assets</u></b>			
Land	\$ 214,545	\$ ----	\$ ----
Total Non-Depreciable Assets	<u>214,545</u>	<u>----</u>	<u>----</u>
 <b><u>Depreciable Capital Assets</u></b>			
Equipment	741,332	78,204	26,078
Buildings	1,368,602	----	----
Infrastructure	748,750	----	----
Accumulated Depreciation	(1,555,234)	(108,486)	(26,078)
Total Depreciable Capital Assets	<u>1,303,450</u>	<u>(30,282)</u>	<u>----</u>
 Total Capital Assets	 <u>\$ 1,517,995</u>	 <u>\$ (30,282)</u>	 <u>\$ ----</u>
			<u>\$ 1,487,713</u>
 <b><u>Business-Type Activities</u></b>			
	<b>Beginning Balance</b>	<b>Additions</b>	<b>Disposals</b>
<b><u>Depreciable Capital Assets</u></b>			
Sewer System			
Equipment	\$ 74,622	\$ ----	\$ ----
Buildings	19,294	----	----
Infrastructure	3,813,320	----	----
Accumulated Depreciation	(2,229,169)	(78,528)	----
Total Sewer System	<u>1,678,067</u>	<u>(78,528)</u>	<u>----</u>
Water System			
Equipment	274,727	----	----
Buildings	8,486	----	----
Infrastructure	1,899,172	----	----
Accumulated Depreciation	(1,200,247)	(40,576)	----
Total Water System	<u>982,138</u>	<u>(40,576)</u>	<u>----</u>
 Total Business-type	 <u>\$ 2,660,205</u>	 <u>\$ (119,104)</u>	 <u>\$ ----</u>
			<u>\$ 2,541,101</u>

# **Town of Glenmora**

## **Notes To Financial Statements June 30, 2022**

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Depreciation expense charged to various functions presented on the statement of activities is presented as follows:

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
Police Department	\$ 10,425	\$ ----	\$ 10,425
Fire Department	16,051	----	16,051
Streets and Public Facilities	49,546	----	49,546
General Government	25,792	----	25,792
Culture and Recreation	6,672	----	6,672
Sewer System	----	78,528	78,528
Water System	----	40,576	40,576
 Total Depreciation Expense	 <u>\$ 108,486</u>	 <u>\$ 119,104</u>	 <u>\$ 227,590</u>

### **NOTE 5 – ACCOUNTS AND OTHER PAYABLE**

Amounts reported as accounts and other payables are summarized as follows:

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
Payments Due Vendors	\$ 44,993	\$ 45,563	\$ 90,556
Obligations Related to Furnishing Economic Development Loans	<u>71,599</u>	----	<u>71,599</u>
 Total	 <u>\$ 116,592</u>	 <u>\$ 45,563</u>	 <u>\$ 162,155</u>

### **NOTE 6 - LONG-TERM LIABILITIES**

The Town's long-term liabilities are summarized as follows:

<b>Long-Term Liabilities</b>	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
Lease Obligations	\$ 34,820	\$ ----	\$ 34,820
Revenue Bonds	----	1,865,000	1,865,000
Net Pension liability	35,775	87,384	123,159
 Total Long-Term Liabilities	 <u>\$ 70,595</u>	 <u>\$ 1,952,384</u>	 <u>\$ 2,022,979</u>

Long-term liabilities attributable to the acquisition of the Town's utility system and the operation of the utility system are reported as an obligation of the Town's business-type enterprise funds. Any remaining long-term liabilities are reported as governmental activities. The Town's long-term liabilities are summarized as follows:

<b>Long-Term Liabilities</b>	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
Revenue Bonds	\$ ----	\$ 1,865,000	\$ 1,865,000
Due Within One Year	----	80,000	80,000
Due in More Than One Year	\$ ----	\$ 1,785,000	\$ 1,785,000

# **Town of Glenmora**

## **Notes To Financial Statements June 30, 2022**

### Debt Instruments

Long-term liabilities include debt instruments that are summarized as follows:

<u>Business-Type Activities</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Revenue Bonds	\$ 1,945,000	\$ ----	\$ 80,000	\$ 1,865,000

A description of the various debt instruments is presented as follows:

#### Revenue Bonds

\$1,945,000 Utility Revenue Bond Series 2021, bearing interest at a rate ranging from .99% to 3.00%, payable in annual installments of ranging from \$80,000 to \$125,000 with the final installment due in 2041. \$ 1,865,000

A schedule of maturities of debt instruments excluding capital leases is presented as follows:

<u>Year Ended June 30<sup>th</sup></u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
<u>Business-Type Activities</u>			
2023	\$ 80,000	\$ 45,787	\$ 125,787
2024	80,000	44,955	124,955
2025	85,000	44,019	129,019
2026	85,000	42,889	127,889
2027	85,000	41,597	126,597
2028-2032	455,000	182,983	637,983
2033-2037	520,000	118,800	638,800
2038-2041	475,000	36,150	511,150
Total Business-Type	<u>\$1,865,000</u>	<u>\$ 557,180</u>	<u>\$ 2,422,180</u>

#### Lease Obligation

The Town has entered into a leasing arrangement to acquire a police vehicle necessary to conduct operations. Under the terms of the agreements, the Town is obligated to make fixed payments over a 3 year period. Details regarding the lease obligations are presented as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>	<u>Long-Term Portion</u>
Lease Obligations	\$ ---	\$ 51,593	\$ 16,773	\$ 34,820	\$ 17,333	\$ 17,487

Principal and interest requirements associated with the underlying lease obligation are presented as follows:

# ***Town of Glenmora***

## ***Notes To Financial Statements***

### ***June 30, 2022***

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	Payment	Principle	Interest
2023	\$ 18,084	\$ 17,333	\$ 751
2024	<u>18,084</u>	<u>17,487</u>	<u>597</u>
Total Lease Obligation	<u>\$ 36,168</u>	<u>\$ 34,820</u>	<u>\$ 1,348</u>

The vehicle acquired under the leasing arrangement is included in the capital assets described in Note 4. The leased asset is recorded at the present value of the lease obligation and depreciated on a straight-line basis.

#### **NOTE 7 – TAXES:**

##### **Ad Valorem Taxes:**

The Town bills and collects its own property taxes using the assessed values determined by the Tax Assessor of Rapides Parish. Property taxes are limited to an assessment for general alimony as permitted by State Law. Ad valorem taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from ad valorem taxes are recognized as revenue in the year billed by the Town's General Fund.

##### **Sales Taxes:**

Sales taxes are collected by the Parish of Rapides and remitted to the Town on a monthly basis. For the year ended June 30, 2022 the Town has levied sales taxes described as follows:

- A 1.0% sales tax available for the general operations of the Town.
- A 0.5% sales tax dedicated to the operations and maintenance of the Town's Fire Department.
- The Town is also entitled to receive a portion of a parish-wide sales tax that is shared with other government agencies. The proceeds of this tax are unrestricted. Accordingly, the tax is deposited in the general fund and expended at the Town's discretion.

#### **NOTE 8- RISK MANAGEMENT**

The Town is exposed to various risk of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town insures against these risks by participation in public entity risk pools that operate as common insurance programs and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

#### **NOTE 9 – RESTRICTIONS AND COMMITMENTS**

Details regarding limitations imposed on the use of various resources are summarized as follows:

##### **Fire Protection**

The Town has collected taxes that are dedicated to providing Fire Protection. Amounts that are subject to this dedication are reported as restricted.

##### **Economic Development**

A revolving loan fund established by a grant dedicated to Economic Development is considered restricted.

# **Town of Glenmora**

## **Notes To Financial Statements**

**June 30, 2022**

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### **NOTE 10 – PENSION PLANS**

The Town's employees are eligible to be members of a statewide retirement system. This system is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. A summary of amounts reported in connection with participation in this plan is summarized as follows:

	<u>Net Pension Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Municipal Employees' Retirement System	\$ 123,159	\$ 34,026	\$ 47,738
Portion Applicable to Business Type Activities	<u>87,384</u>	<u>13,840</u>	<u>33,871</u>
Portion Applicable to Government Type Activities	<u>\$ 35,775</u>	<u>\$ 20,186</u>	<u>\$ 13,867</u>

### **Municipal Employees' Retirement System of Louisiana:**

**Plan Description** - The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the municipality are members of Plan B. All permanent employees working at least 35 hours per week who are not covered by another pension plan and are paid wholly or in part from municipal funds and all elected municipal officials are eligible to participate in the System. Under Plan B, employees who retire at or after age 60 with at least 10 years of creditable service at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 2 percent of their final average monthly salary in excess of \$100 for each year of creditable service. Furthermore, employees with at least 10 years of creditable service, but less than 30 years, may take early retirement benefits commencing at or after age 60, with the basic benefit reduced 3 percent for each year retirement precedes age 62, unless he has at least 30 years of creditable service. In any case, monthly retirement benefits paid under Plan B cannot exceed 100 percent of final average salary. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

**Funding Policy** - Under Plan B, members are required by state statute to contribute 5.0 percent of their annual covered salary and the Town of New Llano is required to contribute at an actuarially determined rate. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Town of New Llano are established and may be amended by state statute.

As provided by State Law, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Town's contributions to the plan were equal to the required contributions for the year.

**Financial Summary** – The plan description, funding policies and financial information provides a summary of the Plan provisions and finances. For additional details, the System issues an annual publicly available stand alone financial report. The financial report includes information about the plan's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fiduciary net position. The report can be obtained on the internet at mersla.com. The plans net pension liability was determined at June 30, 2021 (measurement date and actuarial valuation date) and details are provided as follows:

# **Town of Glenmora**

## **Notes To Financial Statements June 30, 2022**

---

Total Pension Liability	\$ 277,663,255
Plan Fiduciary Net Pension	<u>219,732,397</u>
Employer's net pension liability	57,930,858
Town's Proportionate Share (Percentage)	0.212599%
Town's Proportionate Share (Amount)	<u>\$ 123,159</u>

The net pension liability presented above was not affected by any special funding situations. Changes in the Town's proportionate share of Plan's net pension liability during the measurement period ending June 30, 2021 are provided as follows:

Beginning Net Pension Liability	\$ 208,362
Employer Contributions	(25,490)
<u>Pension Expense</u>	
Proportionate Share of Plan Pension	
Expense	18,328
Changes in Proportion	(1,284)
Employee Contributions	<u>(5,312)</u>
Deferred Outflows of Resources	11,732
Deferred Inflows of Resources	<u>(27,592)</u>
Ending Net Pension Liability	<u>\$ 123,159</u>

There were no changes between June 30, 2022 and the Plan's measurement date that are expected to have a significant effect on the Town's proportionate share of the collective net pension liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>Net</b>
Differences Between Expected and Actual Experience	\$ ----	\$ 5,083	\$ (5,083)
Net Difference Between Projected and Actual Investment			
Earnings on Pension Plan Investments	----	33,283	(33,283)
Changes of Assumptions	4,984	----	4,984
Changes in Proportion	----	9,372	(9,372)
Employer Contributions Made After the Measurement Date	<u>29,115</u>	----	29,115
 Total Deferrals			
Deferrals That Will be Recorded as a Reduction in Net			
Pension Liability in the Subsequent Reporting Period	<u>29,115</u>	----	29,115
 Deferrals Subject to Amortization	<u>\$ 4,984</u>	<u>\$ 47,738</u>	<u>\$ (42,754)</u>

Deferrals that will be amortized as a component of pension expense in future periods are summarized as follows:

# **Town of Glenmora**

## **Notes To Financial Statements June 30, 2022**

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<u>For the Year Ending:</u>	
June 30, 2022	\$ (10,644)
June 30, 2023	(11,782)
June 30, 2024	(8,632)
June 30, 2025	<u>(11,696)</u>
 <b>Total</b>	 <b><u>\$ (42,754)</u></b>

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the measurement date are as follows:

Valuation Date	June 30, 2021
Actuarial Cost Method	Entry Age Normal Cost
Investment Rate of Return	6.85%, net of pension plan investment expense, including inflation
Projected Salary Increases	1 to 4 years of service – 7.4% More than 4 years of service – 4.9%
Inflation Rate of Return	2.5%
Expected Remaining Service Lives	3 years
Annuitant and beneficiary mortality	PubG-2010(B) Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP 2018 scales.
Employee mortality	PubG-2010(B) Employee Table set equal to 120% for males and females, each adjusted using their respective male and female MP 2018 scales.
Disabled lives mortality	PubNS-2010(B) Disabled Retiree Table set equal to 120% for males and females with the full generational MP 2018 scales.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimated ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification.

The target allocation and best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2021 are summarized in the following table:

# **Town of Glenmora**

## **Notes To Financial Statements June 30, 2022**

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Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Public equity	53%	2.31%
Public fixed income	38%	1.65%
Alternatives	9%	0.39%
Totals	<u>100%</u>	<u>4.35%</u>
Inflation		2.60%
Expected Arithmetic Nominal Return		<u>6.95%</u>

The discount rate used to measure the total pension liability was 6.85% for the year ended June 30, 2021. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity to changes in the discount has been determined by measuring net pension liability at a discount rate that is one percentage point lower and one percentage point higher than the current rate. The results are presented as follows:

	1% Decrease Discount Rate	Current Discount Rate 6.85%	1% Increase 7.85% Discount
Net Pension Liability	\$ 188,954	\$ 123,159	\$ 67,512

### **NOTE 11 – INTERNAL BALANCES**

In some cases resources available in particular funds have been used to supplement the operations of other funds. Internal receivables and payables have arisen as a result of these transactions. These internal balances are summarized as follows:

	Interfund Receivables	Interfund Payables	Net
<b><u>Governmental Funds</u></b>			
General Fund	\$ ----	\$ 401	\$ (401)
Non Major Fund	73,986	----	73,986
Total Governmental Funds	<u>73,986</u>	<u>401</u>	<u>73,585</u>
<b><u>Business Type Funds</u></b>			
Utility System	----	73,585	(73,585)
Total	<u>\$ 73,986</u>	<u>\$ 73,986</u>	<u>\$ ----</u>

### **NOTE 12 - TRANSFERS**

In the ordinary course of business, the Town routinely transfers resources between its funds to utilize resources where needed. Transfers during the year ended June 30, 2022 are summarized as follows:

# ***Town of Glenmora***

## ***Notes To Financial Statements June 30, 2022***

---

	<b>Operating Transfers In/(Out)</b>
<b><u>Governmental Funds</u></b>	
General Fund	\$ 3,436
Non Major	(113,937)
	<hr/>
	(110,501)
<b><u>Business-Type Funds</u></b>	
Utility System	110,501
Total Business-Type	<hr/> 110,501
Net Transfers	<hr/> \$ ----

### **NOTE 13 – CONTINGENCIES:**

Existing conditions that may have financial consequences are referred to as contingencies. Contingencies existing at June 30, 2022 are described as follows:

#### **Litigation**

Like most governmental units with extensive and diverse operations, the Town is occasionally named as a defendant in litigation. Based on analysis of pending and threatened matters, exposure to loss is limited to paying deductibles necessary to utilize insurance coverage.

#### **Grant Compliance**

The Town receives state and federal assistance through various grant programs. Management is confident that all significant grant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

#### **Economic Development Grant**

The Town received a grant for economic development several decades ago. Due to a lack of records and no guidance from the original grantor agency, the remaining grant funds are maintained in a special revenue fund. Due to the lack of information, management has elected to allow the funds to remain in a separate account until a reimbursement is requested by the granting agency.

#### **NOTE 14 – ON BEHALF PAYMENTS**

The State of Louisiana provides supplemental pay for public safety employees that meet certain requirements. Amounts reported as revenue and expenditures in connection with State Supplemental Pay are presented as follows:

Police Department	\$ 25,850
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#### **NOTE 15 – DELAYED REVENUES**

Funding has been received from the American Rescue Plan Act (ARPA) in the amount of \$209,723. Management does not consider these amounts to be earned until expenditures meeting certain requirements have been completed. Accordingly, the amount collected has been reported as delayed revenues.

Plans are currently being finalized to spend the funds in a manner consistent with the terms of the ARPA program. Upon completion of these expenditures, revenue will be recognized and delayed revenues will be eliminated.

# ***Town of Glenmora***

## General Fund

### Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual - Year Ended June 30, 2022

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	Budget Amounts	Actual Amounts	Variance with Final Budget
	Original	Final	Positive (Negative)
<b>Total Revenues</b>	<b>\$ 1,337,500</b>	<b>\$ 1,918,486</b>	<b>\$ 1,623,680</b>
<b><u>Expenditures:</u></b>			
Current:			
General Government	450,000	933,317	433,908
Public Safety			499,409
Police Department	348,000	304,477	384,016
Fire Department	100,000	78,744	(79,539)
Public Works			135,975
Streets and Drainage	350,000	640,175	684,612
Sanitation	110,000	91,043	89,828
Recreation	20,000	50,678	-
Capital Expenditures	-	-	78,204
Debt Service	-	-	(78,204)
<b>Total Expenditures</b>	<b>1,378,000</b>	<b>2,098,434</b>	<b>1,824,627</b>
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>(40,500)</b>	<b>(179,948)</b>	<b>(200,947)</b>
<b><u>Other Financing Sources (Uses):</u></b>			
Proceeds from Debt	-	-	51,593
Operating Transfers In (Out)	<u>60,000</u>	<u>-</u>	<u>3,436</u>
<b>Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses</b>	<b>19,500</b>	<b>(179,948)</b>	<b>(145,918)</b>
<b>Fund Balance (Deficit) - Beginning of Year</b>	<b>234,224</b>	<b>253,724</b>	<b>255,250</b>
<b>Fund Balance (Deficit) - End of Year</b>	<b>\$ 253,724</b>	<b>\$ 73,776</b>	<b>\$ 109,332</b>
			<b>\$ 35,556</b>

# **Town of Glenmora**

## **Schedule of Net Pension Liability Data Cost Sharing Retirement Systems**

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Retirement System / Measurement Date		Share of Collective Net Pension Liability Percent	Covered Payroll	Plans	
				Net Pension Liability as a Percentage of Covered Payroll	Fiduciary Net Position as a Percentage of Total
<b>Municipal Employees' Retirement System</b>					
June 30, 2014		0.14%	63,445	102,891	61.7% 76.9%
June 30, 2015		0.16%	109,396	91,909	119.0% 68.7%
June 30, 2016		0.20%	166,513	149,606	111.3% 63.3%
June 30, 2017		0.26%	225,029	193,049	116.6% 62.5%
June 30, 2018		0.22%	182,651	193,049	94.6% 65.6%
June 30, 2019		0.23%	201,787	159,858	126.2% 66.1%
June 30, 2020		0.23%	208,362	178,185	116.9% 66.2%
June 30, 2021		0.21%	123,159	160,721	76.6% 79.1%

### Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

# **Town of Glenmora**

## ***Schedule of Employer Contributions***

### ***Cost Sharing Retirement Systems***

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Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference		Contributions Recognized as a Percentage of Covered Payroll
			Between Required and Recognized Contributions	Covered Payroll	
<b>Municipal Employees' Retirement System</b>					
June 30, 2014	9,003	9,003	-	102,891	8.75%
June 30, 2015	8,042	14,212	(6,170)	91,909	15.46%
June 30, 2016	10,607	14,020	(3,413)	149,606	9.37%
June 30, 2017	21,235	21,294	(59)	193,049	11.03%
June 30, 2018	21,235	21,329	(94)	193,049	11.05%
June 30, 2019	21,181	24,687	(3,506)	159,858	15.44%
June 30, 2020	24,667	24,946	(279)	178,185	14.00%
June 30, 2021	24,665	25,325	(660)	160,721	15.76%

#### Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

# **TOWN OF GLENMORA**

***Combining Balance Sheet***  
***Non Major Governmental Funds***  
***June 30, 2022***

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	Economic		
	Development	Fire	Total
<b>Assets</b>			
Cash and Cash Equivalents	\$ 22,307	\$ 41,785	\$ 64,092
Receivables (net)	-	30,315	30,315
Interfund Receivables	<u>73,986</u>	<u>-</u>	<u>73,986</u>
<b>Total assets</b>	<u><u>\$ 96,293</u></u>	<u><u>\$ 72,100</u></u>	<u><u>\$ 168,393</u></u>
 <b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Accounts and Other Payable	\$ 71,599	\$ -	\$ 71,599
<b>Total liabilities</b>	<u><u>71,599</u></u>	<u><u>-</u></u>	<u><u>71,599</u></u>
<b>Fund Balance</b>			
Restricted for			
Economic Development	24,694	-	24,694
Fire Department	-	72,100	72,100
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Fund Balances</b>	<u><u>24,694</u></u>	<u><u>72,100</u></u>	<u><u>96,794</u></u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 96,293</u></u>	<u><u>\$ 72,100</u></u>	<u><u>\$ 168,393</u></u>

# **TOWN OF GLENMORA**

## ***Combining Statement of Revenues, Expenditures, and Changes in Fund Balance***

### ***Non Major Governmental Funds***

***Year Ended June 30, 2022***

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	Economic Development	Fire	Other Governmental Funds
<b><u>Revenues:</u></b>			
Taxes:			
Sales	\$ -	\$ 76,461	\$ 76,461
Intergovernmental			
Other	-	17,501	17,501
Other	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>93,962</b>	<b>93,962</b>
<b><u>Expenditures:</u></b>			
Current:			
Public Safety			
Fire Department	-	-	-
Economic Development	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficiency) of Revenue Over Expenditures</b>	<b>-</b>	<b>93,962</b>	<b>93,962</b>
<b><u>Other Financing Sources (Uses):</u></b>			
Operating Transfers In (Out)	-	(113,937)	(113,937)
<b>Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses</b>	<b>-</b>	<b>(19,975)</b>	<b>(19,975)</b>
<b>Fund Balance (Deficit) - Beginning of Year</b>	<b>24,694</b>	<b>92,075</b>	<b>116,769</b>
<b>Fund Balance (Deficit) - End of Year</b>	<b>\$ 24,694</b>	<b>\$ 72,100</b>	<b>\$ 96,794</b>

# **Town of Glenmora**

## **Schedule of Compensation Paid to Elected Officials**

**For the year ended June 30, 2022**

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Joseph Mott	\$ 21,600
Thomas Doyle	21,624
Donna Doyle	1,750
Joseph Rivers	2,450
Glynn Dixon	4,200
Brian Goree	4,200
Willie Moore	4,200
Clyde Myers	<u>4,200</u>
 Total Compensation	 <u>\$ 64,224</u>

# **Town of Glenmora**

## ***Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer***

**Year Ended June 30, 2022**

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### **Agency Head (Mayor)**

	Joseph Mott
Compensation	<u>\$ 21,600</u>
Benefits	-
Reimbursements	935
	<u><u>\$ 22,535</u></u>

# **Town of Glenmora**

**Justice System Funding Schedule - Collecting / Disbursing Entity as Required by Act 87 of the  
2020 Regular Legislative Session  
For the Year Ended June 30, 2022**

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	<b>First Six Month Period Ended December 31, 2021</b>	<b>Second Six Month Period Ended June 30, 2022</b>
<b>Cash Basis Presentation</b>		
<b>Beginning Balance of Amounts Collected</b>	\$ _____ -	\$ _____ -
Add: Collections		
Criminal Court Costs/Fees	137,582	161,449
Subtotal Collections	<u>137,582</u>	<u>161,449</u>
Less: Disbursements to Governments & Nonprofits		
Criminal Court Cost / Fees		
Louisiana Commission on Law Enforcement	864	1,178
CMIS Trial Court Case Management System	450	599
Crime Stoppers of Cenla, Inc.	890	1,186
Louisiana Department of Health and Hospitals	2,081	2,805
North Louisiana Crime Lab	580	370
Louisiana Judicial college	223	299
Less: Amounts Retained by Town		
Self Disbursed Court Costs	132,494	155,012
Subtotal Disbursements / Retainage	<u>137,582</u>	<u>161,449</u>
<b>Ending Balance of Amounts Collected but not Disbursed</b>	\$ _____ -	\$ _____ -

**Other Information:**

Total Waivers During the Fiscal Period

# **TOWN OF GLENMORA**

## ***Summary of Findings and Responses***

**June 30, 2022**

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### **PART I - SUMMARY OF AUDITOR'S RESULTS**

- The Independent Auditor's Report on the financial statements for the Town of Glenmora as of June 30, 2022 and for the year then ended expressed a unmodified opinion.
- No internal control deficiencies were reported.
- Noncompliance material to the financial statements was reported, see Part II for details.

### **PART II - FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS:**

#### **2022-001: Non Compliance with Bond Covenants**

- Criteria: In exchange for fees, the Town provides residents with utility service including water and sewage disposal.
- Condition: Operation of the utility system has not produced sufficient income to recover the costs of operations and service debt incurred to construct the utility system.
- Cause: Due to the age of the utility system, repair and maintenance costs have been significant.
- Effect: Without an adequate rate structure, the Town is not in compliance with debt covenants.
- Recommendation: In order to provide income necessary to sustain operations and repay creditors, we suggest altering the Town's utility rate structure to provide additional revenue needed to meet the utility system's obligations.

#### **2022-002: Budget Violation**

- Criteria: Louisiana Revised Statutes prohibit unfavorable variances from exceeding 5% of budgeted amounts.
- Condition: In the current year, unfavorable variances exceeded 5%.
- Cause: The Town didn't make sufficient amendments to the budget once the Town realized that unfavorable variances exceeded 5% of budgeted amounts.
- Effect: The Town was not in compliance with the Louisiana Government Budget Act.
- Recommendation: The Town should implement policies and procedures to ensure that the budget is amended whenever variances exceed amounts allowed by the Louisiana Government Budget Act.

# **TOWN OF GLENMORA**

## **Management's Corrective Action Plan**

**June 30, 2022**

<b>SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
<b>FINDINGS</b>	<b>RESPONSE</b>
<p><b>2022-001: Non Compliance with Bond Covenants</b></p> <p>In exchange for fees, the Town provides residents with utility service including water and sewage disposal. Operation of the utility system has not produced sufficient income to recover the costs of operations and service debt incurred to construct the utility system.</p>	<p><b>2022-001: Response</b></p> <p>There has been substantial improvement in our utility revenues. We have cut costs and will continue to review the possibility of a utility rate increase.</p>
<p><b>2022-002: Budget Violation</b></p> <p>The Town's General Fund budgeted revenues exceeded actual revenues by more than the variances allowed by law. This variance occurred due to management failing to properly budget salaries, related expenses, and other various operating expenditures. Management should review the budget to actual expenditures each month and amend the budget when actual expenditures exceed budgeted expenditures by more than 5%. This will allow management to closely monitor the Town's expenditures and reduce the risk of purchases that were not properly authorized.</p>	<p><b>2022-002: Response</b></p> <p>We will review our budget often and amend as necessary.</p>

<b>SECTION III MANAGEMENT LETTER</b>	
<b>FINDINGS</b>	<b>RESPONSE</b>
No Findings of this nature were reported.	No response necessary

# **TOWN OF GLENMORA**

**Summary of Prior Year Findings**  
**June 30, 2022**

<b>SECTION I</b> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
<b>FINDINGS</b>	<b>RESPONSE</b>
<b><u>2021-001: Economic Development Loans</u></b>  The Town has an Economic Development Fund that has been used in the past to provide loans to business enterprises. Records related to the grant proceeds that were used to establish the Economic Development Fund cannot be located. Due to the absence of records documenting the grant terms, management cannot evaluate compliance with the provision of the original grant agreement.	<b>Resolved:</b> Management has reviewed the amounts related to this fund and determined that remaining amounts can be properly evaluated. Also, the one remaining loan is written off as uncollectible.
<b><u>2021-002: Non Compliance with Bond Covenants</u></b>  In exchange for fees, the Town provides residents with utility service including water and sewage disposal. Operation of the utility system has not produced sufficient income to recover the costs of operations and service debt incurred to construct the utility system.	<b>Unresolved:</b> See Finding 2022-001
<b><u>2021-003: Budget Violation</u></b>  The Town's General Fund expenditures exceeded budgeted appropriations by more than the variances allowed by law. This variance occurred due to management failing to properly budget salaries, related expenses, and other various operating expenditures. Management should review the budget to actual expenditures each month and amend the budget when actual expenditures exceed budgeted expenditures by more than 5%. This will allow management to closely monitor the Town's expenditures and reduce the risk of purchases that were not properly authorized.	<b>Unresolved:</b> See Finding 2022-002

<b>SECTION III</b> MANAGEMENT LETTER	
<b>FINDINGS</b>	<b>RESPONSE</b>
<b><u>No Findings of this nature.</u></b>	<b><u>No response necessary</u></b>

## **APPENDIX A**

### **Statewide Agreed-Upon Procedures**

**-Appendix-**



Independent Accountant's Report  
On Applying Agreed-Upon Procedures

To the Town of New Llano and  
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Town of Glenmora (the Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The entity 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 described above. 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.

We were engaged 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 entity 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.

A handwritten signature in blue ink that reads "Rozier, McKay &amp; Willis".

Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana  
December 28, 2022



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# **Town of Glenmora**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Written Policies and Procedures</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories. <ul style="list-style-type: none"><li>• Budgeting</li><li>• Purchasing</li><li>• Disbursements</li><li>• Receipts</li><li>• Payroll/Personnel</li><li>• Contracting</li><li>• Credit Cards</li><li>• Travel and expense reimbursements</li><li>• Ethics</li><li>• Debt Service</li><li>• Disaster Recovery / Business Continuity</li><li>• Sexual Harassment</li></ul>	The Town maintains a comprehensive personnel policy which includes sexual harassment.  Exceptions are listed as follows: <ul style="list-style-type: none"><li>• Budgeting</li><li>• Purchasing</li><li>• Disbursements</li><li>• Receipts</li><li>• Contracting</li><li>• Credit Cards</li><li>• Travel</li><li>• Ethics</li><li>• Debt Service</li><li>• Information Technology</li></ul>	Despite the absence of formal written procedures we have an established process for addressing the relevant matters and we will consider documenting the process as part of our written procedures.

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
2 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:  a) 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.  b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-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.</i>	Meetings were held with the necessary frequency.  Neither budget-to-actual nor financial statements are not referenced in the minutes.	<b>No findings or criticisms were reported.</b>  We will begin providing this information to the council monthly.

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.	For the previous year the general fund reported a positive unrestricted fund balance.	<b><i>No findings or criticisms were reported.</i></b>

# **Town of Glenmora**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Bank Reconciliations</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
3 Obtain a listing of client 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 selected each account, and observe that:  a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);  b) Bank reconciliations include evidence that a member of management/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  c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.	Reconciliations were not completed within two months of the closing date.  Evidence of review by an appropriate party was present.  There is no evidence of research on reconciling items outstanding more than 12 months.	We will begin reconciling the bank statements timely.  <b>No findings or criticisms were reported.</b>  We will review the bank statements and determine the best course of action for each of the reconciling items.

# **Town of Glenmora**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
4 Obtain a listing of <u>deposit sites</u> 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).  5 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 (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, 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:  a) Employees that are responsible for cash collections do not share cash drawers/registers.	The list was provided and deposits were selected.  There is only one cash drawer for the limited amounts of cash collected.	<b>No findings or criticisms were reported.</b>  The Town collects very little cash related to the utility system. We will review the feasibility of separate cash drawers for each clerk.

# **Town of Glenmora**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	Duties are appropriately segregated.	<b>No findings or criticisms were reported.</b>
c) Each employee responsible for collecting cash is not 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.	Duties are appropriately segregated.	<b>No findings or criticisms were reported.</b>
d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.	Duties are appropriately segregated.	<b>No findings or criticisms were reported.</b>
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	Appropriate coverage has been maintained.	<b>No findings or criticisms were reported.</b>
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (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) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:  a. Observe that receipts are sequentially pre-numbered.  b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.  c. Trace the deposit slip total to the actual deposit per the bank statement.  d. 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).  e. Trace the actual deposit per the bank statement to the general ledger.	Prenumbered receipts are issued as applicable.  Receipts and system reports agree with the deposit slip.  Deposit slips agreed with the bank statements.  Deposits were remitted within a single business day.  Deposits appearing on the bank statement agree with the general ledger.	<b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
8 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).  9 For each location selected under #8 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, inquire of employees about their job duties), and observe that job duties are properly segregated such that:  a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.  b) At least two employees are involved in processing and approving payments to vendors.  c) 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.	All transactions are processed at the Town's Municipal Complex.     Multiple employees are involved.     Due to the nature of the accounting system, it is not practical to limit access to particular components.	<b>No findings or criticisms were reported.</b>     <b>No findings or criticisms were reported.</b>     <b>No findings or criticisms were reported.</b>     This limitation is mitigated by requiring each check to be signed by two parties.

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
d) 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.  10 For each location selected under #8 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:  a. Observe that the disbursement matched the related original invoice/billing statement.  b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.	The employee with signature responsibility is also responsible for mailing payment.  Disbursements selected were supported by documentation.  Evidence of segregation of duties was present.	This limitation is mitigated by requiring each check to be signed by two parties.  <b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
11 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.	The requested information was provided.	<b>No findings or criticisms were reported.</b>
12 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:  a. Observe that 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) was reviewed and approved, in writing, by someone other than the authorized card holder.  b. Observe that finance charges and late fees were not assessed on the selected statements.	The monthly statements are reviewed and approved by a council member.  No finance charges or late fees were assessed.	<b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
13 Using the monthly statements or combined statements selected under #12 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 (i.e. each card should have 10 transactions subject to testing). 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).	Some of the purchases were not supported by an itemized receipt. Some of the missing invoices are related to monthly or annual subscriptions that have an apparent business purpose. There were three purchases that no itemized receipt is available. None of the purchases were for meals.	We will ensure that itemized invoices are maintained in the future. Furthermore, we have limited the departments that have access to the Town's credit card.

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
14 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, 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:  a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ( <a href="http://www.gsa.gov">www.gsa.gov</a> ).  b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.  c. 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 policy (procedure #1h).	Per diem rates agreed with the U.S. General Services Administration.  N/A – None of the reimbursements were for actual costs.  Each reimbursement is supported by documentation of a public purpose.	<b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>

**Town of Glenmora****Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

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Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.	Reimbursements are reviewed by someone other than the person receiving the reimbursement.	<b>No findings or criticisms were reported.</b>

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Contracts</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
15 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. Alternately, 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: <ol style="list-style-type: none"><li>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</li><li>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).</li><li>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</li><li>d. 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.</li></ol>	Public bid was not required.  Approval of the governing body was not required.  N/A – No amendments were present  Payments agree with supporting documentation.	<b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>

# **Town of Glenmora**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
16 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.	The list was provided and a selection has been performed.	<b>No findings or criticisms were reported.</b>
17 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:  a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).  b. Observe that supervisors approved the attendance and leave of the selected employees/officials.  c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.  d. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.	Attendance was properly documented.  There were no supervisor approval on the timesheets.  Leave taken was properly reported in the accounting records.  Rates of pay were consistent with documentation.	<b>No findings or criticisms were reported.</b>  We utilize a finger print identification system for time and attendance. We believe this system is sufficient for documenting employee time and attendance.  <b>No findings or criticisms were reported.</b>  <b>No findings or criticisms were reported.</b>

**Town of Glenmora****Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
18 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.	N/A - Employees are not allowed to accumulate significant amounts of time.	<b>No findings or criticisms were reported.</b>
19 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management has represented that all relevant payments have been made.	<b>No findings or criticisms were reported.</b>

**Town of Glenmora****Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Ethics</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>20 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:</p> <ul style="list-style-type: none"> <li>a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.</li> <li>b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.</li> </ul>	<p>Three of the five employees did not have documentation of the ethics training.</p> <p>Signature verification was not available for the employees.</p>	<p>We will begin requiring every employee to take the ethics training.</p> <p>We will begin requiring every employee to read and sign the ethics policy annually.</p>

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Debt Service		
Agreed-Upon Procedure	Results	Managements' Response
21 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	Bond commission approval was not applicable because, new debt incurred included non-appropriation clauses.	<b><i>This will be reported as a finding.</i></b>
22 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.	The Town is not in compliance with the debt covenants.	<b><i>This will be reported as a finding.</i></b>

## **Town of Glenmora**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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<b>Fraud Notice</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
23 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.	No misappropriations were reported.	<b><i>No findings or criticisms were reported.</i></b>
24 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.	The necessary postings were present physically.	<b><i>No findings or criticisms were reported.</i></b>

# **Town of Glenmora**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
25 Perform the following procedures, <b>verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”</b>  a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.  b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.  c. 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.	We performed the procedure and discussed the results with management.  We performed the procedure and discussed the results with management.  We performed the procedure and discussed the results with management.	N/A  N/A  N/A

# **Town of Glenmora**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

<b>Sexual Harassment</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
26 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.	Three of the five employees did not have the sexual harassment training.	We will require each employee to take the required training.
27 Observe 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).	No policy was posted.	We will post the policy as required.
28 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 it includes the applicable requirements of R.S. 42:344: <ol style="list-style-type: none"><li>Number and percentage of public servants in the agency who have completed the training requirements;</li><li>Number of sexual harassment complaints received by the agency;</li><li>Number of complaints which resulted in a finding that sexual harassment occurred;</li><li>Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and</li><li>Amount of time it took to resolve each complaint.</li></ol>	The report is not completed.	We will complete the report next year.