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**VILLAGE OF PORT VINCENT, LOUISIANA**

**FINANCIAL REPORT**

**JUNE 30, 2024**

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**VILLAGE OF PORT VINCENT, LOUISIANA**

**FINANCIAL REPORT**

**JUNE 30, 2024**

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Ms. Angela Elmore, Mayor  
And Board of Aldermen and Alderwomen  
Port Vincent, Louisiana

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

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of the Village of Port Vincent, Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Village of Port Vincent, Louisiana'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 and each major fund of the Village of Port Vincent, Louisiana, as of June 30, 2024, and the respective changes in financial position, 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village of Port Vincent, Louisiana 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 Village of Port Vincent, Louisiana's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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

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

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

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

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison schedule, schedule of proportionate share of the net pension liability, and schedule of system contributions on pages 4–9 and 31–33 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of 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 Village of Port Vincent, Louisiana's basic financial statements. The schedule of per diem paid, schedule of compensation, benefits, and other payments to agency head, justice system schedule-collecting/disbursing entity, and justice system schedule-receiving entity, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2024, on our consideration of the Village of Port Vincent, Louisiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village of Port Vincent, Louisiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Village of Port Vincent, Louisiana's internal control over financial reporting and compliance.



October 31, 2024  
Gonzales, Louisiana

## **VILLAGE OF PORT VINCENT**

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

**JUNE 30, 2024**

This section of Village's annual financial report presents our discussion and analysis of the Village's financial performance during the fiscal year that ended on June 30, 2024. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with the prior year's information (where available).

#### **FINANCIAL HIGHLIGHTS**

- The Village's governmental activities net position equaled \$1,438,245 at the end of the year's operations.
- During the year, the Village's governmental activities expenses were \$108,513 less than the \$775,871 generated in charges for services, capital grants & contributions, taxes, licenses, permits, intergovernmental, transfers, and other revenue.
- The Village's general fund reported a decrease in fund balance of \$92,112 during the fiscal year to end the year with \$909,105.

#### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of four parts-management's discussion and analysis (this section), the basic financial statements, required supplementary information, and other supplementary information. The basic financial statements include two kinds of statements that present different views of the Village:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Village's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Village government, reporting the Village's operations in more detail than the government-wide statements.
  - The governmental fund statements tell how general government services like public safety were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Village's financial statements, including the portion of the Village's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**VILLAGE OF PORT VINCENT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2024**

**Figure A-1  
Major Features of Village's Government and Fund Financial Statements**

	<b>Government-wide Statements</b>	<b>Fund Statements Governmental Fund</b>
Scope	Entire Village Government (except fiduciary funds)	The activities of the Village that are not proprietary or fiduciary, such as police and general government
Required financial statements	<ul style="list-style-type: none"><li>• Statement of net position</li><li>• Statement of activities</li></ul>	<ul style="list-style-type: none"><li>• Balance Sheet</li><li>• Statement of revenues, expenditures, and changes in fund balance</li></ul>
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter



## VILLAGE OF PORT VINCENT

### MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2024

#### **Government-wide Statements**

The government-wide statements report information about the Village as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the Village's net position and how they have changed. Net position, the difference between the Village's assets and liabilities, is one way to measure the Village's financial health, or position.

- Over time, increases or decreases in the Village's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the Village are divided into one category:

- Governmental activities-most of the Village's basic services are included here, such as the police department, and general administration. Fines and fees finance most of these activities.

#### **Fund Financial Statements**

The fund financial statements provide more detailed information about the Village's most significant fund- not the Village as a whole. Funds are accounting devices that the Village uses to keep track of specific sources of funding and spending for particular purposes.

The Village has one kind of fund:

- Governmental fund-Most of the Village's basic services are included in the governmental fund, which focus on (1) how cash and other financial assets, that can readily be converted to cash, flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Village's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental fund statement, or on the subsequent page, that explains the relationship (or differences) between them.

**VILLAGE OF PORT VINCENT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2024**

**FINANCIAL ANALYSIS OF THE VILLAGE AS A WHOLE**

**Net position.** The Village's net position was \$1,438,245 at the end of the fiscal year. (See Table A-1.)

**Table A-1  
Village's Net Position**

	<b>Governmental Activities</b>	
	<b>2024</b>	<b>2023</b>
Current and other assets	\$ 1,001,700	\$ 1,008,281
Capital assets, net	799,390	584,937
Total assets	1,801,090	1,593,218
Deferred outflows of resources	227,797	163,860
<b>Total assets and deferred outflows of resources</b>	<b>2,028,887</b>	<b>1,757,078</b>
Current liabilities	92,595	7,064
Long-term liabilities	488,883	385,669
Total liabilities	581,478	392,733
Deferred inflows of resources	9,164	34,613
<b>Total liabilities and deferred inflows of resources</b>	<b>590,642</b>	<b>427,346</b>
Net position		
Net investment in capital assets	731,970	584,937
Unrestricted	706,275	744,795
<b>Total net position</b>	<b>\$ 1,438,245</b>	<b>\$ 1,329,732</b>

**Changes in net position.** The Village's total revenues for governmental activities was \$775,871 at year end (See Table A-2.) Approximately 61 percent of the Village's revenue comes from charges for services and 15 percent comes from capital grants and contributions. License and permit revenues make up 11 percent. Intergovernmental revenues make up 4%. The remaining make up interest and miscellaneous revenue.

The total cost of all programs and services were \$667,358. The Village's expenses cover all services performed by its office.

**VILLAGE OF PORT VINCENT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2024**

**Table A-2  
Changes in Village's Net Position  
Governmental Activities**

	<u>2024</u>	<u>2023</u>
<b>Revenues</b>		
Program revenues		
Charges for services	\$ 470,658	\$ 493,621
Operating grants & contributions	-	139,847
Capital grants & contributions	114,529	130,510
General revenues		
Taxes, licences, and permits	85,803	92,934
Intergovernmental	30,440	23,680
Miscellaneous	30,797	32,394
Interest	43,644	30,541
<b>Total revenues</b>	<b><u>775,871</u></b>	<b><u>943,527</u></b>
<b>Expenses</b>		
General government	277,680	248,901
Public safety	389,678	527,275
<b>Total expenses</b>	<b><u>667,358</u></b>	<b><u>776,176</u></b>
<b>Changes in net position</b>	<b><u>\$ 108,513</u></b>	<b><u>\$ 167,351</u></b>

**Governmental Activities**

Revenues for the Village's governmental activities were \$108,513 more than total expenses for year end. The cost of all governmental activities this year was \$667,358. Decreases in revenues are primarily due to less grants funding received from federal agencies and the Louisiana Department of Treasury. Decreases in expenses are contributed to the change in net pension liability and deferred outflows/inflows.

**FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS**

As the Village completed the year, its governmental fund reported a fund balance of \$909,105. General Fund's fund balance decreased by \$92,112. The decrease in fund balance contributed to less federal and state grant revenues received during the year to fund the costs of capital outlay spent.

**VILLAGE OF PORT VINCENT**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2024**

**GENERAL FUND BUDGETARY HIGHLIGHTS**

Over the course of the year, there were no amendments made to the general fund budget.

**CAPITAL ASSETS**

At the end of 2024, the Village had invested approximately \$799,390 in a broad range of capital assets, including police equipment, vehicles, buildings, and improvements. (See Table A-3)

**Table A-3  
Village's Capital Assets**

	<b>Governmental Activities</b>
Land	\$ 87,309
Buildings & Improvements	591,610
Equipment, Furniture & Fixtures	163,472
Vehicles	275,971
Less: Accumulated depreciation	<u>(318,972)</u>
<b>Total</b>	<b><u>\$ 799,390</u></b>

During the year, the Village had improvements to the Village Hall and Community Center totaling \$156,693. The Village purchased equipment for \$46,643 and placed an order for one police unit for \$67,420 that was not received and put in service until after year end. There were no disposals in the current year.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Village is dependent on moving and non-moving violation fines and court costs for 69% of its revenues. Grants will account for 4% of its revenues. Taxes, licenses, fees, and permits account for 13%. Intergovernmental supplemental pay and other miscellaneous revenues account for 4% of revenues. The Village's operational expenditures are expected to remain comparable to the current years; however, the capital outlay budget will include approximately \$220,000 for various improvement projects in the Village.

**CONTACTING THE VILLAGE'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Village's finances and to demonstrate the Village's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Ms. Angela Elmore, Mayor, 18235 LA Hwy 16, Port Vincent, LA 70726.

**VILLAGE OF PORT VINCENT**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2024**

**ASSETS AND DEFERRED OUTFLOWS OF RESOURCES**

**ASSETS**

Cash and cash equivalents	\$	972,372
Receivables		29,328
Nondepreciable capital assets		154,729
Capital assets, net of accumulated depreciation		644,661
Total assets		1,801,090

**DEFERRED OUTFLOWS OF RESOURCES**

Pension related		227,797
Total deferred outflows of resources		227,797
Total assets and deferred outflows of resources	\$	2,028,887

**LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION**

**LIABILITIES**

Accrued expenses	\$	25,175
Accounts payable		67,420
Long-term liabilities:		
Net pension liability		488,883
Total liabilities		581,478

**DEFERRED INFLOWS OF RESOURCES**

Pension related		9,164
Total deferred inflows of resources		9,164
Total liabilities and deferred inflows of resources		590,642

**NET POSITION**

Net investment in capital assets		731,970
Unrestricted		706,275
Total net position		1,438,245
Total liabilities, deferred inflows of resources and net position	\$	2,028,887

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF PORT VINCENT**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
Expenses	Charges for Services	Capital Grants and Contributions	Governmental Activities	
<b>Function/Programs</b>				
<b>Primary government:</b>				
Governmental activities:				
General government	\$ 277,680	\$ -	\$ 14,529	\$ (263,151)
Public safety	389,678	470,658	100,000	180,980
Total primary government	\$ 667,358	\$ 470,658	\$ 114,529	(82,171)
General Revenues:				
Beer tax				204
Franchise taxes and permits				45,736
Insurance premium tax				19,588
Occupational licenses				20,275
Intergovernmental revenues:				
State supplemental				26,540
Parish supplemental				3,900
Interest income				43,644
Other:				
Cellular tower rental				8,118
Non-employer contributions to pension plan				2,279
Other income				20,400
Total general revenues				190,684
Change in net position				108,513
Total net position - July 1, 2023				1,329,732
Total net position - June 30, 2024				\$ 1,438,245

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF PORT VINCENT**  
**BALANCE SHEET**  
**GOVERNMENTAL FUND**  
**JUNE 30, 2024**

	<u>General Fund</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 972,372
Receivables	29,328
<b>Total assets</b>	<u>\$ 1,001,700</u>
<b>LIABILITIES</b>	
Accrued expenses	\$ 25,175
Accounts payable	67,420
<b>Total liabilities</b>	<u>92,595</u>
<b>FUND BALANCE</b>	
Unassigned	909,105
<b>Total fund balance</b>	<u>909,105</u>
<b>Total liabilities and fund balance</b>	<u>\$ 1,001,700</u>

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF PORT VINCENT**  
**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**JUNE 30, 2024**

Total fund balance at June 30, 2024 - Governmental Fund		\$ 909,105
Amounts reported for governmental activities in the statement of net position are different because:		
Deferred outflows - pension related		227,797
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental fund		
Cost of capital assets at June 30, 2024	\$ 1,118,362	
Less: accumulated depreciation as of June 30, 2024	<u>(318,972)</u>	799,390
Long-term liabilities are not due and payable in the current period, and therefore, are not reported in the governmental fund		
Net pension liability		(488,883)
Deferred inflows - pension related		<u>(9,164)</u>
Total net position at June 30, 2024 - Governmental Activities		<u>\$ 1,438,245</u>

The accompanying notes are an integral part of this financial statement.



**VILLAGE OF PORT VINCENT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE - GOVERNMENTAL FUND**  
**YEAR ENDED JUNE 30, 2024**

	<u>General Fund</u>
<b>REVENUES</b>	
Fines and court fees	\$ 470,658
Beer tax	204
Franchise taxes and permits	45,736
Insurance premium tax	19,588
Occupational licenses	20,275
Intergovernmental revenues:	
State and local grants	114,529
State supplemental	26,540
Parish supplemental	3,900
Interest income	43,644
Other:	
Cellular tower rental	8,118
Other income	20,400
Total revenues	<u>773,592</u>
<b>EXPENDITURES</b>	
Current:	
General government	263,604
Public safety	331,344
Capital outlay	270,756
Total expenditures	<u>865,704</u>
Excess of expenditures over revenues	(92,112)
Fund balance at beginning of year	<u>1,001,217</u>
Fund balance at end of year	<u>\$ 909,105</u>

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF PORT VINCENT**  
**RECONCILIATION OF THE GOVERNMENTAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN**  
**FUND BALANCE TO THE STATEMENT OF ACTIVITIES**  
**JUNE 30, 2024**

Total net change in fund balance for the year ended June 30, 2024 \$ (92,112)

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 their estimated useful lives and reported as depreciation expense. This is the amount by capital outlays exceeded depreciation in the current period.

Capital outlay included in expenditures	270,756	
Depreciation expense for year ended June 30, 2024	<u>(56,303)</u>	214,453
Non-employer contributions to cost-sharing pension plan		2,279
Change in net pension liability and deferred inflows/outflows of resources		<u>(16,107)</u>
 Change in net position - Governmental Activities		 <u><u>\$ 108,513</u></u>

The accompanying notes are an integral part of this financial statement.

# VILLAGE OF PORT VINCENT

## NOTES TO THE FINANCIAL STATEMENTS

### I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Organization

The Village of Port Vincent (the Village) was incorporated May 5, 1952 under the provisions of the Lawrason Act and operates under the Mayor, Board of Alderman, and Alderwoman form of government (LA. RS: 33:321-48) and provides the services set forth in its charter. The Village is governed by a mayor and three aldermen & alderwoman.

#### Reporting Entity

As the municipal governing authority, for reporting purposes, the Village of Port Vincent, Louisiana, is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (municipality), (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.

GASB Codification Section 2100, established criteria for determining which component units should be considered part of the Village of Port Vincent, Louisiana, for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the municipality 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 municipality.
2. Organizations for which the municipality does not appoint a voting majority but are fiscally dependent on the municipality.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, no component units have been identified and, as a result, these financial statements present only financial position and results of operations of the Village of Port Vincent, Louisiana (the primary government).

# VILLAGE OF PORT VINCENT

## NOTES TO THE FINANCIAL STATEMENTS

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Basis of Presentation, Basis of Accounting

*Government-wide Statements:* The statement of net position and the statement of activities display information about the Village of Port Vincent. These statements include the financial activities of the overall government, except for fiduciary activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Village's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

*Fund Financial Statements:* The fund financial statements provide information about the Village's funds. Separate statements for the fund category - *governmental* - are presented. The emphasis of fund financial statements is on the major governmental fund.

The Village reports the following major governmental fund:

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

#### Measurement Focus, Basis of Accounting

*Government-wide Fund Financial Statements.* The government-wide financial statements are reported using the economic resources measurement focus. The government-wide fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the Village gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

*Governmental Fund Financial Statements.* The governmental fund is reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Village considers all revenues reported in the governmental fund to be available if the revenues are collected within sixty days after year-end. Franchise taxes, licenses, and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in the governmental fund. Revenues from insurance proceeds are reported as other financing sources.

**VILLAGE OF PORT VINCENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Budgets and Budgetary Accounting**

The Village follows these procedures in establishing the budgetary data reflected in these financial statements:

- 1) The Village's Mayor and Village Aldermen and Alderwomen prepare a proposed budget message and budget prior to the beginning of each fiscal year.
- 2) A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- 3) A special meeting is held to conduct a public hearing to review and discuss the proposed budget.
- 4) After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
- 5) Budgetary amendments involving the transfer of funds from one department, program, or function to another, or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Village Aldermen and Alderwomen.
- 6) All budgetary appropriations lapse at the end of each fiscal year.
- 7) The budget for the General Fund is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP). The budget for the Enterprise Fund is adopted under a basis consistent with GAAP, except for depreciation, amortization, and bad debts expense, which are not considered.

**Capital Assets**

Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated fixed assets are recorded at their estimated fair value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. The Village maintains a threshold of \$1,000 or more for capitalizing assets.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<b><u>Asset Class</u></b>	<b><u>Estimated Useful Lives</u></b>
Buildings	40
Building improvements	20-40
Vehicles	5
Equipment	5-10

All fixed assets are stated at historical cost or estimated historical cost, if actual historical cost is not available.

## VILLAGE OF PORT VINCENT

### NOTES TO THE FINANCIAL STATEMENTS

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### Accounts receivables

All receivables are reported net of estimated uncollectible amounts. Management has determined that accounts over 90 days are uncollectible. Allowances for uncollectible accounts are based upon historical trends and the periodic aging of accounts receivables.

##### Use of Estimates

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

##### Cash and Cash Equivalents

Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Investments with original maturities of three months or less are cash equivalents.

##### Annual and Sick Leave

The Village's annual and sick leave policy does not provide for the accumulation and vesting of leave.

##### Pension Plans

The Village is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the plan, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

## VILLAGE OF PORT VINCENT

### NOTES TO THE FINANCIAL STATEMENTS

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Government Wide Net Position - For the government-wide statement of net position, net position is reported as restricted when constraints placed on net position use either:

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

**Restricted net position** – This component consists of net position with constraints placed on either by external groups such as creditors, grantors, contributors, laws, or regulations of other governments; or law through constitutional provisions or enabling legislation.

**Unrestricted net position** – This component consists of all other net position that do not meet the definition of “restricted” or “net investment in capital assets”.

Fund Equity of Fund Financial Statements - Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

**Nonspendable**- represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

**Restricted**- represents balances where constraints have been established by parties outside the Village or imposed by law through constitutional provisions or enabling legislation.

**Committed**- represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Village Alderman.

**Assigned**- represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted or committed.

**Unassigned**- represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Village reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Village reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

**VILLAGE OF PORT VINCENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Deferred Outflows/Inflows of Resources**

In addition to assets, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred outflows of resources. This separate financial element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure) until then. The Village has one item that qualifies for this category; pension related deferrals, which are reported in the government-wide statement.

In addition to liabilities, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred inflows of resources. This separate financial element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) at that time. The Village has one item that qualifies for this category; pension related deferrals. The amounts deferred are recognized as an inflow of resources in the period that the amount becomes available.

**2. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended June 30, 2024, are as follows:

Governmental activities:

	<u>Land</u>	<u>Building &amp; Improvements</u>	<u>Equipment</u>	<u>Vehicles</u>	<u>Total</u>
Cost of Capital Assets, June 30, 2023	\$ 87,309	\$ 434,917	\$ 116,829	\$ 208,551	\$ 847,606
Additions	-	156,693	46,643	67,420	270,756
Deletions	-	-	-	-	-
Cost of Capital Assets, June 30, 2024	<u>87,309</u>	<u>591,610</u>	<u>163,472</u>	<u>275,971</u>	<u>1,118,362</u>
Accumulated depreciation, June 30, 2023	-	94,807	59,010	108,852	262,669
Additions	-	18,613	14,470	23,220	56,303
Deletions	-	-	-	-	-
Accumulated depreciation, June 30, 2024	<u>-</u>	<u>113,420</u>	<u>73,480</u>	<u>132,072</u>	<u>318,972</u>
Capital assets, net of accumulated depreciation at June 30, 2024	<u>\$ 87,309</u>	<u>\$ 478,190</u>	<u>\$ 89,992</u>	<u>\$ 143,899</u>	<u>\$ 799,390</u>

For the year ended June 30, 2024, depreciation expense was \$56,303. Depreciation expense of \$14,076 was charged to General Government and \$42,227 was charged to Public Safety.



**VILLAGE OF PORT VINCENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**3. CASH AND CASH EQUIVALENTS**

At June 30, 2024, the Village's cash and cash equivalents (book balance) consisted of the following:

	<b><u>Governmental Fund</u></b>
Demand Deposits	\$ 153,140
Funds held in LAMP	<u>819,232</u>
Total cash and cash equivalents	<u>\$ 972,372</u>

The demand deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value for the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

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

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invests in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools.

- Credit risk: LAMP is rated AAAM by Standard & Poor's
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for US Government floating/variable rate investments.
- Foreign currency risk: Not applicable.

**VILLAGE OF PORT VINCENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**3. CASH AND CASH EQUIVALENTS (continued)**

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

**Custodial Credit Risk**

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Village does not have a deposit policy for custodial credit risk. As of June 30, 2024, these deposits were completely collateralized and/or insured.

**Credit Risk**

State law limits investments in securities issued, or backed by the United States Treasury obligations, and U.S. Government instrumentalities, which are federally sponsored, and other political subdivisions.

**4. ACCOUNTS RECEIVABLE**

Franchise and insurance premium tax receivables	\$ 13,345
Grant receivables	15,272
Other receivables	711
Total accounts receivable	<u>\$ 29,328</u>

**5. RISK MANAGEMENT**

The Village is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Village has obtained liability insurance through the Louisiana Risk Management Association (LMRMA). This policy includes general liability insurance as well as liability insurance for the Village Hall, Community Center, police vehicles and officers, and an errors and omissions policy on the public officials. In addition, the Village has purchased building and contents insurance on the Village Hall, Community Center, comprehensive and collision insurance on the police car and worker's compensation insurance.

## VILLAGE OF PORT VINCENT

### NOTES TO THE FINANCIAL STATEMENTS

#### 6. PENSION AND RETIREMENT PLAN

The Village of Port Vincent (the Village) is a participating employer in a cost-sharing defined benefit pension plan. The plan is administered by a public employee retirement system, the Municipal Police Employees' Retirement System (MPERS). Article X, Section 29(F) of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions of the plan to the State Legislature. The system is administered by a separate board of trustees.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. The report may be obtained by writing, calling or downloading the report as follows:

MPERS:  
7722 Office Park Boulevard, Suite 200  
Baton Rouge, LA 70809  
(225) 929-7411  
[www.lampers.org](http://www.lampers.org)

The Village implemented Government Accounting Standards Board (GASB) Statement 68 on Accounting and Financial Reporting for Pensions and Statement 71 on Pension Transition for Contributions Made Subsequent to the Measurement Date - an Amendment of GASB 68. These standards require the Village to record its proportional share of each of the pension plans Net Pension Liability and report the following disclosures:

#### **Plan Description: Municipal Police Employees' Retirement System (MPERS)**

The Municipal Police Employees' Retirement System (MPERS) is the administrator of a cost-sharing multiple-employer plan. Membership in the System is mandatory for any full-time police officer employed by a municipality of the State of Louisiana and engaged in law enforcement, empowered to make arrests, providing he or she does not have to pay social security and providing he or she meets the statutory criteria. The System provides retirement benefits for municipal police officers. The projections of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date. Benefit provisions are authorized within Act 189 of 1973 and amended by LRS 11:2211-11:2233.

The following is a brief description of the plan and its benefits and is provided for general information purposes only.

Membership prior to January 1, 2013: A member is eligible for regular retirement after he has been a member of the System and has 25 years of creditable service at any age or has 20 years of creditable service and is age 50 or has 12 years creditable service and is age 55. A member is eligible for early retirement after he has been a member of the System for 20 years of creditable service at any age with an actuarially reduced benefit. Benefit rates are three and one-third percent of average final compensation (average monthly earnings during the highest 36 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary. Upon the death of an active contributing member, or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from forty to sixty percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives benefits equal to ten percent of the member's average final compensation or \$200.00 per month, whichever is greater.

## VILLAGE OF PORT VINCENT

### NOTES TO THE FINANCIAL STATEMENTS

#### 6. PENSION AND RETIREMENT PLAN (continued)

Membership Commencing January 1, 2013: Member eligibility for regular retirement, early retirement, disability and survivor benefits are based on Hazardous Duty and Non Hazardous Duty sub plans. Under the Hazardous Duty sub plan, a member is eligible for regular retirement after he has been a member of the System and has 25 years of creditable service at any age or has 12 years of creditable service at age 55. Under the Non-Hazardous Duty sub plan, a member is eligible for regular retirement after he has been a member of the System and has 30 years of creditable service at any age, 25 years of creditable service at age 55, or 10 years of creditable service at age 60. Under both sub plans, a member is eligible for early retirement after he has been a member of the System for 20 years of creditable service at any age, with an actuarially reduced benefit from age 55. Under the Hazardous and Non Hazardous Duty sub plans, the benefit rates are three percent and two and a half percent, respectively, of average final compensation (average monthly earnings during the highest 60 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary. Upon death of an active contributing member, or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statues, the benefits range from twenty-five to fifty-five percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives ten percent of average final compensation or \$200 per month whichever is greater. If deceased member had less than ten years of service, beneficiary will receive a refund of employee contributions only.

Cost of Living Adjustments: The Board of Trustees is authorized to provide annual cost-of-living adjustments computed on the amount of the current regular retirement, disability, beneficiary or survivor's benefit, not to exceed 3% in any given year. The Board is authorized to provide an additional 2% COLA, computed on the member's original benefit, to all regular retirees, disability, survivors and beneficiaries who are 65 years of age or older on the cut-off date which determines eligibility. No regular retiree, survivor or beneficiary shall be eligible to receive a cost-of-living adjustment until benefits have been received at least one full fiscal year and the payment of such COLA, when authorized, shall not be effective until the lapse of at least one-half of the fiscal year. Members who elect early retirement are not eligible for a cost of living adjustment until they reach regular retirement age.

Deferred Retirement Option Plan: A member is eligible to elect to enter the deferred retirement option plan (DROP) when he is eligible for regular retirement based on the members' sub plan participation. Upon filing the application for the program, the employee's active membership in the System is terminated. At the entry date into the DROP, the employee and employer contributions cease. The amount to be deposited into the DROP account is equal to the benefit computed under the retirement plan elected by the participant at date of application. The duration of participation in the DROP is thirty six months or less. If employment is terminated after the three-year period, the participant may receive his benefits by lump sum payment or a true annuity. If employment is not terminated, active contributing membership into the System shall resume and upon later termination, he shall receive additional retirement benefit based on the additional service. For those eligible to enter DROP prior to January 1, 2004, DROP accounts shall earn interest subsequent to the termination of DROP participation at a rate of half of one percentage point below the percentage rate of return of the System's investment portfolio as certified by the actuary on an annual basis but will never lose money. For those eligible to enter DROP subsequent to January 1, 2004, an irrevocable election is made to earn interest based on the System's investment portfolio return or a money market investment return. This could result in a negative earnings rate being applied to the account. If the member elects a money market investment return, the funds are transferred to a government money market account.

**VILLAGE OF PORT VINCENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

Initial Benefit Option Plan: In 1999, the State Legislature authorized the System to establish an Initial Benefit Option program. Initial Benefit Option is available to members who are eligible for regular retirement and have not participated in DROP. The Initial Benefit Option program provides both a one-time single sum payment of up to 36 months of regular monthly retirement benefit, plus a reduced monthly retirement benefit for life. Interest is computed on the balance based on same criteria as DROP.

**Funding Policy**

Article X, Section 29(E)(2)(a) of the Louisiana Constitution of 1974 assigns the Legislature the authority to determine employee contributions. Employer contributions are actuarially determined using statutorily established methods on an annual basis and are constitutionally required to cover the employer's portion of the normal cost and provide for the amortization of the unfunded accrued liability. Employer contributions are adopted by the Legislature annually upon recommendation of the Public Retirement Systems' Actuarial Committee (PRSAC).

Contributions to the plan are required and determined by State statute (which may be amended) and are expressed as a percentage of covered payroll. The contribution rates in effect for the year ended June 30, 2024, for the Village and covered employees were as follows:

	<u>Village</u>	<u>Employees</u>
All employees hired prior to 01/01/2013 and all Hazardous Duty employees hired after 01/01/2013	31.25%	10.00%
Non-Hazardous Duty (hired after 01/01/2013)	31.25%	8.00%
Employees receiving compensation below poverty guidelines of US Department of Health	33.75%	7.50%

The Village's contributions made to the System for the past three fiscal years, which equaled the required contributions for each of these years, were as follows:

	<u>2024</u>	<u>2023</u>	<u>2022</u>
MPERS	\$ 59,960	\$ 49,474	\$ 34,546

**VILLAGE OF PORT VINCENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

The following schedule lists the Village's proportionate share of the Net Pension Liability allocated by the pension plan based on the June 30, 2023 measurement date. The Village uses this measurement to record its Net Pension Liability and associated amount as of June 30, 2024, in accordance with GASB Statement 68. The schedule also includes the proportionate share allocation rate used at June 30, 2022 along with the change compared to the June 30, 2022 rate. The Village's proportion of the Net Pension Liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

	<u>Net Pension Liability at June 30,</u>	<u>Rate at June 30,</u>	<u>Increase (Decrease) on Rate</u>
MPERS			
2024	\$ 488,883	0.0463%	0.0086%
2023	\$ 385,669	0.0378%	0.0054%
2022	\$ 172,555	0.0324%	(0.0024%)

The pension plan's recognized pension expense of the Village for the year ended June 30, 2024 was \$76,067.

At June 30, 2024, the Village reported deferred outflows of resources and deferred inflows of resources related to the pension from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 34,437	\$ (205)
Changes in assumptions	8,158	-
Net difference between projected and actual earnings on pension plan investments	52,778	-
Changes in proportion and differences in employer contributions and proportionate share of contributions	72,464	(5,068)
Differences between allocated and actual contributions	-	(3,891)
Employer contributions subsequent to the measurement date	59,960	-
	<u>\$ 227,797</u>	<u>\$ (9,164)</u>

**VILLAGE OF PORT VINCENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

The Village reported a total of \$59,960 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2023 which will be recognized as a reduction in Net Pension Liability in the year ended June 30, 2024.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension will be recognized in pension expense as follows:

<u>Year</u>		
2024	\$	52,592
2025		40,268
2026		68,371
2027		<u>(2,558)</u>
	\$	<u>158,673</u>

A summary of the actuarial methods and assumptions used in determining the total pension liability for each pension plan as of June 30, 2024, are as follows:

<b>Valuation Date</b>	June 30, 2024
<b>Actuarial Cost Method</b>	Entry Age Normal Cost
<b>Actuarial Assumptions:</b>	
<b>Expected Remaining Service Lives</b>	4 years
<b>Investment Rate of Return</b>	6.75% net of investment expense
<b>Inflation Rate</b>	2.50%

**Mortality** - Pub-2010 Public Retirement Plan Mortality Table for Safety Below-Median Healthy Retirees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 scale was used. Pub-2010 Public Retirement Plans Mortality Table for Safety Disable Retirees multiplied by 105% for males and 115% for females, each with full generational projection using the MP2019 scale was used. Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 scales was used.

<b>Salary Increases</b>	<b>Years of Salary</b>	<b>Salary Growth Rate</b>
	1 - 2	12.30%
	Above 2	4.70%

## VILLAGE OF PORT VINCENT

### NOTES TO THE FINANCIAL STATEMENTS

#### 6. PENSION AND RETIREMENT PLAN (continued)

**Cost-of-Living Adjustments** – The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The mortality rate assumption used was set based upon an experienced study performed by the prior actuary on plan data for the period of July 1, 2014 through June 30, 2019, and review of similar law enforcement mortality.

The actuarial assumption used in the June 30, 2023 valuation were based on the assumptions used in the June 30, 2023 actuarial funding valuation and were based on the results of an actuarial experience study for the period of July 1, 2014 through June 30, 2019. In cases where benefit structures were changed after the study period, assumptions were based on estimates of future experience.

The following method is used by the retirement system in determining the long-term rate of return on pension plan investments.

The forecasted long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates 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 following table provides a summary of the best estimates of arithmetic/geometric real rates of return for the major asset class included in the Retirement System target asset allocations as of June 30, 2023:

Asset Class	Target Allocation MPERS	Long-Term Expected Real Rate of Return MPERS
Equity	52.00%	3.29%
Fixed Income	34.00%	1.12%
Alternatives	14.00%	0.95%
Other	0.00%	0.00%
Total	100.00%	5.36%
Inflation		2.54%
Expected Arithmetic Nominal Return		7.90%

#### ***Discount Rate***

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan'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. The discount rate used to measure the total pension liability for MPERS was 6.75% for the year ended June 30, 2023.



**VILLAGE OF PORT VINCENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following table presents the Village's proportionate share of the Net Pension Liability (NPL) using the discount rate for the Retirement System as well as what the Village's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by the Retirement System:

	<u>Changes in Discount Rate</u>		
	<u>1% Decrease 5.75%</u>	<u>Current Discount Rate 6.75%</u>	<u>1% Increase 7.75%</u>
Net Pension Liability	<u>\$ 687,897</u>	<u>\$ 488,883</u>	<u>\$ 322,633</u>

**Payables to the Pension Plan**

The Village had \$7,294 of an accrued liability to the MPERS for the year ended June 30, 2024.

**Support of Non-employer Contributing Entities**

Contributions received by a pension plan from non-employer contributing entities that are not in a special funding situation are recorded as revenue by the respective pension plan. The Village recognizes revenue in an amount equal to their proportionate share of the total contributions to the pension plan from the non-employer contributing entities. The Village recognized revenue as a result of support received from MPERS of \$10,672.

**7. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date the financials were available to be issued, October 31, 2024, and determined that no events occurred that required additional disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

**VILLAGE OF PORT VINCENT**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
<b>REVENUES</b>			
Fines and court fees	\$ 401,200	\$ 401,200	\$ 470,658
Intergovernmental revenues:			
State and local grants	100,000	100,000	114,529
State supplemental	18,000	18,000	26,540
Parish supplemental	3,600	3,600	3,900
Beer tax	-	-	204
Franchise taxes and permits	50,000	50,000	45,736
Insurance premium tax	17,000	17,000	19,588
Occupational licenses	20,000	20,000	20,275
Interest income	16,400	16,400	43,644
Other:			
Cellular tower rental	8,800	8,800	8,118
Other income	15,000	15,000	20,400
Total revenues	<u>650,000</u>	<u>650,000</u>	<u>773,592</u>
<b>EXPENDITURES</b>			
Current:			
General government	282,000	282,000	263,604
Public safety	368,000	368,000	331,344
Capital outlay	300,000	300,000	270,756
Total expenditures	<u>950,000</u>	<u>950,000</u>	<u>865,704</u>
Excess (deficit) of revenues over expenditures	(300,000)	(300,000)	(92,112)
Fund balance, July 1, 2023	<u>705,615</u>	<u>705,615</u>	<u>1,001,217</u>
Fund balance, June 30, 2024	<u>\$ 405,615</u>	<u>\$ 405,615</u>	<u>\$ 909,105</u>

**VILLAGE OF PORT VINCENT**  
**SCHEDULE OF PROPORTIONATE SHARE**  
**OF THE NET PENSION LIABILITY**  
**FOR THE YEAR ENDED JUNE 30, 2024 (\*)**

<b>Municipal Police Employee's Retirement System</b>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Employer's Proportion of the Net Pension Liability (Assets)	0.0463%	0.0377%	0.0324%	0.0348%	0.0389%	0.0386%	0.0372%	0.0341%	0.0210%	0.0114%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 488,883	\$ 385,669	\$ 172,555	\$ 321,217	\$ 353,595	\$ 326,335	\$ 325,103	\$ 319,173	\$ 164,427	\$ 71,232
Employer's Covered-Employee Payroll	\$ 156,759	\$ 115,818	\$ 99,358	\$ 111,258	\$ 121,483	\$ 114,026	\$ 111,169	\$ 95,390	\$ 63,891	\$ 29,510
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	311.8692%	332.9957%	173.6700%	288.7136%	291.0654%	286.1935%	292.4403%	334.5980%	257.3555%	241.3826%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	71.3030%	70.7991%	84.0881%	70.9450%	71.0078%	71.8871%	70.0815%	66.0422%	70.7300%	75.1000%

*Schedule is intended to show information for 10 years.  
Additional years will be displayed as they become available.*

(\*) The amounts represented have a measurement date of the previous fiscal year.

**VILLAGE OF PORT VINCENT**  
**SCHEDULE OF SYSTEM CONTRIBUTIONS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

<b>Municipal Police Employee's Retirement System</b>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution	\$ 59,687	\$ 48,987	\$ 34,456	\$ 33,533	\$ 36,159	\$ 39,178	\$ 35,063	\$ 35,296	\$ 28,140	\$ 20,126
Contributions in relation to contractually required contributions	59,960	49,474	34,456	33,533	36,159	39,178	35,063	34,696	27,244	23,097
Contribution deficiency (excess)	(273)	(487)	-	-	-	-	-	600	896	(2,971)
Employer's Covered Employee Payroll	\$ 175,911	\$ 156,759	\$ 115,818	\$ 99,358	\$ 111,258	\$ 121,483	\$ 114,026	\$ 111,169	\$ 95,390	\$ 63,891
Contributions as a % of Covered Employee Payroll	33.93%	31.25%	29.75%	33.75%	32.50%	32.25%	30.75%	31.75%	29.50%	31.50%

*Schedule is intended to show information for 10 years.  
Additional years will be displayed as they become available.*

Notes to the Net Pension Liability Required Supplementary Information

Changes in Benefit Terms:

There were no changes in benefit terms for the fiscal year ended June 30, 2024.

Changes in Assumptions:

There were no changes in assumptions for the fiscal year ended June 30, 2024.

**VILLAGE OF PORT VINCENT**  
**SCHEDULE OF PER DIEM PAID**  
**YEAR ENDED JUNE 30, 2024**

	<u>ANNUAL</u>
Mayor, Angela Elmore	\$ 7,800
Aldermen/Alderwomen:	
Michael Fredericks	2,600
Elda (Hootie) Carter	2,600
Kolby Frederick	<u>2,600</u>
	<u>\$ 15,600</u>

**VILLAGE OF PORT VINCENT**  
**SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS**  
**TO AGENCY HEAD**  
**FOR THE YEAR ENDED JUNE 30, 2024**

Agency Head Name/Title: Angela Elmore, Mayor

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 7,800
Per diem	288
Reimbursements	-
Registration fees	250
Conference travel	200
Lodging	568
Total	<u>\$ 9,106</u>

**VILLAGE OF PORT VINCENT**  
**JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY**  
**AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION**  
**JUNE 30, 2024**

<b>Cash Basis Presentation</b>	<b>First Six Month Period Ended 12/31/23</b>	<b>Second Six Month Period Ended 6/30/24</b>
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	\$ 2,326	\$ 1,754
<b>Add: Collections</b>		
Criminal Court Costs/Fees	11,001	8,865
Criminal Fines - Other	267,052	201,481
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	9,929	7,896
<b>Subtotal Collections</b>	<u>287,982</u>	<u>218,242</u>
<b>Less: Disbursements To Governments &amp; Nonprofits:</b>		
Louisiana THSCI Trust Fund - Criminal Court Costs/Fees	1,615	1,590
Louisiana Judicial College Collections - Criminal Court Costs/Fees	1,077	848
Florida Parishes Juvenile Justice Commission - Criminal Court Costs/Fees	5,385	4,240
La Supreme Court, Criminal Court Costs/Fees	538	424
Louisiana Commission on Law Enforcement, Criminal Court Costs/Fees	2,336	1,722
<b>Less: Amounts Retained by Collecting Agency</b>		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	50	41
Criminal Fees - Other	266,349	201,851
<b>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</b>		
Other Disbursements	1,275	8
Payments to 3rd Party Collection/Processing Agencies	9,929	7,896
<b>Subtotal Disbursements/Retainage</b>	<u>288,554</u>	<u>218,620</u>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	<u>\$ 1,754</u>	<u>\$ 1,376</u>
<b>Other Information:</b>		
Total Waivers during the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	\$ 34,068	\$ 25,617

**VILLAGE OF PORT VINCENT**  
**JUSTICE SYSTEM FUNDING SCHEDULE - RECEIVING ENTITY**  
**AS REQUIRED BY ACT 87 OF THE 2020 REGULAR LEGISLATIVE SESSION**  
**JUNE 30, 2024**

<b>Cash Basis Presentation</b>	<b>First Six Month Period Ended 12/31/23</b>	<b>Second Six Month Period Ended 6/30/24</b>
<b>Receipts From:</b>		
LA DPS&C - Criminal Court Costs & Fees	\$ 988	\$ 1,134
<b>Subtotal Receipts</b>	<u>988</u>	<u>1,134</u>
 <b>Ending Balance of Amounts Assessed but not Received</b>	 <u>\$ -</u>	 <u>\$ -</u>



**VILLAGE OF PORT VINCENT**

**SCHEDULE OF FINDINGS AND RESPONSES**  
**YEAR ENDED JUNE 30, 2024**

**A. SUMMARY OF AUDITOR'S RESULTS**

1. The independent auditor's report expresses an unmodified opinion on whether the financial statements of The Village of Port Vincent were prepared in accordance with GAAP.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements are reported in the Independent Auditors' 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*. No material weaknesses were noted.
3. No instances of noncompliance material to the financial statements of Village of Port Vincent which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

**B. FINANCIAL STATEMENT FINDINGS**

None noted.

**C. COMPLIANCE**

None noted.

**VILLAGE OF PORT VINCENT**

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**  
**YEAR ENDED JUNE 30, 2024**

**A. FINDINGS - FINANCIAL STATEMENTS**

None noted.

**B. FINDINGS- COMPLIANCE**

None noted.



**INDEPENDENT AUDITORS' 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 Ms. Angela Elmore, Mayor  
and the Board of Aldermen and Alderwomen  
Port Vincent, 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 and each major fund of Village of Port Vincent, Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Village of Port Vincent, Louisiana's basic financial statements, and have issued our report thereon dated October 31, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Village of Port Vincent, Louisiana'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 Village of Port Vincent, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of Village of Port Vincent, Louisiana'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.

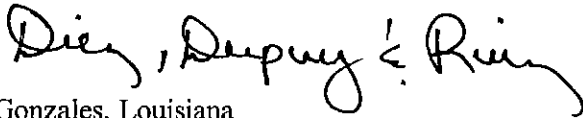
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not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

**Report on Compliance and Other Matters**

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

**Purpose of This Report**

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



Gonzales, Louisiana  
October 31, 2024

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**VILLAGE OF PORT VINCENT**  
**PORT VINCENT, LOUISIANA**  
**STATEWIDE AGREED UPON PROCEDURES**  
**JUNE 30, 2024**

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

To the Honorable Mayor Angela Elmore, Board Members, and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Village of Port Vincent (the Village) 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, 2023 through June 30, 2024. The Village's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

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

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

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.  
*Written policies and procedures were obtained and address the functions noted above.*
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.  
*Written policies and procedures were obtained and address the functions noted above.*
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
*Written policies and procedures were obtained and address the functions noted above.*
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).  
*Written policies and procedures were obtained and address the functions noted above.*
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.  
*Written policies and procedures were obtained and address the functions noted above.*
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
*Not applicable.*
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.  
*Written policies and procedures were obtained and address the functions noted above.*
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.  
*Written policies and procedures were obtained and address the functions noted above.*

## **2) Board or Finance Committee**

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- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.  
*Obtained and reviewed minutes of the managing board for the fiscal period noting that the board met with a quorum monthly.*
- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*  
*Obtained and reviewed minutes of the managing board for the fiscal period noting that the minutes included monthly budget-to-actual comparisons for the major funds.*
- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.  
*The general fund reported a positive unrestricted fund balance in the prior year audit report.*
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.  
*Not applicable.*

### **3) Bank Reconciliations**

---

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:  
*Obtained listing of client bank accounts for the fiscal period from management and management's representation that listing is complete.*
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);  
*No exceptions noted.*
  - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and



*No exceptions noted.*

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*Not applicable, the entity did not have any reconciling items that have been outstanding for more than 12 months.*

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

---

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

*Obtained a listing of deposit sites and management's representation that listing is complete.*

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

*Obtained a listing of collection locations and management's representation that listing is complete.*

- i. Employees responsible for cash collections do not share cash drawers/registers;  
*No exception noted.*
- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;  
*No exceptions noted.*
- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and  
*No exceptions noted.*
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.  
*No exceptions noted.*

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

*No exceptions noted.*

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made

on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.  
*No exceptions noted.*
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.  
*No exceptions noted.*
- iii. Trace the deposit slip total to the actual deposit per the bank statement.  
*No exceptions noted.*
- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).  
*No exceptions noted.*
- v. Trace the actual deposit per the bank statement to the general ledger.  
*No exceptions noted.*

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

---

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).  
*Obtained listing of locations that process payments and management's representation that listing is complete.*
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;  
*No exceptions noted.*
  - ii. At least two employees are involved in processing and approving payments to vendors;  
*No exceptions noted.*
  - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;  
*No exceptions noted.*

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and  
*No exceptions noted.*
  - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.  
*No exceptions noted.*
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and  
*No exceptions noted.*
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.  
*No exceptions noted.*
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.  
*No exceptions noted.*

**6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)**

---

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

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

*No exceptions noted.*

- b) Observe that finance charges and late fees were not assessed on the selected statements.

*No exceptions noted.*

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

*No exceptions noted.*

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

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

*Obtained listing of travel and related expense reimbursements and management’s representation that listing is complete.*

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));

*No exceptions noted.*

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

*No exceptions noted.*

- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and

*No exceptions noted.*

- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions noted.*

## **8) Contracts**

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

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

*No exceptions noted.*

- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

*No exceptions noted.*

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

*No exceptions noted.*

- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*No exceptions noted.*

## **9) Payroll and Personnel**

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

*Obtained listing of employees and management's representation that listing was complete. Agreed paid salaries to authorized salaries/pay rates in the personnel file without exception.*

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);  
*No exceptions are noted.*
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;  
*No exceptions noted.*
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and  
*No exceptions noted.*
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.  
*No exceptions noted.*
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.  
*Obtained listing of terminated employees and management's representation that listing was complete. No exceptions noted.*
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.  
*No exceptions noted.*

## **10) Ethics**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and  
*No exceptions noted.*
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*No exceptions noted.*

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*No exceptions noted.*

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

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

*Not applicable.*

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

*Not applicable.*

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

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

*Management asserted that the entity did not have any misappropriations of public funds or assets.*

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

*No exceptions noted.*

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

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

*We performed the procedure and discussed the results with management.*

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

*We performed the procedure and discussed the results with management.*

- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

*We performed the procedure and discussed the results with management.*

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*We performed the procedure and discussed the results with management.*

- C. Using the 5 randomly selected employee/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267.

*Exception noted. Only 1 out of the 5 selected employees had completed the cybersecurity training.*

*Per Management: The Village has implemented a yearly cybersecurity training program that each employee will have to complete.*

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

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

*No exceptions noted.*

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

*No exceptions noted.*

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;



*No exceptions noted.*

- ii. Number of sexual harassment complaints received by the agency;

*No exceptions noted.*

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

*No exceptions noted.*

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*No exceptions noted.*

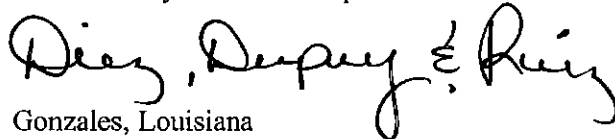
- v. Amount of time it took to resolve each complaint.

*No exceptions noted.*

We were engaged by Village of Port Vincent 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 Village of Port Vincent 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.



Gonzales, Louisiana  
October 31, 2024