

RECREATION DISTRICT NO. 2

**OF THE PARISH OF ST. MARY
STATE OF LOUISIANA**

**Annual Component Unit Financial Statements
with Independent Auditors' Report**

and

**Report on Internal Control Over Financial Reporting
and Compliance and Other Matters**

For the Year Ended September 30, 2022

CONTENTS

	<u>PAGE</u>
<u>FINANCIAL INFORMATION SECTION</u>	
Independent Auditors' Report	1-3
Basic Financial Statements	
Government-wide Financial Statements	
Statement of Net Position	4
Statement of Activities	5
Fund Financial Statements	
Balance Sheet-Governmental Funds	6-7
Statement of Revenues, Expenditures and Changes in Fund Balances-Governmental Funds	8-9
Notes to the Financial Statements	10-19
<u>REQUIRED SUPPLEMENTAL INFORMATION</u>	
Budget Comparison Schedule	21
<u>SUPPLEMENTAL INFORMATION</u>	
Schedule of Compensation, Benefits and Reimbursements To Agency Head	23
<u>INTERNAL CONTROL AND COMPLIANCE AND OTHER MATTERS SECTION</u>	
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 <u>Government Auditing Standards</u>	25-26
Schedule of Findings	27-29
Summary of Prior Year Findings and Corrective Action Prepared by Recreation District No. 2 of St. Mary Parish, State of Louisiana	30
Corrective Action Plan Prepared by the Management of Recreation District No. 2 of the Parish of St. Mary, State of Louisiana	31-32

FINANCIAL INFORMATION SECTION



INDEPENDENT AUDITORS' REPORT

The Board of Commissioners
Recreation District No. 2 of the Parish
of St. Mary, State of Louisiana
Morgan City, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Recreation District No. 2 of the Parish of St. Mary, State of Louisiana (District), a component unit of St. Mary Parish, as of and for the year ended September 30, 2022, and the related notes to these financial statements, which collectively comprise the District'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 and changes in financial position of the District, as of September 30, 2022, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of The Financial Statements section of our report. We are required to be independent of the District 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 opinion.

Responsibility of Management for the Financial Statements

Management is responsible for 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 District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. 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 judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District'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 District'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

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

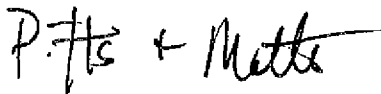
We have applied certain limited procedures to the required supplementary information related to budgetary comparison information as listed in the table of contents in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 appropriate evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The accompanying Schedule of Compensation, Benefits, and Reimbursements to Agency Head is presented for the purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Compensation, Benefits, and Reimbursements to Agency Head is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, and in all material respects in relation to the basic financial statements as a whole.

Other Reporting Requirements by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated May 30, 2023 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 District's internal control over financial reporting or on compliance. That report is an integral part of our audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.



CERTIFIED PUBLIC ACCOUNTANTS

Morgan City, Louisiana
May 30, 2023

**RECREATION DISTRICT NO. 2 OF THE PARISH OF ST. MARY
STATE OF LOUISIANA**

**Statement of Net Position
September 30, 2022**

	<u>Governmental Activities</u>
ASSETS	
Current assets	
Cash and cash equivalents	\$ 1,666,862
Due from other governments	43,210
Prepaid insurance	36,905
Deposit	305
Total current assets	<u>1,747,282</u>
Capital assets-net of accumulated depreciation	<u>3,510,505</u>
Total assets	<u>\$ 5,257,787</u>
LIABILITIES AND NET POSITION	
Liabilities	
Current liabilities	
Accounts payable and accrued expenses	\$ 5,895
Current portion of long-term debt	164,000
Total current liabilities	<u>169,895</u>
Noncurrent liabilities	
Noncurrent portion of long-term debt	<u>1,836,000</u>
Total noncurrent liabilities	<u>1,836,000</u>
Total liabilities	<u>2,005,895</u>
Net position	
Investment in capital assets, net of related debt	1,510,505
Restricted for:	
Debt service	22,141
Capital improvements	1,688,833
Unrestricted	30,413
Total net position	<u>3,251,892</u>
Total liabilities and net position	<u>\$ 5,257,787</u>

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

**RECREATION DISTRICT NO. 2 OF THE PARISH OF ST. MARY
STATE OF LOUISIANA**

**Statement of Activities
For the Year Ended September 30, 2022**

	<u>Total</u>
<u>Expenses</u>	
Current operating:	
Culture and recreation	
Salaries and wages	\$183,498
Benefits	47,792
Commissioners per diem	1,000
Insurance	94,995
Utilities & telephone	75,501
Accounting & professional fees	20,204
Supplies & office	16,841
Repairs & maintenance	131,363
Truck, bus, & tractor expenses	4,429
Summer program cost	2,472
Public relations	4,670
Pension - ad valorem taxes	21,217
Miscellaneous	4,038
Depreciation expense	266,892
Interest and fiscal charges on debt	28,489
	<hr/>
Total program expenses	903,401
<u>Program revenues</u>	
Rental income	21,235
Total program revenues	<hr/> 21,235
Net program expenses	<hr/> 882,166
<u>General revenues</u>	
Taxes:	
Ad valorem	641,649
Sales tax allocation	63,872
Other Revenue	41,650
Interest income	5,140
Total general revenues	<hr/> 752,311
Increase (decrease) in net position	(129,855)
Net position - beginning of year	<hr/> 3,381,747
Net position - end of year	<hr/> <u>\$3,251,892</u>

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

**RECREATION DISTRICT NO. 2 OF THE PARISH OF ST. MARY
STATE OF LOUISIANA**

**Balance Sheet
Governmental Funds
September 30, 2022**

	<u>Governmental Fund Types</u>			
	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and cash equivalents	\$ 76,238	\$ 1,791	\$ 1,588,833	\$ 1,666,862
Due from other governments	43,210			43,210
Due from other funds		20,350	100,000	120,350
Prepaid insurance	36,905			36,905
Deposits	305			305
	<hr/>	<hr/>	<hr/>	<hr/>
Total assets	\$ <u>156,658</u>	\$ <u>22,141</u>	\$ <u>1,688,833</u>	\$ <u>1,867,632</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued expenses	\$ 5,895			5,895
Due to other funds	120,350			120,350
	<hr/>	<hr/>	<hr/>	<hr/>
Total liabilities	126,245			126,245
Fund balances:				
Nonspendable	36,905			36,905
Restricted for debt service		22,141	1,688,833	1,710,974
Unassigned	(6,492)			(6,492)
	<hr/>	<hr/>	<hr/>	<hr/>
Total fund balances (deficit)	30,413	22,141	1,688,833	1,741,387
	<hr/>	<hr/>	<hr/>	<hr/>
Total liabilities and fund balances	\$ <u>156,658</u>	\$ <u>22,141</u>	\$ <u>1,688,833</u>	\$ <u>1,867,632</u>

Reconciliation of the total fund balance -- total governmental funds
to the net position of governmental activities:

Total fund balance - Governmental Funds		\$	1,741,387
Amounts reported for governmental activities in the Statement of Net Position are different because:			
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet.			3,510,505
Noncurrent liabilities are not due and payable in the current period and, therefore, they are not reported in the governmental funds balance sheet.			
Current portion of long-term debt	\$164,000		
Noncurrent portion of long-term debt	<u>1,836,000</u>		<u>(\$2,000,000)</u>
Net position of governmental activities		\$	<u>3,251,892</u>

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

**RECREATION DISTRICT NO. 2 OF THE PARISH OF ST. MARY
STATE OF LOUISIANA**

**Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended September 30, 2022**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<u>Revenues</u>				
Rental and activity income	\$ 21,235			\$ 21,235
Ad valorem taxes	413,703	227,946		641,649
Sales tax allocation	63,872			63,872
Interest and investment income	4,198	9	933	5,140
Other revenue	41,650	-	-	41,650
	<u>544,658</u>	<u>227,955</u>	<u>933</u>	<u>773,546</u>
<u>Expenditures</u>				
Current:				
Culture and recreation				
Salaries and wages	183,498			183,498
Benefits	47,792			47,792
Commissioners per diem	1,000			1,000
Insurance	94,995			94,995
Utilities & telephone	75,501			75,501
Accounting & professional fees	20,204			20,204
Supplies & office	13,744		3,097	16,841
Repairs & maintenance	127,322		4,041	131,363
Truck, bus, & tractor expenses	4,429			4,429
Summer program cost	2,472			2,472
Public relations	4,670			4,670
Pension - ad valorem taxes	13,680	7,537		21,217
Miscellaneous	920		283	1,203
Capital Outlay	46,503		278,434	324,937
Debt service:				
Principal		220,000		220,000
Interest and fiscal charges		2,244		2,244
Debt issuance cost	-	-	26,245	26,245
	<u>636,730</u>	<u>229,781</u>	<u>312,100</u>	<u>1,178,611</u>
Excess (deficit) of revenues over expenditures	(92,072)	(1,826)	(311,167)	(405,065)
Other Financing Sources (Uses)				
Debt proceeds	-	-	2,000,000	2,000,000
	<u>-</u>	<u>-</u>	<u>2,000,000</u>	<u>2,000,000</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures	(92,072)	(1,826)	1,688,833	1,594,935
Fund balances, beginning of year	122,485	23,967	-	146,452
Fund balances, end of year	<u>\$ 30,413</u>	<u>\$ 22,141</u>	<u>\$ 1,688,833</u>	<u>\$ 1,741,387</u>

Reconciliation of the changes in fund balances - total governmental funds to the change in net position of governmental activities:

Net change in fund balance prior to residual equity transfer - Governmental Funds	\$ 1,594,935
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 as depreciation expense. This is the amount by which depreciation (\$266,892) was exceeded by capital outlays which meet the District's capitalization policy (\$324,937) in the current period.	58,045
Issuance of debt including its associated premiums or discounts is reported as a source for spending in the governmental funds, but as a liability in the Statement of Activities	(2,000,000)
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduced long-term liabilities in the statement of net position. This is the amount by which repayments (\$220,000) exceeded proceeds (\$0).	<u>220,000</u>
Some expenses reported in the Statement of Activities do not require the use of current financial resources; therefore, are not reported as expenditures in governmental funds. Interest and fiscal charges	<u>(2,835)</u>
Change in net position of governmental activities	<u><u>\$ (129,855)</u></u>

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

**RECREATION DISTRICT NO. 2 OF THE PARISH OF
ST. MARY, STATE OF LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS
September 30, 2022**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Recreation District No. 2 of the Parish of St. Mary, State of Louisiana (District), was created by Ordinance No. 961 of the St. Mary Parish Council (Council) on June 26, 1985. The District encompasses Wards 6 and 9. The District is authorized to acquire land and to construct and maintain buildings, equipment, and other facilities to be used in providing recreation facilities within the corporate boundaries of the District.

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

A. Reporting Entity

In evaluating how to define the governmental unit, for financial reporting purposes, consideration has been given to the following criteria as set forth in GAAP:

- a. Financial benefit or burden
- b. Appointment of a voting majority
- c. Imposition of will
- d. Fiscally dependent

Based upon the above criteria, the District is a component unit and integral part of the St. Mary Parish Council (the primary government).

These financial statements include only the operations of the District.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Basic Financial Statements - Government-wide Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities which report all activities of the District as a whole. The government-wide presentation focuses primarily on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities. Governmental activities generally are financed through taxes, intergovernmental revenues and other nonexchange revenues.

C. Basic Financial Statements - Fund Financial Statements

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues, and expenditures.

Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types." The following is a description of the funds utilized by the District.

Governmental Funds

General Fund

The General Fund is the general operating fund of the District. It is used to account for all financial resources, except those required to be accounted for in other funds.

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

Capital Project Fund

The Capital Project Fund is used to account for debt proceeds that are dedicated to expenditure for improvements or maintenance of facilities and equipment used for recreation purposes.

D. Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Government-wide Statements

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets, deferred outflows of resources, all liabilities, and deferred inflows of resources (whether current or noncurrent) are included on the statement of net position, and the statement of activities presents increases (revenues) and decreases (expenses) in total net position. Under 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.

Fund Financial Statements

Governmental fund financial statements are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets, current deferred outflows of resources, current liabilities, and current deferred inflows of resources, generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities (the District uses a sixty day period after year end).

E. Revenues

The following is a summary of the District's recognition policies for its major revenue sources:

Ad valorem taxes (which are based on property and homesteads in the District) are recorded in the year the taxes are assessed.

Sales taxes are received by the St. Mary Parish Council and held on behalf of the District. Revenue is recorded as it is received by the St. Mary Parish Council.

Interest earnings are generally recorded when earned.

Substantially all other revenues are recorded when received.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Deferred Outflows and Inflows of Resources

The District has evaluated its transactions with the requirements of GASB pronouncements, related to deferred items, and determined that there are no significant transactions that meet the requirements of these statements. Therefore as of September 30, 2021, the District is not presenting any Deferred Outflows or Inflows of Resources in its financial statements.

G. Expenses/Expenditures

The government-wide financial statements recognize expenses under the accrual basis of accounting and records the related liability at the time the expense is incurred.

In the fund financial statements, expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except principal and interest on long-term debt which is not recognized until due.

H. Cash and Cash Equivalents

For financial statement purposes, cash and cash equivalents include bank deposits and/or certificates of deposit with original maturities of less than three months.

I. Prepaid Expenses

The District has certain expenses in which they record the prepayment of these expenses, such as insurance, as an asset on the balance sheet and systematically recognize the expense over the period of the prepayment.

J. Fixed Assets

The accounting treatment over property, plant, equipment (fixed assets) depends on whether they are reported in the government-wide or fund financial statements.

Government-wide Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. All purchased fixed assets are valued at historical cost. Donated fixed assets are valued at their estimated fair market value on the date received. Fixed assets are reported at their historical cost or estimated fair market value less their accumulated depreciation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Depreciation is computed using the straight-line method based on the estimated useful life of the various assets. The following is a summary of estimated useful lives by classification of the fixed assets:

<u>Category</u>	<u>Years</u>
Buildings and building improvements	10-40
Furniture and fixtures	5-12
Equipment	3-15

Fund Financial Statements

In the fund financial statements, fixed assets used in governmental fund operation are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

K. Long-term Debt

Government-wide Financial Statements

In the government-wide financial statements, all long-term debt is reported as a liability. The long-term debt of the District consists of bonds payable.

Fund Financial Statements

Long-term debt for governmental funds is not reported as liability in the fund financial statements. The debt proceeds and the repayment of existing debt, with new debt proceeds are reported as other financing sources and uses; and the payment of principal and interest with other funds are reported as expenditures.

L. Equity Classifications

Government-wide Statements

Equity is classified as net position and displayed in the three components:

- a) Net investment in capital assets - Consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of bonds that are attributable to the acquisition, construction, or improvement of those assets.
- b) Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

- c) Unrestricted net position - All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

Fund Financial Statements

Governmental fund equity is classified by five categories; nonspendable, restricted, committed, assigned, or unassigned. At present, the District only requires reporting of nonspendable, restricted, and unassigned. Nonspendable represents those portions of fund equity that cannot be spent because they are not in a spendable form. Restricted represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use. Unassigned represents those portions of fund equity that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purpose within the General Fund.

M. Accounting Estimates

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

N. Budget Process

The District adopts a budget for its General Fund. The budget is adopted on a basis consistent with generally accepted accounting principles. All annual appropriations lapse at fiscal year end. Budgets are amended when necessary with board approval. In the financial statement comparison of budget to actual amounts both original and final amended amounts are shown.

NOTE 2 - CASH AND CASH EQUIVALENTS

The District does not have a formal investment policy related to interest rate risk (the risk of an investment decreasing in value due to increasing interest rates).

In addition the District does not have a formal investment policy related to credit risk (including concentrations of credit and custodial credit risk). However the District does follow state law as to limitations on types of deposits and investments as described below.

NOTE 2 - CASH AND CASH EQUIVALENTS (continued)

The District does not invest in any investments subject to foreign currency risk.

Cash and cash equivalents

Under state law the District may deposit its funds with certain state and federally chartered financial institutions. The deposits are required to be insured or collateralized by the financial institutions.

At year end, the carrying amount of the District's cash was \$1,666,862 and the bank balance was \$1,703,131. A portion of these balances was covered by federal depository insurance, the uninsured portion \$1,357,283 is subject to custodial credit risks and was collateralized with securities held by the pledging financial institutions.

NOTE 3 - TAXES

The District's property tax is levied in October of each year on the assessed value of property within the District's taxing area. Taxes are due and payable by December 31 and taxes are considered delinquent January 1. Notices regarding seizures are sent out in April with the seizure date being May 1. The taxes are collected on behalf of the District by the Sheriff and then remitted to the District. The District actually receives most of the taxes in January.

The District receives 20.69 mils of property tax. For the year ended September 30, 2022, 13.34 mils were distributed to the General Fund and dedicated to operations and maintenance and 7.35 mils were distributed to the Debt Service fund and dedicated to debt retirement. For the year ended September 30, 2022 each mil levied resulted in approximately \$31,000 in ad valorem taxes received by the District.

NOTE 4 - DUE FROM OTHER GOVERNMENTS

The District received Parish funding during the fiscal year as outlined below:

	<u>Revenues</u> <u>Recorded</u>	<u>Receivable</u>
St. Mary Parish-Sales Tax Receivable-held by the Parish	\$63,872	\$43,210

The amounts recorded as revenue and receivable, respectively, from St. Mary Parish are for sales tax money held by the parish for the District to use as needed for operating expenditures.

NOTE 5 - FIXED ASSETS

Capital assets activity for the year ended September 30, 2022 is as follows:

	Balance September 30, <u>2021</u>	<u>Additions</u>	<u>(Deletions)</u>	Balance September 30, <u>2022</u>
Capital assets not being depreciated				
Land	\$ 13,981			\$ 13,981
Total capital assets not being depreciated	<u>13,981</u>			<u>13,981</u>
Capital assets				
Building and improvements	\$ 5,906,382	\$ 290,865	\$ (37,361)	\$ 6,159,886
Land Improvements	21,482			21,482
Kitchen Equipment	48,243			48,243
Maintenance Equipment	228,389	15,327		243,716
Office F&F	138,410			138,410
Recreation Equipment	525,538	18,745		544,283
Transportation Equipment	161,291	-	-	161,291
Total other capital assets at historical cost	<u>7,029,735</u>	<u>324,937</u>	<u>(37,361)</u>	<u>7,317,311</u>
Less accumulated depreciation for:				
Building and improvements	(2,708,826)	(219,561)	34,526	(2,893,861)
Land Improvements	(13,265)	(1,074)		(14,339)
Kitchen Equipment	(43,032)	(836)		(43,868)
Maintenance Equipment	(181,846)	(12,807)		(194,653)
Office F&F	(124,488)	(3,667)		(128,155)
Recreation Equipment	(365,303)	(24,846)		(390,149)
Transportation Equipment	(151,661)	(4,101)	-	(155,762)
Total accumulated depreciation	<u>(3,588,421)</u>	<u>(266,892)</u>	<u>34,526</u>	<u>(3,820,787)</u>
Other capital assets, net	<u>3,441,314</u>	<u>58,045</u>	<u>(2,835)</u>	<u>3,496,524</u>
 Total capital assets, net	 <u>\$ 3,455,295</u>	 <u>\$ 58,045</u>	 <u>\$ (2,835)</u>	 <u>\$ 3,510,505</u>

Depreciation expense for the year totaled approximately \$267,000.

NOTE 6- LONG-TERM DEBT

The following is a summary of changes in long-term debt for the year ended September 30, 2022:

Balance at October 1, 2021	\$220,000
Additions	2,000,000
Reductions	(220,000)
Balance at September 30, 2022	<u>\$2,000,000</u>

Obligations payable at September 30, 2022, are as follows:

General Obligation Bonds

\$2,000,000 of General Obligation Bonds, Series 2022 issued March 1, 2022. The bonds bear interest at a rate of 2.19% and are payable through the year 2032. The bonds are being retired from ad valorem taxes by the Debt Service Fund.

\$2,000,000

The following is an approximation of future debt requirements at September 30, 2022:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$164,000	\$60,254	\$224,254
2024	187,000	38,161	225,161
2025	191,000	34,022	225,022
2026	195,000	29,795	224,795
2027	199,000	25,481	224,481
2028-2032	<u>1,064,000</u>	<u>59,240</u>	<u>1,123,240</u>
	<u>\$2,000,000</u>	<u>\$246,953</u>	<u>\$2,246,953</u>

NOTE 7 - PENSION PLAN

The District's employees are covered under the Federal Insurance Contributions Act (Social Security). The District makes the required contributions to the fund and is not responsible for the benefits. During the year ended September 30, 2022 the District contributed \$5,688 and the District's employees contributed \$5,688.

The District does not maintain any other post employment benefit plans.

NOTE 8 – ON-BEHALF PAYMENTS

Property tax revenues include amounts withheld by the Sheriff to make on-behalf payments which represents the District’s pro-rata share of retirement plan contributions for other governmental units. Because the District is one of multiple governmental agencies receiving proceeds from a property tax assessment, it has to bear a pro-rata share of the pension expense relating to the public employees who participate in the Assessor’s Retirement Fund, Clerk of Court Retirement Fund, District Attorney’s Retirement System, Municipal Employees’ Retirement System, Parochial Employees’ Retirement System, Registrar of Voter Employees’ Retirement System, Sheriffs’ Pension & Relief Fund, and Teacher’s Retirement System.

The pro-rata share of the required contribution (\$21,217) that was withheld by the Sheriff from property tax collections to satisfy the District’s obligation has been presented as “pension – ad valorem” in the expenditure of the General and Debt Service funds in these financial statements. The District has also increased its property tax revenues by the same amount of the expenditure.

NOTE 9 - COMPENSATION OF BOARD MEMBERS AND OFFICERS

Board members received the following per diems for the year ended September 30, 2022:

<u>Name</u>	<u>Amount</u>
Ann Poole	\$200
Norma Skinner	220
Gerren Thibodaux	220
Oscar Toups	240
Sandra Wilkerson	<u>120</u>
	<u>\$1,000</u>

NOTE 10 - CONCENTRATIONS

The District receives eighty-three percent of its revenues from the general public in the form of ad valorem taxes.

NOTE 11 - RISK MANAGEMENT AND CONTINGENCIES

The District is exposed to various risks of loss related to torts, theft or damage to assets, errors and omissions, injuries to employees and natural disasters. The District has purchased commercial insurance to protect against loss from substantially all of these perils.

There has been no significant reduction in insurance coverage from prior years. Settlements in the prior three years have not exceeded insurance coverages.

REQUIRED SUPPLEMENTAL INFORMATION

**RECREATION DISTRICT NO. 2 OF THE PARISH OF ST. MARY
STATE OF LOUISIANA**

**Budget Comparison Schedule
General Fund
(Unaudited)
For the Year Ended September 30, 2022**

	Original & Final <u>Budget</u>	Actual <u>Amounts</u>	Variance with Final Budget Positive <u>(Negative)</u>
<u>Revenues</u>			
Rental and activity income	\$ 16,500	\$ 21,235	\$ 4,735
Ad valorem taxes	400,000	413,703	13,703
Sales tax allocation	50,000	63,872	13,872
Interest and other income	<u>52,440</u>	<u>45,848</u>	<u>(6,592)</u>
 Total revenues	 <u>518,940</u>	 <u>544,658</u>	 <u>25,718</u>
<u>Expenditures</u>			
Current:			
Culture and recreation			
Salaries and Wages	173,000	183,497	(10,497)
Benefits	42,000	47,792	(5,792)
Commissioners per diem	1,200	1,000	200
Insurance	78,000	94,995	(16,995)
Utilities & telephone	63,700	75,502	(11,802)
Accounting & professional fees	20,000	20,204	(204)
Supplies & office	10,200	13,744	(3,544)
Repairs & maintenance	119,500	127,322	(7,822)
Truck, bus, & tractor expenses	4,000	4,429	(429)
Summer program cost	3,500	2,472	1,028
Recreation Program Equipment	1,000	-	1,000
Public relations	4,600	4,670	(70)
Pension - ad valorem taxes	-	13,680	(13,680)
Miscellaneous	1,050	920	130
Capital Outlay	<u>50,000</u>	<u>46,503</u>	<u>3,497</u>
 Total expenditures	 <u>571,750</u>	 <u>636,730</u>	 <u>(64,980)</u>
 Excess (deficiency) of revenues over expenditures	 <u>(52,810)</u>	 <u>(92,072)</u>	 <u>(39,262)</u>
 Fund balances, beginning of year	 <u>100,000</u>	 <u>122,485</u>	 <u>22,485</u>
 Fund balances, end of year	 <u>\$ 47,190</u>	 <u>\$ 30,413</u>	 <u>\$ (16,777)</u>

SUPPLEMENTAL INFORMATION

RECREATION DISTRICT NO. 2 OF THE PARISH OF ST. MARY
Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended September 30, 2022

Agency Head Name: Leroy Trim, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 54,513
Benefits-Insurance	16,864
Benefits - FICA & Medicare	3,553
Total	<u>\$ 74,930</u>

These amounts represent all compensation, benefits, and reimbursements for the year.

INTERNAL CONTROL AND COMPLIANCE
AND OTHER MATTERS SECTION



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

Board of Commissioners
Recreation District No. 2 of the Parish
of St. Mary, State of Louisiana
Morgan City, Louisiana

We have audited, 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, the financial statements of the governmental activities, and each major fund of the Recreation District No. 2 of the Parish of St. Mary, State of Louisiana (District), which comprise the District's basic financial statements as of and for the year ended September 30, 2022, and the related notes to the financial statements, and have issued our report thereon dated May 30, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District'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 the audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

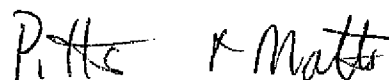
As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed two instances of noncompliance or other matters that are required to be reported under Government Auditing Standards and which is detailed in the accompanying schedule of findings as 2022-001 and 2022-002.

The District's Response to Finding

The District's response to the finding identified in our audit is described in the accompanying schedule of findings. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is considered a public record and may be distributed by the Legislative Auditor.



CERTIFIED PUBLIC ACCOUNTANTS

May 30, 2023
Morgan City, Louisiana

**RECREATION DISTRICT NO. 2
OF THE PARISH OF ST. MARY
STATE OF LOUISIANA**

**Schedule of Findings
For the Year Ended September 30, 2022**

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditors' report expressed an unmodified opinion on the financial statements of the Recreation District No. 2 of the Parish of St. Mary, which are prepared in accordance with GAAP.
2. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

No findings are required to be reported for the year ended September 30, 2022.

Compliance and Other Matters

There were two material instances of noncompliance or other matters noted during the audit of the financial statements that are required to be reported for the year ended September 30, 2022.

3. Federal Awards

This section is not applicable for the year ended September 30, 2022.

4. Management Letter

No letter was issued.

B.FINDINGS – FINANCIAL STATEMENT AUDIT

INTERNAL CONTROL

NO MATTERS TO BE REPORTED

COMPLIANCE AND OTHER MATTERS

ITEM NO. 2022-001 NONCOMPLIANCE WITH BUDGET MONITORING

Auditors' Comments

Condition: During the course of the audit for the year ended September 30, 2022, it was noted that the District's operating budget needed amendments which were not made.

Criteria: State Statues require that budgets be amended when actual revenues are less than budgeted revenues by five percent or more or actual expenditures exceed budgeted expenditures by five percent or more.

Effect: Failure to amend budgets to recognize anticipated shortfalls in funds prevents the District from effectively curtailing projects and/or services in accordance with actual available resources.

Cause: The operating budget was not amended although actual expenditures were more than budgeted expenditures by five percent or more:

<u>Fund</u>	<u>Actual Amount</u>	<u>Budgeted Amount</u>	<u>Variance</u>	<u>Percent</u>
General Fund	\$636,730	\$571,750	\$(64,980)	11.4%

Recommendation: The District should fine tune its budget monitoring program to periodically make budget adjustment when variances exceed percentages as specified in the state statue.

Management's Response: We will monitor budget variances on a monthly basis and budget adjustments will be made when variances exceed the percentages as specified in the state statue.

ITEM NO. 2022-002 FAILURE TO FILE AUDIT REPORT ON TIME

Auditor's Comments

Condition: The District's audit was completed and furnished to the Louisiana Legislative Auditor (LLA) within the required time frame of the approved LLA extension request. However, because the extension is a nonemergency extension a late finding is required to be reported.

Criteria: Audit reports should be filed with the Office of the Legislative Auditor no later than six months after the entity's fiscal year end.

Effect: Failure to complete and furnish the audit on time violated state statute. In addition, management should be presented with timely audited financial information so that they can better manage the District's operation.

Cause: Due to a delay in obtaining the necessary information for the start of the audit from the District's outside accountant, they were unable to furnish the information needed to submit the audit report on time. Therefore an nonemergency extension was requested and approved from the LLA.

Recommendations: The District should submit all requested information to their auditor to avoid the late submission of the audit report in the future.

Management's Response: We will furnish our auditor with the information needed to submit the audit report on time.

C. FINDINGS AND QUESTIONED COSTS – FEDERAL AWARDS PROGRAMS

This section is not applicable for the year ended September 30, 2022.

**SUMMARY OF PRIOR YEAR FINDINGS AND RELATED CORRECTIVE ACTION
PREPARED BY RECREATION DISTRICT NO. 2 OF ST. MARY PARISH**

There were no prior year findings.

BOARD OF COMMISSION

ST MARY PARISH RECREATION DISTRICT #2
1110 GRACE STREET
P.O. BOX 922
MORGAN CITY, LOUISIANA 70381

May 30, 2023

LEROY TRIM
DIRECTOR

KIMBERLIN F. MCPHERSON
ADMIN. ASSISTANT

1110 GRACE STREET
P.O. BOX 922
MORGAN CITY, LA 70381
(985) 385-4224
FAX (985) 385-6928

OFFICE HOURS
8:00AM TO 12:00PM
1:00PM TO 4:00PM

○○○○○○○○○○○○○○○○

COMMISSIONERS

OSCAR TOUPS
1124 GRACE STREET
MORGAN CITY, LA 70380

ANN POOLE
1024 RAMOS STREET
MORGAN CITY, LA 70380

SANDRA WILKERSON
1110 GRACE STREET
MORGAN CITY, LA 70380

GERRIN THIBODEAUX
1423 JAMES STREET
MORGAN CITY, LA 70380

NORMA SKINNER
1081 GRACE STREET
MORGAN CITY, LA 70380

Mr. Michael Waguespack, CPA,
Legislative Auditor
State of Louisiana
P.O. Box 94397
Baton Rouge, LA 70803-9397

Dear Mr. Waguespack:

Recreation District No. 2 of the Parish of St. Mary, State of Louisiana respectfully submits the following corrective action plan for their year ended September 30, 2022.

CORRECTIVE ACTION:

Person Responsible: Mr. Oscar Touns, Chairman
Recreation District No. 2-of St. Mary Parish
State of Louisiana
1110 Grace Street
Morgan City, LA 70380

Time of Completion: September 30, 2023

Noncompliance Re:

Item No. 2022-001
Noncompliance with Budget Monitoring: Our auditors notified us that we did not amend our budget as required by State Statute.

Corrective Action: We will monitor budget variances on a monthly basis and budget adjustments will be made when variances exceed the percentages as specified in the state statute.

Item No. 2022-002

Failure to File Audit Report on Time
Our audit was completed and furnished to the Louisiana Legislative Auditor within the required time frame of the approved extension request. However, because the extension is a nonemergency extension a late finding is required to be reported.

This plan of action is being submitted in accordance with Legislative requirements. If you have any questions concerning this action, contact the undersigned.

Recreation District No. 2 of the Parish of St. Mary, State of Louisiana.

Oscar Toups 
Chairman

RECREATION DISTRICT NO. 2
PARISH OF ST. MARY, STATE OF LOUISIANA

SCHEDULE OF PROCEDURES PERFORMED AND
ASSOCIATED FINDINGS BASED UPON THE
STATEWIDE AGREED-UPON PROCEDURES

FOR THE YEAR ENDED
September 30, 2022
WITH
AGREED UPON PROCEDURES REPORT
BY
INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS



INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners
Recreation District No.2
Of the Parish of St. Mary
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated in the attached Schedule of Procedures Performed and Associated Findings Based Upon the Statewide Agreed-Upon Procedures (Schedule), on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor (LLA)'s Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period October 1, 2021 through September 30, 2022. Recreation District No. 2 of the Parish of St Mary (District) management is responsible for those C/C areas identified in the SAUPs presented in the attached Schedule.

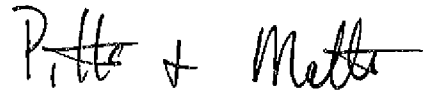
The District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period October 1, 2021 through September 30, 2022. Additionally, 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 included in the attached Schedule.

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

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

The purpose of this report is 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 may be distributed by the LLA as a public document.

Handwritten signature in black ink, appearing to read "Pitts & Metts".

CERTIFIED PUBLIC ACCOUNTANTS

Morgan City, Louisiana
May 30, 2023

RECREATION DISTRICT NO. 2
PARISH OF ST. MARY, STATE OF LOUISIANA
Schedule of Procedures Performed and Associated Findings Based upon the
Statewide Agreed-Upon Procedures
For the Year Ended September 30, 2022

Guide to Presentation Format

This report contains these items presented in this order:

- Statewide Agreed-Upon Procedures (AUPS) prescribed by the Louisiana Legislative Auditor (LLA),
- Procedures performed by the Independent Certified Public Accountant,
- Findings based upon the procedures performed, and
- Management’s Comments relative to the findings, if applicable.

In order to facilitate understanding this report - the procedures and findings are presented in the following format:

<u>Order of Presentation</u>	<u>Presentation Format</u>
Area or function	Centered all CAPITALS IN BOLD TYPE
Statewide Agreed-Upon Procedures Prescribed (AUPS) by Louisiana Legislative Auditor (LLA)	Regular type highlighted with numbers or letters (if there are multiple parts)
Actual procedures performed by Independent Certified Public Accountant	Denoted as Procedure Performed: (in bold type) followed by procedure in regular type
Finding based upon procedure performed	Denoted as Findings: (in bold type) followed by findings in regular type
Management’s response to findings	Denoted as Management’s Response: (in bold type) followed by <i>managements response in italics</i>

WRITTEN POLICIES AND PROCEDURES

1. 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:

Budgeting

- a) Budgeting, including preparing, adopting, monitoring, and amending the budget.

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for budgeting.

Findings: Found the District has written policies and procedures that include the specified functions listed above.

Purchasing

- b) 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.

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for purchasing.

Findings: Found the District has written policies that include the specified functions listed above.

Disbursements

- c) Disbursements, including processing, reviewing, and approving.

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for disbursements.

Findings: Found the District has written policies that include the specified functions listed above.

Receipts/Collections

- d) 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).

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for receipts and collections.

Findings: Found the District has written policies that include the specified functions listed above.

WRITTEN POLICIES AND PROCEDURES (CONTINUED)

Payroll/Personnel

- e) 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(s) rate of pay or approval and maintenance of pay rate schedules.

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for payroll and personnel.

Findings: Found the District has written policies and procedures that include the specified functions listed above.

Contracting

- f) Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for contracts.

Findings: Found the District has written policies that include the specified functions listed above.

Credit Cards

- g) Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage (e.g., determine the reasonableness of fuel card purchases).

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for credit cards.

Findings: Found the District has written policies that include the specified functions listed above.

Travel and Expense Reimbursement

- a) Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read written policies and procedures for travel and expense reimbursement.

Findings: Found the District has written policies that includes the specified functions listed above.

WRITTEN POLICIES AND PROCEDURES (CONTINUED)

Ethics

- b) 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.

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for ethics.

Findings: Found the District has written policies that includes the specified functions listed above.

Debt Service

- c) Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Procedure Performed: Inquired of management and obtained management's written confirmation that they do not have written policies and procedures for debt service.

Findings: Found the District does not have written policies and procedures regarding debt service.

Information Technology Disaster Recovery/Business Continuity

- d) 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.

Procedure Performed: Inquired of management and obtained management's written confirmation that they do not have written policies and procedures for information technology disaster recovery/business continuity.

Findings: Discussed the findings with the District.

WRITTEN POLICIES AND PROCEDURES (CONTINUED)

Sexual Harassment

- a) Sexual Harassment, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Procedure Performed: Obtained from management and inspected the District's "Policy & Procedure Manual" and read the written policies and procedures for sexual harassment.

Findings: Found the District has written policies that includes the specified functions listed above.

Management's response:

The District has policies and procedures in all the areas above, however the following are not in writing:

Debt Service

Information Technology Disaster Recovery/Business Continuity

We will put policies and procedures in all areas in writing.

BOARD OR FINANCE COMMITTEE

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

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Procedure Performed: We obtained and read the District's board minutes for the fiscal period as well as Louisiana State Law as it relates to Recreation Districts and the Ordinance that created the District.

Findings: Found that the District met with a quorum at all twelve of the monthly meetings.

- b) 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. *Alternately, for those entities reporting on the nonprofit 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.*

Procedure Performed: We obtained and read the District's board minutes for the fiscal period.

Findings: Found that the minutes referenced monthly budget-to-actual comparisons on the general fund.

- c) 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.

Procedure Performed: We obtained and read the District's prior year audit report and observed the unassigned fund balance in the general fund.

Findings: Found that general fund did not have a negative ending unassigned fund balance in the prior year audit report.

Management's response:

No Comment

BANK RECONCILIATIONS

3. 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:
 - a) 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);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedures Performed: Obtained the listing of bank accounts from management, and received management's written representation that the list is complete. Selected 5 bank accounts out of a total of 5 accounts and requested bank reconciliations and bank statements for all accounts for the one month randomly selected. Obtained and inspected bank statements and bank reconciliations prepared for the month selected for all accounts selected.

Findings:

- a) Observed there is evidence that each bank reconciliation was prepared within 2 months of the related statement closing date.
- b) Observed there is evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.
- c) Observed there is no reconciling items which have been outstanding for more than 12 months from the statement closing date.

Management' response:

No comment.

COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS)

4. 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).

Procedure Performed: Obtained the listing of deposit sites where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete.

Findings: The District has only one deposit site.

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

- a) Employees responsible for cash collections do not share cash drawers/registers.
- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Procedure Performed: Obtained the listing of cash/check/money order (cash) collections locations for the District's one deposit site and management's written representation that the listing is complete and inquired of employees about the employees' job duties

Findings: The District has only one cash collection location.

- a) Employees responsible for cash collections do not share a cash box.
- b) The Employee who is responsible for collecting (cash) is also responsible for preparing/making bank deposits. However, an outside accountant is responsible for reconciling collection documentation to the deposit.
- c) The Employee who is responsible for collecting cash is also responsible for posting collection entries to the general ledger or subsidiary ledgers. However, an outside accountant is responsible for reconciling ledger postings to each other and to the deposit.
- d) Employees are responsible for collecting cash and the outside accountant is responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions

COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS) (CONTINUED)

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Procedure Performed: Obtained and read a copy of the insurance policy for theft covering all employees who have access to cash and observed the insurance policy for theft was enforced during the fiscal period.

Findings: Insurance policy for theft was enforced during the fiscal period.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe 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).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Procedure Performed: Randomly selected two deposit dates from the bank statements for each of the 5 bank accounts selected for procedure #3 (selected the next deposit date chronologically if no deposit was made on the date randomly selected)

Findings:

- a) Found the District has sequentially prenumbered receipts for rentals. However, they do not have sequentially pre-numbered receipts for checks received from governmental entities. It is not considered necessary for the District to have sequentially pre-numbered receipts for this type of collection.
- b) Found that all collection documentation (sequentially pre-numbered receipts [when applicable] check images and general ledger) agree to the deposit slips.
- c) Found that all the deposit slip totals agreed to the actual deposit per the bank statement.
- d) Found deposits were made within one business day of receipt for rentals. However, we were not able to determine the date of receipt for collection form other governmental entities.
- e) Found that all the actual deposits per the bank statements were recorded in the general ledger.

COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS) (CONTINUED)

Management's response:

No comment

**NON-PAYROLL DISBURSEMENTS – (EXCLUDING CARD PURCHASE/PAYMENTS,
TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)**

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

Procedure Performed: We obtained a listing of locations that process payments from management and management's representation that the listing is complete.

Findings: Found the District has one location that processes payments.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employees responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

Procedure Performed: We obtained a listing of employees involved with non-payroll purchasing and payment functions. We inquired of employees about their job duties.

Findings:

- a) Two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making a purchase.
- b) Two employees are involved in processing and approving payments to vendors.
- c) The employees responsible for processing payments are not prohibited from adding/modifying vendor files. However, the District's board is responsible for periodically reviewing changes to vendor files.
- d) An employee who is responsible for signing checks gives the check to an employee who is responsible for processing payments to mail. However, checks must be approved by the board prior to mailing

**NON-PAYROLL DISBURSEMENTS – (EXCLUDING CARD PURCHASE/PAYMENTS,
TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES) (CONTINUED)**

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Procedure Performed: We obtained the District's non-payroll disbursements transaction population (excluding cards and travel reimbursements) and management's representation that the population was complete. We randomly selected 5 disbursements from the listing and obtained and observed supporting documentation for each transaction.

Findings:

- a) Found that disbursements matched the related original invoice.
- b) Found that disbursement documentation included evidence that the District is following its policies as it relates to the segregation of duties tested under #9 above

Management's response:

Checks will no longer be mailed by the same employee who processes payments.

CREDIT CARDS/DEBIT CARDS/ FUEL CARDS/P-CARDS

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the name of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Procedure Performed: We obtained from management a listing of all active credit cards, bank debit cards, fuel card, and P-cards and related information for the fiscal period and obtained management's written confirmation that the list was complete.

Findings: The list contains only 1 fuel card and related information. The District has no other types of cards.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe 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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

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

Procedure Performed: We selected the 1 fuel card from the list obtained in #11 above that was used during the fiscal period. We randomly selected and obtained one monthly statement and supporting documentation for the selected fuel card. We observed the statement and supporting documentation were reviewed and approved, in writing, by someone other than the authorized card holder. We observed the statement to determine whether finance charges and late fees were not assessed on the selected statement.

Findings: The 1 fuel card and supporting documentation selected was reviewed and approved by a Board member.

Found that finance charges and late fees were not assessed.

CREDIT CARDS/DEBIT CARDS/ FUEL CARDS/P-CARDS (CONTINUED)

13. Using the monthly statements or combined statements under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing) For each transaction, observe 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Step 13 is not applicable. (See #11 above). The District only has fuel cards, which are excluded from this step.

Management's response:

No comment.

**TRAVEL AND TRAVEL-RELATED EXPENSE REIMBURSEMENTS (EXCLUDING
CARD TRANSACTIONS)**

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, observe 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).
 - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedure Performed: We Inquired of management and obtained management's written confirmation that they did not have travel and travel related expense reimbursements during the current fiscal period.

Findings: Found there was no travel and travel related expense reimbursements during the current fiscal period.

Management's response:
No Comment

CONTRACTS

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) 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.
 - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter)
 - c) If the contract was amended (e.g., change order), observe 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, was approval documented).
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

Procedure Performed: Inquired of management and obtained management's written representation that no contracts were initiated or renewed during the fiscal period.

Findings: Found that no contracts were initiated or renewed during the fiscal period.

Management's response:

No Comment

PAYROLL AND PERSONNEL

16. 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

Procedure Performed: We obtained a listing of employees employed during the fiscal period and obtain management's written representation that the listing is complete. We selected all 4 employees listed and obtained their related paid salaries and personnel files, and agreed salaries to authorized salaries

Findings: The listing contained 4 employees and no elected officials.

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- b) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
 - c) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - d) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - e) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Procedure Performed: We randomly selected one pay period during the fiscal period (Pay Period ending 10/15/2021) and obtained attendance records and leave documentation for that pay period for the 4 employees selected under #16.

- a) Observed all selected employees documented their daily attendance and leave
 - b) Observed supervisor approved the attendance and leave of the selected employees
 - c) Observed any leave accrued or taken during the pay period is reflected in the Department's cumulative leave records.
 - d) Observed the rate paid to the employees agree to the authorized salary found within the personnel file.
18. 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, 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 or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

PAYROLL AND PERSONNEL (CONTINUED)

Procedure Performed: Inquired of management and obtained management's written representation that no employees received termination payments during the fiscal period.

Findings: Found no termination payments were made during the fiscal period.

19. 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.

Procedure Performed: Inquired of management and obtained management's written representation that employer and employee portions of third-party payroll related amounts have been paid, and all associated forms have been filed by required deadline.

Findings: Found that employer and employee portions of third-party payroll related amounts have been paid, and all associated forms have been filed by required deadline.

Management's response:

No Comment

ETHICS

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Procedure Performed: Obtained and observed ethics documentation from management for the 4 employees selected from procedure #16. Obtained management's representation that there were no changes to the District's Ethics Policy during the current fiscal year.

Findings:

- a) Observed the documentation demonstrates each employee completed one hour of ethics training during the fiscal period.
- b) This procedure is not applicable. There were no changes to the District's ethics policy during the fiscal period.

Management's response:

No Comment

DEBT SERVICE

21. 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 State Bond Commission approval was obtained for each debt instrument issued.

Procedure Performed: Obtained a listing of bonds/ notes and other debt instruments issued during the fiscal period and managements representation that the listing is complete. Selected the 1 bond listed and obtained all supporting documentation. Observed the State Bond Commission approval was obtained.

Findings: The listing contained 1 bond, we observed supporting documentation and the State Bond Commission's approval.

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

Procedure Performed: Obtained a listing of bonds/ notes outstanding at the end of the fiscal period and managements representation that the listing is complete. We selected the 1 bond listed and inspected debt covenants, obtained supporting documentation and agreed all listed above to the debt covenants,

Findings: Found the District had 1 outstanding bonds at the end of the fiscal period. We observed the debt covenants and agreed it to the supporting documentation.

Management's response:

No comment.

FRAUD NOTICE

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Procedure Performed: Inquired of management and obtained management's written representation that the District did not have any misappropriation of public funds and assets during the fiscal period.

Findings: Found the District did not have any misappropriation of public funds and assets during the fiscal period.

24. Observe 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.

Procedure Performed: Observed the District posted, on its premises the notice required by R.S. 24-523.1. Obtained management's representation that the District does not have a website.

Findings: Found the District posted, on its premises the notice required by R.S. 24-523.1. Found the District does not have a website.

Management's response:

No Comment

INFORMATION TECHNOLOGY DISASTER RECOVERY/BUSINESS CONTINUITY

25. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."
- a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
 - b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
 - c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Procedure Performed: We performed the procedures.

Findings: Verbally discussed the results with management.

SEXUAL HARASSMENT

26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Procedure Performed: Obtained and read the sexual harassment training documentation for all 4 of the District's employees, and observed that each employee completed at least one hour of sexual harassment training during the calendar year.

Findings: Found all 4 employees completed at least one hour of sexual harassment training during the calendar year.

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

Procedure Performed: Inquired of management and obtained management's written representation that the District does not have a website and observed the District did post its sexual harassment policy and complaint procedure on its premises.

Findings: Found the District does not have a website, However, the District did post the sexual harassment policy and complaint procedure on its premises.

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint

Procedure Performed: Obtained the District's annual sexual harassment report for the current fiscal period

Findings: The report was dated on or before February 1. The report contained all the applicable information requirements of R.S. 42:344. No complaints of sexual harassment were received by the District.

Management's response:

No comment