

**TOWN OF ALBANY, LOUISIANA**

**ANNUAL FINANCIAL STATEMENTS**

**AS OF AND FOR THE YEAR ENDED JUNE 30, 2024**

**Town of Albany**  
**Annual Financial Statements**  
**As of and for the Year Ended June 30, 2024**  
**With Supplemental Information Schedules**

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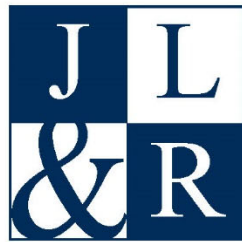
**Town of Albany**  
**Annual Financial Statements**  
**As of and for the Year Ended June 30, 2024**  
**With Supplemental Information Schedules**

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## Independent Auditor's Report

The Honorable Mayor Eileen Bates-McCarroll  
and Members of the Town Council  
Town of Albany, Louisiana

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

#### ***Opinions***

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

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

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

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

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

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

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

***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

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

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

***Required Supplementary Information***

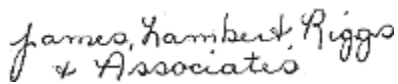
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5 – 12 and 45 – 48 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Albany, Louisiana’s basic financial statements. The accompanying Combining Schedule of Revenues, Expenses, and Changes in Net Position; the Schedule of Revenues, Expenses, and Changes in Net Position Budget (GAAP Basis) and Actual – Proprietary Fund Type – Water Utility System; the Schedule of Revenues, Expenses, and Changes in Net Position Budget (GAAP Basis) and Actual – Proprietary Fund Type – Sewer Utility System; the Schedule of Water and Sewer Rates; the Schedule of Number of Customers; the Schedule of Insurance; the Schedule of Compensation Paid to Board Members; the Schedule of Compensation, Benefits, and Other Payments to Agency Head; and the Schedule of Justice System Funding – Collecting / Disbursing Entity (the “Supplementary Information”) are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplementary Information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2024, on our consideration of the Town of Albany, Louisiana’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Albany, Louisiana’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Albany, Louisiana’s internal control over financial reporting and compliance.



James Lambert Riggs and Associates, Inc.  
Hammond, Louisiana

December 4, 2024

Required Supplemental Information (Part I)  
Management's Discussion and Analysis

## Town of Albany, Louisiana

### Management's Discussion and Analysis As of and for the Year Ended June 30, 2024

#### Introduction

The Town of Albany (the Town) is pleased to present its Annual Financial Statements developed in compliance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – Management's Discussion and Analysis – For State and Local Governments* (GASB 34), as amended. The amendment of GASB 34, including the adoption of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and applicable standards are more fully described in Footnote 1 – *Summary of Significant Accounting Policies*.

The Town's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Town's financial activity, (c) identify changes in the Town's financial position, (d) identify any significant variations from the Town's financial plan, and (e) identify individual fund issues or concerns.

Since Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the Town's financial statements in this report.

#### Financial Highlights

- At June 30, 2024, the Town's assets exceeded its liabilities by \$11,955,090 (net position). Of this amount \$4,348,218 (unrestricted net position) may be used to meet the Town's ongoing obligations to its citizens.
- For the year ended June 30, 2024, the Town's total net position increased by \$684,436.
- At June 30, 2024, the Town's governmental funds reported a combined ending fund balance of \$622,337, an increase of \$72,080 for the year. Of this amount, approximately 97% or \$605,566 is available for spending at the Town's discretion (unassigned fund balances).
- At June 30, 2024, the Town's proprietary fund reported ending net position of \$9,638,176, an increase of \$603,729 for the year. Of this amount, approximately 38% or \$3,688,839 is available for spending at the Town's discretion (unrestricted net position).

#### Overview of the Annual Financial Report

The financial statement focus is on both the Town as a whole and on the major individual funds. Both perspectives, government-wide and major funds, allow the user to address relevant questions, broaden a basis for comparison, and enhance the Town's accountability. The statements then proceed to provide an increasingly detailed look at specific financial activities.

The MD&A is intended to serve as an introduction to the Town's basic financial statements, which consist of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements.



## Town of Albany, Louisiana

### Management's Discussion and Analysis As of and for the Year Ended June 30, 2024

#### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private-sector business. Governmental activities, which normally are supported by taxes and intergovernmental revenues, and business-type activities, which rely to a significant extent on fees and charges for support are presented in separate columns along with a total column for the primary government. If the Town determines that presentation of a component unit (which are other governmental units for which the Town can exercise significant influences or for which the Primary Government financial statements would be misleading if component unit information is not presented) is necessary to allow the reader to determine the relationship of the component unit and primary government, the component unit information is presented in a separate column of the financial statements or in a separate footnote. For the current fiscal year, the Town of Albany has no component units.

The Statement of Net Position presents information on the Town's assets and liabilities using the accrual basis of accounting, in a manner similar to the accounting used by private business enterprises. The difference between the assets and liabilities is reported as net position. Over time, the increases or decreases in net position and changes in the components of net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year, focusing on both the gross and net costs of various activities, both governmental and business-type, which are supported by the Town's general tax and other revenues. This is intended to summarize and simplify the reader's analysis of the cost of various governmental services and/or subsidy to various business-type activities.

In both of the government-wide financial statements, the Town's activities are divided into two types:

Governmental activities – Most of the Town's basic services are reported here, including general government, public safety, streets and sanitation. These activities are financed primarily by property taxes, franchise taxes, sales taxes, and fines.

Business-type activities – The Town charges a fee to customers to help it cover all of the cost of the services provided. The Town's water and sewer utility systems are reported in this section.

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related and legal requirements. The Town uses two categories of funds to account for financial transactions: governmental funds and proprietary funds. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar.

## **Town of Albany, Louisiana**

### **Management's Discussion and Analysis As of and for the Year Ended June 30, 2024**

Governmental funds are used to account for most of the Town's basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances that are left at year-end that are available for spending. These funds are reported using the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs.

Proprietary funds account for water and sewer utility services provided by the Town to its customers. Proprietary funds statements provide the same type of information as the government-wide financial statements, but the fund presentation provides more detail.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, there are differences in the information presented for government funds and for governmental activities in the government-wide financial statements. Review of these differences provides the reader of the financial statements insight on the long-term impact of the Town's more immediate decisions on the current use of financial resources. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

#### **Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Town of Albany, Louisiana**

**Management’s Discussion and Analysis  
As of and for the Year Ended June 30, 2024**

**Government-Wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. The following table provides a summary of the Town’s net position for the current year as compared to the prior year. For more detailed information, see the Statement of Net Position in this report.

	<b>Net Position 2024 and 2023</b>					
	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2024</u>	<u>2023</u> <b>(Restated)</b>	<u>2024</u>	<u>2023</u> <b>(Restated)</b>	<u>2024</u>	<u>2023</u> <b>(Restated)</b>
<b>Assets:</b>						
Current and Other Assets	\$ 761,129	\$ 680,193	\$ 3,986,296	\$ 3,836,499	\$ 4,747,425	\$ 4,516,692
Capital Assets	<u>1,654,956</u>	<u>1,646,329</u>	<u>9,499,697</u>	<u>9,244,981</u>	<u>11,154,653</u>	<u>10,891,310</u>
<b>Total Assets</b>	<u><u>2,416,085</u></u>	<u><u>2,326,522</u></u>	<u><u>13,485,993</u></u>	<u><u>13,081,480</u></u>	<u><u>15,902,078</u></u>	<u><u>15,408,002</u></u>
<b>Liabilities:</b>						
Long-Term Debt Outstanding	-	-	3,610,280	3,744,192	3,610,280	3,744,192
Other Liabilities	<u>99,171</u>	<u>90,315</u>	<u>237,537</u>	<u>302,841</u>	<u>336,708</u>	<u>393,156</u>
<b>Total Liabilities</b>	<u><u>99,171</u></u>	<u><u>90,315</u></u>	<u><u>3,847,817</u></u>	<u><u>4,047,033</u></u>	<u><u>3,946,988</u></u>	<u><u>4,137,348</u></u>
<b>Net Position:</b>						
Net Investment in Capital Assets	1,654,956	1,646,329	5,889,417	5,389,424	7,544,373	7,035,753
Restricted	2,579	3,197	59,920	49,466	62,499	52,663
Unrestricted	<u>659,379</u>	<u>586,681</u>	<u>3,688,839</u>	<u>3,595,557</u>	<u>4,348,218</u>	<u>4,182,238</u>
<b>Total Net Position</b>	<u><u>\$ 2,316,914</u></u>	<u><u>\$ 2,236,207</u></u>	<u><u>\$ 9,638,176</u></u>	<u><u>\$ 9,034,447</u></u>	<u><u>\$ 11,955,090</u></u>	<u><u>\$ 11,270,654</u></u>

Approximately 63.11% of the Town’s net position reflects its investment in capital assets (land, buildings, equipment, infrastructure, and improvements) net of any outstanding related debt used to acquire those capital assets. These capital assets are used to provide services to citizens and do not represent resources available for future spending. Although the Town’s investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets cannot be used to liquidate these liabilities.

Approximately 0.52% of the Town’s net position represents resources that are subject to external restriction on how they may be used. The Town’s restricted net position consists of cash reserves required by revenue bond agreements and cash for customer deposits net of corresponding liabilities.

Approximately 36.37% of the Town’s net position are unrestricted and may be used to meet the Town’s ongoing obligations to its citizens.

**Town of Albany, Louisiana**

**Management's Discussion and Analysis  
As of and for the Year Ended June 30, 2024**

At the end of the current fiscal year, the Town was able to report positive balances in all three categories of net position, both for the Town as a whole, as well as for separate governmental and business-type activities. The same held true for the prior fiscal year.

The Town's activities increased its total net position by \$684,436 with governmental activities increasing net position by \$80,707 and business-type activities increasing net position by \$603,729.

In order to further understand what makes up the changes in net position, the following table provides a summary of the results of the Town's activities for the current year as compared to the prior year. An analysis of the primary sources of these changes follows the table. For more detailed information, see the Statement of Activities in this report.

**Changes in Net Position  
For the years ended June 30, 2024 and 2023**

	Governmental Activities		Business-Type Activities		Total	
	2024	2023 (Restated)	2024	2023 (Restated)	2024	2023 (Restated)
Revenues:						
Program Revenues:						
Charges for Services	\$ 224,258	\$ 184,959	\$ 1,698,843	\$ 1,667,449	\$ 1,923,101	\$ 1,852,408
Operating Grants and Contributions	55,411	54,113	-	-	55,411	54,113
Capital Grants and Contributions	99,703	121,500	96,250	196,031	195,953	317,531
General Revenues	888,565	1,109,819	187,153	108,725	1,075,718	1,218,544
Total Revenues	<u>1,267,937</u>	<u>1,470,391</u>	<u>1,982,246</u>	<u>1,972,205</u>	<u>3,250,183</u>	<u>3,442,596</u>
Expenses:						
Governmental Activities	1,187,230	1,136,674	-	-	1,187,230	1,136,674
Business-Type Activities	-	-	1,378,517	1,228,963	1,378,517	1,228,963
Total Expenses	<u>1,187,230</u>	<u>1,136,674</u>	<u>1,378,517</u>	<u>1,228,963</u>	<u>2,565,747</u>	<u>2,365,637</u>
Change in Net Position Before Transfers and Contributions	80,707	333,717	603,729	743,242	684,436	1,076,959
Transfers (Out) In	-	(439,666)	-	439,666	-	-
Change in Net Position	<u>80,707</u>	<u>(105,949)</u>	<u>603,729</u>	<u>1,182,908</u>	<u>684,436</u>	<u>1,076,959</u>
Net Position, Beginning	2,236,207	2,321,372	9,034,447	7,788,209	11,270,654	10,109,581
Prior Period Adjustments (Note 17)	-	20,784	-	63,330	-	84,114
Total Adjusted Net Position, Beginning	<u>2,236,207</u>	<u>2,342,156</u>	<u>9,034,447</u>	<u>7,851,539</u>	<u>11,270,654</u>	<u>10,193,695</u>
Net Position, Ending	<u><u>\$ 2,316,914</u></u>	<u><u>\$ 2,236,207</u></u>	<u><u>\$ 9,638,176</u></u>	<u><u>\$ 9,034,447</u></u>	<u><u>\$ 11,955,090</u></u>	<u><u>\$ 11,270,654</u></u>

## Town of Albany, Louisiana

### Management's Discussion and Analysis As of and for the Year Ended June 30, 2024

#### Governmental Activities

The Town's governmental net position increased by \$80,707 to \$2,316,914. The Town's general revenues decreased by \$221,254. In the previous year the Town received \$214,679 from the American Rescue Plan, sales taxes decreased by \$46,782, and business licenses and permits increased by \$23,670.

#### Business-Type Activities

The Town's business-type net position increased by \$603,729 to \$9,638,176. The general revenues increased by \$78,428 due to the increase in interest rates. Charges for services for water and sewer increased by \$31,394.

#### Fund Financial Analysis

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

#### Governmental Funds

The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Town's net resources available for spending at the end of the year.

At the end of the current year, the Town's governmental funds reported combined ending fund balances of \$622,337. Of the total balance, \$605,566 is unassigned and available for spending at the Town's discretion and \$2,579 is restricted for the Albany Community Park. This represents an increase of \$72,080, or approximately 11.58% of the prior year's ending fund balances.

The general fund is the chief operating fund of the Town.

#### Proprietary Funds

The Town's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

**Town of Albany, Louisiana**

**Management’s Discussion and Analysis  
As of and for the Year Ended June 30, 2024**

**General Fund Budgetary Highlights**

Significant variations between original and final budget amounts are as follows:

- The Town decreased its original budget for Sales and Use Taxes by \$46,300 due to decreased sales taxes throughout the year.
- The Town amended its budget for state grants of \$65,000 for a new police vehicle.
- The Town’s public safety capital outlay increased by \$147,800 to include purchases of 2 additional police vehicles.

Significant variations from the general fund’s final budget amounts and actual amounts are as follows:

- Variance of legal fees of \$34,800 was for settlement fees for MPERS. However, the settlement amount was recorded as a prior period adjustment.

**Capital Assets and Debt Administration**

**Capital Assets**

The Town’s investment in capital assets for its governmental and business-type activities as of June 30, 2024 amounts to \$11,154,653 (net of depreciation). The total increase in the Town’s investment in capital assets for the current fiscal year was \$263,343 (net of depreciation).

Major capital asset events during the current year included the completion of waterline extension project. Total cost of the project was \$1,045,732, which \$365,777 was incurred in the June 30, 2024 fiscal year. Other major capital assets were the purchase of two police cars totaling \$119,600. The Town received \$64,803 from a state grant and \$31,000 from an insurance reimbursement to help pay for the police cars.

The following table provides a summary of the Town’s capital assets (net of depreciation) at the end of the current year as compared to the prior year. For more detailed information, see Note 8 to the financial statements in this report.

**Capital Assets (Net of Depreciation)  
2023 and 2022**

Capital Assets	Governmental Activities		Business-Type Activities		Total	
	2024	2023	2024	2023	2024	2023
Land	\$ 43,850	\$ 43,850	\$ 130,429	\$ 130,429	\$ 174,279	\$ 174,279
Construction in Progress	-	-	110,869	878,757	110,869	878,757
Buildings	1,127,090	1,092,190	301,838	236,605	1,428,928	1,328,795
Improvements	163,868	163,868	-	-	163,868	163,868
Vehicles and Equipment	915,607	813,589	550,625	541,894	1,466,232	1,355,483
Infrastructure - Sidewalks	322,153	322,153	-	-	322,153	322,153
Water Utility System	-	-	9,077,897	7,949,557	9,077,897	7,949,557
Sewer Utility System	-	-	6,199,254	5,928,452	6,199,254	5,928,452
Subtotal Capital Assets	2,572,568	2,435,650	16,370,912	15,665,694	18,943,480	18,101,344
Less: Accumulated Depreciation	(917,612)	(789,322)	(6,871,215)	(6,420,713)	(7,788,827)	(7,210,035)
<b>Capital Assets, Net</b>	<b>\$ 1,654,956</b>	<b>\$ 1,646,328</b>	<b>\$ 9,499,697</b>	<b>\$ 9,244,981</b>	<b>\$ 11,154,653</b>	<b>\$ 10,891,309</b>

**Town of Albany, Louisiana**

**Management’s Discussion and Analysis  
As of and for the Year Ended June 30, 2024**

**Long-Term Debt**

At June 30, 2024, the Town had total debt outstanding of \$3,785,000. Of this total, \$155,000 is due within one year and \$3,630,000 is due within greater than one year. The following table provides a summary of the Town’s outstanding debt at the end of the current year as compared to the prior year. For more detailed information, see Note 10 to the financial statements in this report.

**Outstanding Debt  
2024 and 2023**

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>		<u>Total</u>	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Revenue Bonds	\$ -	\$ -	\$ 3,785,000	\$ 3,785,000	\$ 3,785,000	\$ 3,785,000
Total Outstanding Debt	\$ -	\$ -	\$ 3,785,000	\$ 3,785,000	\$ 3,785,000	\$ 3,785,000

**Other Factors Affecting the Town**

The Town of Albany’s management approach is conservative. When possible, the Mayor and Council attempt to provide services for the Town based on existing revenues and to finance long-term projects only when absolutely necessary.

**Contacting the Town’s Financial Management**

This financial report is designed to provide the Town’s citizens, taxpayers, creditors and investors with a general overview of the Town’s finances and show the Town’s accountability for the money it receives. Questions regarding this report or requests for additional information should be addressed to the Town of Albany, Post Office Box 1000, Albany, Louisiana 70711, telephone (225) 567-1101.

**Basic Financial Statements**  
**Government-Wide Financial Statements**



Town of Albany, Louisiana

Statement A

Statement of Net Position  
As of June 30, 2024

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
<b>Assets</b>			
Current Assets:			
Cash and Cash Equivalents	\$ 503,936	\$ 3,483,040	\$ 3,986,976
Receivables, Net:			
Accounts	-	215,331	215,331
Franchise Taxes	13,623	-	13,623
Intergovernmental	97,713	-	97,713
Insurance Premium Tax	12,639	-	12,639
FEMA	39,621	-	39,621
Other Receivable	1,074	-	1,074
Prepaid Insurance	14,192	27,643	41,835
Internal Balances	75,752	(75,752)	-
Inventory	-	120,404	120,404
Total Current Assets	<u>758,550</u>	<u>3,770,666</u>	<u>4,529,216</u>
Restricted Assets:			
Restricted Cash and Cash Equivalents	<u>2,579</u>	<u>195,367</u>	<u>197,946</u>
Total Restricted Assets	<u>2,579</u>	<u>195,367</u>	<u>197,946</u>
Capital Assets:			
Land	43,850	130,429	174,279
Construction in Progress	-	110,869	110,869
Capital Assets, Net	<u>1,611,106</u>	<u>9,258,399</u>	<u>10,869,505</u>
Total Capital Assets	<u>1,654,956</u>	<u>9,499,697</u>	<u>11,154,653</u>
Other Assets			
Bond Issue Insurance Costs	-	20,263	20,263
Total Other Assets	<u>-</u>	<u>20,263</u>	<u>20,263</u>
Total Assets	<u>2,416,085</u>	<u>13,485,993</u>	<u>15,902,078</u>
<b>Liabilities</b>			
Current Liabilities:			
Accounts Payable	22,478	70,426	92,904
Accrued Interest	-	13,893	13,893
Accrued Salaries	12,551	6,060	18,611
Accrued Vacation	16,482	10,877	27,359
MPERS Settlement Payable	34,743	-	34,743
Other Accrued Liabilities	6,917	834	7,751
Deferred Revenue	6,000	-	6,000
Customer Deposits	-	135,447	135,447
Bonds Payable	-	155,000	155,000
Total Current Liabilities	<u>99,171</u>	<u>392,537</u>	<u>491,708</u>
Long Term Liabilities:			
Bonds Payable	-	3,455,280	3,455,280
Total Long Term Liabilities	<u>-</u>	<u>3,455,280</u>	<u>3,455,280</u>
Total Liabilities	<u>99,171</u>	<u>3,847,817</u>	<u>3,946,988</u>
<b>Net Position</b>			
Net Investment in Capital Assets	1,654,956	5,889,417	7,544,373
Restricted for:			
Capital Projects and Debt Service	2,579	59,920	62,499
Unrestricted	<u>659,379</u>	<u>3,688,839</u>	<u>4,348,218</u>
Total Net Position	<u>\$ 2,316,914</u>	<u>\$ 9,638,176</u>	<u>\$ 11,955,090</u>

The accompanying notes are an integral part of this statement.

**Town of Albany, Louisiana**

**Statement B**

**Statement of Activities  
For the Year Ended June 30, 2024**

	Program Revenues					Net (Expenses) Revenues	Net (Expenses) Revenues and Changes of Primary Government		
	Expenses	Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	Grants & Contributions		Governmental Activities	Business- Type Activities	Total
<b>Governmental Activities</b>									
General Government	\$ 343,842	\$ -	\$ -	\$ -	\$ -	\$ (343,842)	\$ (343,842)	\$ -	\$ (343,842)
Public Safety	663,072	224,258	55,411	-	64,803	(318,600)	(318,600)	-	(318,600)
Public Works - Streets	166,562	-	-	-	-	(166,562)	(166,562)	-	(166,562)
Park	4,054	-	-	-	34,900	30,846	30,846	-	30,846
Court Cost	9,700	-	-	-	-	(9,700)	(9,700)	-	(9,700)
<b>Total Governmental Activities</b>	\$ 1,187,230	\$ 224,258	\$ 55,411	\$ -	\$ 99,703	\$ (807,858)	\$ (807,858)	\$ -	\$ (807,858)
<b>Business-type Activities</b>									
Water	\$ 963,383	\$ 1,473,099	\$ -	\$ -	\$ 96,250	\$ 605,966	-	605,966	605,966
Sewer	415,134	225,744	-	-	-	(189,390)	-	(189,390)	(189,390)
<b>Total Business-type Activities</b>	\$ 1,378,517	\$ 1,698,843	\$ -	\$ -	\$ 96,250	\$ 416,576	\$ -	\$ 416,576	\$ 416,576
<b>General Revenues:</b>									
Taxes:									
							45,939	-	45,939
							583,751	-	583,751
							60,097	-	60,097
							62,136	-	62,136
							4,124	-	4,124
							81,587	-	81,587
							19,931	187,153	207,084
							31,000	-	31,000
							-	-	-
							888,565	187,153	1,075,718
							80,707	603,729	684,436
							2,215,423	8,946,117	11,161,540
							20,784	88,330	109,114
							2,236,207	9,034,447	11,270,654
							\$ 2,316,914	\$ 9,638,176	\$ 11,955,090

The accompanying notes are an integral part of this statement.

# Basic Financial Statements

## Fund Financial Statements

**Town of Albany, Louisiana**  
**Balance Sheet, Governmental Funds**  
**As of June 30, 2024**

**Statement C**

	<b>General Fund</b>	<b>Total Governmental Funds</b>
<b>Assets</b>		
Cash and Equivalents	\$ 503,936	\$ 503,936
Receivables, Net:		
Franchise Taxes	13,623	13,623
Sales Taxes	97,713	97,713
Insurance Premium Tax	12,639	12,639
Other	1,074	1,074
FEMA	39,621	39,621
Due from Enterprise Fund	75,752	75,752
Prepaid Insurance	14,192	14,192
Restricted Cash	2,579	2,579
Total Assets	\$ 761,129	\$ 761,129
<b>Liabilities and Fund Balance</b>		
Liabilities:		
Accounts Payable	\$ 22,478	\$ 22,478
Accrued Salaries	12,551	12,551
Accrued Vacation	16,482	16,482
MPERS Settlement Payable	34,743	34,743
Other Accrued Liabilities	6,917	6,917
Deferred Revenue	6,000	6,000
Total Liabilities	99,171	99,171
Deferred Inflows of Resources		
Uncollected Grant Receivable	39,621	39,621
Total Deferred Inflows of Resources	39,621	39,621
Fund Balance:		
Nonspendable, Prepaid Insurance	14,192	14,192
Restricted	2,579	2,579
Unassigned	605,566	605,566
Total Fund Balance	622,337	622,337
Total Liabilities and Fund Balance	\$ 761,129	\$ 761,129

The accompanying notes are an integral part of this statement.

**Town of Albany, Louisiana**

**Statement D**

**Reconciliation of the Governmental Funds Balance Sheet  
to the Government-Wide Financial Statement of Net Position  
As of June 30, 2024**

<b>Fund Balances, Total Governmental Funds (Statement C)</b>	\$	622,337
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and are therefore not reported in the governmental funds.

Governmental capital assets net of depreciation		1,654,956
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Deferred inflows of resources - uncollected grant receivables are not reported on government-wide financial statements		39,621
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<b>Net Position of Governmental Activities (Statement A)</b>	\$	<u><u>2,316,914</u></u>
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The accompanying notes are an integral part of this statement.

**Town of Albany, Louisiana**

**Statement E**

**Statement of Revenues, Expenditures and  
Changes in Fund Balances  
For the Year Ended June 30, 2024**

	<b>General Fund</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>		
Taxes	\$ 751,923	\$ 751,923
Licenses and Permits	81,587	81,587
Intergovernmental	49,424	49,424
Fines and Forfeitures	224,258	224,258
State and Local Grants	109,414	109,414
Interest	19,931	19,931
Donations	400	400
Miscellaneous	31,000	31,000
<b>Total Revenues</b>	<b>1,267,937</b>	<b>1,267,937</b>
<b>Expenditures</b>		
General Government	298,135	298,135
Public Safety:		
Police	577,770	577,770
Fire	5,000	5,000
Mayor's Court	9,700	9,700
Public Works - Streets	128,847	128,847
Park Expenditures	1,099	1,099
Capital Outlays	175,306	175,306
<b>Total Expenditures</b>	<b>1,195,857</b>	<b>1,195,857</b>
 <b>Net Change in Fund Balance</b>	 <b>72,080</b>	 <b>72,080</b>
 <b>Fund Balance, Beginning</b>	 <b>529,473</b>	 <b>529,473</b>
Prior Period Adjustment (See Note 17)	20,784	20,784
<b>Total Adjusted Fund Balance, Beginning</b>	<b>550,257</b>	<b>550,257</b>
<b>Fund Balance, Ending</b>	<b>\$ 622,337</b>	<b>\$ 622,337</b>

The accompanying notes are an integral part of this statement.

**Town of Albany, Louisiana**

**Statement F**

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

<b>Net Change in Fund Balances, Total Governmental Funds, Statement E</b>	<b>\$ 72,080</b>
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Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However in the statement of activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. These differences consist of:

Capital Outlay	175,306
Depreciation Expense	(166,679)

<b>Change in Net Position of Governmental Activities, Statement B</b>	<b>\$ <u>80,707</u></b>
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The accompanying notes are an integral part of these statements.

The accompanying notes are an integral part of this statement.

**Town of Albany, Louisiana**

**Statement G**

**Statement of Net Position – Proprietary Funds  
As of June 30, 2024**

	<b>Enterprise Fund</b>
<b>Assets</b>	
Current Assets:	
Cash and Cash Equivalents	\$ 3,483,040
Receivables, Net:	
Accounts	215,331
Prepaid Expenses	27,643
Inventory	120,404
Total Current Assets	3,846,418
Restricted Assets:	
Restricted Cash and Cash Equivalents	195,367
Total Restricted Assets	195,367
Property, Plant, and Equipment	
Land	130,429
Construction in Progress	110,869
Property, Plant and Equipment, Net	9,258,399
Total Property, Plant, and Equipment	9,499,697
Other Assets	
Bond Issue Insurance Costs	20,263
Total Other Assets	20,263
<b>Total Assets</b>	<b>13,561,745</b>
<b>Liabilities</b>	
Current Liabilities (Payable From Current Assets):	
Accounts Payable	70,426
Accrued Salary	6,060
Accrued Vacation	10,877
Other Accrued Payables	834
Due to General Fund	75,752
Total Current Liabilities (Payable From Current Assets)	163,949
Current Liabilities (Payable From Restricted Assets):	
Customer Deposits	135,447
Accrued Interest	13,893
Revenue Bonds Payable	155,000
Total Current Liabilities (Payable From Restricted Assets)	304,340
Long Term Liabilities:	
Bonds Payable	3,455,280
Total Long Term Liabilities	3,455,280
<b>Total Liabilities</b>	<b>3,923,569</b>
<b>Net Position</b>	
Net Investment in Capital Assets	5,889,417
Restricted for:	
Debt Service	59,920
Unrestricted	3,688,839
<b>Total Net Position</b>	<b>\$ 9,638,176</b>

The accompanying notes are an integral part of this statement.



**Town of Albany, Louisiana**

**Statement H**

**Statement of Revenues, Expenses and  
Change of Net Position – Proprietary Funds  
For the Year Ended June 30, 2024**

	<b>Enterprise Fund</b>
<b>Operating Revenues</b>	
Water Sales	\$ 1,356,409
Sewer Service Charges	215,267
Other	116,690
<b>Total Operating Revenues</b>	1,688,366
<b>Operating Expenses</b>	
Salaries and Wages	232,742
Bad Debt	8,703
Computer	597
Depreciation	450,502
DHH Fees	27,566
Insurance	49,417
Office Supplies	8,509
Payroll Taxes	17,612
Postage	15,619
Professional Fees	51,316
Repairs and Maintenance	96,622
Retirement	3,416
Supplies	182,641
Telephone	3,191
Training	5,585
Uniforms	8,695
Utilities	58,978
Vehicle Expenses	34,577
Workers Compensation	10,348
Other	4,932
<b>Total Operating Expenses</b>	1,271,568
<b>Operating Income (Loss)</b>	416,798
<b>Nonoperating Revenues (Expenses)</b>	
Interest Income	187,153
Bond Interest Expense	(87,428)
Billing Fees	10,477
Bond Issuance Costs	(19,521)
<b>Total Nonoperating Revenues (Expenses)</b>	90,681
Income (Loss) Before Capital Contributions	507,479
<b>Capital Contributions</b>	
Capital Grants	96,250
<b>Change in Net Position</b>	603,729
<b>Net Position, Beginning</b>	8,946,117
Prior Period Adjustment (See Note 17)	88,330
<b>Total Adjusted Net Position, Beginning</b>	9,034,447
<b>Total Net Position, Ending</b>	\$ 9,638,176

The accompanying notes are an integral part of this statement.

**Town of Albany, Louisiana**

**Statement I**

**Statement of Cash Flows – Proprietary Funds  
For the Year Ended June 30, 2024**

	<b>Enterprise Fund</b>
<b>Cash Flows From Operating Activities</b>	
Received From Customers	\$ 1,687,907
Received for Meter Deposit Fees	2,740
Payments for Operations	(554,376)
Payments to Employees	(251,375)
Net Cash Provided (Used) by Operating Activities	884,896
<b>Cash Flows From Noncapital Financing Activities</b>	
Billing Fees	10,477
(Payments for) Received from Interfund Services	232,285
Net Cash Provided (Used) by Noncapital Financing Activities	242,762
<b>Cash Flows From Capital and Related Financing Activities</b>	
Capital Grants Received	290,837
(Payments for) Capital Acquisitions	(816,586)
Principal (Repayments) Long Term Debt	(155,000)
Interest Payments for Long Term Debt	(86,454)
Proceeds from Long-Term Debt	19,600
(Payments for) Bond Issuance Costs	(19,521)
Net Cash Provided (Used) by Capital and Related Financing Activities	(767,124)
<b>Cash Flows From Investing Activities</b>	
Receipt of Interest	187,153
Net Cash Provided (Used) by Investing Activities	187,153
<b>Net Cash Increase (Decrease) in Cash and Cash Equivalents</b>	547,687
<b>Cash and Cash Equivalents, Beginning of Year</b>	3,130,720
<b>Cash and Cash Equivalents, End of Year</b>	\$ 3,678,407
<b>Reconciliation of Cash and Cash Equivalents to the Statement of Net Position:</b>	
Cash and Cash Equivalents, Unrestricted	\$ 3,483,040
Cash and Cash Equivalents, Restricted	195,367
Total Cash and Cash Equivalents	\$ 3,678,407

The accompanying notes are an integral part of this statement.

Town of Albany, Louisiana

Statement I

Statement of Cash Flows – Proprietary Funds  
For the Year Ended June 30, 2024

	<u>Enterprise Fund</u>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating</b>	
Operating Income (Loss)	\$ 416,798
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating by Operating Activities:	
Depreciation	450,502
(Increase) decrease in Accounts Receivable	(459)
(Increase) decrease in Prepaid Expenses	(5,013)
(Increase) decrease in Inventory	(23,509)
Increase (decrease) in Accounts Payable	42,421
Increase (decrease) in Accrued Payables	1,416
Increase (decrease) in Customer Deposits	2,740
Net Cash Provided by Operating Activities	<u>\$ 884,896</u>

(Concluded)

The accompanying notes are an integral part of this statement.

# Basic Financial Statements

## Notes to the Financial Statements

**Town of Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2024**

## **Introduction**

The Town of Albany, Louisiana (formerly the Village of Albany) was incorporated October 7, 1953, under provision of the Lawrason Act (LSA-RS33:321). The Town operates under a Mayor / Board of Aldermen form of government. The Mayor and each of five councilmen are elected at large for four-year terms. The Mayor and Council are compensated each month; in addition, the Mayor receives a salary. The Town is located approximately 30 miles east of Baton Rouge, Louisiana, on LA Highway 43 (Montpelier Avenue) south of Interstate 12, with U.S. Highway 190 intersecting the northern part of the Town. The Town's total population was 1,235, as reported by the U.S. Census Bureau, Census 2020. The Town provides police protection, services to maintain and develop streets, drainage, and sanitation, general and administrative services, and utilities services for area residents. The Town provides services to 2,448 water customers and 527 sewer customers inside and outside of the Town limits. The Town employs fifteen full-time and one part-time employees in addition to the Mayor and Council.

## **1. Summary of Significant Accounting Policies**

### **A. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of position and the statement of activities) report information on all non-fiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

Governmental Accounting Standards Board (GASB) Statement No. 61 established criteria for determining the reporting entity and component units that should be included within the reporting entity. Under provision of this statement, the Town of Albany is considered a primary government, since it is a special purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB Statement No. 61, fiscally independent means that the Town may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. Since the Town of Albany has no component units, these financial statements include only information on the primary government.

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, effective for financial statement periods ending after December 15, 2012, provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined *Deferred Outflows of Resources* as a consumption of net assets by the government that is applicable to a future reporting period, and *Deferred Inflows of Resources* as an acquisition of net assets by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial statement elements, which are distinct from assets and liabilities. GASB Concepts Statement 4 identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. The definition and reporting of net position is further described in *Footnote K – Net Position and Fund Balance*. As required by the Governmental Accounting Standards Board (GASB), the Town

**Town of Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2024**

implemented GASB Statement No. 63 during the year ending June 30, 2013. The Town recorded deferred inflows of resources of \$39,621 in its general fund at June 30, 2024.

The Town has also adopted GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. The application of this standard to long-term debt offerings of the Town is more fully described in *Footnote J – Long-Term Debt Offerings*.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are presented as separate columns in the fund financial statements.

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivable, if any, due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports the following major governmental funds:

The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**Town of Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2024**

The Town reports the following major proprietary fund:

The *Enterprise Funds* account for operations (a) that are financed and operated in a manner similar to private business enterprise where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and / or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule, if applicable, are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds are user charges for the services provided by the enterprise funds. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

When restricted, committed, assigned, or unassigned fund balances are available for use, the Town considers amounts to have been spent first out of restricted funds, committed funds, then assigned funds, and finally unassigned funds as needed, unless the Town has provided otherwise in commitment or assignment actions.

**C. Deposits and Investments**

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, time deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Town's investment policy allow the Town to invest in collateralized certificates of deposit, government-backed securities, commercial paper, the state-sponsored investment pool, and mutual funds consisting solely of government-backed securities.

Investments for the Town are reported at fair market value. The state investment pool, LAMP, operates in accordance with state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

**D. Receivables and Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to / from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances

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between funds are reported as “due to / from other funds.” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All trade and property tax receivables are shown net of an allowance for uncollectible amounts.

Property taxes are levied on a calendar year basis and become due on January 1 of each year. The following is a summary of authorized and levied ad valorem taxes:

	<b>Authorized Millage</b>	<b>Levied Millage</b>	<b>Expiration Date</b>
General Corporate Purposes	7.04 mills	7.04 mills	None

Sales and use taxes are levied at one percent for perpetuity. The proceeds of these sales and use taxes are dedicated to general corporate purposes.

**E. Unearned Revenues**

The Town reports unearned revenue on its government-wide and fund financial statements. Unearned revenues arise when potential revenue does not meet both “measurable” and “available” criteria for recognition in the current period (fund financial statements). Unearned revenues also arise when resources are unearned by the Town and received before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures (fund financial statements and government-wide financial statements). In subsequent periods, when both revenue recognition criteria are met, or when the Town has a legal claim to the resources, the liability for unearned revenue is removed from the applicable financial statement and revenue is recognized.

**F. Inventories and Prepaid Items**

All inventories are valued at cost using the first-in/first-out method. Inventories of the governmental funds are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**G. Restricted Assets**

Certain proceeds of the enterprise fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets because their use is limited by applicable bond covenants.

**H. Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Town maintains a threshold level of \$500 or more for capitalizing capital assets.



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

Major outlays for capital assets and improvements are capitalized as projects are constructed. Effective for the fiscal year 2021, the Town no longer capitalizes interest during the construction period on a prospective basis as per GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings & Improvements	5 - 40 Years
Vehicles and Equipment	5 - 15 Years
Infrastructure	20 - 40 Years
Water System	5 - 40 Years
Sewer System	10 - 40 Years

**I. Compensated Absences**

The Town has the following policy related to vacation and sick leave:

	<u>Years of Service</u>			
	<u>.5 - 2</u>	<u>2 - 10</u>	<u>10-20</u>	<u>Over 20</u>
Vacation Leave - Days Earned per Year	5	10	15	20

The Town employees may carry over 40 hours annually until the employee’s next anniversary date. The Mayor may approve additional carry over if job related circumstances prohibit an employee from using vacation leave. Unused vacation leave will be paid out upon termination.

Each employee earns sick leave for each month worked based on years of service. Sick leave is accumulated for a maximum of one thousand four hundred forty hours. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the governmental fund when leave is taken.

In accordance with GASB-16, *Accounting for Compensated Absences*, no liability has been accrued for unused employee sick leave.

**J. Long-Term Debt Offerings**

In the government-wide financial statements and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs, whether or not withheld from the actual debt proceeds received, are now expended in the period incurred under GASB 65.

The Town has implemented GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, and with the implementation of GASB 65, the recognition of bond-related costs, including the costs related to issuance and refunding of debt, are revised. This standard was intended to complement GASB Statement No. 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. Bond

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issuance costs, whether or not withheld from the actual debt proceeds received, are now expended in the period incurred under GASB 65.

GASB Statement 23, as amended, establishes accounting and financial reporting for current refundings and advance refundings resulting in defeasance of debt. Refundings involve the issuance of new debt whose proceeds are used to repay previously issued (“old”) debt. The new debt proceeds may be used to repay the old debt immediately (a current refunding); or the new debt proceeds may be placed with an escrow agent and invested until they are used to pay principal and interest on the old debt at a future time (an advance refunding).

For current refundings and advance refundings resulting in defeasance of debt reported by governmental activities, business-type activities, and proprietary funds, the difference between the reacquisition price and the net carrying amount of the old debt should be reported as a deferred outflow of resources or a deferred inflow of resources and recognized as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the life of the new debt, whichever is shorter.

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

**K. Net Position and Fund Balance**

GASB Statement No. 34, *Basic Financial Statements, Management’s Discussion and Analysis, for State and Local Governments*, required reclassification of net assets into three separate components. GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, revised the terminology by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets. GASB Statement No. 63 requires the following components of net position:

- **Net Investment in Capital Assets Component of Net Position** - The *net investment in capital assets* component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also should be included in this component of net position. If there are significant unspent related debt proceeds or deferred inflows of resources at the end of the reporting period, the portion of the debt or deferred inflows of resources attributable to the unspent amount should not be included in the calculation of net investment in capital assets. Instead, that portion of the debt or deferred inflows of resources should be included in the same net position component (restricted or unrestricted) as the unspent amount.
- **Restricted Component of Net Position** - The *restricted* component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported.
- **Unrestricted Component of Net Position** - The *unrestricted* component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

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In the fund statements, governmental fund equity is classified as fund balance. The Town adopted GASB 54 for the year ended June 30, 2011. As such, fund balances of governmental funds are classified as follows:

- **Nonspendable.** These are amounts that cannot be spent either, because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.
- **Restricted.** These are amounts that can be spent only for specific purposes, because of constitutional provisions, enabling legislation or constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- **Committed.** These are amounts that can be used only for specific purposes determined by a formal vote of the Board, which is the highest level of decision-making authority for the Town.
- **Assigned.** These are amounts that do not meet the criteria to be classified as restricted or committed, but are intended to be used for specific purposes based on the discretion of the Board.
- **Unassigned.** These are all other spendable amounts. This also includes expenditure amounts incurred for specific purposes which exceed the amounts restricted, committed, or assigned to those purposes.

**L. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Town, which are either unusual in nature or infrequent in occurrence.

**M. Estimates**

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

**N. Reconciliations of Government-Wide and Fund Financial Statements**

Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position is presented in Statement D of the basic financial statements. Explanation of certain differences between the governmental fund statement of revenues, expenses, and changes in fund balances and the government-wide statement of activities is presented in Statement F of the basic financial statements.

**2. Stewardship, Compliance and Accountability**

The Town uses the following budget practices:

1. The Town Clerk prepares a proposed budget and submits it to the Mayor and Town Council no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.

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3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
5. Budgetary amendments involving the transfer of funds from one department, program or function to another or involving the increase in expenditures resulting from revenues exceeding amounts estimated require the approval of the Town Council.
6. All budgetary appropriations lapse at the end of each fiscal year.
7. Budgets for the general and enterprise funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgets for enterprise funds are presented on the accrual basis of accounting. Other governmental funds are presented on the modified accrual basis of accounting. Accordingly, the budgetary comparison schedules present actual expenditures in accordance with the accounting principles generally accepted in the United States on a basis consistent with the legally adopted budgets as amended. All budgetary amounts presented reflect the original budget and the amended budget (which have been adjusted for legally authorized revisions of the annual budget during the year).

For the year ended June 30, 2024, actual revenues and other sources were less than budgeted revenues and other sources with a variance of 1.05%. The Town’s actual expenditures were less than budgeted expenditures and other uses.

**3. Cash and Cash Equivalents**

At June 30, 2024, the Town has cash and cash equivalents (book balances) as follows:

	<b>June 30, 2024</b>
Cash on Hand	\$ 25
Demand Deposits	252,511
Louisiana Asset Management Pool (LAMP)	3,932,386
	\$ 4,184,922

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial credit risk as it relates to cash deposits is the risk that in the event of a bank failure, the government’s deposits may not be returned. The District does not have a formal policy for custodial risk. At June 30, 2024, the Town has \$4,230,941 in deposits. Collected bank balances, other than LAMP, consisted of \$250,413 in demand deposits. The demand deposits are secured by \$250,000 of federal deposit insurance. The remaining \$413 of deposits are exposed to custodial credit risk because while the amount is secured by pledged securities, such securities are held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

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

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The Town records its LAMP deposits within cash and cash equivalents.

The Town, at June 30, 2024, also recorded deposits related to its debt service fund. The deposits totaled \$48,142 which are for the Series 2020 Water & Sewer Refunding Bonds. Under the terms of the agreement, the bank maintains control of the funds and disburses at the Town's request. All funds are fully collateralized by the Trust Department of the respective bank.

#### **4. Investments**

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the Town or its agent in the Town's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Town's name

In accordance with GASB Codification Section I50.165, the investment in LAMP at June 30, 2024, is not categorized in the three risk categories provided by GASB Codification Section I50.164 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form. The investment in LAMP is stated at the value of the pool shares, which is the same as the fair value, and has been categorized as cash equivalents. LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. The corporation is governed by a board of directors comprised of the State Treasurer, representatives from various organizations of local government, the Government Finance Office Association of Louisiana, and the Society of Louisiana CPAs. Only local governments having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest.

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

While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2a7, which governs registered money market funds. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955.

GASB 40, Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest risk, and foreign currency risk for all public entity investments.

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LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for 2a7 like investment pools:

1. Credit risk: LAMP is rated AAA by Standard and Poor's
2. Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
3. Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
4. Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. The WAM for LAMP's total investments, as provided by LAMP, is 70 days as of June 30, 2024.
5. Foreign currency risk: Not applicable to 2a7-like pools.

LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with SEC as an investment company. LAMP, Inc. issues an annual publicly available financial report that includes financial statements and required supplementary information for LAMP, Inc. That report may be obtained by calling (800) 249-5267.

*Interest Rate Risk:* The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value arising from increasing interest rates.

## **5. Receivables**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts are based upon historical trends and the period aging and write-off of accounts receivable. Major receivables balances for the governmental activities include sales taxes, franchise taxes, occupational licenses, and fines. Business-type activities report utilities earnings as their major receivable.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as sales tax, franchise taxes, occupational licenses, fines, and other similar intergovernmental revenues since they are usually both measurable and available. Non-exchange transactions, collectible but not available, are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded only if paid within 60 days since they would be considered both measurable and available. Proprietary fund revenues consist of all revenues earned at year-end and not yet received. Utility accounts receivable comprise the majority of proprietary fund receivables. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging and write-off of accounts receivable.

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The Governmental Fund receivables at June 30, 2024 consist of the following:

<b>Government Receivables</b>	<u><b>General Fund</b></u>	<u><b>Total</b></u>
Taxes:		
Public Utility Franchise	\$ 13,623	\$ 13,623
Insurance Premium Tax	12,639	12,639
Sales and Use	97,713	97,713
Intergovernmental:		
State of Louisiana, Beer Tax	1,031	1,031
Fema Receivable	39,621	39,621
Other Receivable	43	43
<b>Total Government Receivables</b>	<u><u>\$ 164,670</u></u>	<u><u>\$ 164,670</u></u>

The Enterprise Fund accounts receivable at June 30, 2024 consist of the following:

	<b>Year Ended June 30, 2024</b>
Accounts Receivable	
Current	\$ 146,897
31 - 60 Days	(977)
61 - 90 Days	2,752
Over 90 Days	<u>73,996</u>
Subtotal	222,668
Less Allowance for Bad Debt	<u>(76,748)</u>
Accounts Receivables, Net	<u>145,920</u>
Accrued Billings	<u>69,411</u>
Total Accounts Receivable	<u><u>\$ 215,331</u></u>

**6. Interfund Receivables/Payables**

Interfund receivables or payables in the fund financial statements were as follows as of June 30, 2024.

	<u><b>Due From Other Funds</b></u>	<u><b>Due To Other Funds</b></u>
General Fund	\$ 75,752	\$ -
Enterprise Fund	-	75,752
	<u><u>\$ 75,752</u></u>	<u><u>\$ 75,752</u></u>

These interfund balances were related to operating expenses for the enterprise fund paid out of the general fund. The Enterprise Fund has paid the balance owed to the General Fund.

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**7. Restricted Assets**

Restricted assets for the Enterprise Fund at June 30, 2024 were as follows:

	<b>June 30, 2024</b>
Restricted Cash and Cash Equivalents	
General Fund-Parks	\$ 2,579
Total Restricted Assets	\$ 2,579

Restricted assets for the Enterprise Fund at June 30, 2024 were as follows:

	<b>June 30 2024</b>
Restricted Cash and Cash Equivalents	
Customer Deposits	\$ 147,224
Debt Service Fund	48,141
Debt Service Reserve	2
Total Restricted Assets	\$ 195,367

Cash equal to customer deposits is restricted for repayment of such deposits.



**Town of Albany, Louisiana**  
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**8. Capital Assets**

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

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental Activities Capital Assets:</b>				
Capital Assets Not Being Depreciated:				
Land	\$ 43,850	\$ -	\$ -	\$ 43,850
Total Capital Assets Not Being Depreciated	<u>43,850</u>	<u>-</u>	<u>-</u>	<u>43,850</u>
Capital Assets Being Depreciated:				
Buildings	1,092,190	34,900	-	1,127,090
Improvements	163,868	-	-	163,868
Vehicles and Equipment	813,589	140,406	(38,388)	915,607
Infrastructure - Sidewalks	<u>322,153</u>	<u>-</u>	<u>-</u>	<u>322,153</u>
Total Capital Assets Being Depreciated	<u>2,391,800</u>	<u>175,306</u>	<u>(38,388)</u>	<u>2,528,718</u>
Less Accumulated Depreciation for:				
Buildings	(108,736)	(29,511)	-	(138,247)
Improvements	(20,148)	(8,000)	-	(28,148)
Vehicles and Equipment	(389,967)	(116,715)	38,388	(468,294)
Infrastructure - Sidewalks	<u>(270,470)</u>	<u>(12,453)</u>	<u>-</u>	<u>(282,923)</u>
Total Accumulated Depreciation	<u>(789,321)</u>	<u>(166,679)</u>	<u>38,388</u>	<u>(917,612)</u>
Total Capital Assets Being Depreciated, Net	<u>1,602,479</u>	<u>8,627</u>	<u>-</u>	<u>1,611,106</u>
<b>Total Governmental Activities Capital Assets, Net</b>	<u>\$ 1,646,329</u>	<u>\$ 8,627</u>	<u>\$ -</u>	<u>\$ 1,654,956</u>

Depreciation was charged to governmental functions as follows:

General Government	\$ 45,707
Park	2,955
Public Safety	80,302
Public Works	37,715
	<u>\$ 166,679</u>

**Town of Albany, Louisiana**  
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**As of and for the Year Ended June 30, 2024**

Capital assets and depreciation activity as of and for the year ended June 30, 2024 for business-type activities is as follows:

<b>Business - Type Activities Capital Assets:</b>	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balance</b>
Capital Assets Not Being Depreciated:				
Land	\$ 130,429	\$ -	\$ -	\$ 130,429
Construction in Progress	878,757	521,928	(1,289,815)	110,870
<b>Total Capital Assets Not Being Depreciated</b>	<b>1,009,186</b>	<b>521,928</b>	<b>(1,289,815)</b>	<b>241,299</b>
Capital Assets Being Depreciated:				
Buildings and Improvements	236,605	65,233	-	301,838
Vehicles and Equipment	541,894	8,731	-	550,625
Water Utility System	7,949,557	1,128,340	-	9,077,897
Sewer Utility System	5,928,452	270,801	-	6,199,253
<b>Total Capital Assets Being Depreciated</b>	<b>14,656,508</b>	<b>1,473,105</b>	<b>-</b>	<b>16,129,613</b>
Less Accumulated Depreciation for:				
Buildings and Improvements	(66,575)	(11,471)	-	(78,046)
Vehicles and Equipment	(308,451)	(51,372)	-	(359,823)
Water Utility System	(3,204,073)	(216,312)	-	(3,420,385)
Sewer Utility System	(2,841,614)	(171,347)	-	(3,012,961)
<b>Total Accumulated Depreciation</b>	<b>(6,420,713)</b>	<b>(450,502)</b>	<b>-</b>	<b>(6,871,215)</b>
<b>Total Capital Assets Being Depreciated, Net</b>	<b>8,235,795</b>	<b>1,022,603</b>	<b>-</b>	<b>9,258,398</b>
<b>Total Business - Type Activities Capital Assets, Net</b>	<b>\$ 9,244,981</b>	<b>\$ 1,544,531</b>	<b>\$ (1,289,815)</b>	<b>\$ 9,499,697</b>

Construction in progress consists of \$110,870. This amount consists of engineering fees for a sewer expansion project.

**9. Accounts, Salaries, and Other Payables**

Short term payables at June 30, 2024 are as follows:

	<b>General Fund</b>	<b>Enterprise Fund</b>	<b>Total</b>
Accounts	\$ 22,478	\$ 70,426	\$ 92,904
Accrued Interest	-	13,893	13,893
Accrued Payroll Taxes	5,510	-	5,510
MPERS Settlement Payable	34,743	-	34,743
Other Accrued Payables	1,407	834	2,241
Accrued Vacation	16,482	10,877	27,359
Accrued Salaries	12,551	6,060	18,611
<b>Total</b>	<b>\$ 93,171</b>	<b>\$ 102,090</b>	<b>\$ 195,261</b>

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**10. Long-Term Obligations**

A summary of long-term obligation transactions for the year ended June 30, 2024 for business-type activities is as follows:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Water and Sewer Revenue Refunding Bonds, Series 2020	\$ 3,785,000	\$ -	\$ (155,000)	\$ 3,630,000
Water and Sewer Revenue Bonds, Series 2024	-	19,600	-	19,600
Total Bonds	<u>3,785,000</u>	<u>19,600</u>	<u>(155,000)</u>	<u>3,649,600</u>
Less: Unamortized Discount	40,808	-	(1,488)	39,320
Total Long-Term Debt	<u>\$ 3,744,192</u>	<u>\$ 19,600</u>	<u>\$ (153,512)</u>	<u>\$ 3,610,280</u>

Bonds Payable as of June 30, 2024 are as follows:

	<u>Bonds Payable End of Year</u>	<u>Due Within One Year</u>
Water and Sewer Revenue Refunding Bonds \$4,165,000 Series 2020 Refunding bonds sold to private lender, Dated 11/14/2020 due in semi- annual installments of principal and interest averaging \$63,154 through 05/01/2050 interest at ranges from 2.00 to 2.64%	\$ 3,630,000	\$ 155,000
Water and Sewer Revenue Revenue Bonds \$1,200,000 Series 2024 Revenue Bonds, Dated 6/20/2024 due in semi- annual installments of principal and interest averaging \$63,154 through 05/01/2045 interest at 0.45%	<u>19,600</u>	<u>-</u>
	<u>\$ 3,649,600</u>	<u>\$ 155,000</u>

On November 24, 2020 the Town issued Water and Sewer Revenue Refunding Bonds, Series 2020 in the amount of \$4,165,000. The purpose of the Series 2020 bonds were issued for the purposes of currently refunding the Town's (a) \$575,000 Water Revenue Bonds, Series 1988, (b) \$455,000 Sewer Revenue Bonds, Series 1993, (c) \$191,000 Water Revenue Bond, Series 2006, and (d) \$3,706,000 Water Revenue Bonds, Series 2010. The Series 2020 Refunding Bonds were used to repay the old debt immediately (a current refunding). The Series 2020 refunding bonds were issued at a discount of \$44,653. Bond issuance costs were \$140,599.

On June 20, 2024, the Town issued Water and Sewer Revenue Bonds, Series 2024 in the amount of \$19,600. The total amount that will be issued in the next fiscal year will be \$1,200,000 to construct and acquire extensions, improvements and replacements to the sewage component of the system. As the Town makes improvements to the System, the Town will request reimbursements from DEQ that will not exceed \$1,200,000. The District paid \$19,600 for the fiscal year June 30, 2024 to pay for all bond issuance costs.

**Town of Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2024**

The annual requirements to amortize the Series 2020 Water and Sewer Revenue Refunding Bonds at June 30, 2024 are as follows:

<b>Year Ending June 30</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2025	\$ 155,000	\$ 83,356	\$ 238,356
2026	160,000	80,256	240,256
2027	165,000	77,056	242,056
2028	160,000	73,756	233,756
2029	130,000	70,556	200,556
2030 to 2034	665,000	310,563	975,563
2035 to 2039	610,000	243,038	853,038
2040 to 2044	685,000	169,144	854,144
2045 to 2049	745,000	79,356	824,356
2050	155,000	4,069	159,069
	<u>\$ 3,630,000</u>	<u>\$ 1,191,150</u>	<u>\$ 4,821,150</u>

For the Series 2024 Water and Sewer Revenue Bonds, the District is expected to make its first interest payment of \$1,965 on November 1, 2024. The District's first principal payment will be on May 1, 2026.

**11. Flow of Funds, Restrictions on Use – Utilities Revenues**

There is hereby established to be maintained with the Paying Agent, a separately identifiable fund or account, designated the "*Series 2020 Water and Sewer Revenue Refunding Bond Debt Service Fund*" (the "*Debt Service Fund*"). On or before the twentieth (20th) day of each month, or, if such day is not a Business Day, the next succeeding Business Day, commencing on December 20, 2020, the Issuer shall transfer or cause to be transferred to the Debt Service Fund, one-fifth (1/5) of the amount required to pay principal and interest payable on the Bonds on May 1, 2021 and commencing May 20, 2021, the Issuer shall transfer or cause to be transferred to the Debt Service Fund one-sixth (1/6) of the amount required to pay interest payable on the Bonds on the next Interest Payment Date and one-twelfth (1/12) of the amount required to pay principal payable on the Bonds on the next Principal Payment Date.

In lieu of funding a Debt Service Reserve Fund, the Town has purchased a Reserve Fund Alternate Investment in the form of a Municipal Debt Service Reserve Insurance Policy issued by the Bond Issuer.

The Water and Sewer Revenue Bonds, Series 2024 will be issued in parity with the Outstanding Parity Bonds, the funds on deposit in the Series 2020 Water and Revenue Refunding Bond Debt Services Fund established in the Outstanding Bond Ordinance (the "Debt Service Fund") shall be used to pay debt service on the Bonds and the Outstanding Parity Bonds, and accordingly, the Issuer shall deposit into the Debt Service Fund one-sixth of the amount required to pay interest due on the Bonds and the Outstanding Parity Bonds on the next Interest Payment Date, plus one-twelfth of the amount required to pay principal on the Bonds and the Outstanding Parity Bonds on the next principal date. The first interest payment date will be on November 1, 2024. The first payment of principal will be due on May 1, 2026.

The District is required to have a Water and Sewer Revenue Bond Reserve Fund. The Series 2024 Reserve Fund Account shall be funded not later than the first principal payment date to a sum equal to the highest annual debt service payment.

The District shall establish the Water and Sewer Revenue Bond Depreciation and Contingencies Fund to care for extensions, additions, improvements, renewals and replacements necessary to properly operate the System, into which the Issuer shall transfer funds from the Combined Utility Enterprise System Revenues after making the payments required to the Contingencies Fund monthly or before the 20<sup>th</sup> day of the month of each year, a sum

**Town of Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2024**

equal to five percent of the Combined Utility Enterprise Fund Net Revenues for the preceding month. Such payments into the Contingencies Fund shall continue until such time as there has been accumulated in the Contingencies Fund the sum of fifty thousand dollars.

The District shall fix, establish and maintaining such rates and collect such fees, rents or other charges for the services and facilities of the System, and all parts thereof, and to revise the same from time to time whenever necessary, as will always provide revenues in each fiscal year sufficient to pay the reasonable and necessary expense of operating and maintaining the System in each fiscal year, and which will provide Combined Utility Enterprise Fund Net Revenues in each year, at least equal to 125% of the largest amount of principal and interest maturing on the Bonds, the Outstanding Parity Bonds and any Additional Parity Bonds in any future Fiscal Year.

## **12. Pension Plans**

The Town of Albany participates in a Simple IRA Retirement Plan administered by Edward Jones. The plan covers employees who are reasonably expected to earn five thousand dollars in compensation for the calendar year. The Town will contribute a matching contribution of three percent for each employee's annual income. Retirement expense for the year ended June 30, 2024 was \$13,505.

## **13. Restricted, Committed, and Assigned Fund Balances / Restricted Net Position**

At June 30, 2024, the proprietary fund had restricted net position of \$62,499, representing the Town's funds restricted by revenue bond debt covenants and contracts with customers for meter deposits, net of the related liability.

## **14. Risk Management**

The Town is exposed to various risks of loss related to theft, damage, or destruction of assets, torts, injuries, natural disasters, and many other unforeseeable events. The Town purchases commercial insurance policies and bonds for claims related to the aforementioned risks. The Town's payment of the insurance policy deductible is the only liability associated with these policies and bonds. There has been no significant decrease in insurance coverage from the prior year, and the amount of settlements has not exceeded the insurance coverage for the past three fiscal years.

## **15. Contingent Liabilities**

At June 30, 2024, the Town was involved in a lawsuit with the Municipal Police Employees' Retirement System. The Town entered into a settlement agreement with the Municipal Police Employees' Retirement System on September 6, 2024. The Town paid the retirement system \$34,743 to settle all claims for required employees and employer contributions on or before August 15, 2024.

## **16. On-Behalf Payments for Fringe Benefits and Salaries**

For the fiscal year ended June 30, 2024, the State of Louisiana made on behalf payments in the form of supplemental pay to the Town's policemen. In accordance with GASB 24, the Town recorded \$39,900 of on-behalf payments as revenue and as an expenditure in the General Fund.

**Town of Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended June 30, 2024**

**17. Prior Period Adjustment**

At June 30, 2024, the Town had prior period adjustments related to the following:

<b>Governmental Activities</b>	<b>2024</b>
Net Position, Beginning	\$ 2,215,423
To record grant income from prior years	54,228
To record MPERS settlement from prior years	(33,444)
Total Adjusted Net Position, Beginning	\$ 2,236,207

<b>General Fund</b>	<b>2024</b>
Fund Balance, Beginning	\$ 529,473
To record grant income from prior years	54,228
To record MPERS settlement from prior years	(33,444)
Total Adjusted Fund Balance, Beginning	\$ 550,257

<b>Business Type Activities</b>	<b>2024</b>
Net Position, Beginning	\$ 8,946,117
To adjust prior period inventory	48,798
To adjust grant income from prior years	39,532
Total Adjusted Net Position, Beginning	\$ 9,034,447

**18. Subsequent Events**

Subsequent events have been evaluated by management through December 4, 2024, the date the financial statements were available for issuance. The following events were noted that require recording or disclosure in the financial statements for the fiscal year ending June 30, 2024.

## Required Supplemental Information (Part II)

**Town of Albany, Louisiana**

**Schedule 1**

**Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual  
General Fund  
For the Year Ended June 30, 2024**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Favorable</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>(Unfavorable)</u>
<b>Revenues</b>				
Taxes:				
Sales and Use Taxes	\$ 633,700	\$ 587,400	\$ 583,751	\$ (3,649)
Ad Valorem Tax	45,500	45,500	45,939	439
Public Utility Franchise Taxes	62,200	62,700	60,097	(2,603)
Taxes on Insurance Premiums	53,500	60,000	62,136	2,136
Licenses, Permits and Fees:				
Business Licenses	54,000	80,700	81,587	887
Intergovernmental:				
Louisiana Beer Tax Distribution	4,500	4,500	4,124	(376)
Police Revenue:				
Fines and Forfeitures	180,000	233,300	224,258	(9,042)
State Supplemental Pay	45,600	39,900	39,900	-
LPSO Supplemental	-	5,400	5,400	-
Donations	500	400	400	-
State Grants				
Law Enforcement Grants	5,000	4,700	4,711	11
Other State Grants	-	65,000	69,803	4,803
Other Revenues				
Park Grant	-	41,000	34,900	(6,100)
Interest	1,500	19,900	19,931	31
Miscellaneous	500	31,000	31,000	-
<b>Total Revenues</b>	<u>1,086,500</u>	<u>1,281,400</u>	<u>1,267,937</u>	<u>(13,463)</u>

(Continued)

See auditor's report.



**Town of Albany, Louisiana**

**Schedule 1**

**Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual  
General Fund  
For the Year Ended June 30, 2024**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
<b>Expenditures</b>				
General Government				
Advertising & Printing	\$ 1,500	\$ 700	\$ 500	\$ 200
Annexation	40,000	-	-	-
Assessor	600	600	529	71
Beautification	3,500	4,800	4,461	339
Building & Ground Maintenance	5,000	15,700	16,033	(333)
Capital Outlays, Other	2,500	2,500	-	2,500
Conferences	5,000	4,200	3,188	1,012
Coroner's Fees	500	1,600	2,250	(650)
Dues, Subscriptions, Meetings	3,100	2,200	1,930	270
Insurance	20,200	20,000	21,290	(1,290)
Internet	4,300	6,800	6,731	69
Janitorial Salary & Supplies	6,100	5,900	5,909	(9)
Kitchen Supplies	1,100	1,600	1,491	109
Legal	2,000	34,800	-	34,800
Miscellaneous Expense	1,500	40	402	(362)
Office Expenditures	24,500	27,400	31,127	(3,727)
Official Journal	2,000	1,200	1,250	(50)
Payroll Tax Expense	9,900	11,600	11,307	293
Permit Fees	700	2,100	3,723	(1,623)
Professional Services	30,400	34,300	31,431	2,869
Retirement	1,270	1,300	1,268	32
Salaries, Clerical	72,250	68,900	67,895	1,005
Salaries, Mayor & Alderman	69,150	72,300	72,251	49
Telephone	500	1,300	1,268	32
Uniforms	1,600	1,700	1,279	421
Unemployment	1,000	1,500	1,487	13
Utilities	8,700	9,100	8,568	532
Worker's Compensation	500	600	567	33
Total General Government	<u>319,370</u>	<u>334,740</u>	<u>298,135</u>	<u>36,605</u>

(Continued)

See auditor's report.

**Town of Albany, Louisiana**

**Schedule 1**

**Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual  
General Fund  
For the Year Ended June 30, 2024**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
<b>Public Safety</b>				
Auto Fuel	\$ 41,000	\$ 36,100	\$ 37,707	\$ (1,607)
Auto Repairs	20,000	21,800	21,109	691
Capital Outlays	10,000	157,800	140,406	17,394
Conferences	3,000	900	949	(49)
Dues	-	300	250	50
Insurance	31,300	42,000	41,526	474
Other Police Expense	3,500	2,600	1,952	648
Payroll Taxes	27,500	28,400	28,023	377
Post Officer Training	1,000	1,000	1,000	-
Retirement	3,500	10,400	11,974	(1,574)
Salaries, Police Department	300,200	313,600	308,272	5,328
Salaries, Overtime	18,000	17,900	17,775	125
Salaries, Supplemental Pay	45,600	39,900	39,900	-
Salaries, Grant Overtime	5,000	5,000	3,432	1,568
Supplies	10,200	10,600	10,786	(186)
Telephone & Utilities	8,700	6,200	6,153	47
Training	4,000	2,100	3,377	(1,277)
Uniforms	4,000	8,800	8,831	(31)
Law Enforcement	10,400	12,300	11,919	381
Lease Payments	3,600	3,800	3,474	326
Witness Fees	200	200	50	150
Workers Compensation	21,400	19,600	19,311	289
Total Police Department	<u>572,100</u>	<u>741,300</u>	<u>718,176</u>	<u>23,124</u>
<b>Mayor's Court</b>				
Court Magistrate	3,600	8,000	8,500	(500)
Salary, Court Clerk	1,200	1,200	1,200	-
Total Mayor's Court	<u>4,800</u>	<u>9,200</u>	<u>9,700</u>	<u>(500)</u>
<b>Streets, Drainage, &amp; Sanitation</b>				
Equipment Repairs	2,500	1,300	987	313
Insurance	19,200	16,000	8,592	7,408
Materials & Supplies	2,500	900	2,123	(1,223)
Other Expenses, Streets	600	600	783	(183)
Payroll Taxes	6,400	5,900	5,850	50

(Continued)

See auditor's report.

**Town of Albany, Louisiana**

**Schedule 1**

**Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual  
General Fund  
For the Year Ended June 30, 2024**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
Retirement	1,100	1,700	1,511	189
Salaries	83,100	82,500	77,157	5,343
Sanitation, Collection Expenses	7,000	2,000	2,776	(776)
Street & Drainage Improvements	10,000	2,000	-	2,000
Street Lights	30,500	29,300	29,068	232
Total Streets	<u>162,900</u>	<u>142,200</u>	<u>128,847</u>	<u>13,353</u>
<b>Other</b>				
Fire Protection	5,000	5,000	5,000	-
Albany Community Park Expenses	500	1,100	1,099	1
Capital Outlay - Park	-	34,900	34,900	-
Total Other	<u>5,500</u>	<u>41,000</u>	<u>40,999</u>	<u>1</u>
Total Expenditures	<u>1,064,670</u>	<u>1,268,440</u>	<u>1,195,857</u>	<u>72,583</u>
<b>Net Change in Fund Balance</b>	21,830	12,960	72,080	59,120
<b>Fund Balance, Beginning</b>	<u>495,847</u>	<u>529,473</u>	<u>529,473</u>	<u>-</u>
Prior Period Adjustment (See Note 17)	<u>-</u>	<u>-</u>	<u>20,784</u>	<u>-</u>
<b>Total Adjusted Fund Balance, Beginning</b>	<u>495,847</u>	<u>529,473</u>	<u>550,257</u>	<u>-</u>
<b>Fund Balance, Ending</b>	<u>\$ 517,677</u>	<u>\$ 542,433</u>	<u>\$ 622,337</u>	<u>\$ 59,120</u>

(Concluded)

See auditor's report.

## Other Supplemental Information

**Town of Albany, Louisiana**

**Schedule 2**

**Combining Schedule of Revenues, Expenses and Changes in Net Position  
Proprietary Fund Type, Utility Departments  
For the Year Ended June 30, 2024**

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
<b>Operating Revenues</b>			
Water Sales	\$ 1,356,409	\$ -	\$ 1,356,409
Sewer Service Charges	-	215,267	215,267
Other	116,690	-	116,690
<b>Total Operating Revenues</b>	<u>1,473,099</u>	<u>215,267</u>	<u>1,688,366</u>
<b>Operating Expenses</b>			
Salaries and Wages	155,104	77,638	232,742
Bad Debt	6,682	2,021	8,703
Computer	597	-	597
Depreciation	247,734	202,768	450,502
DHH Fees	27,566	-	27,566
Insurance	43,183	6,234	49,417
Office Supplies	8,509	-	8,509
Payroll Taxes	11,725	5,887	17,612
Postage	15,619	-	15,619
Professional Fees	42,648	8,668	51,316
Repairs and Maintenance	61,794	34,828	96,622
Retirement	3,416	-	3,416
Supplies	182,641	-	182,641
Telephone	3,191	-	3,191
Training	5,585	-	5,585
Uniforms	8,695	-	8,695
Utilities	12,102	46,876	58,978
Vehicle Expenses	34,577	-	34,577
Workers Compensation	5,671	4,677	10,348
Other	4,932	-	4,932
<b>Total Operating Expenses</b>	<u>881,971</u>	<u>389,597</u>	<u>1,271,568</u>
<b>Operating Income (Loss)</b>	<u>591,128</u>	<u>(174,330)</u>	<u>416,798</u>
<b>Nonoperating Revenues (Expenses)</b>			
Interest Income	187,153	-	187,153
Bond Interest Expense	(81,412)	(6,016)	(87,428)
Billing Fees	-	10,477	10,477
Bond Issuance Costs	-	(19,521)	(19,521)
<b>Total Nonoperating Revenues (Expenses)</b>	<u>105,741</u>	<u>(15,060)</u>	<u>90,681</u>
Income (Loss) Before Capital Contributions	<u>696,869</u>	<u>(189,390)</u>	<u>507,479</u>
<b>Capital Contributions</b>			
Capital Grants	96,250	-	96,250
<b>Change in Net Position</b>	<u>\$ 793,119</u>	<u>\$ (189,390)</u>	<u>\$ 603,729</u>
<b>Total Net Position, Beginning</b>			8,946,117
Prior Period Adjustment (See Note 17)			88,330
<b>Total Adjusted Net Position, Beginning</b>			<u>9,034,447</u>
<b>Total Net Position, Ending</b>			<u>\$ 9,638,176</u>

See auditor's report.

**Town of Albany, Louisiana**

**Schedule 3**

**Schedule of Revenues, Expenses, and Changes in Net Position  
Budget (GAAP Basis) and Actual, Proprietary Fund Type, Water Utility System  
For the Year Ended June 30, 2024**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Operating Revenues</b>			
Water Sales	\$ 1,358,400	\$ 1,356,409	\$ (1,991)
Other	116,100	116,690	590
<b>Total Operating Revenues</b>	<u>1,474,500</u>	<u>1,473,099</u>	<u>(1,401)</u>
<b>Operating Expenses</b>			
Salaries and Wages	155,600	155,104	496
Bad Debt	800	6,682	(5,882)
Computer Expense	600	597	3
Contract Service	1,100	-	1,100
Depreciation	233,300	247,734	(14,434)
DHH Fees	27,500	27,566	(66)
Insurance	19,500	43,183	(23,683)
Office Supplies	9,100	8,509	591
Payroll Taxes	11,900	11,725	175
Postage	15,400	15,619	(219)
Professional Fees	44,700	42,648	2,052
Repairs and Maintenance	49,400	61,794	(12,394)
Retirement	3,300	3,416	(116)
Supplies	188,700	182,641	6,059
Telephone	3,200	3,191	9
Training	5,500	5,585	(85)
Uniforms	9,300	8,695	605
Utilities	13,000	12,102	898
Vehicle Expenses	32,500	34,577	(2,077)
Workers Compensation	5,700	5,671	29
Other	2,900	4,932	(2,032)
<b>Total Operating Expenses</b>	<u>833,000</u>	<u>881,971</u>	<u>(48,971)</u>
<b>Operating Income (Loss)</b>	<u>641,500</u>	<u>591,128</u>	<u>(50,372)</u>
<b>Nonoperating Revenues (Expenses)</b>			
Interest Income	186,600	187,153	553
Bond Interest Expense	(81,900)	(81,412)	488
<b>Total Nonoperating Revenues (Expenses)</b>	<u>104,700</u>	<u>105,741</u>	<u>1,041</u>
Income (Loss) Before Contributions and Transfers	<u>746,200</u>	<u>696,869</u>	<u>(49,331)</u>
<b>Transfers and Capital Contributions</b>			
Capital Grants	134,100	96,250	(37,850)
<b>Change in Net Position</b>	<u>\$ 880,300</u>	<u>\$ 793,119</u>	<u>\$ (87,181)</u>

See auditor's report.

**Town of Albany, Louisiana**

**Schedule 4**

**Schedule of Revenues, Expenses, and Changes in Net Position  
Budget (GAAP Basis) and Actual, Proprietary Fund Type, Sewer Utility System  
For the Year Ended June 30, 2024**

	<b>Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>
<b>Operating Revenues</b>			
Sewer Charges	\$ 211,600	\$ 215,267	\$ 3,667
<b>Total Operating Revenues</b>	211,600	215,267	3,667
<b>Operating Expenses</b>			
Salaries and Wages	77,100	77,638	(538)
Bad Debt	800	2,021	(1,221)
Contract Services	3,500	-	3,500
Depreciation	168,100	202,768	(34,668)
Insurance	1,900	6,234	(4,334)
Payroll Taxes	5,900	5,887	13
Professional Fees	8,600	8,668	(68)
Repairs and Maintenance	28,900	34,828	(5,928)
Supplies	1,400	-	1,400
Training	-	-	-
Utilities	46,000	46,876	(876)
Workers Compensation	4,800	4,677	123
<b>Total Operating Expenses</b>	347,000	389,597	(42,597)
<b>Operating Income (Loss)</b>	(135,400)	(174,330)	(38,930)
<b>Nonoperating Revenues (Expenses)</b>			
Billing Fees	10,500	10,477	(23)
Bond Issuance Costs	(10,000)	(19,521)	(9,521)
Bond Interest Expense	(6,100)	(6,016)	84
<b>Total Nonoperating Revenues (Expenses)</b>	(5,600)	(15,060)	(9,460)
<b>Change in Net Position</b>	\$ (141,000)	\$ (189,390)	\$ (48,390)

See auditor's report.

**Town of Albany, Louisiana**

**Schedule 5**

**Schedule of Water and Sewer Rates – Proprietary Fund Type  
For the Year Ended June 30, 2024**

<b>Water</b>	
<b>Residential Rates - Inside City Limits</b>	<b>Commercial Rates - Inside City Limits</b>
\$ 27.68 - First 2,500 Gallons	\$ 50.68 - First 10,000 Gallons
1.50 - Per 1,000 Gallons of Water over 2,500 Gallons	1.50 - Per 1,000 Gallons of Water over 10,000 Gallons
<b>Residential Rates - Outside City Limits</b>	<b>Commercial Rates - Outside City Limits</b>
\$ 35.68 - First 2,500 Gallons	\$ 58.68 - First 10,000 Gallons
2.50 - Per 1,000 Gallons of Water over 2,500 Gallons	2.50 - Per 1,000 Gallons of Water over 10,000 Gallons
<b>Sewer</b>	
<b>Residential Rates</b>	<b>Commercial Rates</b>
\$ 23.75 - Flat fee plus \$1.00 per thousand Gallons	\$ 33.75 - Flat fee plus \$1.05 per thousand Gallons

See auditor's report.



**Town of Albany, Louisiana**

**Schedule 6**

**Schedule of Number of Customers – Proprietary Fund Type  
For the Year Ended June 30, 2024**

	<u>Residential</u>	<u>Commercial</u>	<u>Total</u>
Water	2,333	115	2,448
Sewer	466	61	527
Total	<u>2,799</u>	<u>176</u>	<u>2,975</u>

See auditor's report.



**Town of Albany, Louisiana**

**Schedule 8**

**Schedule of Compensation Paid to Board Members  
For the Year Ended June 30, 2024**

<u>Name</u>	<u>Address/Phone Number</u>	<u>Compensation Received</u>
Eileen Bates McCarroll, Mayor	Post Office Box 1 Albany, LA 70711 225-939-7967	\$ 42,251
Melvin Boyd Wild, Chief of Police	PO Box 1103 Albany, LA 70711 985-507-8620	68,978
Kim Stewart, Councilwoman	Post Office Box 1346 Albany, LA 70711 (985) 320-0801	6,000
Jerry Glascock, Councilman	Post Office Box 1183 Albany, LA 70711 (985) 969-4945	6,000
Gerald Stilley, Councilman	Post Office Box 363 Albany, LA 70711 (225) 567-9723	6,000
Peter Don Onofry, Councilman	30097 Pea Ridge Rd Albany, LA 70711 (985) 567-9723	6,000
John Thomas, Councilman	30068 Leslie St. Albany, LA 70711 (225) 567-9723	6,000
		<u>\$ 141,229</u>

The schedule of compensation paid to elected officials is presented in compliance with House Concurrent Resolution No 54 of the 1979 Session of the Louisiana Legislature. All terms expire 12/31/26.

See auditor's report.

Town of Albany, Louisiana

Schedule 9

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

Agency Head Name: Eileen Bates McCarroll, Mayor

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 40,751
Car Allowance	1,500
Retirement	1,268
Conferences	758
<b>Total</b>	<b>\$ 44,277</b>

Agency Head Name: Melvin Wild, Chief of Police

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 56,378
State Supplemental Pay	7,200
Other Supplemental Pay	5,400
Retirement	1,997
Conferences	801
<b>Total</b>	<b>\$ 71,776</b>

See auditor's report.

**Town of Albany, Louisiana**

**Schedule 10**

**Schedule of Justice System Funding – Collecting / Disbursing Entity  
For the Year Ended June 30, 2024**

	<b>First Six Month Period Ended <u>12/31/2023</u></b>	<b>Second Six Month Period Ended <u>6/30/2024</u></b>
<b>Cash Basis Presentation</b>		
<b>Beginning Balance of Amounts Collected (I.e. cash on hand)</b>	\$ 1,110	\$ 99
<b>Add: Collections</b>		
Civil Fees (including refundable amounts such as garnishments or advance deposits)	-	-
Bond Fees	-	-
Asset Forfeiture/Sale	-	-
Pre-Trial Diversion Program Fees	-	-
Criminal Fines - Contempt	-	-
Criminal Fines - Other	129,931	94,327
Restitution	-	-
Probation/Parole/Supervision Fees	-	-
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)	-	-
Interest earnings on Collected Balances	-	-
Other (do not include collections that fit into more specific categories above)	-	-
<b>Subtotal Collections</b>	<u>129,931</u>	<u>94,327</u>
<b>Less: Disbursements to Governments &amp; Nonprofits:</b>		
State Treasury Disability Affairs	-	-
Treasury State of Louisiana CMIS	405	600
DHH Traumatic Head & Spinal Cord Injury Trust	706	486
Judicial Administration, Supreme Court of LA	405	268
Louisiana Commission on Law Enforcement	1,509	1,080
Florida Parishes Juvenile Justice Commission	3,509	2,397
<b>Less: Amount Retained by Collecting Agency</b>		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	-	-
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount	-	-
Amounts "Self-Disbursed" to Collecting Agency - Other	124,408	88,636
<b>Less: Disbursements to Individual /3rd Party Collection or Processing Agencies</b>		
Civil Fee Refunds	-	-
Bond Fee Refunds	-	-
Restitution Payments to Individual (additional detail is not required)	-	-
Other Disbursements to Individual (additional detail is not required)	-	-
Payments to 3rd Party Collection/Processing Agencies	99	99
<b>Subtotal Disbursements/Retainage</b>	<u>131,041</u>	<u>93,566</u>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	<u><u>\$ -</u></u>	<u><u>\$ 860</u></u>

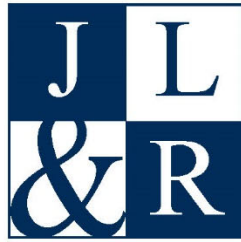
Ending Balance of "Partial Payments" Collected but not Disbursed (only applies if collecting agency does not disburse partial payments until fully collected) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained.

See auditor's report.

## Other Independent Auditor's Reports and Findings and Recommendations

Dennis E. James, CPA  
Paul M. Riggs, Jr., CPA  
J. Bryan Ehricht, CPA  
Megan E. Lynch, CPA  
B. Jacob Steib, CPA

Lyle E. Lambert, CPA  
Lauren Kimble Smith, CPA



**JAMES  
LAMBERT RIGGS  
& ASSOCIATES, INC.**  
CERTIFIED PUBLIC ACCOUNTANTS  
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Member of  
American Institute of CPAs  
Society of Louisiana CPAs

Independent Auditor's Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*

The Honorable Mayor Eileen Bates-McCarroll  
and Members of the Town Council  
Town of Albany, 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, the business-type activities, and each major fund, of the Town of Albany, Louisiana as of and for the year ended June 30, 2024 and the related notes to the financial statements, which collectively comprise the Town of Albany, Louisiana's basic financial statements, and have issued our report thereon dated December 4, 2024.

**Report on Internal Control over Financial Reporting**

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

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

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

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Albany, Louisiana's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance

Town of Albany, Louisiana

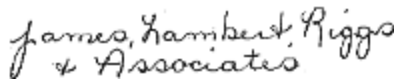
or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2024-001.

**Town of Albany, Louisiana’s Response to Findings**

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

**Purpose of this Report**

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



James Lambert Riggs and Associates, Inc.  
Hammond, Louisiana

December 4, 2024



**Town of Albany, Louisiana**

**Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2024**

We have audited the basic financial statements of the Town of Albany, Louisiana as of and for the year ended June 30, 2024, and have issued our report thereon dated December 4, 2024. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of the Uniform Guidance.

Section I – Summary of Auditor’s Reports

1. Report on Internal Control and Compliance Material to the Financial Statements

Type of Opinion Issued	<u>X</u>	Unmodified	___	Modified
	___	Disclaimer	___	Adverse
Internal Control:				
Material Weakness	___	Yes	<u>X</u>	No
Significant Deficiencies	___	Yes	<u>X</u>	No
Compliance:				
Compliance Material to the Financial Statements	<u>X</u>	Yes	___	No
Was a management letter issued?	___	Yes	<u>X</u>	No

Section II – Financial Statement Findings

**Internal Control over Financial Reporting**

None

**Compliance and Other Matters**

**2024-001 – Compliance with the Local Government Budget Act**

**Condition:**

The Town did not comply with certain provisions of the Local Government Budget Act in adopting the budget for the fiscal year ended June 30, 2024.

**Criteria:**

Budget procedures applicable to the Town are specified in state law, Louisiana Revised Statute (LRS) 39:1301-1315. The pertinent parts of the law and the manner in which the Town did not comply are as follows:

- LRS 39:1307(B) requires the Town to make the budget available for public inspection:

*“Upon completion of the proposed budget and, if applicable, its submission to the governing authority, the political subdivision shall cause to be published a notice stating that the proposed budget is available for public inspection. The notice shall also state that a public hearing on the proposed budget shall be held with the date, time, and place of the hearing specified in the notice. The notice shall be published at least ten days prior to the date of the first public hearing...”*

**Town of Albany, Louisiana**

**Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2024**

For the fiscal year ended June 30, 2024, the notice of the public hearing published in the Official Journal on May 18, 2024, did not state that the budget was available for public inspection.

**Cause:**

The cause of this condition appears to be due to the Town mistakenly sending the wrong advertisement to the Town's Official Journal stating specific requirements of the Local Government Budget Act in preparing the proposed budget.

**Effect:**

Failure to follow the precise requirements of the Local Government Budget Act resulted in the Town not complying with the budget laws specified in LRS 39:1301-1315 for the fiscal year ended June 30, 2024.

**Recommendation:**

We recommend that the Town familiarize itself with all aspects of the Local Government Budget Act and adopt and amend budgets according to LRS 39:1301-1315.

**Management's Response:**

See attached management's response.

**Town of Albany, Louisiana**

**Summary Schedule of Prior Year Audit Findings  
For the Year Ended June 30, 2023**

<u>Ref.#</u>	<u>Description of Findings</u>	<u>Corrective Action Taken</u>	<u>Plan Corrective Action - Partial Corrective Action Taken</u>
<b><u>Internal Control Findings</u></b>			
None			
<b><u>Compliance Findings</u></b>			
2023-001	Compliance with Louisiana Public Bid Laws	Resolved	The Town will comply with all aspects the Louisiana Public Bid Law



~ MAYOR ~  
EILEEN BATES-McCARROLL

~ CLERK ~  
KIMBERLEE "JOEY"  
COOPER

29816 S. MONTPELIER  
P. O. BOX 1000  
ALBANY, LOUISIANA 70711

~ COUNCIL ~  
KIM STEWART  
JERRY GLASCOCK  
GERALD STILLEY  
DON ONOFRY  
JOHN THOMAS

December 4, 2024

James, Lambert, Riggs and Associates, Inc.  
401 E Thomas St  
Hammond, LA 70401

This letter is in response to the Schedule of Findings and Questioned Costs for the Annual Financial Statements Audit for the Town of Albany for the fiscal year ending June 30, 2024.

Finding:

1. 2024-001 Compliance with the Local Government Budget Act

Response to the finding:

1. When advertising in the official journal for the public hearing I accidentally did not include the correct statement stating that the budget would be available for public inspection.

The Town of Albany agrees with the current year audit findings and will be working to implement all laws to correct it and make sure it does not occur again for the year ending June 30, 2025, and thereafter.

Overall, the Town has found the audit process to be very beneficial. We appreciate the auditors' recommendations and plan to take steps to correct all findings.

Sincerely,

Eileen Bates-McCarroll

Mayor

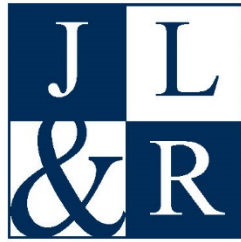
**TOWN OF ALBANY**

**STATEWIDE AGREED UPON PROCEDURES ENGAGEMENT**

**FOR THE YEAR ENDED JUNE 30, 2024**

Dennis E. James, CPA  
Paul M. Riggs, Jr., CPA  
J. Bryan Ehricht, CPA  
Megan E. Lynch, CPA  
B. Jacob Steib, CPA

Lyle E. Lambert, CPA  
Lauren Kimble Smith, CPA



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American Institute of CPAs  
Society of Louisiana CPAs

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

To the Honorable Eileen Bates-McCarroll, Mayor  
Town of Albany  
Albany, Louisiana

Louisiana Legislative Auditor  
Baton Rouge, Louisiana

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

The Town has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 31, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are detailed in Schedule "A."

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

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

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

James Lambert Riggs & Associates, Inc.  
Hammond, Louisiana

December 4, 2024

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

---

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - ii. ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iii. ***Disbursements***, including processing, reviewing, and approving.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iv. ***Receipts / Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - v. ***Payroll / Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - viii. ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
    - **Results:** No exceptions were noted as a result of the above listed procedures.

ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

xi. **Information Technology Disaster Recovery / Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing / verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches / updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

---

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

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- **Results:** No exceptions were noted as a result of the above listed procedures.



iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

- **Results:** No exceptions were noted as a result of the above listed procedures.

iv. Observe whether the board / finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

- **Results:** No exceptions were noted as a result of the above listed procedures.

### **3) Bank Reconciliations**

---

A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

- **Results:** For the 5 bank accounts selected, 2 bank reconciliations did not contain written evidence that a member of management or a board member reviewed the bank reconciliation within 1 month of the date the reconciliation was prepared.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

---

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
- i. Employees responsible for cash collections do not share cash drawers / registers;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee / official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee / official is responsible for reconciling ledger postings to each other and to the deposit; and
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and / or subsidiary ledgers, by revenue source and / or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee / official verifies the reconciliation.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and
- i. Observe that receipts are sequentially pre-numbered.
    - **Results:** One of the sampled transactions did not have a sequentially pre-numbered receipt due to a software limitation for that specific type of collection that was sampled. However, the Town implemented a new software in January 2024 that does have sequentially pre-numbered receipts for all types of collections.

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - **Results:** One of the sampled transactions did not have a sequentially pre-numbered receipt due to a software limitation for that specific type of collection that was sampled, so it could not be traced to the deposit slip. However, the Town implemented a new software in January 2024 that does have sequentially pre-numbered receipts for all types of collections.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - **Results:** No exceptions were noted as a result of the above listed procedures.
- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - **Results:** For two of the randomly sampled deposits it could not be determined if the deposits were made within one business day of receipt at the collection location.
- v. Trace the actual deposit per the bank statement to the general ledger.
  - **Results:** No exceptions were noted as a result of the above listed procedures.

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

---

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

iv. Either the employee / official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

- **Results:** No exceptions were noted as a result of the above listed procedures.

v. Only employees / officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. Observe whether the disbursement documentation included evidence (e.g., initial / date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** For the two transactions tested, one transaction did not have any approvals for the disbursement and the other transaction only contained the approval of the Mayor.

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

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit / debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business / public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.
- **Results:** No exceptions were noted as a result of the above listed procedures.

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

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- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms / prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
    - **Results:** For 2 of the 5 selected reimbursements, an original itemized receipt was not available.
  - iii. Observe that each reimbursement is supported by documentation of the business / public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
    - **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

## 8) *Contracts*

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

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

## 9) *Payroll and Personnel*

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

## **10) Ethics**

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- A. Using the 5 randomly selected employees / officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. Observe whether the documentation demonstrates that each employee / official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
    - **Results:** No exceptions were noted as a result of the above listed procedures.

ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

### *11) Debt Service*

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

### *12) Fraud Notice*

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

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

i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence



that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

- **Results:** We performed the procedure and discussed the results with management.

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

- **Results:** We performed the procedure and discussed the results with management.

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

- **Results:** We performed the procedure and discussed the results with management.

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

- **Results:** We performed the procedure and discussed the results with management.

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

- Hired before June 9, 2020 – completed the training; and
- Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

- **Results:** We performed the procedure and discussed the results with management.

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

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - ii. Number of sexual harassment complaints received by the agency;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - v. Amount of time it took to resolve each complaint.
    - **Results:** No exceptions were noted as a result of the above listed procedures.



- MAYOR -  
EILEEN BATES-McCARROLL

- CLERK -  
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December 4, 2024

James, Lambert, Riggs and Associates, Inc.  
401 E Thomas St  
Hammond, LA 70403

This letter is in response to the recommendations for the Statewide Agreed Upon Procedures Audit for the Town of Albany for the fiscal year ending June 30, 2024. The Town agrees with all current year recommendations and will be working to implement all recommendations and to have it completed by June 30, 2025.

Overall, the Town has found the audit process to be very beneficial. We appreciate the auditors' recommendations and plan to take all steps to correct all recommendations.

Sincerely,

Eileen Bates-McCarroll  
Mayor