



ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2020

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October 29, 2020

Independent Auditors' Report

To the Board of Commissioners
Rapides Area Planning Commission

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, and each major fund of the Rapides Area Planning Commission, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

AUDITOR'S RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

OPINIONS

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund the Rapides Area Planning Commission, as of June 30, 2020, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

REQUIRED SUPPLEMENTAL INFORMATION

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information described in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the



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Rapides Area Planning Commission

October 29, 2020

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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.

OTHER SUPPLEMENTAL INFORMATION

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is fairly stated in all material respects in relation to the basic financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARD

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2020, on our consideration of the Rapides Area Planning Commission'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 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 Rapides Area Planning Commission's internal control over financial reporting and compliance.



Rozier, McKay & Willis
Certified Public Accountants

RAPIDES AREA PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2020

This section of annual financial report presents our discussion and analysis of the Planning Commission's financial performance during the fiscal year ended June 30, 2020, along with certain comparative information for the previous year.

OVERVIEW OF FINANCIAL STATEMENTS

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

Government –Wide Financial Statements

The government-wide financial statements report information about the Planning Commission as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Planning Commission's assets and all of the Planning Commission's liabilities. All of the Planning Commission's activities are classified as governmental activities in the government-wide financial statements. The governmental activities are financed primarily by grants and various fees.

Fund Financial Statements

Fund financial statements provide detailed information regarding the Planning Commission's most significant activities and are not intended to provide information for the Planning Commission as a whole. Funds are accounting devices that are used to account for specific sources of funds. All of the Planning Commission's funds are Governmental Funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental fund use a modified accrual basis of accounting that provides a short-term view of the Planning Commission's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

FINANCIAL ANALYSIS OF THE PLANNING COMMISSION AS A WHOLE

A comparative analysis of the government-wide Statement of Net Position is presented as follows:

	For the Year Ended June 30,	
	2020	2019
<u>Assets:</u>		
Cash	\$ 386,891	\$ 472,027
Receivables	122,411	145,788
Capital Assets and Leased Premises	450,129	414,835
Total Assets	<u>959,431</u>	<u>1,032,650</u>
<u>Liabilities:</u>		
Current Liabilities	15,165	19,538
Compensated Absences	89,882	89,026
Lease Obligation		
Due within one year	35,598	28,599
Due in more than one year	350,637	386,236
Total Liabilities	<u>491,282</u>	<u>523,399</u>
<u>Net Position:</u>		
Invested in Capital Assets	63,894	----
Unrestricted	404,255	509,251
Total Net Position	<u>\$ 468,149</u>	<u>\$ 509,251</u>

RAPIDES AREA PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2020

As the presentation appearing above demonstrates, with the exception of 13.6% invested in capital assets, the Planning Commission's net position is unrestricted and may be used to meet the Planning Commission's ongoing obligations.

A comparative analysis of the government-wide Statement of Activities is presented as follows:

	For the Year Ended June 30,	
	2020	2019
<u>Revenues:</u>		
Program Revenue:		
Charges For Services	\$ 1,128,805	\$ 958,464
Operating Grants and Contributions	715,396	689,920
Capital Grants and Contributions	----	----
General Revenue:		
Membership Dues	52,613	52,856
Other	22,405	15,978
Total Revenue	<u>1,919,219</u>	<u>1,717,218</u>
<u>Expenses:</u>		
Program Expenses:		
Metropolitan Area Transportation Planning	207,570	203,913
Transit Planning	119,099	58,625
Natchitoches Bicycle / Pedestrian	11,767	95,277
MPA Watershed Model	72,938	----
Rock Island Greenway	17,523	----
Public Outreach Model	20,546	----
Travel Demand Management	100,018	100,000
Beltway Study	75,945	102,887
Long Range Transportation	59,156	
Regional Safety Study	114,782	184,310
Tunica-Biloxi Planning	5,309	15,002
General Planning and Code Enforcement	1,155,668	1,026,886
Total Expenses	<u>1,960,321</u>	<u>1,786,900</u>
Change in Net Position	(41,102)	(69,682)
Net Position Beginning	<u>509,251</u>	<u>578,933</u>
Net Position Ending	<u>\$ 468,149</u>	<u>\$ 509,251</u>

As the accompanying presentation demonstrates, the Planning Commission has experienced an change in net position amounting to 8.1%. The change is attributable to using a portion of the surplus from previous years for relocation to a new facility.

FINANCIAL ANALYSIS OF THE PLANNING COMMISSION'S FUNDS

For the year ended June 30, 2020, differences between the government-wide presentation and the fund financial statements were limited to reporting the liability for compensated absences and balances resulting from capital assets in the government-wide presentation.

RAPIDES AREA PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2020

BUDGET HIGHLIGHTS

State law requires the general fund to have a budget. For the year ended June 30, 2020, the budget was amended to address changes in the availability of funds that were not anticipated when the original budget was prepared.

CAPITAL ASSET ADMINISTRATION

For the year ended June 30, 2020, acquired office equipment and completed leasehold improvements in connection with relocating to a new facility.

DEBT ADMINISTRATION

For the year ended June 30, 2020, long-term obligations were limited to the responsibility for lease payments incurred in connection with lease agreement described above.

FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

At the present time, no known issues are expected to have a significant impact on future operations.

Rapides Area Planning Commission

Statement of Net Position

June 30, 2020

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 386,891
Receivables (net)	122,411
Leased Premises	380,265
Capital Assets - Depreciable	<u>69,864</u>
Total Assets	<u>959,431</u>
 <u>LIABILITIES</u>	
Accounts Payable	1,730
Other Current Liabilities	13,435
Long-term Liabilities	
Compensated Absences	89,882
Lease Obligation	
Due within one year	35,598
Due in more than one year	<u>350,637</u>
Total Liabilities	<u>491,282</u>
 <u>NET POSITION</u>	
Invested in Capital Assets	63,894
Unrestricted	<u>404,255</u>
Total Net Position (deficit)	<u><u>\$ 468,149</u></u>

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

Rapides Area Planning Commission

Statement of Activities

For the Year Ended June 30, 2020

	<u>Expenses</u>	<u>Indirect Expense Allocation</u>	<u>Program Revenue</u>			<u>Net (Expenses) Revenue and Changes in Net Position</u>
			<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<u>Governmental Activities</u>						
Public Safety						
Metropolitan Area Transportation						
Planning	\$ 97,776	\$ 109,794	\$ -	\$ 165,981	\$ -	\$ (41,589)
Transit Planning						
General	21,769	24,445	-	36,959	-	(9,255)
Human Services Coordination	7,072	7,942	-	14,998	-	(16)
Atrans	18,873	21,193	-	39,278	-	(788)
Regional	8,387	9,418	-	14,244	-	(3,561)
Natchitoches Bicycle / Pedestrian	11,767	-	11,767	-	-	-
MPA Watershed Model	34,357	38,581	-	54,703	-	(18,235)
Rock Island Greenway	8,254	9,269	-	14,018	-	(3,505)
Public Outreach Model	9,678	10,868	-	16,437	-	(4,109)
Travel Demand Management	47,113	52,905	-	100,000	-	(18)
Beltway Study	35,774	40,171	-	60,756	-	(15,189)
Long Range Transportation	27,865	31,291	-	53,240	-	(5,916)
Regional Safety Study	54,068	60,714	-	144,782	-	30,000
Other	5,309	-	5,309	-	-	-
General Planning and Code						
Enforcement	<u>1,572,259</u>	<u>(416,591)</u>	<u>1,111,729</u>	<u>-</u>	<u>-</u>	<u>(43,939)</u>
Total Governmental Activities	<u>1,960,321</u>	<u>-</u>	<u>1,128,805</u>	<u>715,396</u>	<u>-</u>	<u>(116,120)</u>
General Revenues						
Membership Dues						
52,613						
Other						
22,405						
Total General Revenues and Special Items						
75,018						
Change in Net Position						
(41,102)						
Net Position - Beginning						
509,251						
Net Position - Ending						
\$ 468,149						

The accompanying notes are an integral part of the financial statements

Rapides Area Planning Commission

Balance Sheet - Governmental Funds

June 30, 2020

	<u>General</u>
Assets	
Cash and Cash Equivalents	\$ 386,891
Receivables	<u>122,410</u>
Total assets	<u>\$ 509,301</u>
Liabilities and Fund Balance	
<u>Liabilities</u>	
Accounts Payable	\$ 1,729
Other Liabilities	<u>13,435</u>
Total liabilities	<u>15,164</u>
<u>Fund Balance</u>	
Unassigned	<u>494,137</u>
Total Fund Balances	<u>494,137</u>
Total Liabilities and Fund Balance	<u>\$ 509,301</u>

Reconciliation of Governmental Fund Balance to Net Position	
Total Fund Balances - Governmental Funds	\$ 494,137
Amounts reported for governmental activities in the statement of net position are different because:	
Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet	(476,117)
Capital assets and rights acquired under leasing arrangements are not financial resources and therefore are not reported in the funds.	<u>450,129</u>
Net Position of Governmental Activities	<u>\$ 468,149</u>

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

Rapides Area Planning Commission

Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Funds For the Year Ended June 30, 2020

	<u>General</u>
<u>Revenues:</u>	
Intergovernmental	
Dues	\$ 52,613
Operating Grants and Contributions	
Metropolitan Planning	165,981
Transit Planning	105,479
Travel Demand Management	100,000
Beltway Study	60,756
Natchitoches Bicycle / Pedestrian	11,767
Regional Safety Study	144,782
Long Range Planning Update	58,550
Other	85,158
Fees General Planning and Code Enforcement	
Building Code Enforcement	1,098,156
Other Development Fees	13,573
Other	22,404
Total Revenues	<u>1,919,219</u>
<u>Expenditures:</u>	
Current	
Metropolitan Area Transportation Planning	207,570
Transit Planning	119,099
Natchitoches Bicycle / Pedestrian	11,767
MPA Watershed Model	72,938
Rock Island Greenway	17,523
Public Outreach Model	20,546
Travel Demand Management	100,018
Beltway Study	75,945
Long Range Transportation	59,156
Regional Safety Study	114,782
Other	5,309
General Planning and Code Enforcement	1,143,637
Capital Expenditures	75,070
Total expenditures	<u>2,023,360</u>
Net Change in Fund Balances	(104,141)
Fund balance - Beginning of Year	<u>598,278</u>
Fund balance - End of Year	<u>\$ 494,137</u>

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

Rapides Area Planning Commission

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities For the Year Ended June 30, 2020

Change in Fund Balances - Governmental Funds \$ (104,141)

Some transactions reported in the statement of activities do not require the use of current financial resources. According, a timing difference exist between when transactions affect the governmental funds and government-wide activities. (6,825)

Capital outlays are reported in Governmental Funds as expenditures; however, in the Government-Wide Statement of Activities, the cost is reported as an asset and allocated over estimated useful lives as depreciation expense. Amounts reported as capital expenditures and depreciation expense are provided as follows:

Capital expenditures reported by Governmental Funds	75,070	
Depreciation expense reported on a government-wide basis	<u>(5,206)</u>	<u>69,864</u>

Change in Net Position - Government-Wide Statement of Activities \$ (41,102)

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

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

State law allows one or more political subdivisions to establish regional planning areas. The Rapides Area Planning Commission was formed by the joint action of the Rapides Parish Police Jury and various municipalities located within the Parish. The Planning Commission is governed by a Board of Commissioners composed of representatives appointed by the participating political subdivisions. Accounting and financial reporting policies utilized by the Planning Commission are described as follows:

Financial Reporting Entity

The Planning Commission is considered a legally separate stand-alone government as defined by Governmental Accounting Standards. The reporting entity is composed of the activities that are under the direct control of the Board of Commissioners. The Planning Commission is not financially accountable for any organizations that maintain separate legal standing; therefore, it has no component units.

Basic Financial Statements

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize all of the Planning Commission's operations as governmental activities. Governmental activities involve government services that are normally supported by fees and intergovernmental revenues.

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

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the Planning Commission as a whole. The effect of any interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services and most grants. Indirect expenses are allocated to programs based on detailed time and attendance record maintained by the Planning Commission's staff.

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Planning Commission's major funds are limited the general fund, which is used for all operations.

Basis of Accounting and Measurement Focus

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

<u>Financial Statement Presentation</u>	<u>Basis of Accounting</u>	<u>Measurement Focus</u>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

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

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

Under the modified accrual basis of account and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end or due under a cost reimbursement arrangement. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measure focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as other financing sources and repayment of long-term debt is reported as an expenditure of funds.

Use of Estimates

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

Budget Practices

The Planning Commission adopts a budget for each fiscal year as prescribed by State Law. Budgets present revenue and expenditures on a basis which is consistent with generally accepted accounting principles.

Capital Assets

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. A useful life of five to ten years is typically used.

Cash

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments. Credit risk is managed by requiring fiscal agents to provide security for any deposits that exceed FDIC limits. Furthermore, interest rate risk is managed by limiting the duration of deposit arrangements.

Compensated Absences

Permanent employees are eligible to receive paid vacation. Based on seniority, full time employees earn between 8 and 14 hours of vacation each month. In addition, employees are allowed to accumulate up to 240 hours of vested vacation benefits.

Indirect Expense Allocations

Under the terms of various grant arrangements, the Planning Commission is eligible to receive reimbursement for direct labor and indirect costs that are based on a predetermined percentage of direct labor. Reimbursements earned as a result of applying the predetermined indirect costs rate are presented as indirect expense allocations in the accompanying Statement of Activities.

NOTE 2 - CASH

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

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

At June 30, 2020, the Rapides Area Planning Commission has \$419,575 in deposits (available bank balance) and these deposits are secured by FDIC coverage in the amount of \$250,000 and pledged securities with a market value sufficient to cover the remaining balance.

NOTE 3 - RECEIVABLES

At June 30, 2020, consisted entirely of amounts due from governmental sources, which are described as follows:

<u>Intergovernmental</u>	
Department of Transportation and Development	\$ 121,753
Other	658
	<hr/>
Total Receivables	\$ 122,411
	<hr/>

NOTE 4 - CAPITAL ASSETS

A summary of the Planning Commission's capital assets is provided as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<u>Capital Assets Being Depreciated:</u>				
Furniture, Fixtures and Equipment	\$ 109,235	\$ 6,292	\$ ----	\$ 115,527
Leasehold Improvements	----	68,778	----	68,778
Less Accumulated Depreciation	(109,235)	(5,206)	----	(114,441)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Net of Depreciation	\$ ----	\$ 69,864	\$ ----	\$ 69,864
	<hr/>	<hr/>	<hr/>	<hr/>

NOTE 5 - PAYABLES

At June 30, 2020, accounts payable are summarized as follows.

Vendors	\$ 1,730
Other	----
	<hr/>
Total	\$ 1,730
	<hr/>

NOTE 6 - ACCRUED LEAVE

Long-term liabilities are limited to accrued leave earned by employees. Resources provided by the general fund are used to liquidate the accrued leave balances. Accrued leave balances and activity are presented as follows:

Beginning Balance	\$ 89,026
Net Increase (Decrease)	856
	<hr/>
Ending Balance	\$ 89,882
	<hr/>

NOTE 7 - GRANT COMPLIANCE CONTINGENCIES

The Planning Commission provides professional services and project management services to programs that are supported by grant funds. Management is confident that all significant grant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

NOTE 8 - RISK MANAGEMENT

The Planning Commission is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The Planning Commission insures against these risks by participating in a public entity risk pool that operates as a common insurance program and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 9 - BOARD MEMBER COMPENSATION

The Board of Commissioners is composed of volunteers that serve without compensation.

NOTE 10 – RETIREMENT PLAN

Employees are eligible to participate in a defined contribution retirement plan. Under the terms of the plan, employees are allowed to contribute a portion of their compensation to the plan. In addition, the Planning Commission provides an employer match of up to 3% of the employee's compensation. Contributions for the year ended June 30, 2020 are summarized as follows:

Employee Contributions	\$ 30,507
Employer Match	<u>28,206</u>
Total Contributions	<u>\$ 58,713</u>

NOTE 11 – LEASING

On January 11, 2020, a lease agreement was executed that allows the Planning Commission to occupy an office facility for a period of ten years. Under the terms of the agreement, the ten year period begins when renovations are completed and the facility is available for occupancy. Throughout the initial ten year term, \$4,200 lease payments are due on a monthly basis. Based on these terms, the value of the leased premises has been determined as follows:

Leased Premises	\$ 414,835
Accumulated Amortization	<u>34,570</u>
Leased Premises (Net of Accumulated Amortization)	<u>\$ 380,265</u>

The lease obligation at year end is summarized below:

Lease obligation	\$ 386,235
Portion Due Within One Year	<u>35,598</u>
Portion Due Within More Than One Year	<u>\$ 350,637</u>

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2020

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

	Payment	Principle	Interest
2021	\$ 50,400	\$ 35,598	\$ 14,802
2022	50,400	37,049	13,351
2023	50,400	38,558	11,842
2024	50,400	40,129	10,271
2025	50,400	41,764	8,636
2026 – 2030	<u>210,000</u>	<u>193,137</u>	<u>16,863</u>
Total Lease Obligation	<u>\$ 462,000</u>	<u>\$ 386,235</u>	<u>\$ 75,765</u>

At the conclusion of the initial ten year term, the Planning Commission has a right of first refusal to renew the lease agreement for a subsequent ten year term. Monthly payments for the subsequent term are subject to negotiation at the time of renewal.

Rapides Area Planning Commission

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

General Fund

For the Year Ended June 30, 2020

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Dues	\$ 52,280	\$ 52,407	\$ 52,613	\$ 206
Operating Grants and Contributions				
Metropolitan Planning	165,981	165,981	165,981	-
Transit Planning	160,000	105,400	105,479	79
Travel Demand Management	100,000	100,000	100,000	-
Beltway Study	60,000	68,000	60,756	(7,244)
Natchitoches Bicycle / Pedestrian	12,000	11,767	11,767	-
Regional Safety Study	150,000	145,000	144,782	(218)
Long Range Planning Update	329,000	57,165	58,550	1,385
Other	232,000	84,900	85,158	258
Fees General Planning and Code Enforcement				
Building Code Enforcement	929,000	1,089,800	1,098,156	8,356
Other Development Fees	17,000	13,283	13,573	290
Other	3,000	22,267	22,404	137
Total revenues	2,210,261	1,915,970	1,919,219	3,249
<u>Expenditures:</u>				
Current				
<u>Public Safety</u>				
Salaries	1,155,000	1,102,000	1,101,691	309
Payroll Taxes and Benefits	373,341	363,664	359,388	4,276
Lease Expense	53,900	53,700	53,628	72
General Insurance	35,000	25,600	25,547	53
Utilities and Communications	40,000	37,070	36,226	844
Office Supplies and Equipment	176,500	157,400	84,166	73,234
Software	65,000	47,000	46,490	510
Travel	44,000	27,000	111,622	(84,622)
Repairs and Maintenance	18,000	19,078	18,172	906
Contract Services	282,000	182,044	1,585	180,459
Other	56,000	43,503	109,775	(66,272)
Capital Expenditures	-	-	75,070	(75,070)
Total expenditures	2,298,741	2,058,059	2,023,360	34,699
Net Change in Fund Balances	(88,480)	(142,089)	(104,141)	37,948
Fund balance - Beginning of Year	598,278	598,278	598,278	-
Fund balance - End of Year	\$ 509,798	\$ 456,189	\$ 494,137	\$ 37,948

Rapides Area Planning Commission

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer For the year ended June 30, 2020

Agency Head (Executive Director) - Christopher M. Johns

Purpose:

Compensation \$ 111,240

Benefits

Health Insurance 20,732

Life Insurance 102

Reimbursements

Milage 8,307

Travel 1,295



October 29, 2020

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

To the Board of Commissioners
Rapides Area Planning Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, and each major fund of as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Rapides Area Planning Commission's basic financial statements, and have issued our report thereon dated October 29, 2020.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered Rapides Area Planning Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Rapides Area Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Rapides Area Planning Commission'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 may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

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



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Rapides Area Planning Commission

October 29, 2020

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PURPOSE OF THIS REPORT

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



Rozier, McKay & Willis
Certified Public Accountants

RAPIDES AREA PLANNING COMMISSION

SUMMARY OF FINDINGS

For the Year Ended June 30, 2020

PART I - SUMMARY OF AUDITOR'S RESULTS:

- The Independent Auditor's Report on the financial statements for the Rapides Area Planning Commission as of June 30, 2020 and for the year then ended expressed an unmodified opinion.
- No control deficiencies were disclosed during the audit of the financial statements. Accordingly, there were no material weaknesses.
- No instances of noncompliance material to the financial statements of the Planning Commission were disclosed during the audit.

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

None

RAPIDES AREA PLANNING COMMISSION

MANAGEMENT'S CORRECTIVE ACTION PLAN

For the Year Ended June 30, 2020

<u>SECTION I</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
No findings were reported in the schedule of findings	Response – N/A
<u>SECTION II</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
No findings were reported in the schedule of findings.	Response – N/A
<u>SECTION III</u> MANAGEMENT LETTER	
No management letter was issued.	Response – N/A

RAPIDES AREA PLANNING COMMISSION

SCHEDULE OF PRIOR YEAR FINDINGS

For the Year Ended June 30, 2020

<u>SECTION I</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
No findings were reported in the schedule of findings.	Response – N/A
<u>SECTION II</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
No findings of this nature were reported	Response – N/A
<u>SECTION III</u> MANAGEMENT LETTER	
No findings of this nature were reported	Response – N/A