

**Terrebonne Parish Recreation District No. 10
Theriot, Louisiana**

Annual Financial Report
Year Ended December 31, 2023

Terrebonne Parish Recreation District No. 10
Annual Financial Report
Year Ended December 31, 2023

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Terrebonne Parish Recreation District No. 10
Theriot, Louisiana

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of the Terrebonne Parish Recreation District No. 10 (the District), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Terrebonne Parish Recreation District No. 10 as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS 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 GAAS 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 District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 through 8, the Budgetary Comparison Schedule on page 32, the Schedule of Employer's Share of Net Pension Liability on page 33, the Schedule of Employer Contributions on page 34, and the Schedule of Changes in Net OPEB Liability and Related Ratios on page 35 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required

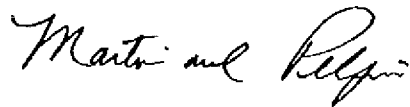
supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the 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 Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to the District Director on page 36 is presented for purposes of additional analysis and is 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 Schedule of Compensation, Benefits, and Other Payments to the District Director 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 May 13, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 District's internal control over financial reporting and compliance.



Houma, Louisiana
May 13, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Management's Discussion and Analysis
Year Ended December 31, 2023

This discussion and analysis of the Terrebonne Parish Recreation District No. 10's financial performance provides an overview of the financial activities as of and for the fiscal year ended December 31, 2023. Please read it in conjunction with the financial statements and the accompanying notes to the financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. The Government-Wide Financial Statements (Statement of Net Position and the Statement of Activities) provide information about the governmental activities as a whole and present a longer-term view of the finances. The Fund Financial Statements (Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund) tell how services were financed in the short term as well as what remains for future spending. Fund financial statements also report the operations in more detail than the Government-Wide statements by providing information about the most significant funds.

Our auditor has provided reasonable assurance in his independent auditor's report that the financial statements are fairly stated. With regards to the Required Supplemental Information and the Other Information, the auditor is providing varying degrees of assurance. A user of this report should read the Independent Auditor's Report carefully to ascertain the level of assurance being provided for each of the parts in the Annual Financial Report.

Government-Wide Financial Statements

One of the most important questions asked about finances is, "Is Terrebonne Parish Recreation District No. 10 as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information as a whole and about activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the net position and changes in them. You can think of net position—the difference between assets and liabilities—as one way to measure the financial health, or financial position. Over time, increases or decreases in net position are one indicator of whether its financial health is improving or deteriorating. To assess the overall health of the District, you need to consider additional nonfinancial factors such as changes in the District's property tax base and factors that affect the District's programs.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Management's Discussion and Analysis
Year Ended December 31, 2023

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds—not as a whole. Some funds are required to be established by State laws.

Terrebonne Parish Recreation District No. 10 utilizes the governmental type of fund, which focuses on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual 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 general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in the reconciliations on pages 13 and 14.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:

- Net position of our governmental activities increased by \$127,252 or 7.4%.
- During the year, the District had governmental expenses of \$720,311 that were \$127,252 less than the \$847,563 generated in program and general revenues.
- The governmental funds reported total ending fund balance of \$485,445. This compared to the prior year ending fund balance of \$494,855 results in a decrease of \$9,410.

The Statement of Net Position and the Statement of Activities reports all transactions as governmental activities. All of the basic governmental services are reported as this type. Property taxes and charges for services finance most of these activities.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Management's Discussion and Analysis
Year Ended December 31, 2023

FINANCIAL ANALYSIS AS A WHOLE (GWFS)

Our analysis below focuses on the net position of the governmental-type activities.

Condensed Statement of Net Position

	2023	2022	Dollar Change	Percent Change
Current and other assets	\$ 1,113,331	\$ 1,045,780	\$ 67,551	6.5%
Capital assets	1,368,260	1,240,857	127,403	10.3%
Total assets	2,481,591	2,286,637	194,954	8.5%
Deferred outflows of resources	36,654	20,792	15,862	76.3%
Current liabilities	77,735	3,000	74,735	2491.2%
Long-term liabilities	66,210	53,027	13,183	24.9%
Total liabilities	143,945	56,027	87,918	156.9%
Deferred inflows of resources	516,499	520,853	(4,354)	-0.8%
Net investment in capital assets	1,368,260	1,240,857	127,403	10.3%
Unrestricted	489,541	489,692	(151)	0.0%
Total net position	\$ 1,857,801	\$ 1,730,549	\$ 127,252	7.4%

The District's net position increased as a result of this year's operations. Unrestricted net position—the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements—remained relatively unchanged during the year. The balance in net position represents the accumulated results of all past years' operations.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Management's Discussion and Analysis
Year Ended December 31, 2023

FINANCIAL ANALYSIS AS A WHOLE (GWFS) (Cont.)

Our analysis below focuses on the changes in net position of the governmental-type activities.

Condensed Statement of Activities				
	<u>2023</u>	<u>2022</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Program revenues:				
Charges for services	\$ 104,987	\$ 107,060	\$ (2,073)	-1.9%
General revenues:				
Taxes	510,206	444,824	65,382	14.7%
Intergovernmental	210,089	7,980	202,109	2532.7%
Miscellaneous	22,281	27,580	(5,299)	-19.2%
Total revenues	<u>847,563</u>	<u>587,444</u>	<u>260,119</u>	<u>44.3%</u>
Culture and recreation	704,814	784,749	(79,935)	-10.2%
General government	15,497	25,145	(9,648)	-38.4%
Total expenses	<u>720,311</u>	<u>809,894</u>	<u>(89,583)</u>	<u>-11.1%</u>
Change in net position	127,252	(222,450)	349,702	-157.2%
Net position:				
Beginning of the year	<u>1,730,549</u>	<u>1,952,999</u>	<u>(222,450)</u>	<u>-11.4%</u>
End of the year	<u>\$ 1,857,801</u>	<u>\$ 1,730,549</u>	<u>\$ 127,252</u>	<u>7.4%</u>

Total expenditures related to the District's operations decreased by \$89,583. Total revenues increased by \$260,119 from the prior year. These increases are mostly attributable to the cleanup costs and associated funding following Hurricane Ida. The District received \$180,131 in federal funding from the Federal Emergency Management Agency under Assistance Listing Number 97.036 during year.

FINANCIAL ANALYSIS OF INDIVIDUAL FUNDS (FFS)

Terrebonne Parish Recreation District No. 10 uses funds to help it control and manage money for particular purposes. Looking at individual funds helps you consider whether the District is being accountable for the resources provided to it but may also give you more insight into the overall financial health.

The General Fund includes revenue and expenditures necessary to the operation of the District's office such as personnel, benefits, and operation and maintenance of facilities and vehicles. The General Fund reflected \$843,448 in total revenues, including \$510,206 in property taxes, and \$217,736 in intergovernmental revenue. The General Fund reflected \$104,987 in charges for services. Total current expenditures were \$852,858. Total capital outlay was \$245,275. After a \$9,410 excess of expenditures over revenues for the year, the ending fund balance was \$485,445.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Management's Discussion and Analysis
Year Ended December 31, 2023

BUDGETARY HIGHLIGHTS

The District's annual budget is adopted on a modified accrual basis of accounting excluding noncash items, such as depreciation. The District amended its General Fund budget once during the year. The District experienced a favorable revenue variance and an unfavorable expenditure variance.

CAPITAL ASSETS

Capital assets include land, buildings, improvements, machinery, furniture, equipment, and vehicles recorded at historical cost of \$4,283,882. Accumulated depreciation as of December 31, 2023 is \$2,915,622 resulting in an ending book balance of \$1,368,260. Depreciation expense of \$117,872 was recorded for the year.

More detailed information about the capital assets is presented in the notes to financial statements. However, a summary of current and prior year capital assets follows:

	<u>2023</u>	<u>2022</u>
Land	\$ 122,440	\$ 122,440
Buildings	2,415,643	2,407,993
Improvements	1,170,196	941,299
Machinery and equipment	534,404	525,676
Furniture and equipment	23,003	23,003
Vehicles	<u>18,196</u>	<u>18,196</u>
Total capital assets	4,283,882	4,038,607
Less accumulated depreciation	<u>(2,915,622)</u>	<u>(2,797,750)</u>
Total capital assets, net	<u>\$ 1,368,260</u>	<u>\$ 1,240,857</u>

CONTACTING FINANCIAL MANAGEMENT

This financial report is designed to provide readers with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact:

Ms. Tammy Knight, Director
1330 Dr. Beatrous Road
Theriot, LA 70397
Phone number (985) 688-5111

FINANCIAL STATEMENTS

Terrebonne Parish Recreation District No. 10
 Theriot, Louisiana
 Statement of Net Position
 December 31, 2023

	Governmental Activities
Assets	
Cash and cash equivalents	\$ 563,180
Receivables	
Ad valorem taxes	32,368
State revenue sharing	7,285
Due from other governments	456,391
Prepaid insurance	54,107
Total Current Assets	1,113,331
Capital assets	
Non-depreciable	122,440
Depreciable, net of accumulated depreciation	1,245,820
Total Capital Assets	1,368,260
Total Assets	2,481,591
Deferred Outflows of Resources	
Pension	25,981
Other post-employment benefits	10,673
Total Deferred Outflows of Resources	36,654
Liabilities	
Accounts payable and accrued expenses	77,735
Total Current Liabilities	77,735
Compensated absences payable	12,021
Net pension liability	12,873
Other post-employment benefit liability	41,316
Total Long-term Liabilities	66,210
Total Liabilities	143,945
Deferred Inflows of Resources	
Ad valorem taxes	488,759
State revenue sharing	7,285
Pension	2,584
Other post-employment benefits	17,871
Total Deferred Inflows of Resources	516,499
Net Position	
Net investment in capital assets	1,368,260
Unrestricted	489,541
Total Net Position	\$ 1,857,801

See accompanying notes.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Statement of Activities
Year Ended December 31, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Increase (Decrease) in Net Position
		Charges for Services	Federal Grants	State / Local Grants	
GOVERNMENTAL ACTIVITIES					
Culture and recreation	\$ 704,814	\$ 104,987	\$ 180,131	\$ 29,958	\$ (389,738)
General government	15,497	-	-	-	(15,497)
TOTAL GOVERNMENTAL ACTIVITIES	\$ 720,311	\$ 104,987	\$ 180,131	\$ 29,958	\$ (405,235)
General Revenues:					
Ad valorem taxes				\$ 510,206	
State revenue sharing				7,647	
Other				10,870	
Pension revenues				862	
Interest income				2,902	
Total General Revenues					<u>532,487</u>
Increase in Net Position					127,252
NET POSITION - BEGINNING OF YEAR					<u>1,730,549</u>
NET POSITION - END OF YEAR					<u>\$ 1,857,801</u>

See accompanying notes.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
 Balance Sheet
 Governmental Fund Type
 General Fund
 December 31, 2023

Assets	
Cash and cash equivalents	\$ 563,180
Receivables	
Ad valorem taxes	32,368
State revenue sharing	7,285
Due from other governments	<u>456,391</u>
Total Assets	<u>\$ 1,059,224</u>
 Liabilities and Fund Balance	
Accounts payable and accrued expenses	<u>\$ 77,735</u>
Total Liabilities	<u>77,735</u>
 Deferred Inflows of Resources	
Ad valorem taxes	488,759
State revenue sharing	<u>7,285</u>
Total Deferred Inflows of Resources	<u>496,044</u>
 Fund Balance	
Unassigned	<u>485,445</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 1,059,224</u>

See accompanying notes.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Statement of Revenues, Expenditures, and Changes in Fund Balance –
Governmental Fund Type – General Fund
Year Ended December 31, 2023

REVENUES

Ad valorem taxes	\$ 510,206
Intergovernmental:	
State of Louisiana - State revenue sharing	7,647
Federal Emergency Management Agency	180,131
Terrebonne Parish Government	29,958
Charges for services	104,987
Interest income	2,902
Miscellaneous	7,617
	843,448
Total Revenues	843,448

EXPENDITURES

Culture and Recreation	
Personnel services	283,623
Other services and charges	180,955
Repairs and maintenance	105,823
Materials and supplies	21,685
	592,086
Total Culture and Recreation	592,086
General government - current:	
Ad valorem deduction	15,497
Capital outlay	245,275
	852,858

Total Expenditures

Excess Expenditures Over Revenues

(9,410)

FUND BALANCES

Beginning of year	494,855
End of year	\$ 485,445

See accompanying notes.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
 Reconciliation of the Governmental Fund Balance Sheet
 to the Statement of Net Position
 December 31, 2023

Fund balance - governmental fund	\$	485,445
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets of \$4,283,882, net of accumulated depreciation of \$2,915,622, are not financial resources and, therefore, are not reported in the governmental funds.</p>		1,368,260
<p>Deferred outflows of resources related to net pension liability and OPEB liabilities are not available resources, and therefore, are not reported in the funds.</p>		36,654
<p>Prepaid assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.</p>		54,107
<p>Liabilities not due and payable in the current period and, therefore, are not reported in the funds:</p>		
Compensated absences		(12,021)
Net pension liability		(12,873)
Other post-employment benefits		(41,316)
<p>Deferred inflows of resources related to net pension liability and OPEB liability are not payable from current expendable resources, and therefore, are not reported in the funds.</p>		<u>(20,455)</u>
Net position of governmental activities	<u>\$</u>	<u>1,857,801</u>

See accompanying notes.

**Terrebonne Parish Recreation District No. 10
Theriot, Louisiana**

Reconciliation of the Statement of Governmental Fund Revenues, Expenditures and
Changes in Fund Balance to the Statement of Activities
Year Ended December 31, 2023

Change in fund balance - governmental fund	\$	(9,410)
<p>Amounts reported for governmental activities in the statement of activities are different because:</p>		
<p>Governmental funds report capital outlays as expenditures, where in the statement of activities, these costs are depreciated over their estimated useful lives.</p>		
Depreciation expense		(117,872)
Capital outlays		245,275
<p>Recognition of other post-employment benefits are reported as expenses in the governmental funds when actually paid. However, on the Statements of Activities, these are recognized as they are accrued.</p>		
		3,253
<p>Prepaid expenses reported in governmental activities are not financial resources and therefore are not reported in the governmental funds.</p>		
		9,283
<p>Effects of recording net pension liability and deferred inflows and outflows of resources related to net pension liability and OPEB liability.</p>		
		<u>(3,277)</u>
Change in net position of government activities	\$	<u>127,252</u>

See accompanying notes.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Terrebonne Parish Recreation District No. 10 (the District) is a governmental entity that owns, operates, and maintains public recreational facilities in Theriot and Dularge, Louisiana. Because the Terrebonne Parish Consolidated Government appoints the governing board and thusly can impose its will, the District was determined to be a component unit of the Terrebonne Parish Consolidated Government, the governing body of the parish and the governmental body with financial accountability. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Consolidated Government, the general government services provided by that governmental unit, or the other governmental units that comprise the governmental reporting entity

The financial statements of the the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

Note 1 – Summary of Significant Accounting Policies

A. Financial Reporting Entity

The accompanying financial statements present information only on the funds maintained by Terrebonne Parish Recreation District No. 10.

The District has reviewed all of its activities and determined that there are no potential component units that should be included in its financial statements.

B. Basis of Presentation

GASB Statements establish standards for external financial reporting for all state and local governmental entities which includes a statement of net position and a statement of activities. It requires the classification of net position into three components – net investment in capital assets; restricted; and unrestricted. These classifications are defined as follows:

Net investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of net investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 1 – Summary of Significant Accounting Policies (Cont.)

Restricted – This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – This component of net position consists of net position that does not meet the definition of restricted or net investment in capital assets.

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. It establishes fund balance classifications that comprise hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. These classifications are defined as follows:

Nonspendable – This component of fund balance includes amounts that cannot be spent due to form, including inventories and prepaid amounts. Also included are amounts that must be maintained intact legally or contractually.

Restricted – This component of fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed – This component of fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision-making authority. The Board of Commissioners must vote on commitments.

Assigned – This component of fund balance is intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. The Board of Commissioners can vote on applicable assigned amounts.

Unassigned – This component of fund balance is the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications.

Stabilization Funds – This component of fund balance covers such things as revenue shortfalls, emergencies, or other purposes. The authority to set aside resources often comes from a statute, ordinance, or constitution.

The District's basic financial statements consist of the government-wide statements on all activities of the District and the governmental fund financial statements.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 1 – Summary of Significant Accounting Policies (Cont.)

Government-wide Financial Statements:

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the District. The government-wide presentation focuses primarily on the sustainability of the District as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Governmental activities generally are financed through taxes, intergovernmental revenues, and charges for services.

Fund Financial Statements:

The daily accounts and operations of the District are organized on the basis of a fund and account groups, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Government resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The governmental fund of the District is:

General Fund – The general fund is the general operating fund of the District. It is used to account for all financial resources.

C. Measurement Focus/Basis of Accounting

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

Government-wide Financial Statements:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. 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 in the year for which they are levied.

The government-wide financial statements display information as a whole. These statements include all the financial activities. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

Terrebonne Parish Recreation District No. 10
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Notes to Financial Statements
Year Ended December 31, 2023

Note 1 – Summary of Significant Accounting Policies (Cont.)

Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

Program Revenues – Program revenues included in the Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the general revenues.

Fund Financial Statements:

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

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Ad valorem taxes and the related state revenue-sharing (intergovernmental revenue) are recognized as revenue in the year levied.

Charges for services are recorded when earned since they are measurable and available. Miscellaneous revenues are recorded as revenues when received in cash by the District because they are generally not measurable until actually received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Allocations of cost such as depreciation are not recognized in the governmental funds.

D. Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles. An annual appropriated budget is adopted for the general fund. All annual appropriations lapse at fiscal year-end. Formal budgetary integration is employed as part of the accounting system, and the budget is amended by supplemental appropriations as needed to comply with State law.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 1 – Summary of Significant Accounting Policies (Cont.)

E. Cash and Cash Equivalents

The District considers all highly liquid investments purchased with an initial maturity of ninety days or less to be cash equivalents.

F. Bad Debts

The financial statements of the District contain no allowance for bad debts. Uncollectible amounts are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. Management has concluded that these amounts are not considered to be material in relation to the financial position or operation of the District.

G. Capital Assets

The accounting treatment over capital assets depends on whether the assets are reported in the government-wide or fund financial statements.

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their acquisition value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position.

Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of assets is as follows:

Category	Life
Buildings	5 - 40 years
Improvements other than buildings	7 - 30 years
Machinery and equipment	5 - 20 years
Furniture and equipment	5 - 12 years
Vehicles	6 years

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

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 1 – Summary of Significant Accounting Policies (Cont.)

I. Compensated Absences

The District's policies regarding vacation and sick leave permits employees to accumulate earned but unused vacation and sick leave. The liability for these compensated absences is recorded as a long-term obligation in the government-wide statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources.

Employees of the District can earn 96 hours or 136 hours of vacation leave, depending on their length of employment. Accumulated vacation leave is due to the employee at the time of termination or death. The vacation policy provides that any annual leave, in excess of one year's earnings, remaining on the employee's anniversary date will be transferred to sick leave. Hours forfeited are transferred to retirement for participants of the Parochial Employees' Retirement System (Plan B).

Employees of the District earn 56 hours sick leave per year and are permitted to accumulate a maximum of 480 hours. Upon retirement, sick leave is paid to employees at one half of their accumulated sick leave to a maximum of 240 hours. As of December 31, 2023, the District accrued \$12,021 of compensated absences payable

J. 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 amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

K. Recent Pronouncement

The following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the District's financial report:

GASB Statement 100, *Accounting Changes and Error Corrections - An Amendment of GASB Statement No. 62*. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The standard is effective for annual reporting periods beginning after June 15, 2023. The effect of implementation on the District's financial statements has not yet been determined.

Terrebonne Parish Recreation District No. 10
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Notes to Financial Statements
Year Ended December 31, 2023

Note 1 – Summary of Significant Accounting Policies (Cont.)

GASB Statement No. 101, *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. This standard is effective for annual reporting periods beginning after December 15, 2023. The effect of implementation on the District's financial statements has not yet been determined.

Note 2 – Deposits

Under state law, the Commission may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of another State of the Union, or the laws of the United States Treasury.

State law requires that deposits (cash and certificates of deposits) of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivisions. The year end balances of deposits are as follows:

	Bank Balance	Reported Amount
Cash and cash equivalents	\$ 595,676	\$ 563,180

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a written policy for custodial credit risk. As of December 31, 2023, \$133,407 of the District's bank balances were exposed to credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the District's name.

Cash was adequately collateralized in accordance with State law by securities held by unaffiliated banks for the accounts of the District. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the pledged securities are considered subject to custodial credit risk under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 3 – Property Taxes

Property taxes are levied each November 1 on the assessed value listed as of the prior January 1 for all real property, merchandise and movable property located in the Parish. Assessed values are established by the Terrebonne Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A statewide reevaluation of all property is required to be completed no less than every four years. The last statewide reevaluation was completed for the list of January 1, 2020. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the last Wednesday in June. Properties for which the taxes have not been paid are sold for the amount of the taxes. The tax rate for the year ended December 31, 2023 was \$11.45 per \$1,000 of assessed valuation on property within the District for the purpose of maintaining and operating recreational facilities within the District. Taxes levied November 1, 2023 are for budgeted expenditures in 2024 and will be recognized as revenues in 2024. The 2023 tax assessment, less deductions for the assessor's retirement, has been reported as deferred inflows of resources as of December 31, 2023.

Note 4 – Due from Other Governments

As of December 31, 2023, the District has \$456,391 due from other governmental units, all of which are ad valorem taxes receivable from Terrebonne Parish's tax collector.

Note 5 – Capital Assets

A summary of changes in capital assets follows:

Governmental Activities	Balance as of 12/31/22	Additions	Deletions	Balance as of 12/31/23
Capital assets not being depreciated				
Land	\$ 122,440	\$ -	\$ -	\$ 122,440
Capital assets being depreciated				
Buildings	2,407,993	7,650	-	2,415,643
Improvements	941,299	228,897	-	1,170,196
Machinery and equipment	525,676	8,728	-	534,404
Furniture and equipment	23,003	-	-	23,003
Vehicles	18,196	-	-	18,196
	<u>3,916,167</u>	<u>245,275</u>	<u>-</u>	<u>4,161,442</u>
Less: Accumulated depreciation				
Buildings	(1,845,721)	(54,921)	-	(1,900,642)
Improvements	(539,183)	(36,338)	-	(575,521)
Machinery and equipment	(372,801)	(26,168)	-	(398,969)
Furniture and equipment	(21,849)	(445)	-	(22,294)
Vehicles	(18,196)	-	-	(18,196)
	<u>(2,797,750)</u>	<u>(117,872)</u>	<u>-</u>	<u>(2,915,622)</u>
	<u>1,118,417</u>	<u>127,403</u>	<u>-</u>	<u>1,245,820</u>
Total capital assets, net of accumulated depreciation	<u>\$ 1,240,857</u>	<u>\$ 127,403</u>	<u>\$ -</u>	<u>\$ 1,368,260</u>

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 5 – Capital Assets (Continued)

Depreciation expense in the amount of \$117,872 was recorded as cultural and recreational expenses for the year ended December 31, 2023.

Note 6 – Hurricane Ida

On August 29, 2021, Hurricane Ida made landfall near Port Fourchon, Louisiana as a Category 4 storm, with winds in excess of 150 miles per hour. The natural disaster caused significant wind-related and water-related damage to homes and businesses throughout Terrebonne Parish, to which property owned and operated by Terrebonne Parish Recreation District No. 10 was no exception.

During the year, \$245,275 was spent on the damages sustained as a result of the natural disaster. In connection with these expenditures, the District applied for reimbursement from the Department of Homeland Security through FEMA's Disaster Grants – Public Assistance program. As of December 31, 2023, the District has recognized and expended \$180,131 in federal funding under Assistance Listing Number 97.036.

Note 7 – Pension and Retirement Plans

Terrebonne Parish Recreation District No. 10 contributes to the Parochial Employees' Retirement System of Louisiana (PERS), under Plan B, which is a cost-sharing, multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the State of Louisiana or any governing body or a parish which employs and pays persons serving the parish. Plan B was designated for employees that remained in Social Security on the revision date. Sections 1901 through 2025 of Title 11 of the Louisiana Revised Statutes (LA R.S. 11:1901-2025) and other general laws of the State of Louisiana govern PERS.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at www.persla.org.

Plan Descriptions: For the year ended December 31, 2022, there were 199 contributing municipalities in Plan A and 49 in Plan B. The District is a participant in Plan B only.

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

All permanent District employees who work at least 28 hours per week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

Terrebonne Parish Recreation District No. 10
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Notes to Financial Statements
Year Ended December 31, 2023

Note 7 – Pension and Retirement Plans (Cont.)

Any member of Plan B who was hired before January 1, 2007 can retire providing the member meets one of the following criteria:

1. Age 55 with thirty (30) or more years of creditable service.
2. Age 60 with a minimum of ten (10) years of creditable service.
3. Age 65 with a minimum of seven (7) year of creditable service.

Eligibility for retirement for Plan B members hired on or after January 1, 2007 is as follows:

1. Age 55 thirty (30) or more years of creditable service.
2. Age 62 with ten (10) or more years of creditable service.
3. Age 67 with seven (7) or more years of creditable service.

Generally, the monthly amount of the retirement allowance for any member of Plan B shall consist of an amount equal to two percent of the member's final average compensation multiplied by his years of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Plan B members need ten (10) years of service credit to be eligible for survivor benefits. Upon the death of any member of Plan B with twenty (20) or more years of creditable service who is not eligible for normal retirement, the plan provides for an automatic Option 2 benefit for the surviving spouse when he/she reaches age 50, and until remarriage, if the remarriage occurs before age 55. A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

In lieu of terminating employment and accepting a service retirement allowance, any member of Plan B who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account. Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date. For individuals who become eligible to participate in DROP on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in the Plan will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of the system, the funds may be credited to the self-directed subaccounts. The participant in the self-directed portion of this Plan must agree that the benefits payable to the participant are not the

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 7 – Pension and Retirement Plans (Cont.)

obligations of the state of the System, and that any returns and other rights of the Plan are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

For Plan B, a member shall be eligible to retire and receive a disability benefit if he/she was hired prior to January 1, 2007 and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement, and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan B shall be paid a disability benefit equal to the lesser of an amount equal to two percent of the member's final average compensation multiplied by his/her years of service, not to be less than fifteen, or an amount equal to what the member's normal benefit would be based on the member's current final compensation but assuming the member remained in continuous service until his earliest normal retirement age.

Employer Contributions: Employer contributions are actuarially-determined each year. For the year ended December 31, 2023, employer contributions were 7.5%.

Non-Employer Contribution: In accordance with state statute, the System also receives $\frac{1}{4}$ of 1.0% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue-sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities.

Pension Liability, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources: As of December 31, 2023, the District reported a liability in its government-wide financial statements of \$12,873 for its proportionate share of the net pension liability of the System. The net pension liability was measured as of December 31, 2022 by an actuarial valuation performed of the retirement system as of the date. The District's proportion of the net pension asset was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of December 31, 2022, the District's proportionate share of the System was 0.054066%, which was a decrease of 0.0000034% from its proportion measured as of December 31, 2021.

For the year ended December 31, 2023, the District recognized a pension revenue of \$862 in its governmental activities related to its participation in the System.

As of December 31, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following resources:

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 7 – Pension and Retirement Plans (Cont.)

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 268	\$ 2,582
Changes in assumptions	607	-
Changes in proportion	-	2
Difference between projected and actual investment earnings on pension plan investments	20,246	-
Employer contributions subsequent to the measurement date	<u>4,860</u>	<u>-</u>
Total Deferred Outflows and Inflows	<u>\$ 25,981</u>	<u>\$ 2,584</u>

Deferred outflows of resources of \$4,860 related to pensions resulting from the District's contributions to the System subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year</u>	
2023	\$ 39
2024	2,885
2025	6,677
2026	<u>8,936</u>
Total	<u>\$ 18,537</u>

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2023 is as follows:

Valuation Date	December 31, 2022
Actuarial Cost Method	Entry Age Normal Cost
Expected Remaining Service Lives	4 years
Investment Rate of Return	6.40%, per annum (net of fees)
Inflation Rate	2.30% per annum

Terrebonne Parish Recreation District No. 10
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Notes to Financial Statements
Year Ended December 31, 2023

Note 7 – Pension and Retirement Plans (Cont.)

Salary Increase	4.25%
Cost of Living Adjustments	Benefits currently being paid and those previously granted
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees, General Employees, and General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality (Health Retirees) and disabled annuitants (General Disabled Retirees).

The discount rate used to measure the total pension liability was 6.40% for Plan B. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity to Changes in Discount Rate: The following presents the net pension liability/(asset) of the participating employers calculated using the discount rate of 6.40%, as well as what the employer's net pension liability/(asset) would be if it were calculated using a discount rate that is one percentage point lower (5.40%) or one percentage point higher (7.40%) than the current rate as of December 31, 2022.

	Changes in Discount Rate:		
		Current	
	1% Decrease 5.40%	Discount Rate 6.40%	1% Increase 7.40%
Net Pension Liability (Asset)	\$ 41,653	\$ 12,873	\$ (11,220)

Support of Non-Employer Contributing Entities: Contributions received by a pension plan from non-employer contributing entities that are not in a special funding situation are recorded as revenue by the respective pension plan. The District recognizes revenue in an amount equal to its proportionate share of the total contributions to the pension plan from these non-employer contributing entities. During the year ended December 31, 2023, the District recognized revenue as a result of support received from the non-employer contributing entities of \$862 for its participation in the System.

Pension Plan Fiduciary Net Positions: Detailed information about the pension plan's fiduciary net position is available in the separately issued financial report for the System available at www.persla.org.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Notes to Financial Statements
Year Ended December 31, 2023

Note 8 – Other Post-Employment Benefits

The District administers a single employer defined benefit healthcare plan (the "Plan"). The Plan provides for the payment of medical, dental and life insurance premiums for eligible employees, retirees and their dependents as approved by the Board of Commissioners. Louisiana Revised Statute 33:5161 grants the authority to establish and amend the benefit terms and financing requirements to the Board of Commissioners. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75. Eligible retirees can continue their health coverage by an election at retirement. Retirees are not eligible to rejoin at any other time. For employees retiring before January 1, 2005 the District funds the entire premium for all benefits on employees retiring with at least ten years of service upon retiring from the formal retirement systems.

District employees retiring on or after January 1, 2005 and before January 1, 2014, with at least ten years of permanent full-time creditable service with the District shall be eligible to participate in the Plan approved by the Board of Commissioners under the following vesting schedule: 11 to 15 years of service, 27.50% plus 2.75% per year; 16 to 20 years of service, 41.25% plus 3.75% per year; 21 years or more of service, 60.00% plus 5.00% per year of service, limited to 85% of the premium. Employees hired after December 31, 2013 with at least 30 years of permanent full-time creditable service, age 55 and 5 years of participation in the District's group health insurance plan immediately prior to retirement shall be eligible to participate in the Plan with benefits limited to 80% of premiums. A retired employee may provide dependent hospitalization coverage at applicable dependent rates. To be eligible for coverage after retirement, retired employees must be eligible for retirement under the Parochial Employees' Retirement System, see Note 7. The District currently has one active employee and no retirees in the Plan. The District does not issue a publicly available financial report on the Plan.

The District's total OPEB liability of \$41,316 was measured as of December 31, 2023 and was determined by an actuarial valuation as of January 1, 2023.

Funding Policy

The District fully funds required premiums based on pay-as-you-go financing requirements. For the fiscal year 2023 the District did not pay any premiums for the retirees.

Total OPEB Liability

Actuarial Assumptions and Other Inputs

The total OPEB liability as of December 31, 2023 was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless, otherwise specified:

Terrebonne Parish Recreation District No. 10
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Notes to Financial Statements
Year Ended December 31, 2023

Note 8 – Other Post-Employment Benefits (Cont.)

Measurement Date	December 31, 2023
Actuarial Valuation Date	January 1, 2023
Inflation	2.50%
Salary Increases, Including Inflation	3.00%
Discount Rate	3.77%
Healthcare Cost Trend Rates	Medical - 6.00% in year one decreasing in decrements of 0.25% per year until 5.00% through year five. Dental - 3.50% in year one decreasing in decrements of 0.25% per year until 2.50% through year five.

The discount rate was based on the December 31, 2022 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the PubG.H-2010 (general) and PubS.H-2010 (public safety) Employee Mortality Tables, Generational with Projection Scale MP-2021 for males or females, as appropriate.

Mortality rates for retirees were based on the PubG.H-2010 (general) and PubS.H-2010 (public safety) Healthy Annuitant Mortality Table, Generational with Projection Scale MP-2021 for males or females, as appropriate.

Annual OPEB Expense (Benefit)

The District's annual other post-employment benefit (OPEB) expense is calculated based on an amount actuarially-determined in accordance with the parameters of GASB Statement 75. The total OPEB benefit for the year ending December 31, 2023 is \$3,253.

The following table shows the components of the District's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the District's net OPEB obligation:

	\$ 622
Interest cost	1,647
Changes in assumptions/inputs	(377)
Difference between expected and actual experience	289
Changes in proportion	(13)
Benefit payments and net transfers	<u>(1,858)</u>
Net change in total OPEB liability	310
Total OPEB liability - beginning of year	<u>41,006</u>
Total OPEB liability - end of year	<u>\$ 41,316</u>

Terrebonne Parish Recreation District No. 10
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Notes to Financial Statements
Year Ended December 31, 2023

Note 8 – Other Post-Employment Benefits (Cont.)

Sensitivity of the total OPEB liability to Changes in Discount Rate

The following presents the OPEB liability calculated using the discount rate of 3.77%, as well as what the employer's OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.77%) or one percentage point higher (4.77%) than the current rate as of December 31, 2023.

	Changes in Discount Rate:		
	1% Decrease	Current	1% Increase
	2.77%	Discount Rate 3.77%	4.77%
Net OPEB Liability	<u>\$ 48,436</u>	<u>\$ 41,316</u>	<u>\$ 35,652</u>

Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

As of December 31, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between actual and experience	\$ 2,721	\$ 1,690
Changes in assumptions	249	13,416
Changes in proportion	7,703	2,765
Total Deferred Outflows and Inflows	<u>\$ 10,673</u>	<u>\$ 17,871</u>

The net amounts of deferred outflows/inflows of resources attributable to fiscal year ended December 31, 2023 will be recognized in OPEB expense in future years as follows:

Year	
2024	\$ (43)
2025	(3,264)
2026	(3,870)
2027	(21)
Total	<u>\$ (7,198)</u>

Terrebonne Parish Recreation District No. 10
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Notes to Financial Statements
Year Ended December 31, 2023

Note 9 – Risk and Insurance

The District is exposed to various risks of loss related to tort; theft of, damage to, or destruction of assets; errors and omissions; and injuries to the public; and natural disasters. To protect against these risks, the District has purchased commercial or other insurance for the losses to which it is exposed.

Note 10 – Compensation of Board Members

The following amounts were paid to commissioners for the year ended December 31, 2023:

Martha Guidry	\$	300
Daniel Constant		300
John Bascle		300
Travis Malbrough		275
Brent Rodrigue		225
Annette Burgo		200
Arthur Bishop		150
	<u>\$</u>	<u>1,750</u>

Note 11 – Subsequent Events

Subsequent events were evaluated through May 13, 2024, which is the date the financial statements were available to be issued, and it was determined that no events occurred that requires disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
 Budgetary Comparison Schedule – General Fund
 Year Ended December 31, 2023

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES				
Ad valorem taxes	\$ 421,000	\$ 481,000	\$ 510,206	\$ 29,206
Intergovernmental:				
State revenue sharing	8,000	8,000	7,647	(353)
FEMA	-	-	180,131	180,131
Terrebonne Parish Government	-	30,000	29,958	(42)
Charges for services	3,900	108,845	104,987	(3,858)
Interest income	700	3,000	2,902	(98)
Miscellaneous	-	14,261	7,617	(6,644)
Total Revenues	<u>433,600</u>	<u>645,106</u>	<u>843,448</u>	<u>198,342</u>
EXPENDITURES				
Culture and Recreation				
Personnel services	208,800	323,300	283,623	39,677
Other services and charges	63,800	108,800	180,955	(72,155)
Repairs and maintenance	100,000	170,000	105,823	64,177
Materials and supplies	36,000	36,000	21,685	14,315
Total Culture and Recreation	<u>408,600</u>	<u>638,100</u>	<u>592,086</u>	<u>46,014</u>
General Government				
Ad valorem deduction	-	-	15,497	323,300
Capital outlay	5,000	26,000	245,275	(219,275)
Total Expenditures	<u>413,600</u>	<u>664,100</u>	<u>852,858</u>	<u>(188,758)</u>
Excess (deficiency) of revenues over expenditures	20,000	(18,994)	(9,410)	9,584
FUND BALANCES				
Beginning of year	<u>494,855</u>	<u>494,855</u>	<u>494,855</u>	<u>-</u>
End of year	<u>\$ 514,855</u>	<u>\$ 475,861</u>	<u>\$ 485,445</u>	<u>\$ 9,584</u>

See Independent Auditor's Report.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Schedule of Employer's Share of Net Pension Liability
Year Ended December 31, 2023

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Its Covered Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
Parochial Employees' Retirement System (PERS) Plan B					
2023	0.054066%	\$ 12,873	\$ 64,865	19.85%	94.26%
2022	0.054100%	(30,209)	62,976	-47.97%	114.20%
2021	0.053900%	(13,841)	61,740	-22.42%	106.76%
2020	0.054000%	(3,904)	61,940	-6.30%	102.05%
2019	0.055600%	15,030	59,942	25.07%	91.93%
2018	0.069600%	(8,763)	58,196	-15.06%	104.02%
2017	0.056700%	7,368	56,502	13.04%	95.50%
2016	0.058800%	10,466	56,502	18.52%	93.48%
2015	0.061600%	4,587	56,502	8.12%	99.89%

Notes to Schedule:

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

See Independent Auditor's Report and Notes to Financial Statements.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Schedule of Employer Contributions
Year Ended December 31, 2023

<u>Year</u>	<u>Statutorily Required Contributions</u>	<u>Contributions in Relation to Statutorily Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
Parochial Employees' Retirement System (PERS) Plan B					
2023	\$ 4,865	\$ 4,865	\$ -	\$ 64,865	7.50%
2022	4,724	4,724	-	62,976	7.50%
2021	4,631	4,631	-	61,740	7.50%
2020	4,631	4,631	-	61,740	7.50%
2019	4,496	4,496	-	59,942	7.50%
2018	4,365	4,365	-	58,196	7.50%
2017	4,521	4,521	-	56,502	8.00%
2016	4,520	4,520	-	56,502	8.00%
2015	5,085	5,085	-	56,502	9.00%

Notes to Schedule:

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

See Independent Auditor's Report and Notes to Financial Statements.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Schedule of Changes in Net OPEB Liability and Related Ratios
Year Ended December 31, 2023

	2023	2022	2021	2020	2019	2018
Service cost	\$ 622	\$ 1,516	\$ 1,147	\$ 1,626	\$ 1,021	\$ 2,093
Interest cost	1,647	1,037	1,163	1,874	1,392	3,050
Changes of benefit terms	-	-	-	-	-	(45,730)
Difference between expected and actual experience	289	4,151	(190)	(8,207)	2,045	(452)
Changes in assumptions/inputs	(377)	(19,916)	658	(5,904)	12,191	(3,156)
Changes in proportion	(13)	(3,450)	2,593	1,536	5,576	-
Benefit payments and net transfers	(1,858)	(1,483)	(1,533)	(1,038)	(2,033)	(1,269)
Net change in total OPEB liability	310	(18,145)	3,838	(10,113)	20,192	(45,464)
Total OPEB liability - beginning of year	41,006	59,151	55,313	65,426	45,234	90,698
Total OPEB liability - ending of year	\$ 41,316	\$ 41,006	\$ 59,151	\$ 55,313	\$ 65,426	\$ 45,234
Covered-employee payroll	\$ 64,865	\$ 62,796	\$ 61,740	\$ 61,740	\$ 59,942	\$ 58,196
Net OPEB liability as a percentage of covered-employee payroll	63.70%	65.30%	95.81%	89.59%	109.15%	77.73%

Notes to Schedule:

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

See Independent Auditor's Report and Notes to Financial Statements.

OTHER INFORMATION

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
 Schedule of Compensation, Benefits, and Other
 Payments to the District Director
 Year Ended December 31, 2023

Agency Head Name: Ms. Tammy C. Knight, Director

Purpose	Amount
Salary	\$ 64,865
Benefits - insurance	17,041
Benefits - retirement	4,865
Benefits - other	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Meals	-
	<u>\$ 86,771</u>

This schedule is used to satisfy the reporting requirements of
 R.S. 24:513(A)(3).

REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

**Martin
and
Pellegrin**

103 Ramey Road
Houma, Louisiana 70360

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(A Professional Corporation)*

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Fax (985) 851-3951

**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**

Board of Commissioners
Terrebonne Parish Recreation District No. 10
Theriot, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Terrebonne Parish Recreation District No. 10 (the District), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated May 13, 2024.

Report on Internal Control Over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or 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 over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

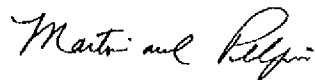
As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material 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 an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards*. This item is listed as 2023-001 in the accompanying Schedule of Findings and Responses.

The District's Response to Finding

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.



Houma, Louisiana
May 13, 2024

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Schedule of Findings and Responses
Year Ended December 31, 2023

Section I – Summary of Auditor’s Results

1. The auditor’s report expresses an unmodified opinion on the financial statements of the Terrebonne Parish Recreation District No. 10.
2. No control deficiencies were noted during the audit of the financial statements.
3. One instance of noncompliance or other matters (see finding 2023-001) required to be reported in accordance with *Government Auditing Standards* was disclosed during the audit.
4. A management letter was not issued.
5. The District received \$180,131 in federal funds during the year under ALN 97.036.

Section II – Financial Statement Findings

2023-001 – Budget Amendment

Statement of Condition: The District amended its budget once during the year; however, actual expenditures exceeded budgeted expenditures by greater than 5% at year end.

Criteria: Louisiana Revised Statutes 39:1310 and 1311 require governmental entities to adopt a budget amendment if there is a 5% unfavorable variance in revenues or expenditures.

Effects of Condition: Management of the District amended the budget during the year, but did not prevent an unfavorable variance in expenditures greater than 5% at year end.

Cause of Condition: Management monitored the budget but failed to account for the fact that certain accruals and adjustments would be required.

Recommendation: We recommend that the District follow its procedures to monitor budget to actual revenue and expenditures at more frequent intervals and to amend the budget when a 5% or greater unfavorable variance in revenues or expenditures is identified. Also, potential accruals and adjustments should be considered.

Planned Action: The District will implement the recommendation as detailed above.

Section III – Internal Control Findings

This section is not applicable.

Section IV – Findings and Questioned Costs – Major Federal Awards

This section is not applicable.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Management's Corrective Action Plan for Current Year Findings
Year Ended December 31, 2023

The contact person for all corrective actions noted below is Ms. Tammy Knight, Director.

Section I – Internal Control and Compliance

2023-001 – Budget Amendment

Statement of Condition: The District amended its budget once during the year; however, actual expenditures exceeded budgeted expenditures by greater than 5% at year end.

Recommendation: We recommend that the District follow its procedures to monitor budget to actual revenue and expenditures at more frequent intervals and to amend the budget when a 5% or greater unfavorable variance in revenues or expenditures is identified. Also, potential accruals and adjustments should be considered.

Planned Action: The Board of Commissioners of the District will implement the recommendation as detailed above.

Section II – Internal Control and Compliance Material to Federal Awards

This section is not applicable.

Section III – Management Letter

This section is not applicable.

Terrebonne Parish Recreation District No. 10
Theriot, Louisiana
Schedule of Prior Findings and Resolution Matters
Year Ended December 31, 2023

Note: The prior findings all relate to the December 31, 2022 audit engagement.

Section I – Internal Control and Compliance Material to the Financial Statements

2022-001 – Budget Variance

Statement of Condition: Actual General Fund expenditures exceeded budgeted expenses by more than 5%.

Recommendation: We recommend that the District adopt budget amendments to ensure compliance with R.S. 39:1311 and state budget laws.

View of Responsible Officials: The District will adopt a budget amendment to ensure compliance with R.S. 39:1311 and state budget laws.

Status: Ongoing. See current year finding.

Section II – Internal Control and Compliance Material to Federal Awards

This section is not applicable.

Section III – Management Letter

This section is not applicable

STATEWIDE AGREED-UPON PROCEDURES

**Martin
and
Pellegrin**

103 Ramey Road
Houma, Louisiana 70360

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

To the Board of Commissioners
Terrebonne Parish Recreation District No. 10
Theriot, 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 January 1, 2023 through December 31, 2023. Terrebonne Parish Recreation District No. 10's management is responsible for those C/C areas identified in the SAUPs.

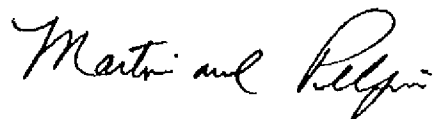
Terrebonne Parish Recreation District No. 10 has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. 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 described on pages 44-62.

We were engaged by Terrebonne Parish Recreation District No. 10 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 Terrebonne Parish Recreation District No. 10 and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

A handwritten signature in cursive script that reads "Martin and Kelly".

Houma, Louisiana
May 13, 2024

**Terrebonne Parish Recreation District No. 10
Theriot, Louisiana**

Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2023

The required procedures and our findings are as follows:
Procedures performed on the District's written policies and procedures:

Written Policies and Procedures

1. Obtain and inspect the District's written policies and procedures and observe that they address each of the following categories and subcategories, as applicable:

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

Performance: Obtained and read the written policy for budgeting and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

b. Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes

Performance: Obtained and read the written policy for purchasing and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

c. Disbursements, including processing, reviewing, and approving

Performance: Obtained and read the written policy for disbursements and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

d. Receipts/Collections, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions

Performance: Obtained and read the written policy for receipts and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

e. Payroll/Personnel, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

Terrebonne Parish Recreation District No. 10

Theriot, Louisiana

Schedule of Procedures and Associated Findings of the

Statewide Agreed-Upon Procedures

Year Ended December 31, 2023

Performance: Obtained and read the written policy for payroll and personnel and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Obtained and read the written policy related to contracting and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted

Management's response: Not applicable.

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

Performance: Obtained and read the written policy related to credit cards and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Obtained and read the travel and expense reimbursement policy and found it contained all requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- i. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute 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.

Performance: Obtained and read the written policy related to ethics and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Terrebonne Parish Recreation District No. 10

Theriot, Louisiana

Schedule of Procedures and Associated Findings of the

Statewide Agreed-Upon Procedures

Year Ended December 31, 2023

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

Performance: Obtained and read the written policy related to debt service and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- k. 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.

Performance: Obtained and read the written policy related to information technology disaster recovery/business continuity and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Obtained and read the written policy related to sexual harassment and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Terrebonne Parish Recreation District No. 10

Theriot, Louisiana

Schedule of Procedures and Associated Findings of the

Statewide Agreed-Upon Procedures

Year Ended December 31, 2023

Performance: Determined that the board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document except for the conflicts below.

Exceptions: Only 11/12 meetings were held during the year. There was no meeting in May of 2023 due to the regularly scheduled meeting date falling on Memorial Day.

Management's response: Management will consider rescheduling meetings when they occur on national holidays.

- b) Observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund.

Performance: Determined whether the minutes referenced or included monthly budget-to-actual comparisons.

Exceptions: The District's minutes do not include or reference monthly budget-to-actual comparisons.

Management's response: Management will consider including budget-to-actual comparisons as part of monthly meetings.

- c) 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.

Performance: Determined that the general fund did not have a negative unassigned fund balance.

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

Performance: Determined whether the board received updated on status of resolution of audit findings.

Exceptions: No exceptions were noted.

Management's response: Not applicable.

Bank Reconciliations

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

**Terrebonne Parish Recreation District No. 10
Theriot, Louisiana**

**Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2023**

Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date;

Performance: Determined that randomly selected bank statements were reconciled within two months of the related statement closing date.

Exceptions: Two of the three bank accounts tested were not reconciled within two months of the related statement closing date.

Management's response: Bank accounts will be reconciled within two months of the related statement closing date.

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

Performance: Inspected documentation for management approvals of each randomly selected bank reconciliation.

Exceptions: There was no written evidence that bank reconciliations were reviewed within one month of the date the reconciliations were prepared.

Management's response: Management will sign and date bank reconciliations upon review.

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

Performance: Determined whether there were any items outstanding for more than 12 months.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Collections

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

Terrebonne Parish Recreation District No. 10

Theriot, Louisiana

Schedule of Procedures and Associated Findings of the

Statewide Agreed-Upon Procedures

Year Ended December 31, 2023

Performance: Obtained 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.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site, obtain and inspect written policies and procedures relating to employee job duties at each collection location, and observe that job duties are properly segregated at each collection location, and observe that job duties are properly segregated at each collection location such that:

a) Employees that are responsible for cash collections do not share cash drawers/registers.

Performance: Observed that employees responsible for cash collections do not share cash drawers/registers.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation to the deposit.

Performance: Observed that employees responsible for cash collections are not responsible for making deposits unless another employee/official is responsible for reconciling collection documentation to the deposit.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

Performance: Observed that employees responsible for cash collections are not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Terrebonne Parish Recreation District No. 10

Theriot, Louisiana

Schedule of Procedures and Associated Findings of the

Statewide Agreed-Upon Procedures

Year Ended December 31, 2023

- d) The employee responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Performance: Observed that employees responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 6. Observe 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 enforced during the fiscal period.

Performance: Observed a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observed that the bond or insurance policy for theft was enforced during the fiscal period.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 7. Randomly select two deposit dates for each of the bank accounts selected for procedure #3 under "Bank Reconciliations" above. Obtain supporting documentation for each of the deposits and:

- a) Observe that receipts are sequentially pre-numbered.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe that the deposit was made within one business day of receipt at the collection location.
- e) Trace the actual deposit per the bank statement to the general ledger.

Performance: Performed procedures 7a through 7e above.

Exceptions: Receipts are not sequentially pre-numbered and deposits were not made within one business day of receipt.

Management's response: Management will consider sequentially pre-numbering receipts and making deposits within one business day of receiving negotiable instruments.

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Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

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

Performance: Obtained a listing of locations that processed payments for the fiscal period from management and received management's representation in a separate letter. Determined that only one location processed payments.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties, and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Performance: Obtained a listing of those employees involved with non-payroll purchasing and payment functions along with written policies and procedures for those functions to determine if there was a proper segregation of duties for initiating, approving, and making purchases.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) At least two employees are involved in processing and approving payments to vendors.

Performance: Obtained a listing of those employees involved with non-payroll purchasing and payment functions along with written policies and procedures for those functions to determine if there was a proper segregation of duties for processing and approving payments to vendors.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

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Performance: Inspected policy manual and inquired of management as to separation of duties related to vendor files.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Performance: Inquired of management to determine if the employee responsible for processing payments mails those respective payments.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- e) 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.

Performance: Inquired of management to determine whether release of electronic disbursements are appropriately authorized.

Exceptions: No exceptions were noted.

Management's response: Not applicable.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select five disbursements for each location, obtain supporting documentation for each transaction and:

Performance: Obtained the completed general ledger for the fiscal period and obtained management's representations in a separate letter. Randomly selected five disbursements using a random number generator for check numbers to test the requirements below.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Observe that the disbursement matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

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Performance: Determined that the five random disbursements matched their respective original invoices and that the invoices indicate that deliverables were received by the entity.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Performance: Determined whether the documentation for the five random disbursements gave evidence of the segregation of duties tested under #9 above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

11. Using the entity's main operating accounts and the month selected in Bank Reconciliations procedure #3, 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.

Performance: Determined whether the five random electronic disbursements were properly approved.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

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

Performance: Obtained from management a listing of all active cards for the fiscal period and management's representation that the listing is complete in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

13. Using the listing prepared by management, randomly select five cards (or all cards if less than five) 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:

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- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

Performance: Observed that there was evidence of proper monthly statement and supporting documentation review and approval.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Observed that there were no finance charges or late fees assessed on the selected statement.

Exceptions: There was a finance charge on the statement selected for testing.

Management's response: Management will monitor use of credit cards and pay them timely so as to avoid having fees assessed.

14. Using the monthly statements or combined statements selected under #13 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. 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.

Performance: Determined that all transactions from the statement tested were supported by the documentation required above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

15. 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 five reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

Performance: Obtained general ledger detail for travel and travel-related expense reimbursements. No travel-related expense reimbursements were noted. Remainder of procedure #15 considered not applicable.

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Exceptions: There were no exceptions noted.
Management's response: Not applicable.

- a) 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).

Performance: Determined that travel expenses were not reimbursed using a per diem.

Exceptions: There were no exceptions noted.
Management's response: Not applicable.

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

Performance: Traced expenses to original itemed receipts, expense reports, and mileage reports.

Exceptions: There were no exceptions noted.
Management's response: Not applicable.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

Performance: Reviewed documentation of the business/public purpose for each expense.

Exceptions: There were no exceptions noted.
Management's response: Not applicable.

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

Performance: Inspected each expense reimbursement request to find approval be supervisors and/or board member.

Exceptions: There were no exceptions noted.
Management's response: Not applicable.

Contracts

16. 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. Obtain management's representation that the listing is complete. Randomly select five contracts (or all contracts if less than five) from the listing, excluding the practitioner's contract, and:

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Performance: Observed the listing of contracts in effect during the fiscal year from management and received management's representation of completeness in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law, if required by law.

Performance: Determined that contracts were bid in accordance with Louisiana Public Bid Law.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe that the contract was approved by the governing body/board, if required by policy or law.

Performance: Determined that the selected contracts were approved by the board.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) If the contract was amended, observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms.

Performance: Determined that none of the five selected contracts included amendments to the original contracts and that all were in compliance with the original contract terms.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Randomly select one payment from the fiscal period for each of the five 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.

Performance: Inspected the randomly selected payment and compared to the written contract information to determine that the invoice and related payment complied with the terms of the contract.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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Payroll and Personnel

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

Performance: Observed the listing of employees and received management's representation of completeness in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

18. Randomly select one pay period during the fiscal period. For the employees selected under #17 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees or officials documented their daily attendance and leave.

Performance: Determined that all selected employees documented their daily attendance and leave for the selected pay period.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe that supervisors approved the attendance and leave of the selected employees or officials.

Performance: Determined that the attendance and leave of each employee for the selected pay period was approved by each employee's respective supervisor.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Performance: Observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

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Performance: Observed that the rate paid to the employees agreed to the authorized salary/pay rate.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. Agree the hours to the employee or officials' cumulate leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Performance: The District did not have any terminated employees during the fiscal period. This section is not applicable.

Exceptions: Not applicable.

Management's response: Not applicable.

20. Obtain management's representation that employer and employee portions of third-party payroll-related amounts have been paid, and any associated forms have been filed, by required deadlines.

Performance: Determined that the District paid and filed payroll-related obligations in a timely manner.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Ethics

21. Using the employees from procedure #17 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Performance: Observed the ethics course completion certificates for the employees/officials tested.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe that the entity maintains documentation which demonstrates each employee and official was notified of any changes to the entity's policy during the fiscal period, as applicable.

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Performance: Observe that the entity maintains documentation which demonstrates each employee and official was notified of any changes to the entity's policy during the fiscal period.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Inquired as to whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Exceptions: No exceptions were noted.

Management's response: Not applicable.

Debt Service

23. 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 bond/note issued.

24. 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.

Performance: As the District does not have any debt, determined that procedures 23 and 24 were not applicable.

Fraud Notice

25. 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.

Performance: Inquired of management of any misappropriations of public funds or assets and determined that none were noted.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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26. 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.

Performance: Observed such notice posted on the premises and website.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Information Technology Disaster Recovery/Business Continuity

27. Perform the following procedures and verbally discuss the results with management:

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (1) occurred within the past week, (2) was not stored on the government's local server or network, and (3) was encrypted.
- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past three months.
- c) Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select five computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting software in use are currently supported by the vendor.

Performance: We performed the procedures and discussed the results with management of the District.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Performance: We determined that there were no terminated employees during the fiscal period. As such, this section is not applicable.

Exceptions: Not applicable.

Management's response: Not applicable.

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29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, 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:

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

Performance: Determined that the required cybersecurity training was not completed by any employees/officials of the District.

Exceptions: No employees/officials completed the required training.

Management's response: Employees will be required to complete the required training.

Prevention of Sexual Harassment

30. Using the randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, 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.

Performance: Observed the sexual harassment course completion certificates for the five employees/officials tested.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website.

Performance: Visited the District's website and observed its sexual harassment policy and complaint procedure.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

32. 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 it includes the applicable requirements of R.S. 42:344:

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

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- b) Number of sexual harassment complaints received by the District;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Performance: Obtained the entity's annual sexual harassment report and determined that it included the requirements above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.