

**VILLAGE OF BONITA, LOUISIANA**

*Financial Report  
For the Year Ended June 30, 2020*



**VILLAGE OF BONITA, LOUISIANA**  
**FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDED JUNE 30, 2020**

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**VILLAGE OF BONITA, LOUISIANA**  
**FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDED JUNE 30, 2020**

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## **INDEPENDENT ACCOUNTANT'S REVIEW REPORT**

To the Mayor and Board of Aldermen  
Village of Bonita  
Bonita, Louisiana

I have reviewed the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Village of Bonita, Louisiana (the Village), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; 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.

### **Accountant's Responsibility**

My responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants, and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

### **Accountant's Conclusion**

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.





To the Mayor and Board of Aldermen  
Village of Bonita  
Bonita, Louisiana

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 7 and page 26, be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the representation of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited such required supplementary information, and, accordingly, I do not express an opinion on such information.

### **Other Information**

The accompanying schedule of mayor's and aldermen's compensation and schedule of compensation, reimbursements, benefits, and other payments to agency head on pages 28 and 29, respectively, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The information is the representation of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the supplementary information and, accordingly, do not express an opinion on such information.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, I have issued a report date May 3, 2021, on the results of our agreed-upon procedures.

*Maxwell CPA, LLC*

Monroe, Louisiana  
May 3, 2021

**REQUIRED SUPPLEMENTAL INFORMATION (PART A)**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**



**VILLAGE OF BONITA, LOUISIANA**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**AS OF AND FOR THE YEAR ENDED JUNE 30, 2020**

As management of the Village of Bonita, Louisiana, we offer readers of the Village of Bonita's financial statements this narrative overview and analysis of the financial activities of the Village for the year ended June 30, 2020. This discussion and analysis of management is designed to provide an objective and easy-to-read analysis of the Village's financial activities based on currently known facts, decisions, or conditions. It is intended to provide readers with a broad overview of the Village's finances. It is also intended to provide readers with an analysis of the short-term and long-term activities of the Village based on information presented in the financial report and fiscal policies that have been adopted by the Village. Specifically, this section is designed to assist the readers in focusing on significant financial issues, provide an overview of the Village's financial activity, identify changes in the Village's financial position (its ability to address the next and subsequent years' challenges), identify any material deviations from the financial plan (approved budget), and identify individual issues or concerns of individual funds.

As with other sections of the financial report, the information contained within the MD&A should be considered only a part of the greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the footnotes and the other Supplementary Information ("RSI") that is provided in addition to this Discussion and Analysis of Management.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Village of Bonita's financial statements. The Village of Bonita's basic financial statements are comprised of the following components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

Government-wide financial statements are designed by GASB Statement No. 34 to change the way in which government financial statements are presented. It now provides readers for the first time with a concise "entity-wide" statement of net position and statement of activities, seeking to give the users of the financial statements a broad overview of the Village of Bonita's financial position and operations, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Village's assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. The difference between assets and liabilities is reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the village is improving or weakening. Evaluation of the overall economic health of the Village would extend to other nonfinancial factors in addition to the financial information provided in this report.

The statement of activities presents information detailing how the Village's net position changed during the most recent year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of this statement is to show the financial reliance of the Village's distinct activities or functions on revenues provided by the citizenry of the Village.

The government-wide financial statements report governmental activities of the Village that are principally supported by tax revenues. Governmental activities include general administrative, sanitation, public safety (police), and public works (streets) services.

## **FUND FINANCIAL STATEMENTS**

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Village uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Village as a whole with major funds being separately reported.

## **NOTES TO FINANCIAL STATEMENTS**

The accompanying notes to the financial statements provide additional information essential to a full understanding of the government-wide and fund financial statements. The notes begin immediately following the basic financial statements.

In addition to the basic financial statements, the Village also includes in a subsequent section of this report additional information to supplement the basic financial statements.

The Village has two types of funds:

### **1. Governmental Funds**

Governmental funds are reported in the fund financial statements and encompass essentially the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the Village's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources during the year and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitments of spendable resources for the near term.

### **2. Proprietary Fund**

The proprietary fund is reported in the fund financial statements and generally reports services for which the Village charges customers a fee. The fund essentially encompasses the same functions reported as business-type activities in the government-wide financial statements. Services are provided to customers external to the Village. Proprietary fund financial statements provide both long-term and short-term financial information consistent with the focus provided by the government-wide financial statements, but with more detail.

The following provides a summary of the net position of the Village as of June 30:



**Village of Bonita, Louisiana**  
**Management Discussion and Analysis (continued)**

	Governmental Activities		Business-Type Activities		Totals	
	2020	2019	2020	2019	2020	2019
Current and Other Assets	\$ 9,053	\$ 7,044	\$ 42,517	\$ 26,521	\$ 51,570	\$ 33,565
Capital Assets	<u>385,241</u>	<u>405,504</u>	<u>1,756,183</u>	<u>1,827,092</u>	<u>2,141,424</u>	<u>2,232,596</u>
Total Assets	394,294	412,548	1,798,700	1,853,613	2,192,994	2,266,161
Other Liabilities	39,193	2,462	63,851	41,371	103,044	43,833
Net Position						
Invested in Capital Assets	385,241	405,504	1,756,183	1,827,092	2,141,424	2,232,596
Unrestricted	<u>(30,140)</u>	<u>4,582</u>	<u>(21,334)</u>	<u>(14,850)</u>	<u>(51,474)</u>	<u>(10,268)</u>
Total Net Position	<u>\$ 355,101</u>	<u>\$ 410,086</u>	<u>\$ 1,734,849</u>	<u>\$ 1,812,242</u>	<u>\$ 2,089,950</u>	<u>\$ 2,222,328</u>

As noted earlier, net position may serve over time as a useful indicator of the Village's financial position. The Village will use the unrestricted net position to meet the ongoing obligations to users of its services and creditors.

The following summarizes the Village's net position changes between the two years ended June 30:

	Governmental Activities		Business-Type Activities		Totals	
	2020	2019	2020	2019	2020	2019
Revenues						
Program Revenues						
Charges for Services	\$ 101,897	\$ 99,290	\$ 157,007	\$ 105,468	\$ 258,904	\$ 204,758
Operating Grants and Contributions	10,215	4,000	-	-	10,215	4,000
Capital Grants and Contributions	-	6,024	-	11,756	-	17,780
General Revenues						
Property Taxes	10,770	10,496	-	-	10,770	10,496
Franchise Taxes	5,705	4,433	-	-	5,705	4,433
Sales Taxes	43,557	44,962	-	-	43,557	44,962
Other General Revenues	<u>3,781</u>	<u>3,700</u>	<u>-</u>	<u>18</u>	<u>3,781</u>	<u>3,718</u>
Total Revenues	175,925	172,905	157,007	117,242	332,932	290,147
Expenses						
General Government	138,260	125,586	-	-	138,260	125,586
Police Protection	84,214	100,258	-	-	84,214	100,258
Public Works	8,436	-	-	-	8,436	-
Operating Services	<u>-</u>	<u>-</u>	<u>234,400</u>	<u>203,825</u>	<u>234,400</u>	<u>203,825</u>
Total Expenses	<u>230,910</u>	<u>225,844</u>	<u>234,400</u>	<u>203,825</u>	<u>465,310</u>	<u>429,669</u>
Increase (Decrease) in Net Position	<u>\$ (54,985)</u>	<u>\$ (52,939)</u>	<u>\$ (77,393)</u>	<u>\$ (86,583)</u>	<u>\$ (132,378)</u>	<u>\$ (139,522)</u>

## **Village of Bonita, Louisiana**

### **Management Discussion and Analysis (continued)**

The Village's total revenues increased by \$42,785 mainly because of an increase in water revenues while the total cost of all programs and services increased by \$42,785. Operating and capital grants totaling \$10,215 were received during the year ended June 30, 2020 while \$21,780 in similar grants was received during previous fiscal year. The Village's expenses cover a range of services with the majority related to personnel costs.

General revenues are those available for the Village to pay for the governmental activities. For the year ended June 30, 2020, taxes were the largest general revenue source for the Village. Sales taxes were the largest individual tax revenue source.

Program revenues derive directly from the program itself or from parties outside the Village's taxpayers or citizenry. As a whole, they reduce the cost of the function to be financed from the Village's general revenues.

### **BUSINESS-TYPE ACTIVITIES**

Operating expenses of the business-type activities for the year ended June 30, 2020 increased \$30,575 from the prior year while revenues generated by charges for services increased by \$51,539.

### **FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

As of June 30, 2020, the Village's governmental fund reported an ending fund balance deficit of \$(30,140) a decrease of \$34,722 from \$4,582 as of June 30, 2019. The fund balance of the governmental fund is classified as unassigned as it is available for any purpose.

### **BUDGETARY HIGHLIGHTS**

In accordance with the Louisiana Local Government Budget Act, the Village of Bonita must adopt a budget for the general fund prior to June 30. The original budget was adopted on July 28, 2019, and there were no amendments made to the budget.

### **CAPITAL ASSETS**

As of June 30, 2020, the Village had invested \$2,141,424 in a broad range of capital assets, including land, buildings, vehicles, streets, and water and sewer systems.

#### **Village of Bonita Capital Assets**

**June 30, 2020**

Land	\$ 55,888
Buildings and improvements	115,431
Equipment and vehicles	245,901
Streets and drainage	816,556
Water and sewer system	<u>2,946,416</u>
Total	4,180,192
Less: accumulated depreciation	<u>(2,038,768)</u>
Total Capital Assets	<u>\$ 2,141,424</u>



**Village of Bonita, Louisiana**

Management Discussion and Analysis (continued)

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

Total revenue and expenditures in the Village's proposed budget for the General Fund for the year ending June 30, 2021 remained relatively unchanged from those adopted for the year ended June 30, 2020.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Village's financial picture for all those with an interest in the Village's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Village Clerk, P. O. Box 278, Bonita, Louisiana 71223.

## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**



**VILLAGE OF BONITA, LOUISIANA**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2020**

	<b><u>Governmental</u></b> <b><u>Activities</u></b>	<b><u>Business-Type</u></b> <b><u>Activities</u></b>	<b><u>Total</u></b>
<b><u>ASSETS</u></b>			
Cash	\$ 9,053	\$ 11,097	\$ 20,150
Accounts Receivable	-	19,281	19,281
Restricted Assets:			
Certificate of Deposit	-	12,139	12,139
Capital Assets:			
Land	49,130	6,758	55,888
Other Capital Assets, Net of Depreciation	336,111	1,749,425	2,085,536
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 394,294</u></b>	<b><u>\$ 1,798,700</u></b>	<b><u>\$ 2,192,994</u></b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 13,066	\$ 8,444	\$ 21,510
Payroll Accruals and Withholdings	26,127	35,658	61,785
Payable from Restricted Assets:			
Customer Deposits	-	19,749	19,749
<b><u>TOTAL LIABILITIES</u></b>	<b><u>\$ 39,193</u></b>	<b><u>\$ 63,851</u></b>	<b><u>\$ 103,044</u></b>
<b><u>NET POSITION</u></b>			
Invested in Capital Assets	\$ 385,241	\$ 1,756,183	\$ 2,141,424
Unrestricted	(30,140)	(21,334)	(51,474)
<b><u>TOTAL NET POSITION</u></b>	<b><u>\$ 355,101</u></b>	<b><u>\$ 1,734,849</u></b>	<b><u>\$ 2,089,950</u></b>

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

**VILLAGE OF BONITA, LOUISIANA**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
<b><u>Primary Government:</u></b>				
Government Activities				
General Government	\$ 138,260	\$ 9,653	\$ 10,215	\$ -
Police Protection	84,214	92,244	-	-
Public Works	8,436	-	-	-
Total Government Activities	<u>230,910</u>	<u>101,897</u>	<u>10,215</u>	<u>-</u>
<b><u>Business-Type Activities:</u></b>				
Water and Sewer	<u>234,400</u>	<u>157,007</u>	<u>-</u>	<u>-</u>
<b><u>Total Primary Government</u></b>	<u>\$ 465,310</u>	<u>\$ 258,904</u>	<u>\$ 10,215</u>	<u>\$ -</u>

**General Revenues:**

Property Taxes  
Franchise Taxes  
Sales Taxes  
Interest Income  
Other Revenues  
Total General Revenues

Changes in Net Position

**Net Position - Beginning**

**Net Position - Ending**



Net (Expense) Revenue and Changes in  
Net Position of Primary Government

Governmental Activities	Business-Type Activities	Totals
\$ (118,392)	\$ -	\$ (118,392)
8,030	-	8,030
(8,436)	-	(8,436)
<u>(118,798)</u>	<u>-</u>	<u>(118,798)</u>
-	(77,393)	(77,393)
(118,798)	(77,393)	(196,191)
10,770	-	10,770
5,705	-	5,705
43,557	-	43,557
-	-	-
3,781	-	3,781
<u>63,813</u>	<u>-</u>	<u>63,813</u>
(54,985)	(77,393)	(132,378)
<u>410,086</u>	<u>1,812,242</u>	<u>2,222,328</u>
<u>\$ 355,101</u>	<u>\$ 1,734,849</u>	<u>\$ 2,089,950</u>

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

## **FUND FINANCIAL STATEMENTS**



**VILLAGE OF BONITA, LOUISIANA**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS - GENERAL FUND**  
**JUNE 30, 2020**

**ASSETS**

Cash and Cash Equivalents	<u>\$ 9,053</u>
---------------------------	-----------------

**LIABILITIES**

Accounts Payable	\$ 13,066
Payroll Accruals and Withholdings	<u>26,127</u>
Total Liabilities	39,193

**FUND BALANCES**

Unassigned	<u>(30,140)</u>
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<b><u>TOTAL LIABILITIES AND FUND BALANCE</u></b>	<u><u>\$ 9,053</u></u>
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**VILLAGE OF BONITA, LOUISIANA**  
**RECONCILIATION OF GOVERNMENTAL**  
**FUND BALANCES TO STATEMENT OF NET POSITION**  
**JUNE 30, 2020**

Total Governmental Fund Balances	\$ (30,140)
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*Amounts reported for governmental activities  
in the statement of net position are different  
because:*

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

<u>385,241</u>
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Net Position of Governmental Activities

<u><u>\$ 355,101</u></u>
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The accompanying notes are an intergral part of this financial statement.



**VILLAGE OF BONITA, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE**  
**IN FUND BALANCE - GOVERNMENTAL FUNDS - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Revenues**

Taxes:

Franchise Tax	\$ 5,705
Ad Valorem Tax	10,770
Sales Tax	43,557
Licenses and Permits	9,653
Intergovernmental Revenues	10,372
Fines and Forfeitures	92,244
Other Revenues	3,624
<b>Total Revenues</b>	<b>175,925</b>

**Expenditures**

General Government	110,557
Police Protection	84,214
Public Works	8,436
Capital Outlay	7,440
<b>Total Expenditures</b>	<b>210,647</b>

**Net Change in Fund Balance** (34,722)

**Fund Balances - Beginning** 4,582

**FUND BALANCES - ENDING** \$ (30,140)

**VILLAGE OF BONITA, LOUISIANA**  
**RECONCILIATION OF THE STATEMENT OF REVENUES,**  
**EXPENDITURES, AND CHANGES IN FUND BALANCES OF**  
**GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

Net Change in Fund Balances - Total Governmental Funds	\$ (34,722)
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*Amounts reported for governmental activities  
in the statement of activities are different  
because:*

Governmental funds report capital outlays as expenditures. However,  
in the statement of activities the cost of those assets is allocated over  
their estimated useful lives and reported as depreciation expense.

Capital Outlay	7,440		
Depreciation Expense	(27,703)	(20,263)	
	(27,703)	(20,263)	
Change in Net Position of Governmental Activities		\$ (54,985)	

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



**VILLAGE OF BONITA, LOUISIANA**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUND - WATER AND SEWER FUND**  
**JUNE 30, 2020**

**ASSETS**

**Current Assets**

Cash and Cash Equivalents	\$ 11,097
Receivables, net of allowance	19,281
<b>Total Current Assets</b>	<b>30,378</b>

**Restricted Assets**

Certificate of Deposit	12,139
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**Capital Assets**

Land	6,758
Depreciable	3,059,815
<b>Total Capital Assets</b>	<b>3,066,573</b>
Accumulated Depreciation	(1,310,390)
<b>Net Capital Assets</b>	<b>1,756,183</b>

**TOTAL ASSETS**

**\$ 1,798,700**

**LIABILITIES**

**Current Liabilities**

Accounts Payable	\$ 8,444
Payroll Accruals and Withholdings	35,658
Payable from Restricted Assets:	
Customers' Deposits	19,749
<b>Total Current Liabilities</b>	<b>63,851</b>

**NET POSITION**

Net Investment in Capital Assets	1,756,183
Unrestricted (Deficit)	(21,334)
<b><u>TOTAL NET POSITION</u></b>	<b><u>\$ 1,734,849</u></b>

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

**VILLAGE OF BONITA, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN**  
**NET POSITION - PROPRIETARY FUND - WATER AND SEWER FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Operating Revenues**

Charges for Services:

Water and Sewer \$ 157,007

**Operating Expenses**

Contract Labor 22,769

Insurance 12,044

Office 2,637

Maintenance and Repairs 3,686

Salaries 68,598

Supplies 14,866

Taxes - Payroll 5,313

Utilities 12,040

Other Operating Expenses 21,538

Depreciation 70,909

**Total Operating Expenses** 234,400

**Operating Income (Loss)** (77,393)

**Nonoperating Income (Expense)**

Interest Income -

Grants -

**Total Nonoperating Income (Expense)** -

**Change in Net Position** (77,393)

**Net Position - Beginning** 1,812,242

**NET POSITION - ENDING** \$ 1,734,849

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



**VILLAGE OF BONITA, LOUISIANA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUND - WATER AND SEWER FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Cash Flows from Operating Activities**

Receipts from Customers and Users	\$ 142,909
Payments to Suppliers	(84,548)
Payments to Employees for Services and Benefits	(58,318)
<b>Net Cash Provided by Operating Activities</b>	<b>43</b>

**Cash Flows from Noncapital Financing Activities**

Increase in Customer Deposits	1,855
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**Net Increase in Cash and Cash Equivalents**

1,898

**Cash and Cash Equivalents, Beginning of the Year**

9,199

**CASH AND CASH EQUIVALENTS AT END OF YEAR**

**\$ 11,097**

**Shown on the Accompanying Statement of Net Position as:**

Cash	\$ 11,097
Restricted Assets - Cash	-
<b>Total Cash</b>	<b>\$ 11,097</b>

**Reconciliation of Operating Loss to Net Cash Provided by Operating Activities**

Operating Loss	\$ (77,393)
Adjustments to Reconcile Net Loss to Net Cash Provided by Operating Activities	
Depreciation Expense	70,909
Increase in Accounts Receivable	(14,098)
Increase in Accounts Payable	5,032
Increase in Payroll Accruals and Withholdings	15,593
<b>Total Adjustments</b>	<b>77,436</b>
<b>Net Cash Provided by Operating Activities</b>	<b>\$ 43</b>

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



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 1 - Organization and Summary of Significant Accounting Policies**

The Village of Bonita, Louisiana (the "Village"), operates under a Mayor-Board of Alderman form of government in accordance with the provisions of the Lawrason Act. Citizens select the mayor (at large) and three council members (by districts) who are each compensated monthly. The Village is located in Northeast Louisiana, its population is approximately 300, and it employs four part-time and two full-time employees along with the mayor and council members. As of June 30, 2020, the Village services approximately 150 utility customers and maintains approximately five miles of street.

The Village provides general administrative, public safety (police), public works (streets), sanitation (water and sewer), and public improvements.

GASB Statement No. 14, *The Reporting Entity*, and No. 39, *Determining Whether Certain Organizations Are Components Units—an amendment of GASB Statement No 14* established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Village is considered a primary government, as it is a special purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement No. 14 and 39, fiscally independent means that the Village may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

GASB Statement No. 61 provides additional criteria for classifying entities as component units. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. the ability of the municipality to impose its will on that organization and/or
  - b. the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the municipality.
2. Organizations for which the municipality does not appoint a voting majority but are fiscally dependent on the municipality.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the criteria, the Village has determined that Sewer District No. 1 of Village of Bonita, Louisiana, is a component unit of the reporting entity. As required by generally accepted accounting principles (GAAP), these financial statements present the primary government (the Village) and its component unit. The component unit is reported as part of the municipality and blended with the appropriate municipality funds.

Component units that are legally separate from the municipality but are so intertwined with the municipality that they are, in substance, the same as the municipality are blended component units. For a component unit to be blended, the organization's board



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 1 - Organization and Summary of Significant Accounting Policies (continued)**

and the municipality must be substantively the same, or the organization must provide services entirely or almost entirely to the municipality.

Considered also in the determination of component units of the reporting entity were Tenth Ward Fire Protection District No. 1 of Morehouse Parish, Louisiana, and Tenth Ward Volunteer Fire Department. It was determined that this governmental and volunteer entity, respectively, are not component units for the Village's reporting entity.

The more significant of the Village's accounting policies are described below:

**A. Government-Wide Financial Statements**

The government-wide financial statements include the statement of net position and the statement of activities. These statements report financial information for the Village as a whole. These statements distinguish governmental activities, generally supported by taxes and general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include 1) charges for services which report licenses, permits, fees, fines, forfeitures, and other charges to users of the Village's services; 2) operating grants and contributions which finance annual operating activities; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitations of capital assets. These revenues are subject to externally imposed restrictions to these program uses. Taxes and other revenue sources not properly included with program revenues are reported instead as general revenues.

**B. Fund Financial Statements**

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

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

The financial statements of the Village are prepared in accordance with GAAP. The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting generally including the reclassifications or eliminations of internal activity (between or within funds). However, internal eliminations do not include services provided to Village departments. Reimbursements are reported as reductions to expenses. Proprietary fund financial statements also report using this same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 1 - Organization and Summary of Significant Accounting Policies (continued)**

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (continued)**

earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when grantor eligibility requirements are met.

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The Village considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for principal and interest related to long-term debt, as well as expenditures related to compensated absences, which are reported as expenditures only when payment is due.

Major revenue sources susceptible to accrual are property taxes, sales taxes, intergovernmental revenues, and water and sewer fees. In general, other revenues are recognized when cash is received.

Operating income reported in the proprietary fund financial statement includes revenues and expenses related to primary, continuing operations of the fund. Principal operating revenues for the proprietary fund are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. Other revenues are classified as nonoperating in the financial statement.

**D. Fund Type and Major Fund**

The Village reports the following major governmental fund:

General Fund - the general operating fund of the Village and accounts for all financial resources, except those required to be accounted for in other funds.

The Village reports the following major proprietary fund:

Water and Sewer Fund - accounts for operations where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 1 - Organization and Summary of Significant Accounting Policies (continued)**

**E. Budgets and Budgetary Accounting**

The Village's clerk provided annual budgets for the General Fund and Water and Sewer Fund that were formally adopted in the minutes of the June 28, 2019 meeting of the Board of Aldermen. The annual budgets were prepared in accordance with the basis of accounting utilized by the funds. The Village's clerk is authorized to transfer budgeted amounts within and among departments; however, any revisions that alter the total expenditures resulting from revenues exceeding amounts estimated must be approved by the Board of Aldermen. There were no amendments to the budget during the fiscal year. The supplementary information in the accompanying financial statements includes the original and the final budgeted amounts of the General Fund. All annual appropriations lapse at fiscal year end.

**F. Use of Estimates**

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

**G. Cash and Certificates of Deposit**

Cash includes amounts in demand and time deposits. Under state law, the Village may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

State law allows the Village to invest in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

The certificate of deposit is reported at cost, which approximates market value.

**H. Receivables**

Significant receivables include sales taxes and amounts due from customers for utility services. Un-billed utility service receivables resulting from utility services rendered from the last date prior to the end of the fiscal year that meters were read to the end of the fiscal year are estimated and included in the amounts recorded as due from utility customers.

**I. Uncollectible Allowance**

The statements contain no provision for uncollectible accounts. Village management is of the opinion that such allowance would be immaterial in relation to the financial statements taken as a whole.



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 1 - Organization and Summary of Significant Accounting Policies (continued)**

**J. Restricted Assets/Liabilities**

Meter deposits collected from utility customers are restricted to payment of amounts owed to the Village and/or refunded to the customer upon the customer no longer utilizing the system.

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

**K. Interfund Transactions**

Transfers and payments within the reporting entity that are substantially for the purposes of subsidizing operating functions, funding capital projects and asset acquisitions, or maintaining debt service on a routine basis are reported as transfers between funds of the reporting entity.

**L. Capital Assets and Depreciation**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), with useful lives of more than one year are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Village maintains a threshold level of \$5,000 or more for capitalizing capital assets.

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

When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations.

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

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Building Improvements	10-50 Years
Equipment and Vehicles	5-40 Years
Streets and Drainage	50 Years
Water and Sewer System	15-40 Years



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**M. Accumulated Compensated Absences**

Allowable annual vacation and sick leave is prescribed by municipal ordinance, based on length of continuous employment by the Village, accrued on an employment anniversary basis, and accrued to specified maximums.

The Village's recognition and measurement criteria for compensated absences follows:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

1. The employees' rights to receive compensation are attributable to services already rendered.
2. It is probable that the employer will compensate the employee for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following approaches:

1. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
2. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

No material liability existed as of June 30, 2020 for accrued compensated absences resulting from unused vacation time at the end of the year and no liability was recorded for non-vesting accumulating rights to receive sick pay benefits.

Compensated absences are paid from the fund responsible for the employee's compensation.

**N. Equity Classifications**

In the government-wide and proprietary fund financial statements, equity is classified as net position and displayed in three components:

1. Invested in capital assets – consists of capital assets net of accumulated depreciation.



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 1 - Organization and Summary of Significant Accounting Policies (continued)**

**N. Equity Classifications (continued)**

2. Restricted – consists of net assets with constraints placed on their use either by (a) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (b) law through constitutional provision or enabling legislation.
3. Unrestricted – consists of all other assets.

In the fund financial statements, governmental fund equity is classified as fund balance. These statements provide more clearly defined fund balance categories to make the nature and extent of the constraints placed on the Village's fund balances more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

1. Non-spendable – amounts that are not in a spendable form (such as inventory) or are required to be maintained intact.
2. Restricted – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
3. Committed – amounts constrained to specific purposes by the Village itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the Village takes the same highest level of action to remove or change the constraint.
4. Assigned – amounts that the Village intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
5. Unassigned – amounts that are available for any purpose; positive amounts are reported only in the General Fund.

**O. Revenue Recognition – Property and Sales/Use Taxes**

Property taxes attach as an enforceable lien on property as of January 1. Taxes levied by the Village in September or October are actually billed to the taxpayers in November and are due and payable on and before December 31 of the same year or the unpaid taxes become delinquent. The Village bills and collects its own property taxes using the assessed values determined by the tax assessor of Morehouse Parish.

Sales/use taxes collected and held by other governments at year end on behalf of the Village and those collected by other governments and remitted to the Village within 60 days after December 31 for preceding months are recognized as revenue. The sales/use taxes are collected by Morehouse Sales and Use Tax Commission and remitted to the Village.



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 2 - Cash and Deposits**

The following is a summary of cash and deposits of the Village as of June 30, 2020.

Non-Interest-Bearing Demand Deposits	\$ 20,150
Time Deposits	<u>12,139</u>
	<u>\$ 32,289</u>

Under state law, the deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must always equal the amount on deposit with the fiscal agent. These securities are held jointly in the name of the pledging fiscal agent bank and the Village in a holding or custodial bank that is mutually accepted to both parties.

As of June 30, 2020, the Village had \$31,440 in deposits (collected bank balances). These deposits were adequately secured from risk by \$250,000 of federal deposit insurance.

There were no repurchase or reverse repurchase agreements as of June 30, 2020.

The Village had not formally adopted deposit and investment policies as of June 30, 2020 that limit the Village's allowable deposits or investments and address the specific types of risk to which the Village might be exposed.

**Note 3 - Property and Sales Tax**

For the year ended June 30, 2020, property taxes of 8.37 mills were authorized and levied for general corporation purposes on property with assessed valuations totaling \$1,375,527. The levy is perpetual.

The following are the principal property taxpayers for the Village:

<u>Taxpayer</u>	<u>Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>	<u>Property Tax Revenue</u>
Northeast Louisiana Telephone Co.	\$ 390,056	28.4%	\$ 3,265
Union Pacific Corp.	185,830	13.5%	1,555
Tennessee Gas Pipeline	108,996	7.9%	912

Total property taxes levied were \$11,513 and as of June 30, 2020.

For the year ended June 30, 2019, 2% of sales and use taxes were levied, 1% for any lawful corporate purposes and 1% support the General Fund.



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 4 - Restricted Assets and Liabilities Payable from Same**

Restricted assets of \$12,139 of the Proprietary Fund consist of meter deposits collected from utility customers. A related liability of \$19,749 has been recorded for the payment of amounts that will be owed to the Village and/or refunded to the customer upon the customer no longer utilizing the system.

**Note 5 - Capital Assets and Depreciation**

Capital assets and depreciation activity as of and for the year ended June 30, 2020 for the Village is as follows:

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020
Governmental Activities				
Capital assets not being depreciated:				
Land	\$ 49,130	\$ -	\$ -	\$ 49,130
Capital assets being depreciated:				
Buildings and improvements	\$ 115,431	\$ -	\$ -	\$ 115,431
Equipment and vehicles	125,061	7,440	-	132,501
Streets and drainage	816,556	-	-	816,556
Total capital assets being depreciated	\$ 1,057,048	\$ 7,440	\$ -	\$ 1,064,488
Less accumulated depreciation for:				
Buildings and improvements	\$ 83,229	\$ 2,309	\$ -	\$ 85,538
Equipment and vehicles	86,475	9,062	-	95,537
Streets and drainage	530,970	16,332	-	547,302
Total accumulated depreciation	\$ 700,674	\$ 27,703	\$ -	\$ 728,377
Total capital assets being depreciated, net	<u>\$ 356,374</u>	<u>\$(20,263)</u>	<u>\$ -</u>	<u>\$ 336,111</u>

Depreciation expense of the governmental activities is included in the current function in the statement of activities.

**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 5 - Capital Assets and Depreciation (continued)**

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020
Business Activities				
Capital assets not being depreciated:				
Land	\$ 6,758	\$ -	\$ -	\$ 6,758
Capital assets being depreciated:				
Water and sewer systems	\$ 2,946,415	\$ -	\$ -	\$ 2,946,415
Equipment and vehicles	113,400	-	-	113,400
Total capital assets being depreciated	\$ 3,059,815	\$ -	\$ -	\$ 3,059,815
Less accumulated depreciation for:				
Water and sewer systems	\$ 1,177,938	\$ 65,625	\$ -	\$ 1,243,563
Equipment and vehicles	61,543	5,284	-	66,827
Total accumulated depreciation	\$ 1,239,481	\$ 70,909	\$ -	\$ 1,310,390
Total capital assets being depreciated, net	\$ 1,820,334	\$(70,909)	\$ -	\$ 1,749,425

**Note 6 - Contingencies**

As of June 30, 2020, the Village was not aware of any pending or threatened litigation, claims or assessments or unasserted claims or assessments that were required to be accrued or disclosed in these financial statements. Legal counsel had not been consulted by the Village concerning litigation, claims, or assessments.

The Village is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disaster. The Village carries commercial insurance for all risks of loss, including worker's compensation and employee health and accident insurance. There were no significant reductions in the insurance coverage during the fiscal year. Settlement amounts have not exceeded insurance coverage for the current year or three prior fiscal years.

The Village occasionally participates in state and federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Village has not complied with the rules and regulations governing the grants, refunds of any money received may be required. In the opinion of Village management, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Note 8 - Going Concern**

The Village had a decrease in net position of \$132,378 from government-wide activities during the fiscal year 2020. The Village's General Fund had a deficit in unassigned fund balance of \$30,140 and the Village had past due payroll liabilities of approximately \$50,000. The Village relies on fines and forfeitures for revenue and with the outbreak of the COVID-19 pandemic and the decrease of traffic in the area, this could potentially make it harder for the Village to have the available funds needed to continue to provide all the current services. The Village is working to improve its net position by evaluating expenditures that can be cut.

**Note 9 - Subsequent Events**

In preparing these financial statements, the Village has evaluated events and transactions for potential recognition or disclosure through May 3, 2021, the date the financial statements were available to be issued.



**REQUIRED SUPPLEMENTAL INFORMATION (PART B)**  
**BUDGETARY COMPARISON SCHEDULE**

**VILLAGE OF BONITA, LOUISIANA**  
**BUDGETARY COMPARISON SCHEDULE (GAAP BASIS)**  
**GOVERNMENTAL FUND - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance With Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<b><u>Revenues</u></b>				
Franchise Tax	\$ 6,904	\$ 6,904	\$ 5,705	\$ (1,199)
Ad Valorem Tax	10,770	10,770	10,770	-
Sales Tax	43,557	43,557	43,557	-
Licenses and Permits	9,835	9,835	9,653	(182)
Intergovernmental Revenues	-	-	10,372	10,372
Fines and Forfeitures	92,244	92,244	92,244	-
Other Revenues	512	512	3,624	3,112
<b>Total Revenues</b>	<u>163,822</u>	<u>163,822</u>	<u>175,925</u>	<u>12,103</u>
<b><u>Expenditures</u></b>				
Current	151,397	151,397	203,207	(51,810)
Capital Outlay	10,215	10,215	7,440	2,775
<b>Total Expenditures</b>	<u>161,612</u>	<u>161,612</u>	<u>210,647</u>	<u>(49,035)</u>
<b><u>Net Change in Fund Balance</u></b>	<u>2,210</u>	<u>2,210</u>	<u>(34,722)</u>	<u>(36,932)</u>
<b><u>Fund Balance at Beginning of Year</u></b>	<u>-</u>	<u>-</u>	<u>4,582</u>	<u>4,582</u>
<b><u>Fund Balance at End of Year</u></b>	<u>\$ 2,210</u>	<u>\$ 2,210</u>	<u>\$ (30,140)</u>	<u>\$ (32,350)</u>

The accompanying notes are an integral part of this schedule.



**VILLAGE OF BONITA, LOUISIANA**  
**NOTES TO THE BUDGETARY COMPARISON SCHEDULE**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**Budget Information**

The Village uses the following budget practices:

A proposed budget for the General Fund, prepared on the modified accrual basis of accounting, is normally presented to the board of aldermen in June each year. The budget is legally adopted by the board of aldermen and amended during the year as necessary. Budgets are established and controlled by the board at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. There were no budget amendments during the year ended June 30, 2020.

The budget comparison statements included in the accompanying financial statements reflect the original proposed budget. Accounting principles applied for purposes of developing data on a budgetary basis and those used to present financial statements in conformity with generally accepted accounting principles are the same and no adjustment is necessary to convert the actual GAAP data to the budgetary basis.

## **OTHER SUPPLEMENTARY INFORMATION**



**VILLAGE OF BONITA, LOUISIANA**  
**SCHEDULE OF MAYOR'S AND ALDERMEN'S COMPENSATION**  
**FOR THE YEAR ENDING JUNE 30, 2020**

The schedule of compensation paid to the mayor and aldermen is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the board members is included in the general government expenditures of the General Fund. The mayor and aldermen receive compensation pursuant to Louisiana Revised Statute 404.1.

<b><u>Name and Title</u></b>	<b><u>Amount</u></b>
Virgil Penn, Mayor	\$ 7,200
Gladdis Glosson, Alderman	3,600
Margarite B. Sampson, Alderman	3,600
Linda Bruce, Alderman	3,600
<b>TOTAL</b>	<b>\$ 18,000</b>

**VILLAGE OF BONITA, LOUISIANA**  
**SCHEDULE OF COMPENSATION, BENEFITS,**  
**AND OTHER PAYMENTS TO AGENCY HEAD**  
**FOR THE YEAR ENDING JUNE 30, 2020**

Agency Head Name: Mayor Virgil Penn  
July 1, 2019 - June 30, 2020

<b><u>Purpose</u></b>	<b><u>Amount</u></b>
Salary	\$ 7,200
Reimbursements	2,025



**VILLAGE OF BONITA, LOUISIANA**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**2020-01      Inadequate Segregation of Duties**

**Criteria**

Adequate segregation of duties is essential to a proper internal control structure.

**Condition**

The segregation of duties is inadequate to provide effective internal control.

**Cause**

The condition is due to economic limitations of the Village.

**Effect**

Not determined.

**Recommendation**

The Village should use the contracted accounting firm to help minimize the risk of errors and irregularities that occur from inadequate segregation of duties.

**Management's Response and Planned Corrective Action**

We are unable to effect an ideal segregation due to limited staffing. However, we will continue to implement the recommendations as we are able.

**2020-02      Net Operating Loss in Proprietary Fund**

**Criteria**

The Village should fix and maintain rates and collect charges for all services and facilities to be rendered by the water and sewer system sufficient to provide for the payment of the reasonable and necessary expenses of administration, operation, and maintenance of the system.

**Condition**

The Village's Proprietary Fund continues to incur operating losses each fiscal year, the current operating loss being \$77,393.

**Cause**

The current rate structure is insufficient to provide for the payment of the reasonable and necessary expenses of administration, operation, and maintenance of the water and sewer system.

Operating revenues of the Proprietary Fund for the year ended June 30, 2020 were \$157,007 and operating expenditures were \$234,400.

**Effect**

The Village continues to incur operating losses.

**Recommendation**

The Village should consider increasing rates that will be sufficient to provide for the reasonable and necessary expenses of operating and maintaining the system. Also, the Village should monitor the Proprietary Fund's budget to minimize the risk of operating expenses exceeding revenues generated by the system.



**VILLAGE OF BONITA, LOUISIANA**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2020-02      Net Operating Loss in Proprietary Fund (continued)**

**Management's Response and Planned Corrective Action**

In July 2019 the Village approved an increase in water and sewer rates based on a study done to determine what the rate should be. The Village will continue to evaluate the operations of the utilities and monitor income and expenses.

**2020-03      Noncompliance with Local Government Budget Act**

**Criteria**

Louisiana Revised Statute 39:1311 requires that the Village budget should be amended if there is a 5% or greater overage in budgeted revenues as compared to actual revenues or a 5% or greater overage in actual expenditures as compare to budgeted expenditures.

**Condition**

For the year ended June 30, 2020, the Village's General Fund actual expenditures exceeded its budgeted expenditures by more than 5%.

**Cause**

The Village didn't amend the budget to reflect the increase in expenditures during the year.

**Effect**

The Village is in violation of the Local Government Budget Act and the related statutes.

**Recommendation**

The Village should monitor the budget so that it can be amended as needed. The contracted accounting firm should assist the Village with budget amendments.

**Management's Response and Planned Corrective Action**

The Village will closely monitor its revenues and expenditures and compare regularly to the budget and make the proper amendments.

**2020-04      Inadequate Purchase Procedures**

**Criteria**

Management is responsible for establishing and implementing internal control policies and procedures to ensure that purchases are (1) reasonable and necessary; (2) budgeted; (3) documented and approved; (4) received and safeguarded; and (5) used solely for the public purposes/functions of the Village.

**Condition**

The Town's purchase order procedures state that any purchase greater than \$300 should have a purchase order and be signed by the mayor or a board member. During the review procedures not one invoice over \$300 had a purchase order.



**VILLAGE OF BONITA, LOUISIANA**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2020-04      Inadequate Purchase Procedures (continued)**

**Condition (continued)**

Checks require only one signature and the majority of the time that one signature is that of the Village's Clerk, except for payroll, for which the Mayor is the only signature the majority of the time.

**Cause**

Management of the Village has not accepted the value of establishing internal control policies and requiring all employees' adherence thereto.

**Effect**

The failure to establish or to adhere to internal control policies and procedures could result in a loss of assets from transactions that are not in accordance with management's authorization.

**Recommendation**

Management needs to adhere to the Village's purchase order system that requires certain documentation to be generated before a purchase can be made and before a disbursement is made. Payments to vendors should not be made until adequate supporting documentation and evidence of receipt have been provided. Although the Board of Aldermen approve the payment of bills at each monthly meeting, the mayor or a member of the board should personally review all bills before payment.

**Management's Response and Planned Corrective Action**

We have implemented a purchase order system and will continue to review and evaluate the procedures with the guidelines. Any purchase made for \$300 or more is required to have a purchase order and to be signed by the Mayor or a Board Member. The Mayor does use a signature stamp from time to time and also signs off. Only emergency situations will be accepted in this case. We do sometimes have invoices that are over the amount set because an emergency situation has occurred. We will continue to monitor.

**2020-05      Untimely Payments**

**Criteria**

Payroll and related costs are generally the largest expenditures of the Village. Therefore, it is of utmost importance that payroll tax deposits are timely made.

**Condition**

As of June 30, 2020, the Village was behind on payroll taxes of approximately \$50,000.

**Cause**

Funds necessary to pay the payroll taxes when originally due were not available.

**Effect**

The untimely payment of the payroll related taxes and withholdings may result in the assessment of penalties and interest at rates set by law.



**VILLAGE OF BONITA, LOUISIANA**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2020-05      Untimely Payments (continued)**

**Recommendation**

The Village should get assistance from its consulting CPA to make sure that all payroll taxes are paid timely to avoid additional costs related to late payments.

**Management's Response and Planned Corrective Action**

The consulting CPA will assist the Village in catching up payroll taxes that are due and working with the Internal Revenue Service on penalties and interest.

**2020-06      Utility Fund Billings/Collections**

**Criteria**

Water and sewer billings are the largest source of revenue for the Proprietary Fund and require adequate controls for the accounting and processing of these billings and collections.

**Condition**

The accounts receivable balance in the general ledger is not reconciled monthly with the detailed accounts receivable customer listing. The units of water produced are not reconciled monthly with the units of water billed to customers.

**Cause**

The Village wasn't sure how to reconcile between the billing software and the general ledger.

**Effect**

Not reconciling the detailed accounts receivable customer listing to the balance in the general ledger on a monthly basis is a fraud risk factor.

Not reconciling production with units consumed (billed) may result in oversight of significant water line leaks, inaccurate meters or meter readings, and unauthorized or non-metered water usage.

**Recommendation**

The Water and Sewer accounts receivable balance recorded in the general ledger should agree to the accounts receivable balance recorded in the utility billing software at the end of each month. This reconciliation will help ensure that all billings, customer payments, and adjustments are properly recorded.

**Management's Response and Planned Corrective Action**

The Village has hired a utility billing clerk to help with the billing and collecting duties. The Village also hired an outside accounting firm to assist with all accounting functions including reconciling accounts receivable to the general ledger.



**VILLAGE OF BONITA, LOUISIANA**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2020-07      Compliance with Annual Filing Deadline**

**Criteria**

Louisiana Revised Statute 24:513 requires timely filing of annual reports within six months after the end of the fiscal year.

**Condition**

The Village did not timely file its annual reports for the year ending June 30, 2020.

**Cause**

The Village did not file its report for June 30, 2020 within the extended time allowed for the fiscal year to submit its financial statements to the Louisiana Legislative Auditor.

**Effect**

The Village was not in compliance with state statute.

**Recommendation**

The Village should work with its outside accounting firm to get the financial information ready earlier so that it can be submitted to the Legislative Auditor in a timely manner.

**Management's Response and Planned Corrective Action**

In the future the Village will work with its contracted accounting firm to make sure that all financial information is available earlier in the year.

**VILLAGE OF BONITA, LOUISIANA**  
**STATUS OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

**2019-01      Inadequate Segregation of Duties**

**Condition Found**

The segregation of duties is inadequate to provide effective internal control.

**Effect**

Not determined.

**Recommendation to Prevent Future Occurrences**

The Village should use the contracted accounting firm to help minimize the risk of errors and irregularities that occur from inadequate segregation of duties.

**Current Status**

The finding was repeated as finding 2020-01.

**2019-02      Net Operating Loss in Proprietary Fund**

**Condition Found**

The Village's Proprietary Fund continues to incur operating losses each fiscal year, the current operating loss being \$98,357.

**Effect**

The Village continues to incur operating losses.

**Recommendation to Prevent Future Occurrences**

The Village should consider increasing rates that will be sufficient to provide for the reasonable and necessary expenses of operating and maintaining the system. Also, the Village should monitor the Proprietary Fund's budget to minimize the risk of operating expenses exceeding revenues generated by the system.

**Current Status**

The finding was repeated as finding 2020-02.

**2019-03      Noncompliance with Local Government Budget Act**

**Condition Found**

The budget format used by the Village is not compliant with the mandated changes.

**Effect**

The Village is in violation of the Local Government Budget Act and the related statutes.

**Recommendation to Prevent Future Occurrences**

The Local Government Budget Act and related statutes should be reviewed to ensure compliance with all requirements.

**Current Status**

The finding was repeated as finding 2020-03.



**VILLAGE OF BONITA, LOUISIANA**  
**STATUS OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2019-04      Inadequate Purchase Procedures**

**Condition Found**

The Town's purchase order procedures state that any purchase greater than \$300 should have a purchase order and be signed by the mayor or a board member. During the review procedures not one invoice over \$300 had a purchase order.

Checks require only one signature and the majority of the time that one signature is that of the Village's Clerk, except for payroll, for which the Mayor is the only signature the majority of the time.

**Effect**

The failure to establish or to adhere to internal control policies and procedures could result in a loss of assets from transactions that are not in accordance with management's authorization.

**Recommendation to Prevent Future Occurrences**

Management needs to adhere to the Village's purchase order system that requires certain documentation to be generated before a purchase can be made and before a disbursement is made. Payments to vendors should not be made until adequate supporting documentation and evidence of receipt has been provided. Although the Board of Aldermen approve the payment of bills at each monthly meeting, the mayor or a member of the board should personally review all bills before payment.

**Current Status**

The finding was repeated as finding 2020-04.

**2019-05      Untimely Payments**

**Condition Found**

As of June 30, 2019, the Village was behind on payroll taxes the last three quarters of the fiscal year which is approximately \$20,000.

**Effect**

The untimely payment of the payroll related taxes and withholdings may result in the assessment of penalties and interest at rates set by law.

**Recommendation to Prevent Future Occurrences**

Payroll taxes should be paid timely to avoid additional costs related to late payments.

**Current Status**

The finding was repeated as finding 2020-05.

**2019-06      Utility Fund Billings/Collections**

**Condition Found**

The accounts receivable balance in the general ledger is not reconciled monthly with the detailed accounts receivable customer listing. The units of water produced are not reconciled monthly with the units of water billed to customers.



**VILLAGE OF BONITA, LOUISIANA**  
**STATUS OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2019-06      Utility Fund Billings/Collections (continued)**

**Effect**

Not reconciling the detailed accounts receivable customer listing to the balance in the general ledger on a monthly basis is a fraud risk factor.

Not reconciling production with units consumed (billed) may result in oversight of significant water line leaks, inaccurate meters or meter readings, and unauthorized or non-metered water usage.

**Recommendation to Prevent Future Occurrences**

The Water and Sewer accounts receivable balance recorded in the general ledger should agree to the accounts receivable recorded in the utility billing software at the end of each month. This reconciliation will help ensure that all billings, customer payments, and adjustments are properly recorded.

**Current Status**

The finding was repeated as finding 2020-06.

**2019-07      Questionable Transaction**

**Condition Found**

The purchase of property owned by Morehouse Parish School Board was initially mentioned in the minutes of the board's meeting under "old business" at the July 23, 2018 meeting.

In the minutes of the board's meeting held on August 7, 2018, it was recorded under "unfinished business" that the school property was bid on and purchased by the Village. Also recorded was that a "...resolution to purchase the Old Bonita School Property was agreed and to be signed...". No formal action was documented in the minutes as being taken by the board relative to this resolution.

Resolution No. 0818-01 dated August 7, 2018 authorizing the Village to purchase the above mentioned property states "...be it resolved, by the Board of Aldermen, in legal session convened, that the mayor is authorized to sign the deed on behalf of the Village, accepting on behalf of the Village the amount of \$10,001...". The resolution lists all three of the Aldermen voting "yeas" in favor of the resolution while according to the minutes of the meeting, one Aldermen was absent. No formal action was documented in the minutes as being taken by the board relative to the adoption of this resolution.

Resolution No. 0818-02 also dated August 7, 2018 authorizing the Village "...to enter into and execute all documents necessary and proper to acquire by act of sale..." the above-mentioned property listed the one alderman as absent. Again, no formal action was documented in the minutes as being taken by the board relative to this resolution.

Copies of neither of the formal resolutions provided to the auditor had signatures. The first had an Alderman's common name scratched through with his legal name penciled in. A sworn affidavit was provided to the auditor attesting to the fact that a



**VILLAGE OF BONITA, LOUISIANA**  
**STATUS OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2019-07      Questionable Transaction (continued)**

**Condition Found (continued)**

conversation between the Village's mayor and clerk was overheard with the mayor stating that "...I'm going to let the citizens know that he wouldn't sign..." with the clerk responding "...well I know how he signs his name on paperwork...". The names referenced in this overheard conversation match those penciled in as mentioned earlier in this paragraph.

**Effect**

Misappropriation of assets possibly may result in legal action.

**Recommendation to Prevent Future Occurrences**

Approval of the majority of the Aldermen should be legally obtained and formally documented before contracting to purchase land.

**Current Status**

The finding has been cleared.

**2019-08      Misuse of Public Funds and Publicly Owned Proper**

**Condition Found**

Employees of the Village along with equipment owned by the Village were used on numerous occasions to maintain lawns and private property of local citizens.

Upon the auditor's inquiry as to when reimbursements made by the citizens were deposited, the response was "no one came forth to pay or donate and when and if they do, it will go to the General Fund".

An employee of the Village was allowed to drive the Village owned vehicle to and from his residence 30 miles away.

The police chief was reimbursed for four meals while attending a conference where meals were included and paid for with the registration fee. The travel voucher signed by the police chief specifically stated that "meals prepaid as part of the event cannot be reimbursed". The amounts reimbursed for lunch and dinner meals along with the hotel charges exceeded the per diem rates set by the U.S. General Services Administration for the State of Louisiana. Also noted was that the total reimbursement due on the travel voucher was overstated by \$30.

A part-time police officer was paid for some hours at an overtime rate.

An invoice was paid for labor and materials for repairs at the municipal center, but no receipts were provided for the actual material costs.

A piece of equipment owned by the Village was sold after one "silent" bid was received.



**VILLAGE OF BONITA, LOUISIANA**  
**STATUS OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2019-08      Misuse of Public Funds and Publicly Owned Proper (continued)**

**Effect**

Misappropriation of assets possibly may result in legal action.

**Recommendation to Prevent Future Occurrences**

Any personal use or misappropriation of assets of the Village should result in termination of employment and possible legal action.

**Current Status**

The finding has been cleared.

**2019-09      Traffic Tickets**

**Condition Found**

There is no monthly accounting, including reconciliation, of the final disposition (received payment, reduced fine, dismissed, bench warrant issued, etc.,) of citations issued.

Documentation provided to the auditor by the Village's clerk stated that approximately 17 ticket books (25 tickets each) were issued to officers in sequential order. Comparison was made to records maintained by one of the officers that agreed to the clerk's records of the ticket books issued.

It was recorded in the minutes of the Alderman's meeting held on April 7, 2015 that cash payments would no longer be accepted, only money orders or checks. Upon inquiry of the Village's Clerk, it was disclosed that at times cash is accepted for payments of fines.

**Effect**

Misappropriation of assets possibly may result in legal action.

**Recommendation to Prevent Future Occurrences**

All traffic tickets should be timely and properly accounted for and payments reconciled on a monthly basis.

**Current Status**

The finding has been cleared.

**2019-10      Compliance with Annual Filing Deadline**

**Condition Found**

The Village did not timely file its annual reports for the year ending June 30, 2019.

**Effect**

The Village was not in compliance with state statute.



**VILLAGE OF BONITA, LOUISIANA**  
**STATUS OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 2020 (continued)**

**2019-10      Compliance with Annual Filing Deadline (continued)**

**Recommendation to Prevent Future Occurrences**

The Village should work with its outside accounting firm to get the financial information ready earlier so that it can be submitted to the Legislative Auditor in a timely manner.

**Current Status**

The finding was repeated as finding 2020-07.





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

To the Mayor and Board of Aldermen  
Village of Bonita  
Bonita, Louisiana

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the Village of Bonita (the Village) and the Louisiana Legislative Auditor, on the Village's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2020, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Village is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, I make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

**Public Bid Law**

1. Obtain documentation for all expenditures made during the year for material and supplies exceeding \$30,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code) or R.S.38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

The Village had no expenditures for materials and supplies exceeding \$30,000 and no expenditures exceeding \$250,000 for public works.

**Code of Ethics for Public Officials and Public Employees**

2. Obtain a list of the immediate family members of each board member as defined by RS 42:1101-1124 (the ethics law).

Management provided me with the requested information.





3. Obtain a list of all employees paid during the fiscal year.

Management provided me with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the employees included on the list of employees provided by management in agreed-upon procedure #3 appeared on the list provided by management in agreed-upon procedure #2 as immediate family members.

5. Obtain a list of all disbursements made during the year; and a list of outside business interest of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

#### Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original and amended budgets.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute's book, and report whether there are any exceptions.

The budget was adopted by ordinance and approved before the end of the prior fiscal year in compliance with the Local Government Budget Act (R.S. 39:1305.D).

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual expenditures for the year exceeded budgeted amounts by more than 5%.

#### Accounting and Reporting

9. Obtain the list of all disbursements made during the year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- a. Report whether the six disbursements agree to the amount and payee in the supporting documentation.

I examined supporting documentation for each of the selected disbursements and found that payment was for the proper amount and made to the correct payee.

- b. Report whether the six disbursements were coded to the correct fund and general ledger account.

All of the disbursements were properly coded in the general ledger.

- c. Report whether the six disbursements were approved in accordance with management's policies and procedures.

Inspection of documentation supporting each of the selected disbursements indicated approvals from proper authorities but there were instances when there should have been purchase orders, but they were not done. Upon inquiry of the Town Clerk it was discovered that purchase orders were not done for the 2020 fiscal year. Each of the disbursements was traced to the supporting documentation.

#### Meetings

- 10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

The Village is only required to post a notice of each meeting and the accompanying agenda on the door of Town Hall. The Village complied with this requirement.

#### Debt

- 11. Obtain bank deposit slips for the fiscal year and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

I scanned copies of all bank deposit slips for the fiscal year and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

#### Advances and Bonuses

- 12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

I scanned payroll disbursements and read the council meeting minutes of the Village for the year. I found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.



Village of Bonita, Louisiana  
May 3, 2021

#### State Audit Law

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Village's report was not submitted by the due date of April 30, 2021.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Management represented that the Village did not enter into any contracts that utilized state funds or that were subject to the public bid law, while not in compliance with R.S. 24:513 (the audit law).

#### Prior-Year Comments

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

My prior year report, dated May 18, 2020, included an exception for a greater than 5% variance in budgeted revenues over actual revenues and actual expenditures over budgeted expenditures. The report also included an exception for not filing the Village's financial report timely. Both exceptions were repeated in this agreed-upon procedures report.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Village's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Village's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.

Maxwell CPA, LLC

Monroe, Louisiana  
May 3, 2021



**LOUISIANA ATTESTATION QUESTIONNAIRE**  
(For Attestation Engagements of Government)

April 27, 2021

Maxwell CPA, LLC  
8649 Hwy 165 N, STE 2  
Monroe, LA 71203

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2020 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes ☒ No ☐

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes ☒ No ☐

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes ☒ No ☐

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes ☒ No ☐

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes ☒ No ☐

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☒ No ☐

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐



### Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes ☒ No ☐

### Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐

### Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐

### Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes ☐ No ☒

### General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes ☒ No ☐

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes ☒ No ☐

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes ☒ No ☐

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes ☒ No ☐

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes ☒ No ☐

The previous responses have been made to the best of our belief and knowledge.

Mayor

Clerk

Alderman

Date

Date

*Hon. Dingit Lewis* Mayor, 04-28-21

*Barbara B. Lessor*

*04-28-21*