



RAPIDES PARISH LIBRARY

**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED DECEMBER 31, 2024**



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April 28, 2025

Independent Auditors' Report

To the Board of Control
Rapides Parish Library

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Rapides Parish Library, a component unit of the Rapides Parish Police Jury, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Rapides Parish Library'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, each major fund, and the aggregate remaining fund information of the Rapides Parish Library as of December 31, 2024, 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 Opinions

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one



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resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Rapides Parish Library'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 Rapides Parish Library's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the information listed below be presented to supplement the basic financial statements.

- Management's Discussion and Analysis
- Statements of Revenue, Expenditures and Changes in Fund Balances (Budget vs Actual)
- Schedule of Changes in Net OPEB Liability
- Schedule of Net Pension Liability Data – Cost Sharing Retirement Systems
- Schedule of Employer Contributions – Cost Sharing Retirement Systems

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

Supplementary Information

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

Rapides Parish Library
April 28, 2025

opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated April 28, 2025, on our consideration of the Rapides Parish Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Rapides Parish Library's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Rapides Parish Library's internal control over financial reporting and compliance.



Rozier, McKay & Willis
Certified Public Accountants

RAPIDES PARISH LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2024

This section of the annual financial report presents our discussion and analysis of the Rapides Parish Library's financial performance during the fiscal year ended December 31, 2024.

OVERVIEW OF FINANCIAL STATEMENTS

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

Government –Wide Financial Statements

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

Fund Financial Statements

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

FINANCIAL ANALYSIS OF THE RAPIDES PARISH LIBRARY AS A WHOLE

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

RAPIDES PARISH LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2024

	December 31,	
	2024	2023
<u>Assets:</u>		
Cash and Cash Equivalents	\$ 8,337,336	\$ 7,325,018
Receivables	8,008,024	7,354,035
Other Assets	138,917	30,142
Capital Assets	7,891,589	8,195,219
Total Assets	24,375,866	22,904,414
Deferred Outflow of Resources	1,029,029	1,993,390
<u>Liabilities:</u>		
Accounts Payable	115,440	234,652
Accrued Interest	----	2,654
Accrued Leave	134,063	135,249
Net Other Post Employment Benefits	1,617,267	1,780,669
Net Pension Liability	338,660	1,508,635
Long Term Debt		
Due Within One Year	----	260,000
Total Liabilities	2,205,430	3,921,859
Deferred Inflow of Resources	168,134	195,204
<u>Net Position:</u>		
Invested in Capital Assets	7,891,589	7,935,219
Restricted For:		
Permanent Endowment Fund	72,841	72,634
Library Collection Acquisition	26,454	21,064
Unrestricted	15,040,447	12,751,824
Total Net Position	\$ 23,031,331	\$ 20,780,741

As the presentation appearing above demonstrates, a substantial portion of the Rapides Parish Library's net position (65.3%) is unrestricted and may be used to meet the Rapides Parish Library's ongoing obligations. In addition, a large portion of the net position (34.3%) is invested in capital assets. The remaining net position is restricted as described below:

Permanent Endowment Fund:

A portion of the Library's net position (0.3%), is subject to permanent restrictions imposed by the donors that provided the resources. The permanently restricted net position is held in an endowment fund. The original contributions to the endowment fund must be maintained perpetually and only the investment income from the endowment fund is available for expenditures. Investment income from the endowment is used to finance the acquisition of library collection items.

Library Collection Acquisition:

A portion of the net position (0.1%) is attributable to investment income earned by the endowment fund. These resources are available for the future acquisition of library collection items.

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

RAPIDES PARISH LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2024

	For the Year Ended December 31,	
	2024	2023
<u>Revenues:</u>		
Program Revenue:		
Charges for Services	\$ 36,091	\$ 34,796
Operating Grants and Contributions	125,590	85,569
Capital Grants and Contributions	35,000	----
General Revenue:		
Property Taxes	7,899,908	7,524,537
Revenue Sharing	171,572	173,237
Investment Income	216,118	109,582
Total Revenue	<u>8,484,279</u>	<u>7,927,721</u>
<u>Program Expenses:</u>		
Library Services	6,232,455	6,461,909
Interest on Long Term Debt	1,234	9,577
Total Expenses	<u>6,233,689</u>	<u>6,471,486</u>
Change in Net Position	2,250,590	1,456,235
Net Position Beginning	<u>20,780,741</u>	<u>19,324,506</u>
Net Position Ending	<u>\$ 23,031,331</u>	<u>\$ 20,780,741</u>

As the accompanying presentation demonstrates, the Library has experienced favorable financial trends. Net Position has changed by \$2,250,590 representing accumulation of resources to provide reserves need to ensure consistent operations. The favorable experience was accomplished by carefully managing the Library's resources with the intention of providing reserves and establishing financial security.

FINANCIAL ANALYSIS OF THE RAPIDES PARISH LIBRARY'S FUNDS

For the year ended December 31, 2024, governmental fund balances increased by \$1,894,294. The increase is attributable to the same process resulting in the favorable experience described above.

BUDGET HIGHLIGHTS

For the year ended December 31, 2024, budget variances were favorable, and no amendments were needed.

CAPITAL ASSET ADMINISTRATION

Capital asset acquisitions were limited to maintaining the library collection and the donation of land from the Huie-Dellmon Trust.

RAPIDES PARISH LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2024

DEBT ADMINISTRATION

Long term debt activity was limited to payment of installments due on existing obligations. For the year ended December 31, 2024, all existing debt obligations were paid in full.

FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

At the present time, no factors have been identified that are expected to have a significant effect on future operations.

Rapides Parish Library

Statement of Net Position

December 31, 2024

	Governmental Activities
<hr/>	
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 8,337,336
Receivables (net)	8,008,024
Other	138,917
Capital Assets	
Land	914,762
Depreciable Capital Assets	<u>6,976,827</u>
Total Assets	<u>24,375,866</u>
 <u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Pension Funding Deferrals	<u>1,029,029</u>
 <u>LIABILITIES</u>	
Accounts Payable	115,440
Long-Term Liabilities	
Accrued Leave	134,063
Net Other Post Employment Benefits	1,617,267
Net Pension Liability	<u>338,660</u>
Total Liabilities	<u>2,205,430</u>
 <u>DEFERRED INFLOWS OF RESOURCES</u>	
Pension Funding Deferrals	<u>168,134</u>
 <u>NET POSITION</u>	
Investment in Capital Assets, Net of Related Debt	7,891,589
Restricted for:	
Permanent Endowment Fund (Nonexpendable)	72,841
Library Collection Acquisitions (Expendable)	26,454
Unrestricted (deficit)	<u>15,040,447</u>
Total Net Position	<u><u>\$ 23,031,331</u></u>

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

Rapides Parish Library

Statement of Activities

December 31, 2024

	<u>Governmental Activities</u>
Expenses:	
Library Services	
Payroll and Benefits	\$ 3,948,952
Insurance	104,037
Materials and Supplies	477,976
Rent and Lease Expense	72,355
Repairs and Maintenance	451,485
Utilities and Telephone	366,624
Depreciation	567,295
Other Expenses	243,731
Interest on Long Term Debt	<u>1,234</u>
Total Expenses	6,233,689
 Program Revenues:	
Charges for Services	36,091
Operating Grants and Contributions	125,590
Capital Grants and Contributions	<u>35,000</u>
Net Expenses	<u>6,037,008</u>
 General Revenues:	
Property Taxes (net)	7,899,908
Revenue Sharing	171,572
Other Income	<u>216,118</u>
Total General Revenues	<u>8,287,598</u>
 Change in Net Position	2,250,590
Net Position - Beginning	<u>20,780,741</u>
 Net Position - Ending	<u><u>\$ 23,031,331</u></u>

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

Rapides Parish Library

Balance Sheet - Governmental Funds

December 31, 2024

	General Fund	Other Governmental Funds	Total Governmental Funds
<u>Assets</u>			
Cash and Cash Equivalents	\$ 8,238,041	\$ 99,295	\$ 8,337,336
Receivables (net)	8,008,024	-	8,008,024
Other Assets	138,917	-	138,917
Total assets	\$ 16,384,982	\$ 99,295	\$ 16,484,277
<u>Liabilities and Fund Balance</u>			
<u>Liabilities</u>			
Accounts Payable	\$ 115,440	\$ -	\$ 115,440
Delayed Revenue	-	-	-
Total liabilities	115,440	-	115,440
<u>Fund Balance</u>			
Non Spendable	-	72,841	72,841
Restricted For Acquisition of Library Collection	-	26,454	26,454
Committed To:			
HVAC Replacement	110,863	-	110,863
Vehicle Replacement	267,974	-	267,974
Automation	750,943	-	750,943
Unassigned	15,139,762	-	15,139,762
Total Fund Balances	16,269,542	99,295	16,368,837
Total Liabilities and Fund Balance	\$ 16,384,982	\$ 99,295	\$ 16,484,277

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

Rapides Parish Library

Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position

Year Ended December 31, 2024

Total Fund Balances - Governmental Funds	\$ 16,368,837
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 the following amounts are not reported in the funds.	
Land	914,762
Depreciable Capital Assets	6,976,827
Net pension liabilities are not reportable at the fund level	(338,660)
Deferred inflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet	(168,134)
Long term debt and related accruals are not due and payable in the current period and are not reported in the funds.	(1,751,330)
Deferred outflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet	<u>1,029,029</u>
Net Position of Governmental Activities	<u>\$ 23,031,331</u>

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

Rapides Parish Library

Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Funds For the Year Ended December 31, 2024

	General Fund	Other Governmental Funds	Total Governmental Funds
<u>Revenues:</u>			
Property Taxes (net)	\$ 7,899,908		\$ 7,899,908
Revenue Sharing	171,572		171,572
Investment Income	210,521	5,597	216,118
Other	161,680	-	161,680
	<u>8,443,681</u>	<u>5,597</u>	<u>8,449,278</u>
<u>Expenditures:</u>			
Library Services (Current)			
Payroll	3,034,789	-	3,034,789
Benefits	1,311,435	-	1,311,435
Insurance	104,037	-	104,037
Materials and Supplies	477,976	-	477,976
Rent and Lease Expense	72,355	-	72,355
Repairs and Maintenance	451,485	-	451,485
Utilities and Telephone	366,624	-	366,624
Other Expenses	243,730	-	243,730
Capital Expenditures			
Land, Buildings and Equipment	-	-	-
Library Collection	228,665	-	228,665
Debt Service	263,888	-	263,888
	<u>6,554,984</u>	<u>-</u>	<u>6,554,984</u>
Excess (Deficiency) of Revenues			
Over Expenditures	1,888,697	5,597	1,894,294
<u>Other Sources (Uses):</u>			
Operating Transfers	-	-	-
Net Change in Fund Balance	1,888,697	5,597	1,894,294
Fund balance - Beginning of Year	<u>14,380,845</u>	<u>93,698</u>	<u>14,474,543</u>
Fund balance - End of Year	<u>\$ 16,269,542</u>	<u>\$ 99,295</u>	<u>\$ 16,368,837</u>

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

Rapides Parish Library

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities

Year Ended December 31, 2024

Net change in fund balances of Governmental Funds	\$ 1,894,294
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 estimated useful lives and reported as depreciation expense.	
Capital Expenditures	228,665
Depreciation	(567,295)
Donation of Capital Assets	35,000
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	260,000
Governmental funds report pension expense based on contributions required for the current year; however, pension expense reported on the government wide basis is influenced by actuarial considerations	232,684
Governmental fund report the cost on post retirement benefits based on amounts paid in the current year; however, expenses reported on the government wide basis is influenced by actuarial considerations	163,402
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures by governmental funds.	<u>3,840</u>
Change in net position of governmental activities	<u>\$ 2,250,590</u>

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

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Rapides Parish Library has been established under Louisiana Law in order to maintain a collection of books, periodicals, audio recordings, video recordings, and other media for the benefit of the Parish's citizens. The collection is made available to the public at branches located throughout Rapides Parish. In addition, bookmobile and red carpet services are provided for patrons that do not have convenient access to the branch network. The Rapides Parish Library is governed by the Board of Control, which is appointed by the Rapides Parish Police Jury.

The accompanying policies conform to generally accepted accounting principles for governmental units.

Financial Reporting Entity

The Governmental Accounting Standards Board (GASB) established criteria for determining which component units should be considered part of a financial reporting entity. The basic criterion for including a potential component unit within a reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. The criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the reporting entity 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 reporting entity.
2. Organizations for which the reporting entity does not appoint a voting majority but are fiscally dependent on the reporting entity.
3. Organizations for which the reporting entity 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 previous criteria, the Rapides Parish Library is a component unit of the Rapides Parish Police Jury. The accompanying component unit financial statements present information only on the funds maintained by the Rapides Parish Library and do not present information on the police jury, the general government service provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

Basic Financial Statements

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

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

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

Government-Wide Financial Statements

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

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, contributions to specific programs, and most grants.

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Rapides Parish Library's major funds are limited to its general fund. The general fund is the primary operating fund and it is used to account for all resources, except those required to be accounted for in other funds.

Basis of Accounting and Measurement Focus

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

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

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

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

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

Use of Estimates

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

Budget Practices

The Board of Control adopts annual budgets for the general fund and each special revenue fund in the manner prescribed by State Law. These budgets present revenue and expenditures on a basis consistent with generally accepted accounting principles.

Capital Assets

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

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. Useful lives range from 5 to 40 years depending on the nature of the capital asset.

Cash

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments.

Delayed Revenues

Amounts received from grants and other sources that do not currently meet criteria for recognition as revenue are reported as delayed revenues. These amounts remain in delayed revenues until revenue recognition criteria are met or the funds are returned to the source.

Accrued Leave

The Library's employees earn from 80 to 160 hours of vacation pay annually depending upon job classification and length of employment. Unused vacation time that an employee may carry forward to the next year is limited to the amount that the employee is eligible to earn in a single year.

Internal Balances

Internal balances arise from transactions between funds. When resources are provided without expectation of repayment, the transaction is reported as a transfer. Transfers are treated as a source of income by the recipient and as an expense or expenditure by the provider. If repayment is eventually expected to occur, interfund receivables and payables are recorded. Internal balances are eliminated in preparing government-wide financial statements.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

Fund Balance Classifications

Commitment or assignment of fund balances requires approval of a majority of the Library's Governing Board based on a vote conducted in an open meeting. When expenditures comply with the necessary provisions restricted, committed or assigned amounts are generally consumed rather than utilizing unassigned funds.

NOTE 2 – PROPERTY TAXES

Property taxes are assessed based on values determined by the Rapides Parish Tax Assessor. These taxes are billed and collected on behalf of the Library by the Rapides Parish Sheriff's Office. For the year ended December 31, 2024, the Library has levied property taxes as follows:

	<u>Millage</u>	<u>Expiration</u>
Parish-wide Tax for improving, constructing, maintaining and operating public libraries in the Parish	7.08	2033

Ad valorem taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from ad valorem taxes are recognized as revenue in the year billed.

NOTE 3 - CASH AND CASH EQUIVALENTS

The Rapides Parish Library's cash balances at December 31, 2024 are summarized as follows:

	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>
Petty Cash	\$ 1,040	\$ ----	\$ 1,040
Demand Deposits	7,104,973	26,454	7,131,427
Certificates of Deposit	<u>1,132,028</u>	<u>72,841</u>	<u>1,204,869</u>
Total	<u>\$ 8,238,041</u>	<u>\$ 99,295</u>	<u>\$ 8,337,336</u>

Deposits in financial institutions totaled \$8,414,564 (collected bank balance). These deposits are secured from risk by \$500,000 in Federal Deposit Insurance, pledged securities with a market value of 8,903,574, and a standby letter of credit from the Federal Home Loan Bank of Dallas in the amount of \$5,000,000. The pledged securities are held by a custodial bank in the name of the pledging institution (fiscal agent). However, State Law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten (10) days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

The Rapides Parish Library limits credit risk by requiring pledged securities in the manner described above. In addition, interest rate risk is minimized by acquiring only those certificates of deposit that have an original maturity of two years or less.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

NOTE 4 - RECEIVABLES

Receivables are reported net of fees and other statutory amounts withheld by agencies responsible for collecting taxes. In addition, property taxes receivable has been reported net of a reserve for uncollectible taxes. The reserve balance of \$100,000 was determined by management based on collection experience. Receivables at year end are summarized as follows:

Property Taxes (Net)	\$ 7,835,856
Revenue Sharing	<u>172,168</u>
Total (Due from Governmental Units)	<u>\$ 8,008,024</u>

NOTE 5 – CAPITAL ASSETS

A summary of the Rapides Parish Library's capital assets is provided as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Land	\$ 879,762	\$ 35,000	\$ ----	\$ 914,762
<u>Capital Assets Subject to Depreciation:</u>				
Buildings and Improvements	8,848,247	----	----	8,848,247
Equipment	1,435,099	----	----	1,435,099
Vehicles	383,593	----	----	383,593
Library Collection	4,269,939	228,665	(393,036)	4,105,568
Less Accumulated Depreciation	<u>(7,621,421)</u>	<u>(567,295)</u>	<u>393,036</u>	<u>(7,795,680)</u>
Total Subject to Depreciation	<u>7,315,457</u>	<u>(338,630)</u>	<u>----</u>	<u>6,976,827</u>
Total Net of Depreciation	<u>\$ 8,195,219</u>	<u>\$ (303,630)</u>	<u>\$ ----</u>	<u>\$ 7,891,589</u>

NOTE 6 – PAYABLES

Accounts payable at year end are summarized as follows:

Accounts Payable to Venders	\$ 70,273
Credit Card Payable	18,929
Payroll Liabilities	7,005
Accrued Wages	<u>19,233</u>
Total Payables	<u>\$ 115,440</u>

NOTE 7 – ACCRUED LEAVE

Resources provided by the general fund are used to liquidate the accrued leave balances. Accrued leave balances and activity are presented as follows:

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

Beginning Balance	\$ 135,249
Net Increase (Decrease)	<u>(1,186)</u>
Ending Balance	<u>\$ 134,063</u>

NOTE 8 – DONOR RESTRICTED ENDOWMENTS

The Rapides Parish Library has been awarded funds that are subject to permanent restrictions imposed by donors. Under these arrangements, the original contributions must be maintained perpetually and income earned from the investment of the endowment may be used to acquire library collection items. Accordingly, a permanent fund has been established to account for the original endowment and a special revenue fund has been established to account for investment income attributable to the endowment. Details related to each fund are provided as follows:

	<u>Endowment Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
Cash and Cash Equivalents	\$ 72,841	\$ 26,454	\$ 99,295
Receivables (Accrued Interest)	----	----	----
Fund Balance	<u>\$ 72,841</u>	<u>\$ 26,454</u>	<u>\$ 99,295</u>

The endowment fund is invested in certificates of deposit and interest earned by the certificates is recorded as income by the special revenue fund.

NOTE 9 - RISK MANAGEMENT

The Rapides Parish Library is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Rapides Parish Library insures against these risks by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 10 – RETIREMENT PLAN

Plan Description - Substantially all employees of the Rapides Parish Library are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All participating employees of the library are members of Plan A

All permanent employees working at least 28 hours per week who are paid wholly or in part from Library funds are eligible to participate in the System. Employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. Final-

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

Funding Policy - Members are required by state statute to contribute 9.5% of their annual covered salary and the library is required to contribute at an actuarially determined rate. Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the library are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The library's contributions to the System for the years ending 2023, 2022 and 2021 were consistent with the required contributions for each of those years.

Financial Summary - The plan description, funding policies and financial information provides a summary of the Plan provisions and finances. For additional details the System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained at persla.org.

Plan A's net pension liability was determined at December 31, 2023 (measurement date and actuarial valuation date) and details are provided as follows:

Net Pension Liability (Asset)	\$ 95,272,222
Library's Proportionate Share (Percentage)	0.3555%
Library's Proportionate Share (Amount)	<u>\$ 338,660</u>

The net pension liability presented above was not affected by any special funding situations. Changes in the Library's proportionate share of Plan A's net pension liability during the measurement period ending December 31, 2023 are provided as follows:

Beginning Net Pension Liability (Asset)	\$1,508,634
Employer Contributions	(296,709)
Pension Expense	89,849
Change in Deferred Outflows of Resources	(990,184)
Change in Deferred Inflows of Resources	<u>27,070</u>
Ending Net Pension Liability (Asset)	<u>\$ 338,660</u>

There were no changes between December 31, 2024 and the Plan A's measurement date that are expected to have a significant effect on the Library's proportionate share of the collective net pension

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Total (Net)
Differences Between Expected and Actual Experience	\$ 160,366	\$ 90,903	\$ 69,463
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	545,800	----	545,800
Changes of Assumptions	----	59,002	(59,002)
Changes in Proportion	1,516	18,229	(16,713)
Employer Contributions Made After the Measurement Date	321,347	-----	321,347
Total Deferrals	1,029,029	168,134	860,895
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(321,347)	----	(321,347)
Deferrals Subject to Amortization	<u>\$ 707,682</u>	<u>\$ 168,134</u>	<u>\$ 539,548</u>

Deferrals that will be amortized as a component of pension expense in future periods are summarized as follows:

<u>For the Year Ending:</u>	
December 31, 2024	\$ 35,354
December 31, 2025	266,129
December 31, 2026	459,914
December 31, 2027	(221,849)
Total	<u>\$ 539,548</u>

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the measurement date are as follows:

Valuation Date	December 31, 2023
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.40% (Net of Investment Expense)
Projected Salary Increases	4.75%
Expected Remaining Service Lives	4 Years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

Mortality

Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.

Inflation Rate

2.30%

The discount rate used to measure the total pension liability was 6.40% for Plan A and 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.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.40% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.50% for the year ended December 31, 2023.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2023 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-term Expected Portfolio Real Rate of Return
Fixed Income	33%	1.12%
Equity	51%	3.20%
Alternatives	14%	0.67%
Real Assets	2%	0.11%

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

Total	<u>100%</u>	<u>5.10%</u>
Inflation		<u>2.40%</u>
Expected Arithmetic Nominal Return		<u>7.50%</u>

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2018 through December 31, 2022. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale.

Sensitivity to changes in the discount has been determined by measuring net pension liability at a discount rate that is one percentage point lower and one percentage point higher than the current rate. The results are presented as follows:

	1% Decrease 5.40% Discount Rate	Current Discount Rate 6.40%	1% Increase 7.40% Discount
Net Pension Liability	\$ 2,416,403	\$338,660	\$(1,405,398)

NOTE 11 – POST EMPLOYMENT BENEFITS

Details regarding other post employment benefits that the Library provides for its workforce are provided as follows:

Plan Description

The Library's established policies and procedures include providing certain healthcare benefits for retirees. This policy amounts to a single-employer defined benefit healthcare plan (the Plan) administered by the Library. The Plan provides medical benefits through the Library's group health insurance plan which covers both active and retired members. Benefits under the plan are made available to employees upon actual retirement. The Plan does not issue a publicly available financial report. Plan participants are typically eligible for healthcare benefits when they become eligible for benefits from the Parochial Employees' Retirement System of Louisiana.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

Funding Policy

Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The Library has not established a trust fund to finance the cost of benefits and the Plan has no assets.

Net Other Post Employment Liability

The liability has been determined using the Alternative Measurement Method permitted by Generally Accepted Accounting Standards in place of an actuarial valuation. The measurement date for the alternative measurement method calculation is June 30, 2024. Changes in the liability are presented as follows:

	<u>Total OPEB Liability</u>	<u>Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Service Cost	\$ 38,117	\$ ----	\$ 38,117
Interest	54,066		54,066
Effect of Economic / Demographic Gains or Losses	<u>(222,144)</u>	<u>----</u>	<u>(222,144)</u>
OPEB Expense	(129,961)	----	(129,961)
Employer Contributions	----	33,441	(33,441)
Benefit Payments	<u>(33,441)</u>	<u>(33,441)</u>	<u>----</u>
Net Change	(163,402)	----	(163,402)
Beginning Balance	<u>1,780,669</u>	<u>----</u>	<u>1,780,669</u>
Ending Balance	<u>\$ 1,617,267</u>	<u>\$ ----</u>	<u>\$ 1,617,267</u>

Covered employees consist of 72 active subscribers and 10 inactive subscribers. All eligible inactive subscribers are currently receiving benefits.

Valuation Methods and Assumptions

Significant assumptions and other inputs used to measure the total OPEB liability are summarized as follows:

<u>Title</u>	<u>Description</u>
Age Adjustment Factor	1.913912
Average Retirement Age	65
Employer Future Premium Contribution	Remain a level % of the total cost over time.
Actuarial Cost Method	Entry Age Normal

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

Title	Description
Amortization Method	Level Percentage of Payroll
Plan Asset Return	0.000%
Bond Yield	3.000%
Discount Rate	3.000%
Measurement Date	12/31/2024
Prior Measurement Date	12/31/2023
Prior Discount Rate	3.000%
Projected Salary Increases	3.00%
Amortization Period	20
Percentage Participation	50%
Net OPEB Liability and Actuarially Determined Contribution	Calculated using the Alternative Measurement Method in accordance with GASB methodology.
Mortality Table	Pub-2010 Public Retirement Plans Mortality Tables, with mortality improvement projected for 10 years.
Turnover Assumption	Derived from data maintained by the U.S. Office of Personnel Management regarding the most recent experience of the employee group covered by the Federal Employees Retirement system.
Medical Cost Trend Rates	Ranging from 5.8% in the initial year down to 4.1% beginning in year 10.
Pharmacy Trend Cost Rates	Ranging from 11.7% in the initial year down to 4.1% beginning in year 10.
Dental Cost Trend Rates	Ranging from 3.5% in the initial year down to 3.0% beginning in year 3.
Vision Cost Trend Rates	3.0%

Sensitivity to Rates

Net OPEB liability calculations are impacted by various rate assumptions. An analysis of how the liability would be effected by changes in various rate assumptions is presented as follows:

	Healthcare Cost Trend Rate		
	Baseline Trend Less 1%	Baseline Trend	Baseline Trend Plus 1%
Net OPEB Liability	\$ 1,411,825	\$ 1,617,268	\$ 1,876,102

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

	Discount Rate		
	Baseline Less 1% 2.000%	Baseline 3.000%	Baseline Plus 1% 4.000%
Net OPEB Liability	\$ 1,841,470	\$ 1,617,268	\$ 1,430,172

NOTE 12 – LONG-TERM DEBT

The following is a summary of transactions involving long-term debt for the year ended December 31, 2024:

Bonds payable, January 1, 2024	\$ 260,000
New issues	----
Retirements	260,000
Bonds payable, December 31, 2024	----
Due within one year	----
Due in more than one year	\$ ----

All interest incurred during the year was reported as an expense and no capitalizations were necessary.

NOTE 13 – FUND BALANCES

Portions of the Governmental Fund Balances are subject to requirements that limit how the resources may be utilized. A detailed description of these limitations is presented as follows:

	Non Spendable	Restricted	Committed
As discussed in Note 8, the Library's endowment fund is subject to permanent restrictions imposed by donors.	\$ 72,841	\$ ----	\$ ----
Income from the Library's endowment fund is available only for additions to the Library collection.	----	26,454	----
The Governing Board has designated a portion of the general fund balance for improving heating, ventilation and air conditioning components.	----	----	110,863

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2024

	Non Spendable	Restricted	Committed
The Governing Board has designated a portion of the general fund balance for the eventual replacement of vehicles in the Library's fleet.	----	----	267,974
The Governing Board has designated a portion of the general fund balance for automation of Library activities.	----	----	750,943
Total	<u>\$ 72,841</u>	<u>\$ 26,454</u>	<u>\$ 1,129,780</u>

Rapides Parish Library

Statement of Revenue, Expenditures and Changes in Fund Balance - General Fund Budget and Actual For the Year Ended December 31, 2024

	<u>Budget Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	
<u>Revenues:</u>				
Property Taxes	\$ 7,160,000	\$ 7,160,000	\$ 7,899,908	\$ 739,908
Revenue Sharing	173,792	173,792	171,572	(2,220)
Investment Income	37,500	37,500	210,521	173,021
Other	<u>298,000</u>	<u>298,000</u>	<u>161,680</u>	<u>(136,320)</u>
Total revenues	<u>7,669,292</u>	<u>7,669,292</u>	<u>8,443,681</u>	<u>774,389</u>
<u>Expenditures:</u>				
Library Services				
Payroll	3,550,000	3,550,000	3,034,789	515,211
Benefits	1,623,500	1,623,500	1,311,435	312,065
Insurance	82,500	82,500	104,037	(21,537)
Materials and Supplies	584,096	584,096	477,976	106,120
Rent and Lease Expense	68,000	68,000	72,355	(4,355)
Repairs and Maintenance	592,185	592,185	451,485	140,700
Utilities and Telephone	387,700	387,700	366,624	21,076
Other Expenses	296,673	296,673	243,730	52,943
Capital Expenditures	-	-	-	-
Building and Equipment	-	-	-	-
Library Collection	220,750	220,750	228,665	(7,915)
Debt Service	<u>263,888</u>	<u>263,888</u>	<u>263,888</u>	<u>-</u>
Total expenditures	<u>7,669,292</u>	<u>7,669,292</u>	<u>6,554,984</u>	<u>1,114,308</u>
Excess (Deficiency) of Revenues Over Expenditures	-	-	1,888,697	1,888,697
<u>Other Sources (Uses):</u>				
Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	-	-	1,888,697	1,888,697
Fund Balance - Beginning of Year	<u>14,380,845</u>	<u>14,380,845</u>	<u>14,380,845</u>	<u>-</u>
Fund Balance - End of Year	<u>\$ 14,380,845</u>	<u>\$ 14,380,845</u>	<u>\$ 16,269,542</u>	<u>\$ 1,888,697</u>

Rapides Parish Library

Schedule of Changes in Net OPEB Liability **Retiree Healthcare Plan**

	For the Year Ended December 31st						
	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
<u>Total OPEB Liability</u>							
Beginning Balance	\$ 1,780,669	\$ 1,961,429	\$ 1,984,389	\$ 1,615,200	\$ 918,033	\$ 867,584	\$ 1,172,953
Service Cost	38,117	36,277	36,561	31,892	35,691	34,520	85,163
Interest	54,066	59,290	59,886	48,786	28,259	26,759	37,307
Effect of Economic / Demographic							
Gains or Losses	(222,144)	(233,282)	(69,563)	330,600	656,907	9,610	(398,531)
Benefit Payments	<u>(33,441)</u>	<u>(43,045)</u>	<u>(49,844)</u>	<u>(42,089)</u>	<u>(23,690)</u>	<u>(20,440)</u>	<u>(29,308)</u>
Ending Balance	<u>1,617,267</u>	<u>1,780,669</u>	<u>1,961,429</u>	<u>1,984,389</u>	<u>1,615,200</u>	<u>918,033</u>	<u>867,584</u>
<u>Fiduciary Net Positon</u>							
Beginning Balance	-	-	-	-	-	-	-
Employer Contributions	33,441	43,045	49,844	42,089	23,690	20,440	29,308
Benefit Payments	<u>(33,441)</u>	<u>(43,045)</u>	<u>(49,844)</u>	<u>(42,089)</u>	<u>(23,690)</u>	<u>(20,440)</u>	<u>(29,308)</u>
Ending Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Net OPEB Liability</u>	<u>\$ 1,617,267</u>	<u>\$ 1,780,669</u>	<u>\$ 1,961,429</u>	<u>\$ 1,984,389</u>	<u>\$ 1,615,200</u>	<u>\$ 918,033</u>	<u>\$ 867,584</u>
Fiduciary Net Position as a							
Percentage of the Total							
OPEB Liability	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Covered Payroll	2,794,319	2,569,776	2,461,626	2,386,341	2,476,230	2,329,758	2,313,178
Net OPEB Liability as a							
Percentage of Covered							
Payroll	57.9%	69.3%	79.7%	83.2%	65.2%	39.4%	37.5%

This schedule is intended to fulfill requirements to present information for a period of 10 years. However, until a full 10 year trend has been compiled, information is presented only for the years for which the required information is available.

There are no assets accumulated in a trust the meets criteria established by Governmental Accounting Standards to pay related benefits. In addition, there are no known factors that can be expected to significantly effect the amounts reported.

Rapides Parish Library

Schedule of Net Pension Liability Data Cost Sharing Retirement Systems

Retirement System / Measurement Date	Share of Collective		Covered Payroll	Net Pension Liability as a Percentage of Covered Payroll	Pension Plans
	Net Pension Liability				Fiduciary Net
	Percent	Amount			Position as a
					Percentage of
					Total Pension
					Liability
Parochial Employees' Retirement System					
December 31, 2015	0.3604%	948,659	2,066,345	45.9%	92.2%
December 31, 2016	0.3432%	706,819	2,066,345	34.2%	94.1%
December 31, 2017	0.3445%	(255,720)	2,035,346	-12.6%	102.0%
December 31, 2018	0.3680%	1,636,441	2,120,585	77.2%	88.9%
December 31, 2019	0.3674%	17,296	2,329,758	0.7%	99.9%
December 31, 2020	0.3707%	(650,071)	2,476,230	-26.3%	104.0%
December 31, 2021	0.3557%	(1,675,732)	2,386,341	-70.2%	110.5%
December 31, 2022	0.3919%	1,508,634	2,461,626	61.3%	91.7%
December 31, 2023	0.3555%	338,660	2,569,776	13.2%	81.3%

Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Rapides Parish Library

Schedule of Employer Contributions **Cost Sharing Retirement Systems**

Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Parochial Employees' Retirement System					
December 31, 2015	299,620	301,759	(2,139)	2,066,345	14.60%
December 31, 2016	264,595	265,742	(1,147)	2,066,345	12.86%
December 31, 2017	265,073	265,383	(310)	2,035,346	13.04%
December 31, 2018	254,909	254,463	446	2,120,585	12.00%
December 31, 2019	303,338	268,164	35,174	2,216,603	12.10%
December 31, 2020	292,327	303,472	(11,145)	2,476,230	12.26%
December 31, 2021	292,327	292,692	(365)	2,386,341	12.27%
December 31, 2022	283,087	306,166	(23,079)	2,461,626	12.44%
December 31, 2023	295,524	296,709	(1,185)	2,569,776	11.55%

Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Rapides Parish Library

***Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year Ended December 31, 2024***

	<u>Celise Reech-Harper</u>	
<u>Purpose</u>		
Salary	\$	86,540
Benefits-Insurance	\$	4,936
Benefits-Retirement	\$	9,602
Reimbursements	\$	1,244

Louisiana Law requires reporting compensation, benefits and reimbursements provided for the Agency Head or Chief Executive Officer. The Director of the Rapides Parish Library serves as the Chief Executive Officer.



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*

April 28, 2025

To the Board of Control
Rapides Parish Library

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, each major fund, and the aggregate remaining fund information of the Rapides Parish Library, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise Rapides Parish Library's basic financial statements, and have issued our report thereon dated April 28, 2028.

INTERNAL CONTROL OVER FINANCIAL REPORTING

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

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

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

COMPLIANCE AND OTHER MATTERS

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



Rozier, McKay & Willis
Certified Public Accountants
Voice: 318.442.1608

160 Browns Bend Road
Alexandria, Louisiana 71303
Online: CenlaCPAs.com

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.

A handwritten signature in blue ink that reads "Rozier, McKay & Willis". The signature is written in a cursive, flowing style.

Rozier, McKay & Willis
Certified Public Accountants

RAPIDES PARISH LIBRARY

SCHEDULE OF FINDINGS AND RESPONSES

For the Year Ended December 31, 2024

PART I - SUMMARY OF AUDITOR'S RESULTS:

- The Independent Auditors' Report on the basic financial statements of the Rapides Parish Library as of December 31, 2024 and for the year then ended expressed an unmodified opinion.
- The audit did not disclose any audit findings which are considered to be significant control deficiencies or material weaknesses.
- The results of the audit disclosed no instances of noncompliance required to be reported in the Schedule of Findings.

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

There were no findings of this nature.

RAPIDES PARISH LIBRARY

MANAGEMENT'S CORRECTIVE ACTION PLAN

For the Year Ended December 31, 2024

SECTION I Internal Control And Compliance Material To The Financial Statements.	
No findings were reported in the schedule of findings.	Response – N/A
SECTION II Internal Control and Compliance Material to Federal Awards	
No findings were reported in the schedule of findings.	Response – N/A
SECTION III Management Letter	
No management letter was issued with this report.	Response – N/A

RAPIDES PARISH LIBRARY

SCHEDULE OF PRIOR YEAR FINDINGS For the Year Ended December 31, 2024

SECTION I Internal Control And Compliance Material To The Financial Statements.	
No findings were reported in the schedule of findings.	Response – N/A
SECTION II Internal Control and Compliance Material to Federal Awards	
No findings of this nature were reported as a result of the previous audit.	Response – N/A
SECTION III Management Letter	
No management letter was issued with the previous audit.	Response – N/A

APPENDIX A

Statewide Agreed-Upon Procedures



Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Rapides Parish Library and
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Rapides Parish Library (the Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2024 through December 31, 2024. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The entity 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 described above. 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.

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

We are required to be independent of the entity 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.

Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana
April 28, 2025



Rozier, McKay & Willis
Certified Public Accountants
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Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories. <ul style="list-style-type: none">• Budgeting• Purchasing• Disbursements• Receipts• Payroll/Personnel• Contracting• Credit Cards• Travel and expense reimbursements• Ethics• Debt Service• Disaster Recovery / Business Continuity• Sexual Harassment	Testing was not required for Year 2 agreed upon procedures.	

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
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. b) For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds ¹ , and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. <i>Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds</i>	Testing was not required for Year 2 agreed upon procedures Testing was not required for Year 2 agreed upon procedures	

¹Proprietary fund types are defined under GASB standards and include enterprise and internal service funds. The related procedure addresses these funds as a way to verify that boards are provided with financial information necessary to make informed decisions about entity operations, including proprietary operations that are not required to be budgeted under the Local Government Budget Act.

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<i>comprised more than 10% of the entity's collections during the fiscal period.</i>		
c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.	Testing was not required for Year 2 agreed upon procedures	
d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.	Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Bank Reconciliations		
Agreed-Upon Procedure	Results	Managements' Response
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain, and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and</p> <p>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, if applicable.</p>	<p>Testing was not required for Year 2 agreed upon procedures</p> <p>Testing was not required for Year 2 agreed upon procedures</p> <p>Testing was not required for Year 2 agreed upon procedures</p>	

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
4 Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).	All deposits are prepared at the Library's administrative office.	<i>The results did not include findings or criticisms.</i>
5 For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that: a) Employees that are responsible for cash collections do not share cash drawers/registers.	Drawers in each branch location are utilized by multiple employees	

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	All cash collections are performed by employees who play no role in preparing deposits.	<i>The results did not include findings or criticisms.</i>
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.	All cash collections are performed by employees who play no role in posting transactions.	<i>The results did not include findings or criticisms.</i>
d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.	Responsibility for collections is segregated from collections.	<i>The results did not include findings or criticisms.</i>
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	Blanket coverage applies to the Library's entire workforce	<i>The results did not include findings or criticisms.</i>
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and: a. Observe that receipts are sequentially pre-numbered. b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip. c. Trace the deposit slip total to the actual deposit per the bank statement. d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100). e. Trace the actual deposit per the bank statement to the general ledger.	 The computer system assigns sequential transaction numbers. Documentation was consistent with deposit slips. The deposit slip matched the actual deposit per the bank statement. Collections in branch locations are deposited bi- monthly. The bank statement is consistent with the general ledger	 <i>The results did not include findings or criticisms.</i> <i>The results did not include findings or criticisms.</i> <i>The results did not include findings or criticisms.</i> The Library has many branches disbursed throughout Rapides Parish. In addition, each branch handles a very limited amount of money. Due to the distance and the minor nature of the amounts involved, it is not practical to deposit more frequently. <i>The results did not include findings or criticisms.</i>

Rapides Parish Library**Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).	Testing was not required for Year 2 agreed upon procedures	
9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:		
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	Testing was not required for Year 2 agreed upon procedures	
b) At least two employees are involved in processing and approving payments to vendors.	Testing was not required for Year 2 agreed upon procedures	
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.	Testing was not required for Year 2 agreed upon procedures	
d) Either the employee/official responsible for signing checks mails the payment or gives	Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
the signed checks to an employee to mail who is not responsible for processing payments.		
10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and: a. Observe that the disbursement matched the related original invoice/billing statement. b. c. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.	Testing was not required for Year 2 agreed upon procedures Testing was not required for Year 2 agreed upon procedures	
11 Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no	Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library***Statewide Agreed-Upon Procedures******Schedule of Procedures, Results and Managements' Response (Continued)***

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.		

Schedule of Procedures, Results and Managements' Response (Continued)

-A12-

Rapides Parish Library**Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
14 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library**Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
<p>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 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>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).</p> <p>d. Observe that each reimbursement was reviewed and approved, in writing, by</p>	<p>Testing was not required for Year 2 agreed upon procedures</p> <p>Testing was not required for Year 2 agreed upon procedures</p> <p>Testing was not required for Year 2 agreed upon procedures</p> <p>Testing was not required for Year 2 agreed upon procedures</p>	

Rapides Parish Library***Statewide Agreed-Upon Procedures******Schedule of Procedures, Results and Managements' Response (Continued)***

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
someone other than the person receiving reimbursement.		

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
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. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and: a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law. b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter). c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment. d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment	Testing was not required for Year 2 agreed upon procedures Testing was not required for Year 2 agreed upon procedures Testing was not required for Year 2 agreed upon procedures Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library***Statewide Agreed-Upon Procedures******Schedule of Procedures, Results and Managements' Response (Continued)***

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
agreed to the terms and conditions of the contract.		

Rapides Parish Library**Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
17 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.	Testing was not required for Year 2 agreed upon procedures	
18 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and: a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). b. Observe that supervisors approved the attendance and leave of the selected employees/officials. c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.	Testing was not required for Year 2 agreed upon procedures Testing was not required for Year 2 agreed upon procedures Testing was not required for Year 2 agreed upon procedures	
19 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination	Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library**Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.		
20 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library**Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

Ethics		
Agreed-Upon Procedure	Results	Managements' Response
21 Using the 5 randomly selected employees/officials from procedure #16 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. b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.	Testing was not required for Year 2 agreed upon procedures Testing was not required for Year 2 agreed upon procedures	
22 Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.	Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library**Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

Debt Service		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	Testing was not required for Year 2 agreed upon procedures	
25 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.	Testing was not required for Year 2 agreed upon procedures	

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Fraud Notice		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	No misappropriations were reported.	<i>The results did not include findings or criticisms.</i>
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.	The notices were posted on the premises and the website.	<i>The results did not include findings or criticisms.</i>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
27 Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."		
a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.	We performed the procedure and discussed the results with management.	<i>The results did not include findings or criticisms.</i>
b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.	We performed the procedure and discussed the results with management.	<i>The results did not include findings or criticisms.</i>
c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.	We performed the procedure and discussed the results with management.	<i>The results did not include findings or criticisms.</i>
28 Randomly select 5 terminated employees (or all terminated employees if less than 5) using	We performed the procedure and discussed the results with management.	<i>The results did not include findings or criticisms.</i>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
<p>the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.</p> <p>29 Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrated that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267¹. The requirements are as follows:</p> <ol style="list-style-type: none">1. Hired before June 9, 2020 - completed the training; and2. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.	<p>We performed the procedure and discussed the results with management.</p>	<p><i>The results did not include findings or criticisms.</i></p>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Sexual Harassment		
Agreed-Upon Procedure	Results	Managements' Response
29 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.	Sexual harassment training was documented for each employee selected.	<i>The results did not include findings or criticisms.</i>
30 Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).	The personnel policy appears on the website	<i>The results did not include findings or criticisms.</i>
31 Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344: a. Number and percentage of public servants in the agency who have completed the training requirements; b. Number of sexual harassment complaints received by the agency; c. Number of complaints which resulted in a finding that sexual harassment occurred; d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and e. Amount of time it took to resolve each complaint.	Report was observed with required information.	<i>The results did not include findings or criticisms.</i>