

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
REVIEW REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2020



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A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Board of Directors  
Opelousas-Eunice Public Library  
Opelousas, Louisiana

We have reviewed the accompanying financial statements of the governmental activities of the Opelousas - Eunice Public Library, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Opelousas - Eunice Public Library's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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

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

### **Accountant's Responsibility**

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

### **Accountant's Conclusion**

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

### **Required Supplementary Information**

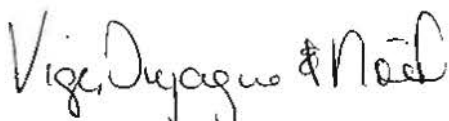
Accounting principles generally accepted in the United States of America require that the budgetary comparison information listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the representation of management. We have not audited or reviewed such required supplementary information, and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it.

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. The Management's Discussion and Analysis, 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.

### **Other Supplementary Information**

The Schedule of Compensation, Benefits, and Other Payments to Agency Head and other supplementary information is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head and other supplementary information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but it has been compiled from information that is the representation of management. We have not audited or reviewed this information and, accordingly, do not express an opinion or provide any assurance on the Schedule of Compensation, Benefits, and Other Payments to Agency Head and other supplementary information.

In accordance with the Louisiana Government Audit Guide and the provisions of State law, we have issued a report, dated September 3, 2021, on the results of our agreed-upon procedures.



Vige, Tujague & Noël  
Eunice, Louisiana  
September 3, 2021

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
STATEMENT OF NET POSITION  
DECEMBER 31, 2020

	<u>Governmental Activities</u>		
	<u>General</u>	<u>Special Revenue</u>	<u>Total</u>
<u>ASSETS</u>			
Cash	\$ 27,688	\$ 77,533	\$ 105,221
Capital assets (net)	33,504	-	33,504
<u>Total assets</u>	<u>61,192</u>	<u>77,533</u>	<u>138,725</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>			
Deferred outflows related to pensions	59,830	-	59,830
<u>LIABILITIES</u>			
<u>Current liabilities</u>			
Accounts payable	4,428	-	4,428
Accrued liabilities	9,738	-	9,738
<u>Total current liabilities</u>	<u>14,166</u>	<u>-</u>	<u>14,166</u>
<u>Noncurrent liabilities</u>			
Compensated absences payable	22,630	-	22,630
Net pension liability	345,112	-	345,112
<u>Total noncurrent liabilities</u>	<u>367,742</u>	<u>-</u>	<u>367,742</u>
<u>Total liabilities</u>	<u>381,908</u>	<u>-</u>	<u>381,908</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Deferred inflows related to pensions	62,943	-	62,943
<u>NET POSITION</u>			
Invested in capital assets, net of related debt	33,504	-	33,504
Unrestricted	(357,333)	77,533	(279,800)
<u>Total net position</u>	<u>\$(323,829)</u>	<u>\$ 77,533</u>	<u>\$(246,296)</u>

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



OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2020

Activities	Expenses	Program Revenues			Net (Expense)
		Fees, Fines, & Charges for Services	Capital Grants and Contributions	Operating Grants and Contributions	Revenues and Changes in Net Assets
					Governmental Activities
<u>Governmental Activities</u>					
General governmental library services	\$ 289,520	\$ 13,355	\$ 5,042	\$ 2,223	\$ (268,900)
<u>Total governmental activities</u>	<u>\$ 289,520</u>	<u>\$ 13,355</u>	<u>\$ 5,042</u>	<u>\$ 2,223</u>	<u>(268,900)</u>

General Revenues

Intergovernmental revenues	242,798
Interest and investment earnings	313
Donations of fixed assets	2,479
Nonemployer pension contributions	5,415
Miscellaneous income	29,402
<u>Total general revenues</u>	<u>280,407</u>

Change in net position 11,507

Net position - December 31, 2019 (257,803)

Net position - December 31, 2020 \$ (246,296)

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

FUND FINANCIAL STATEMENTS

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2020

	General	Special Revenue	Total
<u>ASSETS</u>			
Cash	\$ 27,688	\$ 77,533	\$ 105,221
<u>Total assets</u>	\$ 27,688	\$ 77,533	\$ 105,221
 <u>LIABILITIES AND FUND BALANCES</u>			
<u>LIABILITIES</u>			
Accounts payable	\$ 4,428	\$ -	\$ 4,428
Accrued liabilities	9,738	-	9,738
<u>Total liabilities</u>	14,166	-	14,166
 <u>FUND BALANCES</u>			
Unassigned	13,522	-	13,522
Assigned	-	77,533	77,533
<u>Total fund balances</u>	13,522	77,533	91,055
<u>Total liabilities and fund balances</u>	\$ 27,688	\$ 77,533	\$ 105,221

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

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
DECEMBER 31, 2020

Total fund balances for governmental funds at December 31, 2020	\$ 91,055
Cost of capital assets at December 31, 2020	\$ 869,776
Less: Accumulated depreciation as of December 31, 2020	<u>(836,272)</u> 33,504
Compensated absences for the year ended December 31, 2020	(22,630)
Amounts related to pension recognition are not due and payable in the current period and, therefore, are not reported in the funds	<u>(348,225)</u>
Net position at December 31, 2020	<u>\$ (246,296)</u>

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

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2020

	<u>General</u>	<u>Special Revenue</u>	<u>Total</u>
<u>REVENUES</u>			
Intergovernmental			
City of Opelousas	\$ 242,798	\$ -	\$ 242,798
Grant Income			
State aid to libraries	5,042	-	5,042
Interest earned	108	205	313
Miscellaneous			
Donations of fixed assets	2,479	-	2,479
Library fines, fees	-	13,355	13,355
Miscellaneous income	31,625	-	31,625
<u>Total revenues</u>	<u>282,052</u>	<u>13,560</u>	<u>295,612</u>
<u>EXPENDITURES</u>			
Current			
Executive and administrative	301,801	-	301,801
Capital outlay			
Books	11,972	-	11,972
Furniture and equipment	4,200	-	4,200
<u>Total expenditures</u>	<u>317,973</u>	<u>-</u>	<u>317,973</u>
<u>EXCESS (DEFICIENCY) OF REVENUES</u>			
<u>OVER (UNDER) EXPENDITURES</u>	(35,921)	13,560	(22,361)
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating transfers in	12,349	-	12,349
Operating transfers out	-	(12,349)	(12,349)
<u>Total other financing sources (uses)</u>	<u>12,349</u>	<u>(12,349)</u>	<u>-</u>
<u>NET CHANGE IN FUND BALANCE</u>	(23,572)	1,211	(22,361)
<u>FUND BALANCES, beginning of year</u>	<u>37,094</u>	<u>76,322</u>	<u>113,416</u>
<u>FUND BALANCES, end of year</u>	<u>\$ 13,522</u>	<u>\$ 77,533</u>	<u>\$ 91,055</u>

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

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2020

Total net change in fund balances for the year ended December 31, 2020 per Statement of Revenues, Expenditures and Changes in Fund Balances		\$ (22,361)
Capital outlay which is considered expenditures on Statement of Revenues, Expenditures and Changes in Fund Balances	\$ 16,172	
Depreciation expense for the year ended December 31, 2020	<u>(16,805)</u>	(633)
Compensated absences for the year ended December 31, 2020		(3,533)
Net effect of pension liability recognition		<u>38,034</u>
Total changes in net position for the year ended December 31, 2020 per Statement of Activities		<u>\$ 11,507</u>

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

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Opelousas-Eunice Public Library was established in compliance with Louisiana Revised Statutes 24:514. The Library is governed by a Board of Commissioners composed of seven members. The members of the Board serve without pay.

The accompanying financial statements of the Opelousas-Eunice Public Library have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The following is a summary of certain significant accounting policies and practices of the Opelousas-Eunice Public Library:

A. Financial Reporting Entity

The financial statements of the Library consist only of the funds of the Library. The Library has no oversight responsibility for any other governmental entity since no other entities are considered to be controlled by or dependent on the Library.

The Library, as categorized by GASB 14, is considered a joint venture of the cities of Opelousas and Eunice. The cities do not exercise significant influence over management or fiscal matters of the Library but do provide substantial operating revenues of the Library.

B. Basis of Presentation

Government –Wide Financial Statements (GWFS)

The statement of net position and statement of activities display information about the Opelousas-Eunice Public Library, as a whole. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. Fiduciary funds are not included in the GWFS.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Library's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees, fines, and charges paid by the recipients of goods and services offered

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

by the programs, and (b) requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

The Opelousas-Eunice Public Library uses funds to report on its financial position and the results of its operations. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

Governmental Funds

General Fund – The General Fund is the general operating fund of the Library. It is used to account for all financial resources except those that are required to be accounted for in another fund.

Special Revenue Fund – The Special Revenue Fund is used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are restricted to expenditures for specified purposes.

C. Measurement Focus/Basis of Accounting

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

Measurement Focus

On the government-wide statement of net position and the statement of activities, the governmental activities are presented using the economic resources measurement focus.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

- a. The fund financial statements utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources



OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

- b. The government-wide financial statements utilize an “economic resources” measurement focus. The accounting objective of this measurement focus is the determination of operating income, changes in net position and financial position. All assets and liabilities (whether current or noncurrent) associated with their activities are reported.

Basis of Accounting

In the government-wide statement of net position and statements of activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Program revenues included in the Statement of Activities are derived directly from the program itself or from parties outside the Library’s taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the Library’s revenues. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting.

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

Purchases of various operating supplies are regarded as expenditures at the time purchased. The costs of governmental fund-type inventories are recorded as expenditures when purchased and items on hand at year-end, if any, are not recorded as assets, unless material. Expenditures for insurance and similar services which extend

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

over more than one accounting period are accounted for as expenditures of the period of acquisition.

D. Budgets

The Library follows these procedures in establishing the budgetary data reflected in these financial statements.

1. At least thirty (30) days prior to the beginning of the fiscal year, the Librarian submits to the Board of Directors an operating and capital budget for the succeeding year.
2. A public meeting is scheduled by the Board of Directors after allowing for at least ten (10) days notice to the public is initially submitted to the board of Directors.
3. The budget must be finally adopted by the Board no later than the last day of the preceding fiscal year.
4. The Librarian and the Board may authorize transfers of the budgetary amounts within departments and revisions requiring alteration of levels of expenditures or transfers between departments.
5. Operating appropriations, to the extent not expended, lapse at year-end. Capital appropriations continue in force until the project is completed or deemed abandoned.
6. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) and are amended as required by Louisiana Revised Statutes 39:1303.

All budget appropriations lapse at year-end. Revenues may not legally fall short of budgeted amounts by more than five percent and expenditures may not legally exceed budgeted appropriations by more than five percent at the individual fund level.

E. Encumbrances

Encumbrance accounting is not used by the Library.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Cash and Investments

Cash and cash equivalents include those investments purchased with original maturities of 90 days or less. Under state law, the Library may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Library may invest in Certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

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

G. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activity column in the government-wide financial statements. All purchased fixed assets are valued at cost or estimated historical cost. The amounts of estimated costs are immaterial to these financial statements. Donated fixed assets are stated at their fair market value on the date donated.

The Library maintained a threshold level of \$5,000 or more for capitalizing capital assets prior to 2004. Thereafter, the Library maintains a threshold level of \$500 for capitalizing machinery and equipment, furniture and fixtures, and paintings and stuffed wildlife. All books purchased are capitalized. Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of assets is as follows:

Books	5 years
Furniture and fixtures	5 years
Machinery and equipment	5 - 7 years
Paintings and stuffed wildlife	5 years

The Library has no public domain or infrastructure outlays.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

H. Compensated Absences

The Library has the following policy regarding vacation and sick leave. Annual vacation leave is earned on a monthly basis and no leave is granted until the employee has been working one year. Annual leave may only be taken after it has been earned (accumulated). An employee may be allowed to carry over an amount up to one-half of their annual leave earned as of their anniversary date into the next vacation year, with the understanding that it will be forfeited with no future payment for hours lost if not used in that vacation year. No annual leave is earned while an employee is on leave of absence without pay. Actual paid hours determine actual entitlements.

All annual leave earned, including amounts carried over, will be applied to absences due to illness when any available paid sick leave has been depleted. Annual leave of three days or more shall be approved by the administrative librarian at least five days in advance. Employees may accumulate up to 224 hours of sick leave. No compensation is allowed for unused sick leave when employees terminate their employment. Also, when employees are scheduled to be off during a paid holiday, the employees accrue holiday time and can carry over the full amount indefinitely. Upon termination or retirement, employees are compensated for the accrued holiday time.

I. Retirement

Part-time employees of the Library contribute to the Social Security Retirement System. Full-time employees do not contribute to the Social Security Retirement System, but do contribute to the Municipal Employees' Retirement System.

J. Inventory

The Library practices the policy of recording materials and supplies as expenditures when acquired. The Library does not record any of these items as inventory because the amount of the items in stock is insignificant.

K. Prepaid Items

Payments made for services that will benefit periods beyond December 31, 2020, are recorded as prepaid items.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. Long-Term Debt

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental resources is reported as liabilities in the government-wide statements. There is currently no long-term debt owed by the Library.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures.

M. Equity Classifications

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

- a. Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consist of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

*Restricted fund balance.* This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed fund balance.* These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the library board members – the government’s highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the library board removes the specified use by taking the same type of action imposing the commitment.

This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned fund balance.* This classification reflects the amounts constrained by the library’s “intent” to be used for specific purposes but are neither restricted nor committed. The library board members have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

*Unassigned fund balance.* This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Library considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Library considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Library has provided otherwise in its commitment or assignment actions.

N. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and

OPELOUSAS-EUNICE PUBLIC LIBRARY  
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NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

O. Deferred Outflows of Resources and Deferred Inflows of Resources

In some instances the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

P. Fund Deficit

As a result of the implementation of GASB Statement No. 68, Accounting and Financial Reporting for Pensions, the unrestricted net position resulted in a deficit of \$284,330. Net position was significantly affected by the recognition of the deferred outflow and inflow of resources and the net pension liability. The Board is studying ways to increase revenues and decrease expenses to correct this deficit.

NOTE 2 CASH & CASH EQUIVALENTS

The cash and cash equivalents of the Opelousas-Eunice Public Library are subject to the following risk:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Library will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Library that the fiscal agent bank has failed to pay deposited funds upon demand. Further Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Library's name.

Bank account balances at December 31, 2020, totaled \$106,365, which was fully secured by \$250,000 of FDIC Insurance.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 3. BOARD OF COMMISSIONERS' COMPENSATION

The Board of Commissioners is a voluntary board; therefore, no compensation has been paid to any member. However, board members are reimbursed for out-of-pocket travel expenses incurred in accordance with the regular personnel policy

NOTE 4. CAPITAL ASSETS

Capital assets and depreciation activity, as of and for the year ended December 31, 2020, for the Opelousas-Eunice Public Library are as follows:

	Balance 12/31/2019	Additions		Retirements	Balance 12/31/2020
		Purchases	Donations	Sales and Discards	
Governmental Activities					
Equipment	\$ 8,617	\$ -	\$ -	\$ -	\$ 8,617
Furniture and fixtures	47,998	4,200	-	-	52,198
Books	775,484	9,493	2,479	-	787,456
Paintings and stuffed wildlife	15,000	-	-	(15,000)	-
Improvements	21,505	-	-	-	21,505
<u>Totals at historical cost</u>	<u>868,604</u>	<u>13,693</u>	<u>2,479</u>	<u>(15,000)</u>	<u>869,776</u>
Less accumulated depreciation:					
Equipment	24,030	1,474	-	-	25,504
Furniture and fixtures	29,124	400	-	-	29,524
Books	744,808	8,780	6,151	-	759,739
Paintings and stuffed wildlife	15,000	-	-	(15,000)	-
Improvements	21,505	-	-	-	21,505
<u>Total at accumulated depreciation</u>	<u>834,467</u>	<u>10,654</u>	<u>6,151</u>	<u>(15,000)</u>	<u>836,272</u>
Governmental Activities					
Capital assets, net	<u>\$ 34,137</u>	<u>\$ 3,039</u>	<u>\$ (3,672)</u>	<u>\$ -</u>	<u>\$ 33,504</u>



OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
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NOTE 5. EXECUTIVE AND ADMINISTRATIVE EXPENDITURES

Following is a detail schedule of executive and administrative expenditures for the year ended December 31, 2020.

	General Fund	Special Revenue Fund
Salaries	\$ 152,198	\$ -
Payroll taxes and pension contributions	54,405	-
Legal and Professional	9,463	-
Maintenance and repairs - equipment	10,768	-
Insurance	3,053	-
Miscellaneous	2,339	-
Rentals	1,417	-
Office Supplies	10,403	-
Communications	23,001	-
Travel	463	-
Automation Software	4,701	-
Utilities	26,970	-
Machinery and equipment	2,620	-
	<u>\$ 301,801</u>	<u>\$ -</u>

NOTE 6. ECONOMIC DEPENDENCY

The library is economically dependent upon funding from the city of Opelousas, Louisiana, including providing a building and building expenses.

NOTE 7. PENSION AND RETIREMENT PLANS

STATE RETIREMENT SYSTEMS

Municipal Employees' Retirement System

Substantially all Library employees (8) are members of the Municipal Employees' Retirement System of Louisiana (MERS), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 7. PENSION AND RETIREMENT PLANS (continued)

trustees. The MERS is composed of two distinct plans. Plan A and Plan B, with separate assets and benefit provisions. All members participate in Plan A.

A. Eligibility Requirements

Membership is mandatory as a condition of employment beginning on the date employed if the employee is on a permanent basis working at least thirty-five hours per week. Those individuals paid jointly by a participating employer and the parish are not eligible for membership in the System with the exceptions as outlined in the statutes.

Any person eligible for membership but whose first employment making him eligible for membership in the System occurred on or after January 1, 2013 shall become a member of the MERS Plan A Tier 2 of the System as a condition of employment.

B. Retirement Benefits

Benefit provisions are authorized with Act 356 of the 1954 regular session and amended by LRS 11:1756-11:1785. The following brief description of the plan and its benefits is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Any member of Plan A who commenced participation in the System prior to January 1, 2013 can retire providing he meets one of the following criteria:

1. Any age with twenty-five (25) or more years of creditable service.
2. Age 60 with a minimum of ten (10) years of creditable service.
3. Any age with five (5) years of creditable service eligible for disability benefits.
4. Survivor's benefits require five (5) or more years creditable service with legal spouse at least last 12 months before death – 40% at age 60 or minimum of 20% immediately (actuarially calculated).
5. Any age with 20 years of creditable service, exclusive of military service with an actuarially reduced early benefit.

Generally, the monthly amount of the retirement allowance for any member of Plan A shall consist of an amount equal to three percent of the member's monthly average final compensation multiplied by his years of creditable service. Final average compensation is the average monthly earnings during the highest sixty consecutive months, or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. See Plan Booklet for further details.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
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NOTE 7. PENSION AND RETIREMENT PLANS (continued)

Any member of Plan A Tier 2 can retire providing he meets one of the following requirements.

1. Age 67 with seven years of creditable service.
2. Age 62 with ten years of creditable service.
3. Age 55 with thirty years of creditable service.
4. Any age with twenty five years of creditable service with an actuarially reduced early benefit.
5. Survivor's benefits require five (5) or more years creditable service with legal spouse at least last 12 months before death – 40% at age 60 or minimum of 20% immediately (actuarially calculated).

Generally, the monthly amount of retirement allowance for any member of Plan A Tier 2 shall consist of an amount equal to three percent of the member's final average compensation multiplied by his years of creditable service. Final average compensation is the average monthly earnings during the highest sixty consecutive months, or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. See Plan booklet for further details.

C. Survivor Benefits

Upon death of any member of Plan A with five (5) or more years of creditable service, not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children as outlined in the statutes.

Any member of Plan A who is eligible for normal retirement at time of death and who leaves a surviving spouse will be deemed to have retired and selected Option 2 benefits on behalf of the surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
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NOTE 7. PENSION AND RETIREMENT PLANS (continued)

D. DROP Benefits

In lieu of terminating employment and accepting a service retirement allowance, any member of Plan A who is eligible to retire may elect to participate in the deferred retirement option plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of the System has been terminated for at least one full year.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the board of trustees. If a participant dies during the participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing membership in the System.

E. Disability Benefits

For Plan A, a member shall be eligible to retire and receive a disability benefit if he has at least five years of creditable service, is not eligible for normal retirement, and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of forty-five percent of his final average compensation or three percent of his final average compensation multiplied by his years of creditable service, whichever is greater, or an amount equal to three percent of the member's final average compensation multiplied by his years of creditable service projected to his earliest normal retirement age.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
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NOTE 7. PENSION AND RETIREMENT PLANS (continued)

F. Cost of Living Increases

The System is authorized under state law to grant a cost of living increase to members who have been retired for at least one year. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. State law allows the System to grant additional cost of living increases to all retirees and beneficiaries who are age sixty-five and above equal to 2% of the benefit being received on October 1, 1977, or the original benefit, if retirement commenced after that date.

G. Deferred Benefits

Plan A provides for deferred benefits for members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement, benefits become payable. Benefits are based on statutes in effect at the time of withdrawal.

CONTRIBUTIONS

Contributions for all members are established by statute. Member contributions are at 9.50% of earnable compensation for Plan A. The contributions are deducted from the member's salary and remitted by the participating municipality.

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2019, the employer contribution rate was 27.75% of member's earnings for Plan A for the period January 1, 2020 through June 30, 2020 and 29.50% for the period beginning July 1, 2020 through December 31, 2020.

According to state statute, the System also receives one-fourth (1/4) of 1% of ad valorem taxes collected within the respective parishes except for Orleans. Tax monies are apportioned between Plan A and Plan B in proportion to salaries of plan participants. Tax monies received from East Baton Rouge Parish are apportioned between the Municipal Employee's Retirement System and the Employee's Retirement System of the City of Baton Rouge. The System also receives revenue sharing funds each year as appropriated by the Legislature. These additional sources of income are used as additional employer contributions and considered support from non-employer contributing entities. This amount totaled \$5,415.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 7. PENSION AND RETIREMENT PLANS (continued)

Administrative costs of the System are financed through employer contributions.

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 by writing to the Municipal Employees' Retirement System, 7937 Office Park Blvd., Baton Rouge, Louisiana 70809, or by calling (225) 925-4810.

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At December 31, 2020, the Library reported a liability of \$345,112 for its proportionate share of the net pension liability for the MERS plan. The net pension liability was measured as of June 30, 2020 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Library's proportion of the net pension liability was based on a projection of the Library's long-term share of contributions to the MERS pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2020, the Library's proportion was 0.079824%, which was a decrease of 0.019081% from its proportion measured as of June 30, 2019.

For the year ended December 31, 2020, the Library recognized net pension expense of \$10,773.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 7. PENSION AND RETIREMENT PLANS (continued)

At December 31, 2020, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 160	\$ (1,957)
Changes in assumptions	5,806	-
Net difference between projected and actual earnings on pension plan investments	32,769	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	(60,986)
Employer contributions subsequent to measurement date	21,095	-
Total	<u>\$ 59,830</u>	<u>\$ (62,943)</u>

The Library reported a total of \$59,830 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of December 31, 2020, which will be recognized as a reduction in net pension liability in the year ended December 31, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

<u>Year Ended December 31:</u>	<u>MERS</u>
2020	\$ (22,536)
2021	(12,875)
2022	7,825
2023	5,048
Total	<u>\$ (22,538)</u>

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 7. PENSION AND RETIREMENT PLANS (continued)

The components of the net pension liability of the System's employers as of June 30, 2020 and 2019 are as follows:

	2020	2019
	<u>PLAN A</u>	<u>PLAN A</u>
Total Pension Liability	\$ 972,748	\$ 1,169,973
Plan Fiduciary Net Position	(627,636)	(756,682)
Total Net Pension Liability	<u>\$ 345,112</u>	<u>\$ 413,291</u>

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2020 are as follows:

Valuation date	June 30, 2020
Actuarial cost method	Entry age normal cost
Expected remaining service lives	3 years-Plan A and 4 years-Plan B
Investment rate of return	6.950%
Inflation rate	2.500%
Salary increases, including inflation and merit increases	4.5% - 6.4%
Annuitant and beneficiary mortality	For annuitant and beneficiary mortality tables used were: RP-2000 Healthy Annuitant Sex Distinct Mortality Tables set forward 2 years for males and set forward 1 year for females projected to 2028 using scale AA.
Employee mortality	For employees, the RP-2000 Disabled Lives Mortality Table set back 2 years for both males and females.
Disabled lives mortality	For disabled Annuitants, RP-2000 Disabled Lives Mortality Table set back 5 years for males and set back 3 years for females.



OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 7. PENSION AND RETIREMENT PLANS (continued)

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimates ranges 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 ranges 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 2.50% and an adjustment for the effect of rebalancing/diversification.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2020 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Public equity	53%	2.33%
Public fixed income	38%	1.67%
Alternatives	9%	0.40%
Totals	100%	4.40%
Inflation		2.60%
Expected Arithmetic Nominal Return		7.00%

**Discount Rate**

The discount rate used to measure the total pension liability was 7.0% for the years ended June 30, 2020. 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 will be made at the actuarially determined 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.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 7. PENSION AND RETIREMENT PLANS (continued)

The effects of certain other changes in the net pension liability are required to be included in pension expense over the current and future periods. The effects on the total pension liability of (1) changes of economic and demographic assumptions or of other inputs and (2) differences between expected and actual experience are required to be included in pension expense in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of all employees that are provided with benefits through the pension plan (active employees and inactive employees), determined as of the beginning of the measurement period. The effect on net pension liability of differences between the projected earnings on pension plan investments and actual experience with regard to those earnings is required to be included in pension expense in systematic and rational manner over a closed period of five years, beginning with the current period. The Expected Remaining Service Lives (ERSL) for 2019 is 3 years for Plan A.

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following table presents the Library's proportionate share of the net pension liability (NPL) using the discount rate of each Retirement System as well as what the Library's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

	<u>1% Decrease</u>	<u>Current Discount</u>	<u>1% Increase</u>
MERS			
Rates	5.95%	6.95%	7.95%
COWM Share-NPL	\$ 448,953	\$ 345,112	\$ 257,310

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2020

NOTE 8. EVALUATION OF SUBSEQUENT EVENTS

The library has evaluated subsequent events through September 3, 2021, the date which the financial statements were available to be issued.

Upon reconciling the January 2021 bank statement, management became aware of fraudulent debit card activity and reported it to the bank. There were additional transactions on the February and March 2021 bank statements and the debit card was cancelled. Fraudulent activity over the three month period totaled \$925. St. Landry Bank refunded the Library \$275, resulting in a net loss of \$650.

NOTE 9. EUNICE PUBLIC LIBRARY

On July 9, 2019, the City of Eunice, Louisiana, adopted an ordinance voiding the original ordinance which created the Opelousas-Eunice Public Library. The City then adopted an additional ordinance which established a new library system, the Eunice Public Library.

NOTE 10. ACCOUNTING PRONOUNCEMENTS

The Government Accounting Standards Board (GASB) has issued the following Statements which will become effective in futures years as shown below:

Statement No. 87, "*Leases*" increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for fiscal year 2021. Earlier application is encouraged. Management has not yet determined the effect of this Statement on the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2020

	Original Budget	Final Budget	Actual	Variance- Favorable (Unfavorable)
<u>REVENUES</u>				
Intergovernmental				
City of Opelousas	\$ 262,000	\$ 242,800	\$ 242,798	\$ (2)
State Aid	3,000	7,265	5,042	(2,223)
Interest	-	-	108	108
Donations of fixed assets	-	-	2,479	2,479
Miscellaneous	200	200	31,625	31,425
<u>Total revenues</u>	<u>265,200</u>	<u>250,265</u>	<u>282,052</u>	<u>31,787</u>
<u>EXPENDITURES</u>				
Current				
Executive and administrative	275,400	257,129	301,801	(44,672)
Capital outlay				
Books	10,100	9,171	11,972	(2,801)
Furniture and equipment	-	-	4,200	(4,200)
<u>Total expenditures</u>	<u>285,500</u>	<u>266,300</u>	<u>317,973</u>	<u>(51,673)</u>
<u>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</u>	(20,300)	(16,035)	(35,921)	(19,886)
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating transfers in	-	-	12,349	12,349
<u>Total other financing sources (uses)</u>	<u>-</u>	<u>-</u>	<u>12,349</u>	<u>12,349</u>
<u>NET CHANGE IN FUND BALANCE</u>	<u>\$ (20,300)</u>	<u>\$ (16,035)</u>	(23,572)	<u>\$ (7,537)</u>
<u>FUND BALANCES, beginning of year</u>			37,094	
<u>FUND BALANCES, end of year</u>			<u>\$ 13,522</u>	

See Notes to Required Supplementary Information.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
SPECIAL REVENUE FUND  
FOR THE YEAR ENDED DECEMBER 31, 2020

	Original Budget	Final Budget	Actual	Variance- Favorable (Unfavorable)
<u>REVENUES</u>				
Fines and fees	\$ 19,430	\$ 15,469	\$ 13,355	\$ (2,114)
Interest	870	566	205	(361)
<u>Total revenues</u>	20,300	16,035	13,560	(2,475)
<u>EXPENDITURES</u>				
Executive and administrative	-	-	-	-
<u>Total expenditures</u>	-	-	-	-
<u>EXCESS OF REVENUES OVER EXPENDITURES</u>				
	20,300	16,035	13,560	(2,475)
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating transfers out	-	-	(12,349)	12,349
<u>Total other financing sources (uses)</u>	-	-	(12,349)	12,349
<u>NET CHANGE IN FUND BALANCE</u>				
	\$ 20,300	\$ 16,035	1,211	\$ 9,874
<u>FUND BALANCES, beginning of year</u>			76,322	
<u>FUND BALANCES, end of year</u>			\$ 77,533	

See Notes to Required Supplementary Information.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
SCHEDULE OF EMPLOYER'S PROPORTIONATE SHARE  
OF NET PENSION LIABILITY  
FOR THE YEAR ENDED DECEMBER 31, 2020

	Fiscal Year	Employer Proportionate of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of It's Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
MERS	2014	0.119079%	\$ 282,381	\$ 193,608	145.85%	73.99%
MERS	2015	0.106555%	380,631	203,623	186.92%	76.94%
MERS	2016	0.117281%	480,700	204,026	235.60%	62.11%
MERS	2017	0.116789%	488,578	205,952	235.23%	62.49%
MERS	2018	0.110084%	452,822	186,096	243.33%	63.94%
MERS	2019	0.098905%	413,291	168,070	245.90%	64.68%
MERS	2020	0.079824%	345,112	152,197	226.75%	64.52%

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
SCHEDULE OF EMPLOYER'S PENSION CONTRIBUTION  
FOR THE YEAR ENDED DECEMBER 31, 2020

	Fiscal Year	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percent of Covered Employee Payroll
MERS	2014	\$ 33,618	\$ 33,618	\$ -	\$193,608	17.36%
MERS	2015	40,215	40,215	-	203,623	19.75%
MERS	2016	43,689	43,689	-	204,026	21.41%
MERS	2017	48,840	48,840	-	205,952	23.71%
MERS	2018	47,203	47,203	-	186,096	25.36%
MERS	2019	45,038	45,038	-	168,070	26.80%
MERS	2020	43,392	43,392	-	152,197	28.51%



OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2020

(1) Basis of Accounting

The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP).

(2) Budgetary Practices

The Library prepares and adopts a budget in accordance with LSA – RS 39:1301 et seq. The annual budget for the General Fund is prepared in accordance with the basis of accounting utilized by that fund.

Neither encumbrance accounting nor formal integration of the budget into the accounting records is employed as a management control device. However, periodic comparisons of budget and actual amounts are performed.

(3) Stewardship, Compliance and Accountability

Excess of Expenditures over Appropriations. The following individual fund had actual expenditures in excess of appropriations for the year ended December 31, 2020:

	Original Budget	Final Budget	Actual	Excess
General Fund	\$ 285,500	\$ 266,300	\$ 317,973	\$ (51,673)

(3) Pension Plans

Changes of Assumptions – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plans. These assumptions included the rate of investment return, mortality of plan members, rate of salary increase, rates of retirement, rates of termination, rates of disability, and various other factors that have an impact on the cost of the plans.

OTHER SUPPLEMENTARY INFORMATION

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE - EXPENDITURES  
GENERAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2020

	Original Budget	Final Budget	Actual	Variance- Favorable (Unfavorable)
Personnel	\$ 179,590	\$ 173,901	\$ 206,603	\$ (32,702)
Operating Services	80,860	68,923	78,096	(9,173)
Materials and Supplies	14,000	13,355	16,439	(3,084)
Travel/Training	750	750	463	287
Intergovernmental	200	200	200	-
Capital outlay	10,100	9,171	16,172	(7,001)
<u>Total expenditures</u>	<u>\$ 285,500</u>	<u>\$ 266,300</u>	<u>\$ 317,973</u>	<u>\$ (51,673)</u>

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
TO AGENCY HEAD  
FOR THE YEAR ENDED DECEMBER 31, 2020

Agency Head Name: Angela Zachary, System Coordinator  
Service Period: 12 Months

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 24,960
Benefits - retirement	7,145
Reimbursements	<u>93</u>
Total	<u>\$ 32,198</u>

**VIGE, TUJAGUE  NOEL**  
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

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TELEPHONE:  
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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON  
PROCEDURES

To the Board of Commissioners  
Opelousas - Eunice Public Library  
Evangeline, Louisiana

We have performed the procedures enumerated below, which were agreed to by Opelousas - Eunice Public Library and the Louisiana Legislative Auditor, on the Library's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2020, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Library's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

**Public Bid Law**

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

We noted no expenditures made during the year for materials and supplies exceeding \$30,000 or public works exceeding \$250,000.

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

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

Management provided us with the requested information.

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

Management provided us with the requested information.

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

None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

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

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

### **Budgeting**

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

We obtained a copy of the legally adopted budget and all amendments.

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

We traced the budget adoption and amendments to the minute book and noted no exceptions.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. The final budget to actual revenues and expenditures are greater than the required 5% variance allowed.

### **Accounting and Reporting**

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

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

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

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

The payments were properly coded to the correct fund and general ledger account.

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

Inspection of documentation supporting each of the six disbursements indicated approval from the board.

### **Meetings**

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

The Library posted agendas for meetings as required by the open meetings law.

### **Debt**

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

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

### **Advances and Bonuses**

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

We scanned payroll disbursements and read the meeting minutes of the Library's board of directors for the fiscal year. We found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.

### **State Audit Law**

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

The Library's report was complete and submitted in a timely manner.

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

No exceptions noted.

### **Prior-Year Comments**

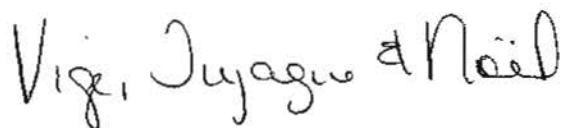
15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

Our prior year report, dated October 16, 2020, included one exception relating to budget variance, which is repeated in the current year.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the

Library's compliance with the foregoing matters. 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.

The purpose of this report is solely to describe the scope of testing performed on the Library's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



Vige, Tujague & Noël  
Eunice, Louisiana  
September 3, 2021



OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2020

Finding 2020-001: Inadequate Segregation of Accounting Functions

Condition: The Library does not have an adequate segregation of accounting functions.

Criteria: Accounting functions should be performed by different individuals.

Causes: Due to the small number of accounting personnel, the Library did not have adequate segregation of functions within the accounting system.

Effect: Due to the cost-benefit analysis there was an improper segregation of functions within the accounting system.

Recommendation: Based on the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

Response: It is not cost effective to achieve a complete segregation of functions within the accounting system. No corrective action is considered necessary.

Finding 2020-002: Budget

Condition: Total expenditures in the General Fund exceed budgeted expenditures by greater than 5%. Total budgeted revenues in the Special Revenue Fund exceed actual revenues by greater than 5%.

Criteria: Louisiana Revised Statute 39:1310 states that the budget must be properly amended when total budgeted revenues exceed total actual revenues or total actual expenditures exceed total budgeted expenditures by 5% or more.

Cause: The budget was not properly amended to account for the changes in actual revenues and expenditures.

Effect: Total expenditures in the General Fund exceed budgeted expenditures by greater than 5%. Total budgeted revenues in the Special Revenue Fund exceed actual revenues by greater than 5%.

Recommendation: The Library should attempt to budget revenues and expenditures more accurately and amend the budget when changes occur.

Response: The Library will attempt to budget revenues and expenditures more accurately in the future.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2020

Finding 2020-003: Removal of Capital Assets

Condition: The Library returned the stuffed wildlife, originally valued on the depreciation schedule in 1987 at \$15,000, to the donor's family. The asset was fully depreciated. There were also dictionaries, donated to the Library under the previous administration, that management allowed an individual to remove from the Library's possession.

Criteria: Article 7, Section 14 of the Louisiana Constitution of 1974 provides that the funds, credit, property, or things of value of the state or any public subdivision shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private.

Cause: New management is in the process of organizing and updating the Library and was unaware of the procedures and laws relating to the removal of assets.

Effect: The Library is in violation of Article 7, Section 14 of the LA Constitution which expressly prohibits the use of public funds for donations or private use.

Recommendation: We recommend that management become familiar with laws relating to the removal or donation of public property or consult with a knowledgeable source in the future.

Response: Management agrees with the recommendation and will not donate public property in the future.

Finding 2020-004: Payroll Tax

Condition: The fourth quarter federal payroll tax, in the amount of \$2,597.94, was not remitted to the Department of Treasury. State withholding payroll filings and payments were late, resulting in penalties and interest in the amount of \$516.

Criteria: Employers must report income and employment taxes withheld from employees on the required form and deposit employee and employer tax withheld in accordance with federal and state employment tax law.

Cause: There was a change in the person responsible for filing payroll tax returns and making payments during the fourth quarter. The federal payroll tax returns were filed properly but payments were not remitted, due to the assumption that they were made by the previous individual.

Effect: Payroll tax were not remitted in a timely manner, resulting in penalties and interest.

Recommendation: The Library should file all payroll tax reports and remit payment in a timely manner.

Response: The Library will file all payroll tax reports and remit payment in a timely manner.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2020

Finding 2020-005: Material Financial Statement Adjustments

Condition: Misstatements in the financial statements were not prevented, nor detected and corrected by the Library's internal control resulting in proposed review adjustments material to the financial statements.

Criteria: Internal control is a process – effected by those charged with governance, management, and other personnel – designed to provide reasonable assurance about the achievement of objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. The Library's internal control over financial reporting includes those policies and procedures that pertain to the Library's ability to record, process, summarize, and report financial data consistent with the assertions embodied in financial statements.

Such internal controls allow management to prevent or detect and correct misstatements on a timely basis.

Cause: The condition results from the failure to design and implement or follow implemented policies and procedures which provide assurance that the financial statements are not misstated.

Effect: Material review adjustments were necessary to correct misstatements in the financial statements.

Recommendation: We recommend the Library design and implement policies and procedures or follow implemented policies and procedures which provide assurance to the fair presentation of the financial statements.

Response: Management agrees with the recommendation and will design and implement policies and procedures, where it is cost effective, considering the Library's size and limited resources.

Finding 2020-006: Timely Preparation of Bank Reconciliations

Condition: The Library did not reconcile bank accounts on a timely basis and did not report fraudulent activity to the legislative auditor.

Criteria: All bank reconciliations should be prepared on a timely basis, as statements are received from the bank. The Library was required by law (R.S. 24:523) to notify the Louisiana Legislative Auditor and the district attorney, in writing, when they became aware that a misappropriation had taken place.

Cause: The responsibility of preparing bank reconciliations was reassigned at the end of the fiscal year and there was a delay in reconciliation procedures.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2020

Effect: The Library's untimely preparation of bank reconciliations resulted in the loss of \$650 in fraudulent debit card charges. In January through March of 2021, there were \$925 of fraudulent transactions recorded on the bank statement. St. Landry Bank refunded \$275 on March 26, 2021. If the bank accounts were reconciled as the statements were received, the fraudulent activity would have been detected early on, and the bank would have refunded the money in full. The Library's management did not report the fraudulent activity to the legislative auditor or district attorney.

Recommendation: All bank accounts should be reconciled on a monthly basis, as the statements are received from the bank. Any misappropriations should be reported to the legislative auditor and the district attorney, in writing.

Response: In the future, the Director will prepare monthly reconciliations of all bank accounts in a timely manner. Any misappropriations will be reported to the legislative auditor and district attorney, in writing, upon discovery.

A management letter was included for the year ended December, 31, 2020.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2020

2019-001 Finding: Inadequate Segregation of Accounting Functions

Status: This finding is unresolved. See current year finding 2020-001.

2019-002 Finding: Budget Presentation

Status: This finding is cleared.

2019-003 Finding: Budget

Status: This finding is unresolved. See current year finding 2020-002.

2019-004 Finding: Late Review Submission

Status: This finding is cleared.

OPELOUSAS-EUNICE PUBLIC LIBRARY  
OPELOUSAS, LOUISIANA  
MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2020

Response to Finding 2020-001:

A complete segregation of duties is not feasible due to the cost-benefit of hiring additional personnel and the size of the Library.

Response to Finding 2020-002:

The Library will attempt to budget revenues and expenditures more accurately in the future.

Response to Finding 2020-003:

Management agrees with the recommendation and will not donate public property in the future.

Response to Finding 2020-004:

The Library will file all payroll tax reports and remit payment in a timely manner.

Response to Finding 2020-005:

Management agrees with the recommendation and will design and implement policies and procedures, where it is cost effective, considering the Library's size and limited resources.

Response to Finding 2020-006:

In the future, the Director will prepare monthly reconciliations of all bank accounts in a timely manner. Any misappropriations will be reported to the legislative auditor and district attorney, in writing, upon discovery.

  
President

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Governmental Agencies)**

\_\_\_\_\_ (Date Transmitted)

      VIGE, TUJAGUE & NOEL       (CPA Firm Name)  
      P.O. BOX 1006       (CPA Firm Address)  
      EUNICE, LA 70535       (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2020 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

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

Yes [ X ] No [ ]

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

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

Yes [ X ] No [ ]

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

Yes [ X ] No [ ]

**Budgeting**

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

Yes [ X ] No [ ]

**Accounting and Reporting**

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

Yes [ X ] No [ ]

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

Yes [ X ] No [ ]

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

Yes [ X ] No [ ]

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

Yes [ X ] No [ ]

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

Yes [ X ] No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:25.  
Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.  
Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.  
Yes  No

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.  
Yes  No

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.  
Yes  No

We have evaluated our compliance with these laws and regulations prior to making these representations.  
Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.  
Yes  No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.  
Yes  No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.  
Yes  No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.  
Yes  No

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

Angela M. Zachary Secretary 6-22-21 Date  
Carleen Jones Treasurer \_\_\_\_\_ Date  
Carleen Jones President 6/22/2021 Date



**VIGE, TUJAGUE  NOEL**

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MANAGEMENT LETTER

To the Board of Directors  
Opelousas-Eunice Public Library  
Opelousas, Louisiana

We have reviewed the accompanying financial statements as of and for the fiscal year ended December 31, 2020, and have issued our report thereon dated September 3, 2021. This letter is a result of that review of the financial statements.

We conducted our review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services committee of the American Institute of Certified Public Accountants, and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We issued our Independent Accountant's Review Report, Independent Accountant's Report on Applying Agreed-Upon Procedures, and The Schedule of Findings and Responses, thereon dated September 3, 2021. Any material weaknesses or significant deficiencies identified are included in these reports.

The purpose of this letter is to provide suggestions for management's consideration of matters that do not meet the threshold for required inclusion in the Review Reports. We feel the following immaterial item warrants the attention of management:

**Management Letter Item #2020-001 Check Payable to Cash**

**Condition:** Management issued a check payable to cash, in the amount of \$4,200, for the purchase and installation of a storage building and supplies.

**Criteria:** According to Best Practices, issued by the Legislative Auditor, all disbursements should be made by check, prohibiting the use of cash payments. Disbursement should only be made from original invoices with proper approval and a Board Member should sign the check.

**Effect:** Several purchases were made with the use of cash, identifying weak internal controls and poor business practices.



**Cause:** The Library does not have policies and procedures in place to address the use of cash for disbursements.

**Recommendation:** We recommend that the Library adopt policies and procedures that address purchases and disbursements, using Best Practices as a guideline. We recommend that all disbursements should be made by check.

The item included in this letter is only a result of review procedures performed to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America.

This letter is intended solely for the information and use of the management of the Opelousas-Eunice Public Library and is not intended to be and should not be used by anyone other than the specified party.

A handwritten signature in blue ink that reads "Vige, Tujague & Noel". The signature is written in a cursive, flowing style.

Vige, Tujague & Noel, CPA's

Eunice, Louisiana

September 3, 2021