

**WARE YOUTH CENTER  
COUSHATTA, LOUISIANA**

**ANNUAL FINANCIAL REPORT  
JUNE 30, 2024**

Ware Youth Center  
Financial Report  
June 30, 2024

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
Required Supplementary Information		
Management's Discussion and Analysis	-	1-4
Independent Auditors' Report	-	5-7
<u>Basic Financial Statements</u>		
Government-Wide Financial Statements		
Statement of Net Position	A	10
Statement of Activities	B	11
Fund Financial Statements		
Balance Sheet-Governmental Fund	C	13
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	D	14
Statement of Revenues, Expenditures, and Changes in Fund Balance	E	15
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of the Governmental Fund to the Statement of Activities	F	16
Notes to Financial Statements	-	18-40
<u>Other Required Supplementary Information</u>		
Budgetary Comparison Schedule-General Fund	G	42
Schedule of Employer's Share of Net Pension Liability	H	43
Schedule of Employer's Contributions	I	44
Schedule of Changes in Net OPEB Liability and Related Ratios	J	45
Supplementary Information		
Schedule of Compensation, Benefits, and Other Payments to Agency Head	K	47
Justice Funding Schedule-Receiving Entity	L	48

Ware Youth Center  
Financial Report  
June 30, 2024

TABLE OF CONTENTS (cont'd)

Other Reports/Schedules

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	M	50-51
Schedule of Audit Results	N	52
Independent Accountant's Report on Applying Statewide Agreed-Upon Procedures	O	53-61

**WARE YOUTH CENTER**  
**COUSHATTA, LOUISIANA**  
**MANAGEMENT’S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2024**

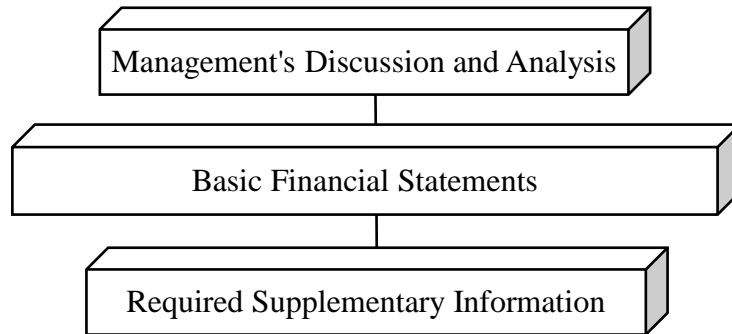
The Management’s Discussion and Analysis of the Ware Youth Center’s (the Center) financial performance presents a narrative overview and analysis of the Center’s financial activities for the year ended June 30, 2024. This document focuses on the current year’s activities, resulting changes, and currently known facts. Please read this document in conjunction with the Center’s financial statements, which begin on page 10.

**FINANCIAL HIGHLIGHTS**

- Expenses exceeded revenues by approximately \$2,265,000 for the year as compared to the prior year when expenditures exceeded revenues by approximately \$2,421,000. This difference was the result of the discontinuation of the Intensive Residential Program in the current year.
- The fund level financial statements (see description on page 2) report fund balance of approximately \$384,953, a decrease of approximately \$463,000 from the prior year. This level of fund balance equals 4% of annual expenditures.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The following graphic illustrates the minimum requirements for the Center as established by Governmental Accounting Standards Board Statement 34, *Basic Financial Statements-and Management’s Discussion and Analysis-for State and Local Governments*.



These financial statements consist of three sections - Management’s Discussion and Analysis (this section), the basic financial statements (including the notes to the financial statements), and required supplementary information.

**BASIC FINANCIAL STATEMENTS**

**Government-Wide Financial Statements**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 10 and 11) provide information about the activities of the Center as a whole and present a longer-term view of the Center’s finances. These statements include all assets, deferred outflows of resources, liabilities, and deferred inflows of resources using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year’s revenues and expenses are taken into account regardless of when cash is received or paid.

The Statement of Net Position and the Statement of Activities report the Center's net position and changes in them. The Center's net position, the difference between assets plus deferred outflows, and liabilities plus deferred inflows, is one way to measure the Center's financial health, or financial position. Over time, increases or decreases in the Center's net position are one indicator of whether its financial health is improving or deteriorating.

### Fund Financial Statements

Fund financial statements start on page 13. The Center utilizes only one fund, its General Fund, which is considered to be a governmental fund type. All of the Center's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Center's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Center's activities as well as what remains for future spending.

### FINANCIAL ANALYSIS OF THE ENTITY

A summary of the basic government-wide financial statements is as follows:

	2024	2023
Summary of Statement of Net Position As of Year End		
<u>Assets</u>		
Current and other assets	\$ 900,230	\$ 1,318,567
Capital assets, net	9,015,069	9,454,017
Total Assets	<u>\$ 9,915,299</u>	<u>\$ 10,772,584</u>
<u>Deferred Outflows of Resources</u>	<u>\$ 2,555,816</u>	<u>\$ 5,136,492</u>
<u>Liabilities</u>		
Current liabilities	\$ 515,277	\$ 471,047
Compensated absences payable	177,244	238,400
Net pension liability	13,154,618	14,728,159
OPEB	1,069,956	1,034,486
Total Liabilities	<u>\$ 14,917,095</u>	<u>\$ 16,472,092</u>
<u>Deferred Inflows of Resources</u>	<u>\$ 604,864</u>	<u>\$ 221,973</u>
<u>Net position</u>		
Net investment in capital assets	\$ 9,015,069	\$ 9,454,017
Unrestricted	(12,065,914)	(10,239,006)
Total Net Position	<u>\$ (3,050,845)</u>	<u>\$ (784,989)</u>

Net position of the Ware Youth Center decreased by \$(2,265,857) or -289% from the previous fiscal year.

Summary of Statement of Activities  
For the Year Ended

	<u>2024</u>	<u>2023</u>
Program revenues:		
Charges for Services	\$ 3,556,576	\$ 3,304,490
Operating Grants & Contributions	5,621,671	8,489,854
General Revenues	<u>210,628</u>	<u>227,394</u>
Total Revenues	\$ 9,388,875	\$ 12,021,738
Expenses:		
Public Safety	<u>(11,654,732)</u>	<u>(14,442,999)</u>
Change in Net Position	<u>\$ (2,265,857)</u>	<u>\$ (2,421,261)</u>

The Ware Youth Center's total revenues decreased by \$2,632,863 or 21.9% from the previous year. The total cost of all programs and services decreased by \$2,788,267 or 19.3%.

### CAPITAL ASSET AND DEBT ADMINISTRATION

#### Capital Assets

At June 30 2024, the Ware Youth Center had \$9,015,069, net of accumulated depreciation, invested in a broad range of capital assets (see table below). This amount represents a net decrease (including additions and deductions) of \$438,948 or 4.6% from the previous year.

Capital Assets at Year End  
(Net of Accumulated Depreciation)

	<u>2024</u>	<u>2023</u>
Land	\$ 175,017	\$ 175,017
CIP	0	570,447
Buildings and building improvements	8,552,127	8,344,326
Automobiles and equipment	<u>287,925</u>	<u>364,227</u>
Total	<u>\$9,015,069</u>	<u>\$9,454,017</u>

#### Long Term Liability

The Center had \$177,244 in compensated absences payable (annual leave) at year end compared to \$238,400 at the previous year end, a decrease of \$61,156 or 26%. The Center recorded pension liabilities of \$13,154,618 and \$14,728,159 as of June 30, 2024 and 2023, respectively. This liability represents the Center's proportionate share of the Net Pension Liabilities of the Louisiana State Employees Retirement System (LASERS) and the Teachers Retirement System of Louisiana (TRSL). The Center recorded OPEB of \$1,069,956 and \$1,034,486 as of June 30, 2024 and 2023, respectively. Long term liabilities are summarized below:

Outstanding Long-term Liabilities at Year End

	<u>2024</u>	<u>2023</u>
Compensated absences payable	\$ 177,244	\$ 238,400
OPEB	1,069,956	1,034,486
Pension liability	<u>13,154,618</u>	<u>14,728,159</u>
Total	<u>\$14,401,818</u>	<u>\$16,001,045</u>

There were no borrowings undertaken during the year.

### **VARIATIONS BETWEEN ORIGINAL AND FINAL BUDGETS**

Actual revenues were consistent with the final budget, coming in approximately \$134,000 more than the budgeted amounts.

Actual expenditures were consistent with the final budget, coming in approximately \$125,000 less than the budgeted amounts.

The original budget was amended during the year.

For the year ended June 30, 2024, revenues and expenditures were within the 5% variance allowed.

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

The Center's appointed commissioners considered the following factors and indicators when setting next year's budget, rates, and fees. These factors and indicators include:

- 1) Intergovernmental revenue
- 2) Charges for services
- 3) Interest income
- 4) Future expectations of expenditures

The Ware Youth Center does expect significant changes in next year's budget as compared to the current year due to the loss of a program with the Office of Juvenile Justice. The Center has estimated a deficiency of available funds for June 30, 2025 to be approximately \$78,000. As a result there is substantial doubt about the Center's ability to continue as a going concern.

### **CONTACTING THE WARE YOUTH CENTER'S MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Center's finances and to show the Center's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Staci Scott, Executive Director, 3565 Highway 71, Coushatta, Louisiana 71019.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA - A Professional Corporation (1927-1996)

Mark D. Thomas, CPA - A Professional Corporation  
Roger M. Cunningham, CPA - LLC  
Jessica H. Broadway, CPA - A Professional Corporation  
Ryan E. Todtenbier, CPA - A Professional Corporation

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**INDEPENDENT AUDITORS' REPORT**

To the Board of Commissioners of  
Ware Youth Center  
Coushatta, Louisiana 71019

***Opinions***

We have audited the accompanying financial statements of the governmental activities and major fund of the Ware Youth Center (the Center) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Center's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Center as of June 30, 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 and the *Louisiana Governmental Audit Guide*. 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 Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Substantial Doubt about Ware Youth Center's Ability to Continue as a Going Concern***

The accompanying financial statements have been prepared assuming that the Center will continue as a going concern. As discussed in Note 12 to the financial statements, the Center is in severe financial difficulty due to the discontinuation of the Intensive Residential Program revenue. These conditions raise substantial doubt about the Center's ability to continue as a going concern. Management's evaluation of the events and conditions and management's plans regarding those matters also are described in Note 12. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to this matter.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, 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 Center's ability to continue as a going concern for twelve months beyond the financial statements date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with 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 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 Center'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 Center'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 Management's Discussion and Analysis, Budgetary Comparison Schedule, Schedule of Employer's Share of Net Pension Liability, Schedule of Employer's Contributions, and Schedule of Changes in Net OPEB Liability and Related Ratios be presented to supplement the basic financial statements. 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 Center's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Center Head or Chief Executive Officer and the Justice System Funding Schedule are 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 opinion, the Schedule of Compensation, Benefits and Other Payments to Center Head or Chief Executive Officer and the Justice System Funding Schedule are 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 ~~December 3~~ September 24, 2024, on our consideration of the Center'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 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 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 Center's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated September 24, 2024, on the results of our statewide agreed-upon procedures performed 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*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

September 24, 2024

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

Ware Youth Center  
Coushatta, Louisiana  
Statement of Net Position  
June 30, 2024

	<u>Governmental Activities</u>
<b>ASSETS:</b>	
Current Assets-	
Cash & Cash Equivalents	\$ 563,068
Investments - government investment pool	11,460
Revenue Receivable	188,190
Prepaid Expenses	137,512
Noncurrent Assets-	
Capital Assets, Net of Accumulated Depreciation	<u>9,015,069</u>
Total Assets	<u>\$ 9,915,299</u>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>	
Pensions	\$ 1,865,666
OPEB	<u>690,150</u>
Total Deferred Outflows of Resources	<u>\$ 2,555,816</u>
<b>LIABILITIES:</b>	
Current Liabilities-	
Accounts Payable	\$ 82,096
Accrued Payroll Liabilities	433,181
Noncurrent Liabilities-	
Compensated Absences	177,244
Net Pension Liability	13,154,618
OPEB	<u>1,069,956</u>
Total Liabilities	<u>\$ 14,917,095</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>	
Pensions	\$ 403,575
OPEB	<u>201,289</u>
Total Deferred Inflows of Resources	<u>\$ 604,864</u>
<b>NET POSITION:</b>	
Net Investment in Capital Assets	\$ 9,015,069
Unrestricted	<u>(12,065,913)</u>
Total Net Position	<u>\$ (3,050,844)</u>

See independent auditors' report and notes to financial statements.

Ware Youth Center  
Coushatta, Louisiana  
Statement of Activities  
June 30, 2024

Function/Program Activities	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Fines, Fees Commissions and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities: Public Safety	\$11,654,732	\$3,556,576	\$5,621,671	\$0	\$(2,476,485)
General Revenues:					
					\$ 566
					51,712
					109,653
					48,697
					<u>\$ 210,628</u>
					Change in Net Position
					\$(2,265,857)
					Net Position July 1, 2023
					<u>(784,987)</u>
					Net Position, June 30, 2024
					<u><u>\$(3,050,844)</u></u>

See independent auditors' report and notes to financial statements.

## FUND FINANCIAL STATEMENTS

Ware Youth Center  
Coushatta, Louisiana  
Balance Sheet - Governmental Fund  
June 30, 2024

ASSETS:

Cash & Cash Equivalents	\$563,068
Investments - government investment pool	11,460
Revenue Receivable	188,190
Prepaid Expenses	<u>137,512</u>
Total Assets	<u>\$900,230</u>

LIABILITIES:

Accounts Payable	\$ 82,096
Accrued Payroll Liabilities	<u>433,181</u>
Total Liabilities	<u>\$515,277</u>

FUND BALANCES:

Nonspendable- Prepaid Expenses	\$137,512
Unassigned	<u>247,441</u>
Total Fund Balances	<u>\$384,953</u>
Total Liabilities & Fund Balance	<u>\$900,230</u>

See independent auditors' report and notes to financial statements.



Ware Youth Center  
Reconciliation of the Governmental Fund  
Balance Sheet to the Statement of Net Position  
June 30, 2024

Total Fund Balance for the Governmental Fund at June 30, 2024 \$ 384,953

Amounts reported for Governmental Activities  
in the Statement of Net Position are different because:

The following used in Governmental Activities are not  
current financial resources and, therefore, are not  
reported in the fund financial statement:

Capital Assets	18,523,774
Less, Accumulated Depreciation	(9,508,705)
Deferred Outflows of Resources	2,555,816

The following are not due and payable in the current period  
and, therefore, are not reported in the fund financial statements:

Compensated Absences	(177,244)
Net Pension Liability	(13,154,618)
OPEB	(1,069,956)
Deferred Inflows of Resources	<u>(604,864)</u>

Total Net Position of Governmental Activities at June 30, 2024 \$ (3,050,844)

Ware Youth Center  
Statement of Revenues, Expenditures, and  
Changes in Fund Balance-Governmental Fund  
For the Year Ended June 30, 2024

REVENUES:

Intergovernmental	\$5,621,671
Charges for Services	3,376,338
Fines, forfeitures and fees	180,239
Miscellaneous-	
Interest	51,712
Royalties and leases	109,653
Other	<u>51,354</u>
Total Revenues	<u>\$9,390,967</u>

EXPENDITURES:

Public Safety-	
Current-	
Personnel Services	\$6,401,168
Travel	8,308
Operating Supplies	2,293,496
Supplies	731,488
Professional Services	273,455
Capital Outlay	<u>145,620</u>
Total Expenditures	<u>\$9,853,535</u>
Deficiency of Revenues over Expenditures	\$ (462,568)
Fund Balance, Beginning of Year	<u>847,521</u>
Fund Balance, End of Year	<u>\$ 384,953</u>

See independent auditors' report and notes to financial statements.

Ware Youth Center  
Reconciliation of the Statement of Revenues, Expenditures and  
Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
For the Year Ended June 30, 2024

Net change in Fund Balance - Governmental Funds \$ (462,568)

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 these  
assets is allocated over their estimated useful lives as  
depreciation expense. The cost of capital assets recorded  
in the current period is

145,620

The following are reported in the Government-wide  
financial statements, but do not require the use of  
current financial resources/uses and is not reported in  
the fund financial statements:

Net Proceeds from Sale Transactions	(2,658)
Depreciation Expense	(581,911)
Non-Employer Pension Revenue	566
OPEB Expense	(189,384)
Change in Accrued Compensated Absences	61,156
Change in Pension Expense	<u>(1,236,678)</u>

Decrease in net position of governmental activities \$ (2,265,857)

## NOTES TO FINANCIAL STATEMENTS

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

1. Summary of Significant Accounting Policies

A. Reporting Entity

The Ware Youth Center (the Center) was created by Act 833 of the 1986 Legislature, which enacted Part XI-A of Chapter 7 of Title 15 of the Louisiana Revised Statutes of 1950 to be comprised of R.S. 15:1097 through 1097.5 to establish and provide for the purposes and functions of the Ware Youth Center for the parishes of Bienville, Claiborne, DeSoto, Natchitoches, Red River, Sabine, and Webster. The Center's funding is provided by enabling legislation, which grants the power to levy taxes, incur debt and issue bonds, and by R.S. 15:1095.6, which provides for the imposition of court costs in certain juvenile and criminal proceedings in all courts within the area of its jurisdiction. Act 147 of the 1991 Legislature amended and reenacted R.S. 15:1097 through 1097.2 and enacted Subpart G of Part XI of Chapter 7 of Title 15 of the Louisiana Revised Statutes of 1950, comprised of R.S. 15:1099.1 through 1099.7, which authorized any parish governing authority having a youth center and any juvenile detention authority to enter into a lease or lease-purchase contract for construction, operation, and maintenance of a youth center within the parish and authorized other parishes to enter into participation agreements with a parish having a youth center to sublease space and house juveniles at the center.

Act 147 amended the territorial jurisdiction of the Ware Youth Center to include the parishes of Claiborne, DeSoto, Natchitoches, Red River, Sabine and Webster. However, Act 147 allowed Bienville and Claiborne Parishes to withdraw from membership and participate in the Center during the period beginning September 1, 1991 and ending December 31, 1991. These parishes elected to withdraw from participation in the Center. At June 30, 2024, the parishes of DeSoto, Natchitoches, Red River, Sabine and Webster were included in the territorial jurisdiction of the Ware Youth Center.

The Center is the basic level of government which has financial accountability and control over all activities related to the Center operations and services provided. The Center is not included in any other governmental "reporting entity" as defined by GASB pronouncements. In addition, there are no component units as defined in Governmental Accounting Standards Board Statement 14, which are included in the Center's reporting entity.

The purpose of the Center is to assist and afford opportunities to pre-adjudicatory and post-adjudicatory children who enter the juvenile justice system to become productive, law-abiding citizens of the community, parish, and state by the establishment of rehabilitative programs within a structured environment and to provide physical facilities and related services for children throughout the parishes belonging to the Center, including the housing, care, supervision, maintenance and education of juveniles under the age of seventeen years, and for juveniles seventeen years of age and over who were under seventeen years of age when they committed an alleged offense.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

**B. Basis of Presentation**

The Center's financial statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The Center's basic financial statements include both government-wide statements and the fund financial statements. Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Center's functions and programs have been classified as governmental activities.

**C. Government-wide Financial Statements**

The government-wide financial statements consist of the Statement of Net Position and the Statement of Activities and are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

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

- 1) Net investment in capital assets - 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 borrowings that are attributable to the acquisition, construction, or improvement of those capital assets.
- 2) Restricted net position - consists of net resources with constraints placed on their use either by (a) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (b) law through constitutional provisions or enabling legislation.
- 3) Unrestricted - all other net resources that do not meet the definition of "restricted" or "net investment in capital assets."

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted net resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

The government-wide statements focus upon the Center's ability to sustain operations and the change in its net position resulting from the current year's activities.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

Fund Financial Statements

Governmental Fund:

The governmental fund financial statements (*the Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance*) are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available to fund current operations. The Center considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recognized when the related fund liability is incurred, except for principal and interest on long-term debt which is recognized when due.

The Center uses governmental fund types. The focus of the governmental fund's measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Center or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type. As of June 30, 2024, the Center had only one major governmental fund as follows:

- General Fund - accounts for the general operations of the Center that are funded through unrestricted funding sources. The General Fund is always a major fund.

In the fund statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact.
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint.
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose. Only the General Fund would report positive amounts in unassigned fund balance.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

The General Fund has an unassigned fund balance of \$247,441. The Board of Commissioners establishes (and modifies or rescinds) fund balance commitments and assignments by passage of an ordinance or resolution. The Center typically uses restricted fund balances first, followed by committed, assigned and unassigned funds when an expenditure is incurred for the purposes for which amounts in any of these fund balance classifications could be used. The Center reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

D. Budgetary Accounting

Formal budgetary accounting is employed as a management control. The Center prepares and adopts a budget prior to July 1 of each year for its General Fund in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior years' revenues and expenditures and the estimated increase there in for the current year, using the modified accrual basis of accounting. The Ware Youth Center amends the budget when projected revenues are expected to be less than budgeted revenues by five percent or more and/or projected expenditures are expected to be more than budgeted amounts by five percent or more. All budget appropriations lapse at year end.

E. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and petty cash. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Cash and cash equivalents are reported at their carrying amounts that equal their fair values.

F. Investments

Investments are limited by Louisiana Revised Statute 33:2955 and the Ware Youth Center's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. Receivables

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectible.

H. Bad Debts

Uncollectible accounts receivable are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectability of the particular receivable. At June 30, 2024, no amounts were considered to be uncollectible.



Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

I. Capital Assets

Capital assets are carried at historical costs. Depreciation of all exhaustible capital assets used by the Center is charged as an expense against operations in the Statement of Activities. Capital assets net of accumulated depreciation are reported on the Statement of Net Position. Depreciation is computed using the straight line method over the estimated useful life of the assets, generally 20 to 40 years for buildings and building improvements, and 5 to 10 years for moveable property. Expenditures for maintenance, repairs and minor renewals are charged to expenditures as incurred. Major expenditures for renewals and betterments are capitalized. The Center maintains a threshold of \$5,000 or more for capitalization of assets.

J. Compensated Absences

The Center employees earn annual leave at various rates depending on the number of years in service. The maximum amount of annual leave that may be accumulated by each employee is 160 hours. At June 30, 2024, a total of \$177,244 in annual leave remained unpaid, which is a decrease of \$61,156 from the June 30, 2023 balance of \$238,400. Upon termination, an employee is compensated for up to 160 hours of unused annual leave at the employee's hourly rate of pay at the time of termination.

K. Deferred Outflows/Inflows of Resources

The statement of net position reports a separate section for deferred outflows and/or deferred inflows of financial resources. *Deferred outflows* of resources represent a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. *Deferred inflows* of resources represent an acquisition of net position that applies to a future period(s) and will not be recognized as an inflow of resources until that time.

L. Management's Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

M. Pension Plans

The Ware Youth Center is a participating employer in two defined benefit pension plans as described in Note 6. For purposes of measuring the Net Pension Liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans and additions to/deductions from each plan's fiduciary net position have been determined on the same basis as they are reported by each of the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

2. Deposits with Financial Institutions and Investments

The cash and cash equivalents of the Center 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 Center 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 Commission 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 Center's name.

At June 30, 2024, the Center had cash and cash equivalents with bank balances totaling \$588,466. Cash and cash equivalents 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. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the Center. All of the Center's deposits were properly secured at June 30, 2024. Of the \$588,466 in bank balances, \$250,000 was secured by federal deposit insurance and \$338,466 was secured by pledged securities.

Investments in the Louisiana Asset Management Pool (LAMP), a local government investment pool, total \$361,354. LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955. Funds invested in LAMP are subject to any limitations, restrictions or transaction fees on withdrawals.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7-like investment pools:

- Credit risk: LAMP is rated AAA by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days.
- Foreign currency risk: Not applicable to 2a7-like pools.

The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

LAMP issues an annual publicly available financial report that includes financial statements and required supplementary information for the pool. These reports may be obtained by contacting LAMP at 228 St. Charles Avenue, Suite 1123, New Orleans, Louisiana 70130.

### 3. Accounts Receivable

The following is a summary of accounts receivable by type of entity at June 30, 2024:

State of Louisiana	\$ 53,537
Police Juries and other local governments	92,180
Other	<u>42,473</u>
Total	<u>\$188,190</u>

### 4. Capital Assets

A summary of Ware Youth Center's changes in capital assets is as follows:

<u>Activities</u>	<u>Balance</u> <u>06-30-23</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>06-30-24</u>
Capital Assets, not depreciated:				
Land	\$ 175,017	\$ 0	\$ 0	\$ 175,017
Construction in Progress	<u>570,447</u>	<u>89,917</u>	<u>660,364</u>	<u>0</u>
Total Capital Assets, not depreciated	<u>\$ 745,464</u>	<u>\$ 89,917</u>	<u>\$660,364</u>	<u>\$ 175,017</u>
Capital Assets Depreciated:				
Buildings and improvements	\$16,224,786	\$704,406	\$ 13,250	\$16,915,942
Automobiles and equipment	<u>1,443,331</u>	<u>11,661</u>	<u>22,177</u>	<u>1,432,816</u>
Total Capital Assets, depreciated	<u>\$17,668,117</u>	<u>\$716,067</u>	<u>\$ 35,427</u>	<u>\$18,348,758</u>
Total Assets	<u>\$18,413,581</u>	<u>\$805,984</u>	<u>\$695,791</u>	<u>\$18,523,774</u>

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

<u>Activities</u>	<u>Balance 06-30-22</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 06-30-23</u>
Less, Accumulated Depreciation:				
Buildings and improvements	\$ 7,880,460	\$493,984	\$ 10,629	\$ 8,363,815
Automobiles and equipment	<u>1,079,104</u>	<u>87,927</u>	<u>22,141</u>	<u>1,144,890</u>
Total Accumulated Depreciation	<u>\$ 8,959,564</u>	<u>\$581,911</u>	<u>\$ 32,770</u>	<u>\$ 9,508,705</u>
Net Capital Assets	<u>\$ 9,454,017</u>	<u>\$224,073</u>	<u>\$663,021</u>	<u>\$ 9,015,069</u>

Depreciation expense of \$581,911 was charged to the public safety function within the Statement of Activities.

5. Accounts Payable and Accruals

The following is a summary of accounts payable at June 30, 2024:

Class of Payables

Vendor	\$ 82,096
Payroll liabilities	<u>433,181</u>
Total	<u>\$515,277</u>

6. Employee Retirement Systems

Substantially all employees of the Center are members of either the Louisiana State Employees' Retirement System or the Teachers' Retirement System of Louisiana. These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

A. General Information about the Plans

*Louisiana State Employees' Retirement System (LASERS)*

*Plan Description*

LASERS was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of the Louisiana Revised Statutes (La. R.S. 11:401), as amended, for eligible state officers, employees and their beneficiaries. This statute grants to LASERS Board of Trustees and the Louisiana Legislature the authority to review administration, benefit terms, investments, and funding of the plan. The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.laseronline.org](http://www.laseronline.org).

*Benefits Provided*

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

## Retirement

The age and years of creditable service required in order for a member to retire with full benefits are established by statute, and vary depending on the member's hire date, employer, and job classification. The rank and file members hired prior to July 1, 2006, may either retire with full benefits at any age upon completing 30 years of creditable service, at age 55 upon completing 25 years of creditable service, and at age 60 upon completing ten years of creditable service depending on their plan. Those members hired between July 1, 2006 and June 30, 2015, may retire at age 60 upon completing five years of creditable service and those hired on or after July 1, 2015 may retire at age 62 upon completing five years of creditable service. The basic annual retirement benefit for members is equal to 2.5% to 3.5% of average compensation multiplied by the number of years of creditable service. Additionally, members may choose to retire with 20 years of service at any age, with an actuarially reduced benefit.

Average compensation is defined as the member's average annual earned compensation for the highest 36 consecutive months of employment for members employed prior to July 1, 2006. For members hired July 1, 2006 or later, average compensation is based on the member's average annual earned compensation for the highest 60 consecutive months of employment. The maximum annual retirement benefit cannot exceed the lesser of 100% of average compensation or a certain specified dollar amount of actuarially determined monetary limits, which vary depending upon the member's age at retirement. Judges, court officers, and certain elected officials receive an additional annual retirement benefit equal to 1.0% of average compensation multiplied by the number of years of creditable service in their respective capacity. As an alternative to the basic retirement benefits, a member may elect to receive their retirement benefits throughout their life, with certain benefits being paid to their designated beneficiary after their death.

Act 992 of the 2010 Louisiana Regular Legislative Session, changed the benefit structure for LASERS members hired on or after January 1, 2011. This resulted in three new plans: regular, hazardous duty, and judges. The new regular plan includes regular members and those members who were formerly eligible to participate in specialty plans, excluding hazardous duty and judges. Regular members and judges are eligible to retire at age 60 after five years of creditable service and, may also retire at any age, with a reduced benefit, after 20 years of creditable service. Hazardous duty members are eligible to retire with twelve years of creditable service at age 55, 25 years of creditable service at any age or with a reduced benefit after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment for all three new plans. Members in the regular plan will receive a 2.5% accrual rate, hazardous duty plan a 3.33% accrual rate, and judges a 3.5% accrual rate. The extra 1.0% accrual rate for each year of service for court officers, the governor, lieutenant governor, legislators, House clerk, sergeants at arms, or Senate secretary, employed after January 1, 2011, was eliminated by Act 992. Specialty plan and regular members, hired prior to January 1, 2011, who are hazardous duty employees have the option to transition to the new hazardous duty plan.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

Act 226 of the 2014 Louisiana Regular Legislative Session established new retirement eligibility for members of LASERS hired on or after July 1, 2015, excluding hazardous duty plan members. Regular members and judges under the new plan are eligible to retire at age 62 after five years of creditable service and, may also retire at any age, with a reduced benefit, after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment. Members in the regular plan will receive 2.5% accrual rate, and judges a 3.5% accrual rate, with the extra 1.0% accrual rate based on all years of service as a judge.

A member leaving employment before attaining minimum retirement age, but after completing certain minimum service requirements, becomes eligible for a benefit provided the member lives to the minimum service retirement age, and does not withdraw their accumulated contributions. The minimum service requirement for benefits varies depending upon the member's employer and service classification.

#### **Deferred Retirement Benefits**

The State Legislature authorized LASERS to establish a Deferred Retirement Option Plan (DROP). When a member enters DROP, their status changes from active member to retiree even though they continue to work and draw their salary for a period of up to three years. The election is irrevocable once participation begins. During DROP participation, accumulated retirement benefits that would have been paid to each retiree are separately tracked. For members who entered DROP prior to January 1, 2004, interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero) will be credited to the retiree after participation ends. At that time, the member must choose among available alternatives for the distribution of benefits that have accumulated in the DROP account. Members who enter DROP on or after January 1, 2004, are required to participate in LASERS Self-Directed Plan (SDP) which is administered by a third-party provider. The SDP allows DROP participants to choose from a menu of investment options for the allocation of their DROP balances. Participants may diversify their investments by choosing from an approved list of mutual funds with different holdings, management styles, and risk factors.

Members eligible to retire and who do not choose to participate in DROP may elect to receive at the time of retirement an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. For members who selected the IBO option prior to January 1, 2004, such amount may be withdrawn or remain in the IBO account earning interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero). Those members who select the IBO on or after January 1, 2004, are required to enter the SDP as described above.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

### **Disability Benefits**

Generally, active members with ten or more years of credited service who become disabled may receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age.

Upon reaching retirement age, the disability retiree may receive a regular retirement benefit by making application to the Board of Trustees.

For injuries sustained in the line of duty, hazardous duty personnel in the Hazardous Duty Services Plan will receive a disability benefit equal to 75% of final average compensation or 100% of final average compensation if the injury was the result of an intentional act of violence.

### **Survivor's Benefits**

Certain eligible surviving dependents receive benefits based on the deceased member's compensation and their relationship to the deceased. The deceased regular member hired before January 1, 2011 who was in state service at the time of death, must have a minimum of five years of service credit, at least two of which were earned immediately prior to death, or who had a minimum of twenty years of service credit regardless of when earned, in order for a benefit to be paid to a minor or handicapped child. Benefits are payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The aforementioned minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or qualified handicapped child.

The deceased regular member hired on or after January 1, 2011, must have a minimum of five years of service credit regardless of when earned in order for a benefit to be paid to a minor child. The aforementioned minimum service credit requirements for a surviving spouse are 10 years, 2 years being earned immediately prior to death, and in active state service at the time of death, or a minimum of 20 years of service credit regardless of when earned. A deceased member's spouse must have been married for at least one year before death.

A hazardous duty services plan member's surviving spouse and minor or handicapped or mentally incapacitated child or children are entitled to survivor benefits of 80% of the member's final average compensation if the member was killed in the line of duty. If the member dies in the line of duty as a result of an intentional act of violence, survivor benefits may be increased to 100% of the member's final average compensation.

### **Permanent Benefit Increases/Cost-of-Living Adjustments**

As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of permanent benefit increases, also known as cost-of-living adjustments (COLAs), which are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

*Contributions*

The employer contribution rate is established annually under R.S. 11:101-11:104 by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's Actuary. Each plan pays a separate actuarially-determined employer contribution rate. However, all assets of LASERS are used for the payment of benefits for all classes of members, regardless of their plan membership. Rates for the year ended June 30, 2023 were as follows:

<u>Plan</u>	<u>Plan Status</u>	<u>Employer Contribution Rate</u>
Appellate Law Clerks	Closed	39.50%
Appellate Law Clerks hired on or after 7/1/06	Closed	39.50%
Alcohol Tobacco Control	Closed	42.60%
Bridge Police	Closed	38.60%
Bridge Police hired on or after 7/1/06	Closed	38.60%
Corrections Primary	Closed	39.00%
Corrections Secondary	Closed	43.30%
Harbor Police	Closed	14.30%
Hazardous Duty	Open	45.30%
Judges hired before 1/1/2011	Closed	43.70%
Judges hired after 12/31/2010	Closed	43.00%
Judges hired on or after 7/1/15	Open	43.00%
Legislators	Closed	35.80%
Optional Retirement Plan (ORP)		
Hired before 7/1/06	Closed	37.60%
Hired on or after 7/1/06	Closed	37.60%
Peace Officers	Closed	41.40%
Regular Employees		
Hired before 7/1/06	Closed	39.50%
Hired on or after 7/1/06	Closed	39.50%
Hired on or after 1/1/2011	Closed	39.50%
Hired on or after 7/1/15	Open	39.50%
Special Legislative Employees	Closed	37.80%
Wildlife Agents	Closed	51.20%
<b>Aggregate Rate</b>		<b>40.20%</b>



Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

The Center's contractually required composite contribution rate for the year ended June 30, 2024 was 40.40% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the Center were \$1,432,655 for the year ended June 30, 2024.

*Teachers' Retirement System of Louisiana (TRSL)*

*Plan Description*

TRSL was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of LA R.S. 11:700-999, as amended, for eligible teachers, employees, and their beneficiaries. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date. TRSL issues a publicly available financial report that can be obtained at [www.trsl.org](http://www.trsl.org).

*Benefits Provided*

The following is a description of the plan and its benefits, and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

**Retirement**

Members hired prior to July 1, 1999:

- 2% benefit factor (1) at least age 60 with at least 5 years of service credit, or (2) any age with at least 20 years of service credit.
- 2.5% benefit factor (1) at least age 65 with at least 20 years of service credit, or (2) at least age 55 with at least 25 years of service credit, or (3) any age with at least 30 years of service credit.

Members joining system between July 1, 1999 and December 31, 2010:

- 2.5% benefit factor (1) at least age 60 with at least 5 years of service credit, or (2) at least age 55 with at least 25 years of service credit, or (3) any age with at least 20 years of service credit (actuarially reduced), or (4) any age with at least 30 years of service credit.

Members first eligible to join and hired between January 1, 2011 and June 30, 2015:

- 2.5% benefit factor (1) at least age 60 with at least 5 years of service credit, or (2) any age with at least 20 years of service credit (actuarially reduced).

Members first eligible to join and hired on or after July 1, 2015:

- 2.5% benefit factor (1) at least age 62 with at least 5 years of service credit, or (2) any age with at least 20 years of service credit (actuarially reduced).

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

Plan A is closed to new entrants. All Plan A members with a 3% benefit factor (1) at least age 60 with at least 5 years of service credit, or (2) at least age 55 with at least 25 years of service credit, or (3) any age with at least 30 years of service credit.

Plan B members hired before July 1, 2015 with 2% benefit factor (1) at least age 60 with at least 5 years of service credit, or (2) at least age 55 with at least 30 years of service credit. Plan B members first eligible to join and hired on or after July 1, 2015 with 2% benefit factor (1) at least age 62 with at least 5 years of service credit, or (2) any age with at least 20 years of service credit (actuarially reduced).

For all plans, retirement benefits are based on a formula which multiplies the final average compensation by the applicable benefit factor, and by the years of creditable service. For Regular Plan and Lunch Plan B members whose first employment makes them eligible for membership in a Louisiana state retirement system on or after January 1, 2011, final average compensation is defined as the highest average 60-month period. For all other members, final average compensation is defined as the highest average 36-month period.

A retiring member is entitled to receive the maximum monthly benefit payable until the member's death. In lieu of the maximum monthly benefit, the member can elect to receive a reduced monthly benefit payable in the form of a Joint and Survivor Option, or a monthly benefit (maximum or reduced Joint and Survivor Option) with a lump sum that can't exceed 36 months of the members' maximum monthly benefit amount.

Effective July 1, 2009, members may make an irrevocable election at retirement to receive an actuarially reduced monthly benefit which increases 2.5% annually, beginning on the first retirement anniversary date, but not before age 55 or before the retiree would have attained age 55 in the case of a surviving spouse. This option can be chosen in combination with the above options.

### **Deferred Retirement Benefits**

In lieu of terminating employment and accepting a service retirement, an eligible member can begin participation in the Deferred Retirement Option Program (DROP) on the first retirement eligibility date for a period not to exceed 3 years. A member has a 60 day window from his eligible date to participate in the program in order to participate for the maximum number of years. Delayed participation reduces the three year maximum participation period. During participation, benefits otherwise payable are fixed, and deposited in an individual DROP account.

Upon termination of DROP participation, the member can continue employment and earn additional benefit accruals to be added to the fixed pre-DROP benefit.

Upon termination of employment, the member is entitled to the fixed benefit, an additional benefit based on post-DROP service (if any), and the individual DROP account balance which can be paid in a lump sum or as an additional annuity based upon the account balance.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

### **Disability Benefits**

Active members whose first employment makes them eligible for membership in a Louisiana state retirement system before January 1, 2011, and who have five or more years of service credit are eligible for disability retirement benefits if certified by the State Medical Disability Board (SMBD) to be disabled from performing their job. All other members must have at least 10 years of service to be eligible for a disability benefit. Calculation of the disability benefit as well as the availability of a minor child benefit is determined by the plan to which the member belongs and the date on which the member's first employment made them eligible for membership in a Louisiana state retirement system.

### **Survivor's Benefits**

A surviving spouse with minor children of an active member with at least five years of creditable service (2 years immediately prior to death) or 20 years of creditable service is entitled to a benefit equal to the greater of (a) \$600 per month, or (b) 50% of the member's benefit calculated at the 2.5% accrual rate for all creditable service. When a minor child(ren) is no longer eligible to receive survivor benefits, the spouse's benefit reverts to a survivor benefit in accordance with the provisions for a surviving spouse with on minor child(ren). Benefits for the minor children cease when he/she is no longer eligible.

Each minor child (maximum of 2) shall receive an amount equal to the greater of (a) 50% of the spouse's benefit, or (b) \$300 (up to 2 eligible children). Benefits to minors cease at attainment of age 21, marriage, or age 23 if enrolled in an approved institution of higher education.

A surviving spouse with minor children of an active member with 10 years of creditable service (2 years immediately prior to death) or 20 years of creditable service is entitled to a benefit equal to the greater of (a) \$600 per month, or (b) the option 2 equivalent of the benefit calculated at the 2.5% benefit factor for all creditable service.

### **Permanent Benefit Increases/Cost-of-Living Adjustments**

As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of ad hoc permanent benefit increases, also known as cost-of-living adjustments (COLAs) that are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature.

### **Optional Retirement Plan (ORP)**

The Optional Retirement Plan (ORP) was established for academic employees of public institutions of higher education who are eligible for membership in TRSL. This plan was designed to provide certain academic and unclassified employees of public institutions of higher education an optional method of funding for their retirement.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

The ORP is a defined contribution pension plan which provides for portability of assets and full and immediate vesting of all contributions submitted on behalf of the affected employees to the approved providers. These providers are selected by the TRSL Board of Trustees. Monthly employer and employee contributions are invested as directed by the employee to provide the employee with future retirement benefits. The amount of these benefits is entirely dependent upon the total contributions and investment returns accumulated during the employee's working lifetime. Employees in eligible positions of higher education can make an irrevocable election to participate in the ORP rather than TRSL and purchase annuity contracts - fixed, variable, or both - for benefits payable at retirement.

*Contributions*

The employer contribution rate is established annually under R.S. 11:101-11:104 by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's actuary. Each sub plan pays a separate actuarially determined employer contribution rate. However, all assets of TRSL are used for the payment of benefits for all classes of members, regardless of their plan.

The normal cost portion of each plan's employer contribution rate varies based upon that plan's benefits, member demographics, and the rate contributed by employees. The Unfunded Accrued Liability (UAL) contribution rate is determined in aggregate for all plans. The UAL resulting from legislation specific to a plan or group of plans will be allocated entirely to that plan or those plans.

For ORP, only the UAL portion of the employer contribution is retained by the plan. Therefore, only the UAL projected rates were used in the projection of future contributions in determining an employer's proportionate share.

Rates for the year ended June 30, 2023 were as follows:

<u>Plan</u>	<u>Employer Contribution Rate</u>
K-12 Regular Plan	25.2%
Higher Ed Regular Plan	24.5%
Plan A	25.2%
Plan B	25.2%
ORP 2022	21.47%

The Center's contractually required composite contribution rate for the year ended June 30, 2024 was 24.8% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the Center were \$179 for the year ended June 30, 2024.

In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions of \$581 are recognized as revenue.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

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

At June 30, 2024, the Center reported a total of \$13,154,618 for its proportionate shares of the Net Pension Liabilities of the Plans.

Plan	Measurement Date	
	June 30, 2023	June 30, 2022
LASERS	\$13,046,959	\$14,605,572
TRSL	107,659	122,587
Total	\$13,154,618	\$14,728,159

The Net Pension Liabilities were measured as of June 30, 2023 and the total pension liability used to calculate the Net Pension Liabilities were determined by an actuarial valuation as of that date. The Center's proportion of the Net Pension Liabilities was based on a projection of the Center's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023 and 2022, the Center's proportions of each were as follows:

Plan	Proportionate Share	
	June 30, 2023	June 30, 2022
LASERS	.19492%	.19320%
TRSL	.00119%	.00128%
Total	.19611%	.19448%

For the year ended June 30, 2023 and 2022, the Center recognized pension expense including employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions as follows:

Plan	Measurement Date	
	June 30, 2023	June 30, 2022
LASERS	\$2,659,262	\$3,259,265
TRSL	10,250	15,684
Total	\$2,669,512	\$3,274,949

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

At June 30, 2024, the Center reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	LASERS		TRSL		Total	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	282,428	-	5,056	6	287,484	6
Changes in Assumptions	-	-	4,856	3,511	4,856	3,511
Net Difference between projected and actual earnings on pension plan	74,587	-	7,370	-	81,957	-
Changes in employer's proportion of beg NPL	58,316	-	-	7,871	58,316	7,871
Differences between employer and proportionate share of contributions	-	392,187	219	-	219	392,187
Subsequent Measurement Contributions	1,432,655	-	179	-	1,432,834	-
Total	1,847,986	392,187	17,680	11,388	1,865,666	403,575

The deferred outflows of resources related to pensions resulting from Center contributions subsequent to the measurement date in the amount of \$1,432,834, will be recognized as a reduction of the Net Pension Liabilities in the measurement year June 30, 2024. Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended June 30:	
2025	\$ 22,982
2026	(474,360)
2027	652,724
2028	(172,089)
Total	\$ 29,257

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liabilities for the valuation date of June 30, 2023 is as follows:

<u>Assumptions</u>	<u>LASERS</u>	<u>TRSL</u>
Actuarial cost method	Entry age normal cost	Entry age normal cost
Expected remaining service lives	2 years	5 years
Investment rate of return	7.25%	7.25%
Inflation rate	2.30%	2.30%
Salary increases	Varies from 3.0% to 13.8%, depending on member type	Varies from 3.1% to 4.6%, depending on duration of service

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

Mortality rates for LASERS were based on RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018. For disabled members, RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement, was used. Termination, disability, and retirement assumptions were projected based on a five year (2014-2018) experience study of the members.

Mortality rates for TRSL were based on RP-2014 White Collar Employee tables, adjusted by 1.010 for males and by 0.997 for females for active members. For non-disabled retiree/inactive members, RP-2014 White Collar Healthy Annuitant tables, adjusted by 1.366 for males and by 1.189 for females. For disabled retirees, RP-2014 Disability tables, adjusted by 1.111 for males and by 1.134 for females. These base tables are adjusted from 2014 to 2018 using the MP-2017 generational improvement table, with continued future mortality improvement projected using the MP-2017 generational mortality improvement tables. The assumptions are based on the results of a five year (2012-2017) experience study.

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

Best estimates of arithmetic real rates of return for each major asset class included in pensions target asset allocation as of June 30, 2023 are summarized in the following table:

<u>Asset Class</u>	LASERS Long-Term Expected Portfolio Real Rate of <u>Return</u>	TRSL Long-Term Expected Portfolio Real Rate of <u>Return</u>
Cash	0.80%	0.00%
Domestic Equity	4.45%	4.55%
International Equity	5.44%	5.01%
Domestic Fixed Income	2.04%	2.20%
International Fixed Income	5.33%	-.29%
Alternative Investments	8.19%	0.00%
Risk Parity	0.00%	0.00%
Private Assets	0.00%	8.29%
Other Private Assets	0.00%	4.32%

The discount rate used to measure the total pension liability was 7.25% for LASERS and TRSL. 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 approved by PRSAC taking into consideration the recommendation of the actuary. Based on those assumptions, LASERS and TRSL fiduciary net positions were 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.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

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

The following presents the Center's proportionate share of the Net Pension Liabilities using the discount rates as shown above, as well as what the Center's proportionate share of the Net Pension Liabilities 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:

	1.0% Decrease	Current Discount Rate	1.0% Increase
LASERS	\$17,083,915	\$13,046,959	\$9,626,803
TRSL	\$ 152,503	\$ 107,659	\$ 69,931

*Pension Plan Fiduciary Net Position*

Detailed information about the pension plans' fiduciary net positions are available in the separately issued financial statements of the Plans.

*Payables to the Pension Plans*

These financial statements include payables to the pension plans. \$110,905 to LASERS, which is the legally required contributions due at June 30, 2024. These amounts are recorded in accrued expenses.

7. Postemployment Health Care and Life Insurance Benefits

Effective April 1, 2021, the Center implemented a new policy to provide insurance benefits for retirees during the period of eligibility. The Center will pay 75% of retiree premiums and 75% of surviving spouse premiums. As a result, the Center is required to implement Governmental Standards Board (GASB) Statement 75 *Actuarial Valuation of Other Post-employment Benefits – Amendment of GASB Statement 45*.

**General Information about the OPEB Plan**

*Plan description* – The Center provides certain continuing health care benefits for its retired employees. The Center's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the City. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Center. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Center. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Statement No. 75.

*Benefits Provided* – Medical benefits are provided through a self-insured comprehensive medical plan and are made available to employees upon actual retirement. Employees are covered by LASERS.

*Employees covered by benefit terms* – At June 30, 2024, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	1
Active employees	42
	43



Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

### Total OPEB Liability

The Center's total OPEB liability of \$1,069,956 was measured as of June 30, 2024 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the June 30, 2024 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%
Salary increases	12.8% in first year after hire, decreasing to an ultimate rate of 3% at 19 years service
Discount rate	3.54% annually (Beginning of Year to Determine ADC) 3.65%, annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Getzen Model
Mortality	SOA RP-2014 Table

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index over the 52 weeks immediately preceding the applicable measurement dates.

The actuarial assumptions used in the June 30, 2024 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2024.

### Changes in the Total OPEB Liability

Balance at June 30, 2022	\$1,034,486
Changes for the year:	
Service cost	48,387
Interest	39,134
Differences between expected and actual experience	0
Changes in assumptions	(30,413)
Benefit payments and net transfers	(21,638)
Net changes	35,470
Balance at June 30, 2024	\$1,069,956

*Sensitivity of the total OPEB liability to changes in the discount rate* – The following presents the total OPEB liability of the Center, as well as what the Center's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.93%) or 1-percentage-point higher (4.93%) than the current discount rate:

	1.0% Decrease	Current Discount	1.0% Increase
Total OPEB liability	\$1,184,380	\$1,069,956	\$970,613

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* – The following presents the total OPEB liability of the Center, as well as what the Center’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease	Current Trend	1.0% Increase
Total OPEB liability	\$970,979	\$1,069,956	\$1,185,819

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

For the year ended June 30, 2024, the Center recognized OPEB expense of \$211,022. At June 30, 2024, the Center reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$689,552	\$ 0
Changes in assumptions	598	201,289
Total	\$690,150	\$201,289

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Years ending June 30:

2025	\$123,501
2026	123,501
2027	123,501
2028	123,501
2029	(5,141)
Thereafter	<u>0</u>
Total	\$488,863

8. Risk Management

The Center is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Center maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Center.

Ware Youth Center  
Coushatta, Louisiana  
Notes to Financial Statements  
June 30, 2024

9. Claims and Contingencies

The Center participates in federal and state programs that are fully or partially funded by grants received from other Governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the Center may be required to reimburse the grantor government. The Center believes that disallowed expenditures, if any, based on subsequent audits will not have a material effect on any of the governmental funds or the overall financial position of the Center.

In the normal course of operations, claims/lawsuits may occur for which insurance has not been obtained. Management believes that such claims/lawsuits, if any, are not expected to have a material impact on the operations of the Center.

10. Compensation Paid to Board Members

The members of the Board of Commissioners of the Center receive no compensation for their services.

11. Subsequent Events

Management has evaluated events through September 24, 2024, the date which the financial statements were available for issue.

12. Going Concern

On September 19, 2023, the Center was provided with notification that the Office of Juvenile Justice Department was going to discontinue the Intensive Residential Program. This program included a contract amount of \$247,030/month to provide structured behavioral treatment to female youth between the ages of 12-18. This caused a decrease in revenue for the year ended June 30, 2024, by \$2,223,277 (18%). The Center did significantly decrease related Intensive Residential Program expenditures, however for the year ended June 30, 2024, the Center experienced a loss of \$462,568.

The Center has estimated a deficiency of available funds for June 30, 2025 to be approximately \$78,000. As a result there is substantial doubt about the Center's ability to continue as a going concern.

Management of the Center met on September 24, 2024 and came up with the following plan to rectify this situation:

- 1) Increase the fees from the Bossier Detention Center by \$50,000.
- 2) Reduce annual expenditures for the Center by 3%

This plan should provide the Center with available funds of approximately \$258,000 for June 30, 2025.

OTHER REQUIRED  
SUPPLEMENTARY INFORMATION

Ware Youth Center  
General Fund  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2024

	Budget		Actual	Variance
	Original	Final		Favorable (Unfavorable)
<b>REVENUES:</b>				
Intergovernmental	\$ 9,985,684	\$ 5,619,453	\$5,621,671	\$ 2,218
Charges for Services	4,044,300	3,292,700	3,376,338	83,638
Fines, forfeitures and fees	253,000	178,000	180,239	2,239
Miscellaneous-				
Interest	65,000	51,500	51,712	212
Royalties and leases	50,000	70,600	109,653	39,053
Other	<u>25,000</u>	<u>45,000</u>	<u>51,354</u>	<u>6,354</u>
Total Revenues	<u>\$14,422,984</u>	<u>\$9,257,253</u>	<u>\$9,390,967</u>	<u>\$133,714</u>
<b>EXPENDITURES:</b>				
Public Safety-				
Current-				
Personnel services	\$ 9,897,484	\$6,503,125	\$6,401,168	\$101,957
Travel	26,500	4,800	8,308	(3,508)
Operating Services	2,537,900	2,290,900	2,293,496	(2,596)
Supplies	1,136,000	748,700	731,488	17,212
Professional Services	525,100	271,400	273,455	(2,055)
Capital Outlay	<u>300,000</u>	<u>160,000</u>	<u>145,620</u>	<u>14,380</u>
Total Expenditures	<u>\$14,422,984</u>	<u>\$9,978,925</u>	<u>\$9,853,535</u>	<u>\$125,390</u>
Deficiency of Revenues over Expenditures	\$ 0	\$ (721,672)	\$ (462,568)	\$259,104
Fund Balance-Beginning of Year	<u>847,521</u>	<u>847,521</u>	<u>847,521</u>	<u>0</u>
Fund Balance-End of Year	<u>\$ 847,521</u>	<u>\$ (125,849)</u>	<u>\$ 384,953</u>	<u>\$259,104</u>

See independent auditors' report and notes to financial statements.

Ware Youth Center  
Schedule of Employer's Share of Net Pension Liability  
For the Year Ended June 30, 2024

Louisiana State Employees' Retirement System

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u>	<u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u>
2015	0.15629%	\$ 9,712,332	\$3,114,680	314%	65.0%
2016	0.15156%	\$10,308,096	\$2,865,335	360%	62.7%
2017	0.14610%	\$11,472,186	\$2,975,399	386%	57.7%
2018	0.16258%	\$11,443,729	\$3,266,568	350%	62.5%
2019	0.17318%	\$11,811,022	\$3,528,397	335%	64.3%
2020	0.18920%	\$13,707,521	\$3,548,994	386%	62.9%
2021	0.15280%	\$12,637,829	\$3,056,789	413%	58.0%
2022	0.16349%	\$ 8,998,725	\$4,396,587	205%	72.8%
2023	0.19320%	\$14,605,572	\$4,282,833	341%	63.7%
2024	0.19492%	\$13,046,959	\$3,468,907	376%	68.4%

Teachers' Retirement System of Louisiana

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u>	<u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u>
2015	0.00375%	\$383,713	\$157,643	243%	63.7%
2016	0.00372%	\$399,662	\$106,000	377%	62.5%
2017	0.00117%	\$137,205	\$ 51,917	264%	59.9%
2018	0.00120%	\$123,330	\$ 58,615	210%	65.6%
2019	0.00131%	\$128,944	\$ 61,627	209%	68.2%
2020	0.00134%	\$133,090	\$ 62,244	214%	68.6%
2021	0.00131%	\$145,941	\$ 62,336	234%	65.6%
2022	0.00129%	\$ 68,870	\$ 64,626	107%	83.9%
2023	0.00128%	\$122,587	\$ 64,719	189%	72.4%
2024	0.00119%	\$107,659	\$ 744	14470%	74.3%

See independent auditors' report and notes to financial statements.

Ware Youth Center  
Schedule of the Employer's Contributions  
For the Year Ended June 30, 2024

Louisiana State Employees' Retirement System

<u>Year</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
2015	\$1,070,043	\$1,070,043	\$0	\$3,114,680	34.4%
2016	\$ 983,357	\$ 983,357	\$0	\$2,865,335	34.3%
2017	\$1,148,824	\$1,148,824	\$0	\$2,975,399	38.6%
2018	\$1,238,027	\$1,238,027	\$0	\$3,266,568	37.9%
2019	\$1,337,263	\$1,337,263	\$0	\$3,528,397	37.9%
2020	\$1,434,841	\$1,434,841	\$0	\$3,548,994	40.4%
2021	\$1,225,781	\$1,225,781	\$0	\$3,056,789	40.1%
2022	\$1,736,653	\$1,736,653	\$0	\$4,396,587	39.5%
2023	\$1,730,261	\$1,730,261	\$0	\$4,282,833	40.4%
2024	\$1,432,655	\$1,432,655	\$0	\$3,468,907	41.3%

Teachers' Retirement System of Louisiana

<u>Year</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
2015	\$41,460	\$41,460	\$0	\$157,643	26.3%
2016	\$12,750	\$12,750	\$0	\$106,000	12.0%
2017	\$13,810	\$13,810	\$0	\$ 51,917	26.6%
2018	\$15,592	\$15,592	\$0	\$ 58,615	26.6%
2019	\$16,454	\$16,454	\$0	\$ 61,627	26.7%
2020	\$16,183	\$16,183	\$0	\$ 62,244	26.0%
2021	\$16,083	\$16,083	\$0	\$ 62,336	25.8%
2022	\$16,286	\$16,286	\$0	\$ 64,626	25.2%
2023	\$16,050	\$16,050	\$0	\$ 64,719	24.8%
2024	\$ 179	\$ 179	\$0	\$ 744	24.1%

See independent auditors' report and notes to financial statements.

Ware Youth Center  
Schedule of Changes in Net OPEB Liability and Related Ratios  
For the Year Ended June 30, 2024

Year	2024	2023	2022	2021
Service Cost	\$ 48,387	\$ 49,600	\$ 803	\$ 935
Interest	39,134	9,339	5,493	4,626
Changes of Benefits Terms	-	-	-	-
Differences Between Expected and Actual Experiences	-	1,001,040	1,375	38,397
Changes in Assumptions/ Inputs	(30,413)	(229,196)	(37,034)	1,078
Benefit Payments	(21,638)	(20,818)	-	-
Net Change In Total OPEB Liability	35,470	809,965	(29,363)	45,036
Beginning OPEB Liability	1,034,486	224,521	253,884	208,848
Ending OPEB Liability	<u>\$ 1,069,956</u>	<u>\$ 1,034,486</u>	<u>\$ 224,521</u>	<u>\$ 253,884</u>
Covered-Employee Payroll	\$ 1,924,137	\$ 1,868,094	\$ 1,622,647	\$ 1,575,385
Net OPEB Liability as a Percentage of Covered-Employee Payroll	55.61%	55.38%	13.84%	16.12%
Notes to Schedule:				
<i>Benefit Changes</i>	None	None	None	None
<i>Changes in Assumptions:</i>				
Discount Rate	3.93%	3.65%	3.54%	2.16%
Mortality	RP-2014 with adjustments MP-2018	RP-2014 with adjustments MP-2018	RP-2014	RP-2014

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See independent auditors' report and notes to financial statements.



SUPPLEMENTARY INFORMATION

Ware Youth Center  
Schedule of Compensation, Benefits and  
Other Payments to Agency Head  
For the Year Ended June 30, 2024

<u>Purpose</u>	<u>Staci Scott Amount</u>
Salary	\$150,000
Benefits - Insurance	10,208
Benefits – Retirement	73,250
Travel	0
Cell Phone	<u>1,081</u>
Total	<u>\$234,539</u>

See independent auditors' report.

Ware Youth Center  
Justice System Funding Schedule – Receiving Entity  
As Required by Act 87 of the 2021 Regular Legislative Session  
For the Year Ended June 30, 2024

**Justice System Funding Schedule - Receiving Entity  
As Required by Act 87 of the 2021 Regular Legislative Session**

Identifying Information		
<b>Entity Name</b>	Ware Youth Center	
<b>LLA Entity ID #</b> (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	9167	
<b>Date that reporting period ended</b> (mm/dd/yyyy)	Sunday, June 30, 2024	
	<b>First Six Month Period Ended 12/31/2023</b>	<b>Second Six Month Period Ended 06/30/2024</b>

**Cash Basis Presentation**

**Receipts From:** (Must include one agency name and one collection type - see below - on each line and may require multiple lines for the same agency. Additional rows may be added as necessary.)

<i>Campti Mayor's Court, Criminal Court Costs/Fees</i>	225	75
<i>Clarence, Criminal Court Costs/Fees</i>	375	0
<i>DeSoto Parish Criminal Court, Criminal Court Costs/Fees</i>	27,203	24,414
<i>Doyline, Criminal Court Costs/Fees</i>	453	218
<i>Fisher Mayor's Court, Criminal Court Costs/Fees</i>	180	195
<i>Florien City Court, Criminal Court Costs/Fees</i>	3,322	2,355
<i>Hall Summit City Court, Criminal Court Costs/Fees</i>	15	30
<i>Heflin Mayor's Court, Criminal Court Costs/Fees</i>	135	165
<i>Mansfield City Court, Criminal Court Costs/Fees</i>	314	623
<i>Many City Court, Criminal Court Costs/Fees</i>	1,770	1,703
<i>Minden City Court, Criminal Court Costs/Fees</i>	1,013	705
<i>Natchitoches City Court, Criminal Court Costs/Fees</i>	472	2,003
<i>Natchitoches Parish Criminal Court, Criminal Court Costs/Fees</i>	10,798	12,713
<i>Natchitoches City Marshall's Office, Criminal Court Costs/Fees</i>	2,168	1,148
<i>Red River Criminal Court, Criminal Court Costs/Fees</i>	1,898	2,010
<i>Sabine Parish Criminal Court, Criminal Court Costs/Fees</i>	2,462	2,362
<i>Sibley City Court, Criminal Court Costs/Fees</i>	2,295	1,485
<i>Springhill City Court, Criminal Court Costs/Fees</i>	1,830	1,365
<i>Stonewall Mayor's Court, Criminal Court Costs/Fees</i>	38	30
<i>Town of Coushatta, Criminal Court Costs/Fees</i>	210	353
<i>Village of Converse, Criminal Court Costs/Fees</i>	802	660
<i>Village of Dixie Inn, Criminal Court Costs/Fees</i>	0	0
<i>Village of Robeline, Criminal Court Costs/Fees</i>	4,013	4,162
<i>Webster Parish Criminal Court, Criminal Court Costs/Fees</i>	4,379	4,638
<i>Town of Zwolle, Criminal Court Costs/Fees</i>	1,184	930
<b>Subtotal Receipts</b>	<b>67,554</b>	<b>64,342</b>
<b>Ending Balance of Amounts Assessed but Not Received</b> (only applies to those agencies that assess on behalf of themselves, such as courts)	-	-

Collection Types to be used in the "Receipts From:" section above
Civil Fees
Bond Fees
Asset Forfeiture/Sale
Pre-Trial Diversion Program Fees
Criminal Court Costs/Fees
Criminal Fines - Contempt
Criminal Fines - Other
Restitution
Probation/Parole/Supervision Fees
Service/Collection Fees (e.g. credit card fees, report fees, 3rd party service fees)
Interest Earnings on Collected Balances
Other (do not include collections that fit into more specific categories above)

See independent auditors' report and notes to financial statements.

OTHER REPORTS/SCHEDULES

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA - A Professional Corporation (1927-1996)

Mark D. Thomas, CPA - A Professional Corporation  
Roger M. Cunningham, CPA - LLC  
Jessica H. Broadway, CPA - A Professional Corporation  
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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Commissioners of  
Ware Youth Center  
Coushatta, Louisiana 71019

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 and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities and the major fund of Ware Youth Center (the Center), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Center's basic financial statements, and have issued our report thereon dated September 24, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Center's internal control over financial reporting (internal control) as a basis for designing 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 the Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Center's internal control.

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

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

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Center'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*.

### **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. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

September 24, 2024

Ware Youth Center  
Schedule of Audit Results  
Year Ended June 30, 2024

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit results:

1. An unmodified opinion was issued on the financial statements of the Ware Youth Center as of and for the year ended June 30, 2024.
2. There were no material weakness in internal control noted during the audit of the financial statements.
3. The audit disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

None identified.

III. PRIOR YEAR FINDINGS

None identified.

**T | C | B | T**  
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**INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING  
STATEWIDE AGREED-UPON PROCEDURES**

To the Ware Youth Center and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2024 through June 30, 2024. The Ware Youth Center’s (Center) management is responsible for those C/C areas identified in the SAUPs.

The Center 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 July 1, 2024 through June 30, 2024. 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 many not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

**1) Written Policies and Procedures**

---

- A. Obtain and inspect the entity’s written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity’s operations).
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - ii. **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - iii. **Disbursements**, including processing, reviewing, and approving.
  - iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management’s actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation)



- v. **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonable of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

***Procedure Results: No exceptions were noted as a result of these procedures.***

## **2) Board or Finance Committee**

---

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
  - i. 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.
  - ii. For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparison on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - iii. 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.

- iv. 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.

*Procedure Results: No exceptions were noted as a result of these procedures.*

### **3) Bank Reconciliations**

---

- A. 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 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:
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - ii. 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
  - iii. 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.

*Procedure Results: No exceptions were noted as a result of these procedures.*

### **4) Collections (excluding EFTs)**

---

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/money order (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).
- B. 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:
  - i. Employees responsible for cash collections do not share cash drawers/registers.
  - ii. 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.
  - iii. 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.
  - iv. 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.
- C. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

- D. 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). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - iv. 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 and the cash is stored securely in a locked safe or drawer).
  - v. Trace the actual deposit per the bank statement to the general ledger.

*Procedure Results: No exceptions were noted as a result of these procedures.*

**5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)**

---

- A. 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).
- B. For each location selected under #5A 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:
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - ii. At least two employees are involved in processing and approving payments to vendors.
  - iii. 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.
  - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
  - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. For each location selected under #5A 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:
- i. Observe that the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

- ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B, as applicable.
- D. 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 (1) 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 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.

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### **6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards**

---

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - i. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder; and
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under #6B 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 inspection). 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). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### **7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)**

---

- A. 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:
  - i. 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](http://www.gsa.gov)).
  - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

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

*Procedure Results: No exceptions were noted as a result of these procedures.*

## **8) Contracts**

---

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
  - i. 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.
  - ii. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - iii. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
  - iv. 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 agreed to the terms and conditions of the contract.

*Procedure Results: No exceptions were noted as a result of these procedures.*

## **9) Payroll and Personnel**

---

- A. 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.
- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #9A above, obtain attendance records and leave documentation for the pay period, and:
  - i. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe that supervisors approved the attendance and leave of the selected employees/officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

- C. 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 or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. 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.

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### **10) Ethics**

---

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain ethics compliance documentation from management, and:
  - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - ii. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### **11) Debt Service (excluding nonprofits)**

---

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. 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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### **12) Fraud Notice**

---

- A. 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 as required by R.S. 24:523.
- B. 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.

*Procedure Results: No exceptions were noted as a result of these procedures.*

### **13) Information Technology Disaster Recovery/Business Continuity**

---

- A. Perform the following procedures, **verbally discuss the results with management.**
- i. Observe 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.
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed in the past 3 months.
  - iii. 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.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.
- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
- Hired before June 9, 2020 – completed the training; and
  - Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

***Procedure Results: We performed these procedures and discussed the results with management.***

### **14) Prevention of Sexual Harassment**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that 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).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

***Procedure Results: No exceptions were noted as a result of these procedures.***

We were engaged by the Center 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 Center 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.

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