

Village of Baskin

Baskin, Louisiana

Annual Financial Statements
with Independent Auditor's Report

As of and For the Year Ended
June 30, 2024
with Supplemental Information Schedules

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Contents

	Statement	Page
Independent Auditor's Report		4 - 6
Required Supplementary Information - Part I		
Management's Discussion and Analysis		8 - 12
Basic Financial Statements		
Government-Wide Financial Statements:		
Statement of Net Position	A	15
Statement of Activities	B	16
Fund Financial Statements		
Governmental Funds		
Balance Sheet	C	18
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	D	19
Statement of Revenues, Expenditures, and Changes in Fund Balance	E	20
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	F	21
Notes to the Financial Statements		23 - 35

Village of Baskin
Annual Financial Statements
with Independent Auditor's Report

As of and for the year ended June 30, 2024
with Supplemental Information Schedules

	Schedule	Page
Required Supplementary Information - Part II		
Budgetary Comparison Schedule		
General Fund	1	37
Independent Auditor's Report on Internal Control and on Compliance and Other Matters		
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards		38 - 39
Supplemental Information Schedules		
Schedule of Findings and Questioned Costs	2	41
Schedule of Compensation Paid Aldermen	3	42
Schedule of Compensation, Benefits, and Other Payments to Agency Head	4	43
Schedule of Justice System Funding Collecting & Disbursing	5	44 - 45
Statewide Agreed-Upon Procedures		
Independent Accountant's Report on Applying Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures		46 - 55
Louisiana Agreed-Upon Procedures Representation Form		56 - 57



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Independent Auditor's Report

Village of Baskin
Baskin, Louisiana

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Village of Baskin, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Village of Baskin'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 financial position of the governmental activities and each major fund of the Village of Baskin, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof 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 the financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village of Baskin, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one 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 Village of Baskin'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 Village of Baskin'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 budgetary comparison information and the management's discussion and analysis, as listed in the table of contents, 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 Village of Baskin's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head; the Schedule of Compensation Paid Aldermen; and the Schedule of Justice System Funding Collecting/Disbursing Entity are presented for the purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Agency Head; the Schedule of Compensation Paid Aldermen; and the Schedule of Justice System Funding Collecting/Disbursing Entity are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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 Agency Head; the Schedule of Compensation Paid Aldermen; and the Schedule of Justice System Funding Collecting/Disbursing Entity 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 27, 2024, on our consideration of the Village of Baskin'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 Village of Baskin's internal control over financial reporting and compliance.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
December 27, 2024

**REQUIRED SUPPLEMENTARY
INFORMATION**

PART I

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2024

As management of the Village of Baskin, Louisiana, we offer readers of the Village of Baskin's (Village) financial statements this narrative overview and analysis of the financial activities of the Village of Baskin, Louisiana as of and for the year ended June 30, 2024. We encourage readers to consider the information presented here in conjunction with the Village's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the Village of Baskin's basic financial statements. The Village's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

Government-wide financial statements

The government-wide financial statements (see Statements A and B) are designed to provide readers with a broad overview of the Village of Baskin's finances, in a manner similar to a private-sector business.

The Statement of Net Position (Statement A) presents information on all the assets and liabilities of the Village of Baskin, with the difference between the two reported as net position. Over time, changes in net position may serve as a useful indicator of whether the financial position of the Village of Baskin is improving or deteriorating.

The Statement of Activities (Statement B) presents information showing how Village of Baskin's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods. For example, earned but unused vacation leave result in cash flows for future periods.

The government-wide financial statements can be found on pages 14-15 of this report.

Fund Financial Statements

The fund financial statements focus on current available resources and are organized and operated on the basis of individual funds, each of which is defined as a fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. All of the funds of the Village are governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances left at the end of the fiscal year that are nonspendable, restricted, committed, assigned, or unassigned. Such information may be useful in evaluating a government's near-term financing requirements.

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2024

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the government's fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Village of Baskin currently maintains one individual governmental fund. Information as of and for the year ended June 30, 2024, is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, which is considered to be a major fund.

The Village of Baskin adopts an annual appropriated budget for the General Fund. A budgetary comparison statement is provided for the major funds to demonstrate compliance with this budget.

The governmental fund financial statements can be found on pages 17-20 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements are a required part of the basic financial statements and can be found on pages 22-33 of this report.

Supplemental information. In addition to the basic financial statements and accompanying notes, this report also presents required supplemental information concerning the Village of Baskin's compliance with budgets for its major funds. Also, other supplemental information schedules are included in the report.

FINANCIAL HIGHLIGHTS

-The assets of the Village at the close of its fiscal year ended June 30, 2024 exceeded its liabilities by \$792,862.

-The Village's net position decreased by \$29,119 over the course of the year's operations. The Village reinvested \$16,709 of investment earnings into certificates of deposit during the fiscal year ended June 30, 2024.

-Of the total net position amount, \$342,568 is unrestricted net position. The entire amount of the Village's net position is from governmental activities.

-The actual revenues of the General Fund of the Village were more than budgeted amounts in the amount of \$28,895 during the fiscal year, and the actual expenditures for the year were \$33,195 less than budgeted amounts.

-The Village of Baskin had capital assets, net of accumulated depreciation in the amount of \$450,294. The Village had no outstanding debt to encumber the capital assets during the fiscal year.

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2024

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Following is a condensed comparative statement of net position for the governmental activities of the Village of Baskin as of June 30, 2021 and 2020:

**Village of Baskin, Louisiana
Summary of Net Position
June 30, 2024 and 2023**

	Governmental Activities	
	2024	2023
Assets		
Cash and equivalents	\$ 167,499	\$ 187,500
Investments	248,976	403,908
Accounts receivable	24,589	18,930
Prepaid expenses	25,108	13,331
Cash and equivalents - restricted	100	100
Capital assets (net of accumulated depreciation)	450,294	335,799
Total Assets	<u>916,566</u>	<u>959,568</u>
Liabilities		
Accounts payable	34,352	14,443
Payroll liabilities	20,005	10,181
Long-term liabilities	69,347	112,963
Total Liabilities	<u>123,704</u>	<u>137,587</u>
Net Position		
Net investment in capital assets	450,294	335,799
Unrestricted	342,569	486,183
Total Net Position	<u>\$ 792,863</u>	<u>\$ 821,982</u>

The Village's net assets at year-end total \$792,862. Fifty-seven percent or \$450,294 of the Village's net assets are invested in capital assets with no debt outstanding against those capital assets. The Village uses these capital assets to provide services to its residents; therefore, these assets are not available for future spending. The remaining \$342,568 or forty-three percent of the Village's net assets, referred to as unrestricted, may be used to meet the ongoing obligations of the Village to its citizens and creditors.

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2024

Village of Baskin, Louisiana
Summary of Change in Net Position
For the years Ended June 30, 2024 and 2023

	Governmental Activities	
	2024	2023
Revenues		
Charges for services	\$ 8,142	\$ 4,190
Taxes:		
Franchise tax	3,458	3,366
Sales tax	38,021	32,884
Licenses and permits	11,826	14,429
Capital grant	123,628	45,196
Operating grant	7,429	7,000
Intergovernmental	2,738	2,825
Fines, forfeitures, and court costs	415,112	374,164
Interest earnings	16,709	5,641
Gain (loss) on sale of fixed assets	7,632	17,159
Miscellaneous	17,568	5,494
Total revenues	<u>652,263</u>	<u>512,348</u>
Expenses		
Current:		
General government	158,535	167,140
Public safety		
Police	449,459	450,102
Fire	33,923	36,580
Streets	33,406	45,131
Community development	6,059	5,555
Total expenses	<u>681,382</u>	<u>704,508</u>
Change in net position	(29,119)	(192,160)
Net position - June 30, 2023	<u>821,982</u>	<u>1,014,145</u>
Net position - June 30, 2024	<u>\$ 792,863</u>	<u>\$ 821,985</u>

The Village's total revenues were \$652,262, and the total cost of all its programs and services was \$681,381, providing a decrease in net position of \$29,119 for the year ended June 30, 2024. Governmental activities revenues increased by \$139,915 from the previous year. This was due primarily to an increase in the revenue from grants in the amount of \$78,862 and fines, forfeitures, and court costs in the amount of \$40,948.

Public safety - police expenses are the most significant (66%) of all governmental activities expenses, followed by general government expenses (23%) and fire department expenses (5%). Depreciation expense is included in these amounts.

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2024

FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS

As discussed in the preceding paragraphs, the Village of Baskin uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. As of the end of the fiscal year, the governmental funds of the Village reported total ending fund balances of \$342,568. This is a decrease of \$143,614 from the prior year. Of the total ending fund balance, \$342,568 or 100% was unassigned.

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual revenues exceeded budgeted amounts by \$28,895 or 8%. Budgeted expenditures exceeded actual expenditures amounts by \$33,195 or 4%.

CAPITAL ASSETS AND DEBT ADMINISTRATION

As of June 30, 2024, the Village of Baskin had an investment in capital assets in the amount of \$450,294 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, vehicles, and equipment owned by the Village of Baskin. Major capital asset purchases during the year included three vehicles for the police department. The net increase in the Village's investment in capital assets for the current fiscal year is \$114,495 for its governmental activities which resulted from the purchase of the Village's capital assets exceeding the depreciation during the year.

The Village has no outstanding debt as of June 30, 2024 to encumber its capital assets.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The General Fund budget for the fiscal year ending June 30, 2025 includes budgeted expenditures at a decrease of \$177,413 or 24% from the 2023-2024 actual expenditures for the Village. The decrease primarily results from a decrease in budgeted capital expenditures in the amount of \$161,641. The 2024-2025 budget includes a decrease of \$10,369 or 2% in revenues from the actual revenues in the prior fiscal year, primarily due to a decrease in budgeted amounts for capital grants in the amount of \$125,632 over 2023-2024 actual amounts.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Village of Baskin's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Village of Baskin, Louisiana, Post Office Box 359, Baskin, Louisiana 71219.

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS**

Village of Baskin
Baskin, Louisiana

Statement of Net Position
As of June 30, 2024

	Governmental Activities
Assets	
Cash and equivalents	\$ 167,499
Investments	248,976
Accounts receivable	24,589
Prepaid expenses	25,108
Cash and equivalents - restricted	100
Capital assets (net of accumulated depreciation)	<u>450,294</u>
Total Assets	<u>916,566</u>
Liabilities	
Accounts payable	34,352
Payroll liabilities	20,005
Long-term liabilities	<u>69,347</u>
Total Liabilities	<u>123,704</u>
Net Position	
Net investment in capital assets	450,294
Unrestricted	<u>342,569</u>
Total Net Position	<u><u>\$ 792,863</u></u>

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

Village of Baskin
Baskin, Louisiana

Statement of Activities
For the Year Ended June 30, 2024

Functions/Programs	Major Funds				Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary government					
Governmental activities					
General government	\$ 158,535	\$ 1,435	\$ -	\$ -	(157,100)
Fire	33,923	-	-	-	(33,923)
Police	449,459	415,112	-	-	(34,347)
Highways and streets	33,406	3,340	-	-	(30,066)
Community development	6,059	3,367	7,429	123,628	128,365
Total governmental activities	<u>681,382</u>	<u>423,254</u>	<u>7,429</u>	<u>123,628</u>	<u>(127,071)</u>
<u>General Revenues</u>					
Taxes:					
Sales taxes					38,021
Franchise taxes					3,458
Licenses					11,826
Intergovernmental					2,738
Investment earnings					16,709
Other revenue					17,568
Gain (loss) on sale of fixed assets					<u>7,632</u>
Total general revenues and transfers					<u>97,952</u>
Change in net position					(29,119)
Net position - June 30, 2023					<u>821,982</u>
Net position - June 30, 2024					<u>\$ 792,863</u>

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

FUND FINANCIAL STATEMENTS

Village of Baskin
Baskin, Louisiana

Balance Sheet - Governmental Funds
As of June 30, 2024

	Governmental Funds
Assets	
Cash and equivalents	\$ 167,499
Investments	248,976
Accounts receivable	24,589
Prepaid expenses	25,108
Cash and equivalents - restricted	100
Total Assets	<u>466,272</u>
Liabilities & Fund Balances	
Liabilities:	
Accounts payable	\$ 34,352
Payroll liabilities	20,005
Long-term liabilities	69,347
Total Liabilities	<u>123,704</u>
Fund balances:	
Unassigned	342,569
Total Fund Balances	<u>342,569</u>
Total Liabilities & Fund Balances	<u>\$ 466,273</u>

See accompanying notes and independent accountant's review report.

Village of Baskin
Baskin, Louisiana

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
As of June 30, 2024

Total Fund Balances at June 30, 2024 - Governmental Funds (Statement C)	\$	342,569
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Total Net Position reported for governmental activities in the Statement of Net Position (Statement A) are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds, net of depreciation.	450,294
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Net Position at June 30, 2024	\$ 792,863
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Village of Baskin
Baskin, Louisiana

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

		Governmental Funds
Revenues		
Taxes:		
Franchise tax	\$	3,458
Sales tax		38,021
Licenses and permits		11,826
Capital grant		123,628
Operating grant		7,429
Intergovernmental		2,738
Fines, forfeitures, and court costs		415,112
Charges for services		8,142
Miscellaneous		17,568
Total revenues		627,922
Expenditures		
Current:		
General government		150,097
Public safety		
Police		428,170
Fire		20,325
Streets		31,475
Community development		4,169
Capital outlay		161,641
Total expenditures		795,877
Excess (deficiency) of revenues over (under) expenditures		(167,955)
Other financing sources (uses)		
Interest earnings		16,709
Proceeds from the sale of fixed assets		7,632
Total other financing sources (uses)		24,341
Net changes in fund balances		(143,614)
Fund balances - June 30, 2023		486,183
Fund balances - June 30, 2024	\$	342,569

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

Village of Baskin
Baskin, Louisiana

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures,
and Changes in Funds Balances to the Statement of Activities
For the Year Ended June 30, 2024

Total net change in Fund Balances - Governmental Funds (Statement E)	\$	(143,614)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay differs from depreciation for the period.

Depreciation		(47,147)
Capital outlay		<u>161,641</u>
Change in net position of governmental activities (Statement B)	\$	<u><u>(29,120)</u></u>

NOTES TO THE FINANCIAL STATEMENTS

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

INTRODUCTION

The Village of Baskin, Louisiana (Village), was incorporated under the provisions of the Lawrason Act. The Village operates under the Mayor-Board of Aldermen form of government. The Board of Aldermen consists of three board members who are elected and compensated. The Village is located in northeast Louisiana with a population of approximately 254. Services provided by the Village include public safety (police protection, fire protection), streets, culture and recreation, public improvements, and general and administrative services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying financial statements of the Village have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Village applies all relevant GASB pronouncements, and GAAP, as applicable to governmental entities. Also, the Village's financial statements are prepared in accordance with the requirements of Louisiana R.S. 24:513, the Louisiana Municipal Audit and Accounting Guide and to the industry guide, Audits of State and Local Government Units, published by the American Institute of Certified Public Accountants.

B. Reporting Entity

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

GASB Statement No. 39, Determining Whether Certain Organizations are Component Units, establishes criteria for determining which, if any, component units should be considered part of the Village for financial reporting purposes. GASB Statement No. 61 provides additional criteria for classifying entities as component units. The basic criterion for including a potential component unit within the reporting entity is financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and:
 - i. The ability of the government to impose its will on that organization and/or
 - ii. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
2. Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the government regardless of whether the organization has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the above criteria, no component units were identified for the Village of Baskin.

C. Government-Wide Financial Statements

The Village's government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements present summaries of the governmental activities for the Village. Fiduciary activities of the Village are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Village's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Village of Baskin's governmental activities.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) derive directly from parties outside the Village's taxpayers or citizenry, including (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; program revenues reduce the cost of the function to be financed from the Village's general revenues.

Direct Expenses - The Village reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

Indirect Expenses - The Village reports all indirect expenses separately on the Statement of Activities (Statement B). Indirect expenses are those expenses that are not clearly identifiable with a function. Interest on long-term debt is considered an indirect expense.

General revenues are taxes and other items that are not properly included among program revenues.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

D. Fund Financial Statements

The accounts of the Village of Baskin are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, expenditures or expenses, as appropriate, additions, and deductions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements. Funds of the Village are classified into one category: governmental.

Governmental Funds

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the Government-Wide financial statements. The Village has presented all major funds.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the Balance Sheets. Amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. Long-term debts are reported as an other financing source, and repayment of long-term debt is reported as an expenditure. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon thereafter to pay liabilities of the current period. Accordingly, revenues are recorded when received in cash and when collected within 60 days after year-end. Expenditures are recorded in the accounting period in which the related fund liability is incurred, except for principal and interest on general long-term debt, which are recognized when due.

The Village of Baskin reports the following major governmental funds:

General Fund - The primary operating fund of the Village, the General Fund accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Village policy.

Revenues

The governmental funds use the following practices in recording revenues:

Those revenues susceptible to accrual are property taxes, franchise taxes, and charges for services. Fines and permits and license revenues are not susceptible to accrual because generally they are not measurable until received in cash.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

Entitlements and shared revenues are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible-to-accrual criteria are met. Expenditure-driven grants are recognized when the qualifying expenditures have been incurred, all other grant requirements have been met, and the susceptible-to-accrual criteria have been met.

Interest earnings are recorded when the investments have matured and the interest is available.

Expenditures

The governmental funds use the following practices in recording expenditures:

Salaries are recorded as expenditures when earned by employees.

Purchases of various operating supplies, etc. are recorded as expenditures when the related fund liability is incurred.

Compensated absences are recognized as expenditures when leave is actually taken or when employees, or their heirs, are paid for accrued leave upon retirement or death.

Principal and interest on long-term debt are recognized when due.

Other Financing Sources (Uses)

The governmental funds use the following practices in recording other financing sources (uses):

Transfers between funds that are not expected to be repaid, sales of fixed assets, and long-term debt proceeds and payments, are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

E. Equity Classifications

The Village of Baskin has implemented GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.

In the Government-Wide Financial Statements, the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and reported in three components:

Net investment in capital assets: This classification 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 these assets.

Restricted net position: This classification consists of net position with constraints placed on its use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provision or enabling legislation.

Unrestricted net position: Any other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

When an expense is incurred for the purposes for which both restricted and unrestricted net position are available, management applies unrestricted net position first, unless a determination is made to use restricted net position. 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 Governmental Fund Financial Statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Village is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Village did not have any nonspendable funds for the year ended June 30, 2024.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Village did not have any restricted funds for the year ended June 30, 2024.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Aldermen. These amounts cannot be used for any other purpose unless the Board of Aldermen removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Board typically establishes commitments through the adoption and amendment of the budget. The Village did not have any committed funds for the year ended June 30, 2024.

Assigned: This classification includes amounts that are constrained by the Village's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Aldermen or through the Board delegating this responsibility to a body or official (Mayor) for specific purposes. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Village has no assigned funds for year ended June 30, 2024.

Unassigned: This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts. All funds of the Village are designated as unassigned.

The Village would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

F. Budgets

The Board of Aldermen follows these procedures in establishing the budgetary data reflected in the financial statements:

- a. No later than fifteen days prior to the beginning of each fiscal year, the Village Clerk submits to the Board of Aldermen a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year. The budget is submitted in summary form. In addition, more detailed line item budgets are included for administrative control. The level of control for the detailed budgets is at the department head/function level.
- b. Public hearings are conducted to obtain taxpayer comments.
- c. On June 20, 2023, the budget was legally enacted through passage of an ordinance. The budget was legally amended through an ordinance passed on June 23, 2024.
- d. The budget for the General Fund is adopted on the modified accrual basis of accounting, which is in accordance with generally accepted accounting principles.
- e. Appropriations lapse at the end of each fiscal year.

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Village of Baskin may deposit funds in demand deposits in stock-owned federally insured depository institutions organized under the laws of the state of Louisiana or of any other state of the United States, or under the laws of the United States. The Village may invest in certificates and time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

For the purposes of the statement of cash flows, cash equivalents include all highly liquid investments with a maturity date of 90 days or less when purchased.

Under state law, the Village may invest in United States bonds, treasury notes, or certificates. Those with maturities of 90 days or less would be classified as cash equivalents and all other reported as investments.

The Village reports restricted assets on the Statement of Net Position (Statement A), but the Village did not have any restricted assets for the year ended June 30, 2024.

H. Investments

The Village of Baskin's investments comply with Louisiana Revised Statute 33:2955. Under state law, the Village may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Village may invest in United States bonds, treasury notes and bills, or government-backed agency securities or certificates, and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. These deposits are classified as investments if their original maturities exceed 90 days. Investments are stated at fair value except for those which are permitted under GASB Statement No. 31 to use a different valuation measurement.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

In accordance with paragraph 69 of GASB Statement No. 72, the Village reports at amortized cost money market investments and participating interest-bearing investment contracts that have a remaining maturity at the time of purchase of one year or less. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

I. Interfund Receivables and Payables

Activity between funds that is representative of lending or borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" on the fund financial statements balance sheets, as well as all other outstanding balances between funds. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

J. Inventories

The cost value of inventories was immaterial at the close of the fiscal year and, accordingly, was not recorded in these financial statements.

K. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are recorded in the applicable governmental or business-type activities columns of the government-wide financial statements, but are not reported in the governmental fund financial statements. Acquisitions of property and equipment are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Village maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Improvements and replacements of property and equipment are capitalized. Maintenance and repairs that do not improve or extend the lives of property and equipment are charged to expense as incurred. When assets are sold or retired, their cost and related accumulated depreciation are removed from the accounts and any gain or loss is reported in the Statement of Activities.

Depreciation is provided over the estimated useful life of each class of depreciable assets and is computed using the straight-line method. Depreciation is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. The estimated useful life for classes of assets are as follows:

Infrastructure	20 - 50 years
Vehicles	5 - 15 years
Buildings	40 years
Equipment	5 - 20 years

In accordance with GASB Statement No. 34, general infrastructure capital assets consisting of streets, bridges, sidewalks, and drainage systems acquired before July 1, 2003, are excluded from capital assets.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

L. Deferred Outflows of Resources

The Village reports decreases in net position that relate to future periods as deferred outflows of resources in a separate section of its government-wide statements of net position. The Village did not report any deferred outflows of resources, and no deferred outflows of resources affect the governmental funds financial statements.

M. Compensated Absences

All full-time employees receive eight hours sick leave pay per month and ten days vacation leave per year. All accumulated leave days expire each December 31. The amount to be accrued is immaterial to the financial statements. Thus, this liability is not accrued.

N. Deferred Inflows of Resources

The Village reports increases in net position that relate to future periods as deferred inflows of resources in a separate section of its government-wide statements of net position. The Village will not recognize the related revenues until a future event occurs. The Village did not report any deferred inflows of resources in the government-wide statements, and no deferred inflows of resources affect the governmental funds financial statements.

O. Estimates

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

2. Sales Tax

The qualified electors of the Village of Baskin, under the provisions of Louisiana Revised Statute 47:338.1, authorized a one percent sales and use tax levy to be dedicated and used for the purpose of providing funding for any lawful corporate purpose of the Village for an undefined period of time. The tax was first levied on December 1, 1983.

3. Cash, Cash Equivalents, and Investments

At June 30, 2024, the Village had cash and cash equivalents (book balances) totaling \$167,599 and investments totaling \$248,976. The cash and cash equivalent deposits are stated at cost, which approximates market. The Village has investments in certificates of deposit whose maturity is greater than 90 days, and the investments are stated at recorded cost. 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 the amount on deposit with the fiscal agent.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

At June 30, 2024, the Village had \$433,108 in deposits (collected bank balances). These deposits are secured from risk by \$293,901 of federal deposit insurance and \$261,398 of pledged securities held in a Federal Reserve pledge account.. Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement No. 40, Louisiana Revised Statute 30:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand. Louisiana R.S. 39:1224 requires bonds, or other such instruments furnished as security, to be deposited with the depositing authority or with an unaffiliated bank or trust company, Federal Reserve Bank, or any Federal Home Loan Bank or its successor. This security is deemed to be under the control and in the possession of the public entity and deemed to be held in its name. The Village of Baskin has complied with these requirements of state law.

Cash and investments are categorized to give an indication of the level of risk assumed by the Village at June 30, 2024. Deposits are considered to be exposed to custodial credit risk if they are not covered by depository insurance and the deposits are (a) uncollateralized, (b) collateralized with securities held by the pledging financial institution, or (c) collateralized with securities held by the the pledging financial institution's trust department or agent but not in the depositor-government's name. The Village of Baskin has cash and cash equivalents that are covered by \$293,901 of federal depository insurance. The remaining balance of \$139,208 is exposed to custodial credit risk because it is uninsured and collateralized with securities held by the pledging financial institution in the amount of \$261,398.

4. Receivables

The receivables of \$24,589 at June 30, 2024, are as follows:

	Amount
Fines	\$ 15,212
Sales and insurance premium taxes	2,085
Franchise fees	689
Interest	2,551
Intergovernmental	3,414
Payroll liability overpayment	638
Total	<u>\$ 24,589</u>

5. Prepaid Expenses

The prepaid expenses of \$25,108 at June 30, 2024, are insurance expenses.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

6. Capital Assets

A summary of changes in capital assets for the year ended June 30, 2024, is as follows:

	Balance, July 01, 2023	Additions	Deletions	Balance, June 30, 2024
Capital assets not depreciated				
Construction in Process	\$ 10,290		\$ 10,290	
Land	14,600			14,600
Total capital assets not being depreciated	<u>24,890</u>	-	<u>10,290</u>	<u>14,600</u>
Capital assets being depreciated				
Buildings and improvements	397,826	-	-	397,826
Infrastructure	7,500	-	-	7,500
Equipment and Vehicles	645,203	171,931	28,642	788,492
Total capital assets being depreciated	<u>\$ 1,050,529</u>	<u>\$ 171,931</u>	<u>\$ 28,642</u>	<u>\$ 1,193,818</u>
Less accumulated depreciation				
Buildings and improvements	\$ 226,178	\$ 12,536		\$ 238,714
Infrastructure	297	188	-	485
Equipment and Vehicles	513,145	34,422	28,642	518,925
Total accumulated depreciation	<u>739,620</u>	<u>47,146</u>	<u>28,642</u>	<u>758,124</u>
Capital assets, net	<u>\$ 310,909</u>	<u>\$ 124,785</u>	<u>-</u>	<u>\$ 435,694</u>
Governmental capital assets - net	<u>\$ 335,799</u>	<u>\$ 124,785</u>	<u>\$ 10,290</u>	<u>\$ 450,294</u>

Functional Allocation of Depreciation Expense

General government	\$ 8,438
Public safety - fire	13,598
Public safety - police	21,289
Community development	1,890
Streets	1,931
Total	<u>\$ 47,146</u>

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

7. Payables

The payables of \$54,357 at June 30, 2024, are as follows:

	Amount
Accounts	\$ 34,352
Payroll liabilities	20,005
Total	<u>\$ 54,357</u>

8. Commitments and Contingencies

Grant Programs:

The Village participates in several state and federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Village has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable at June 30, 2024 may be impaired. In the opinion of the Village, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying combined financial statements of such contingencies.

9. Restricted Net Position

The Village had no restricted net position as of June 30, 2024.

10. Leases

The Village had no leases outstanding as of June 30, 2024.

11. Pension Commitments

All employees were covered under social security and did not participate in any other form of retirement prior to June 30, 2024. The Village was notified of their obligation to participate in the Municipal Police Employees' Retirement System due to the Village's employment of full-time police officers. The Village's representatives reached an agreement with the MPERS to cover their current full-time police officers retroactively to January of 2019 and pay to MPERS the required actuarially determined amount for the period of time they should have been covered by the retirement system dating back to January of 2019. The non-police officer employees are covered by social security and do not participate in any other retirement plans.

The Municipal Police Employees' Retirement System (MPERS) is the administrator of a cost-sharing multiple-employer plan. Membership in MPERS is mandatory for any full-time police officer employed by a municipality of the State of Louisiana. MPERS provides retirement benefits for municipal police officers and survivor benefits. Benefit provisions are authorized within Act 189 of 1973 and amended by LRS 11:2211 -11:2233.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

Benefits are calculated based on a percentage of the members' monthly average final compensation and the member's years of creditable service. MPERS is authorized to grant a cost of living raise to members. The adjustment is computed on the amount of the current benefit, not to exceed 3% in any given year. An additional cost of living increase is allowed for certain retirees.

Contributions for all members are actuarially determined as required by state law but cannot be less than 10% of the employees' earnable compensation excluding overtime but including state supplemental pay. For the year ended June 30, 2024, total contributions due for employers and employees were 45.26%. MPERS also receives insurance premium tax monies as additional employer contributions.

Key information on the actuarial valuation and assumptions is as follows:

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal Cost
Investment Rate of Return	6.75%, net of investment expense
Inflation Rate	2.50%
Projected Salary Increases	4.70% to 12.30%
Mortality	Pub-2010 Public Retirement Plan Mortality Table for Safety Below-Median Employees

The best estimates of the arithmetic nominal rates of return for each major asset class included in the System's target allocation as of June 30, 2022 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Equity	56%	3.60%
Fixed income	31%	0.85%
Alternatives	14%	0.95%
Totals	100%	5.40%
Inflation		2.66%
Expected arithmetic nominal return		8.06%

The discount rate used to measure the total pension liability was 6.75%. the projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2024

As of the valuation date of June 30, 2022, MPERS reported the following members:

Active participants	5,269
Terminated with Funds on Deposit	2,436
Retired	<u>5,527</u>
Total participants as of the valuation date	<u><u>13,232</u></u>

The Village's Deferred Outflow of Resources (employer's contributions subsequent to the measurement date) to MPERS was \$76,642.

MPERS used the accrual basis of accounting in preparing the financial statements. MPERS issued a stand-alone audit report on its financial statements. Access to the audit report can be found on MPERS' website: www.lampers.org or on the Office of Louisiana Legislative Auditor's official website: www.lla.state.la.us.

12. Post Employment Benefits

The Village does not provide health care, life insurance benefits, or any other post employment benefits for its retirees.

13. Litigation and Claims

On May 16, 2023 the Village entered into a settlement and mutual release agreement with the Municipal Police Employees' Retirement System to settle all claims for employer contributions to MPERS subsequent to December 31, 2019 in the amount of \$117,232 which includes judicial interest in the amount of \$12,598. As of June 30, 2024, the Village had reduced the balance to \$69,347. As of June 30, 2024, the Village was not involved in any other lawsuits nor is aware of any outstanding claims, which are not covered by insurance.

14. Risk Management

The Village is exposed to a variety of risks that may result in losses. These risks include possible loss from acts of God, injury to employees, property damage, or breach of contract. The Village manages these potential losses through purchasing insurance from several commercial insurance companies. The level of coverage has remained constant. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Village. The Village is not a member of a risk pool.

15. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 27, 2024, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

**REQUIRED SUPPLEMENTARY
INFORMATION**

PART II

Village of Baskin
Baskin, Louisiana

Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2024

	Budget - Original	Budget - Final	Actual	Variance - Favorable (Unfavorable)
Revenues				
Taxes:				
Franchise tax	\$ 3,255	\$ 3,420	\$ 3,458	\$ 38
Sales tax	36,000	36,000	38,021	2,021
Licenses and permits	18,635	5,654	11,826	6,172
Capital grant	125,000	141,628	123,628	(18,000)
Operating grant	-	25	7,429	7,404
Intergovernmental	105	2,409	2,738	329
Fines, forfeitures, and court costs	472,000	380,000	415,112	35,112
Charges for services	8,000	5,822	8,142	2,320
Miscellaneous	1,000	24,069	17,568	(6,501)
Total revenues	<u>663,995</u>	<u>599,027</u>	<u>627,922</u>	<u>28,895</u>
Expenditures				
Current:				
General government	176,660	163,114	150,097	13,017
Public safety				
Police	331,550	466,467	428,170	38,297
Fire	16,875	17,809	20,325	(2,516)
Streets	24,925	28,510	31,475	(2,965)
Community development	3,300	3,041	4,169	(1,128)
Capital outlay	142,500	150,131	161,641	(11,510)
Total expenditures	<u>695,810</u>	<u>829,072</u>	<u>795,877</u>	<u>33,195</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(31,815)</u>	<u>(230,045)</u>	<u>(167,955)</u>	<u>62,090</u>
Other financing sources (uses)				
Interest earnings	5,500	14,500	16,709	2,209
Proceeds from the sale of fixed assets	-	7,632	7,632	-
Total other financing sources (uses)	<u>5,500</u>	<u>22,132</u>	<u>24,341</u>	<u>2,209</u>
Net changes in fund balances	<u>(26,315)</u>	<u>(207,913)</u>	<u>(143,614)</u>	<u>64,299</u>
Fund balances - June 30, 2023	<u>486,183</u>	<u>486,183</u>	<u>486,183</u>	<u>-</u>
Fund balances - June 30, 2024	<u>\$ 459,868</u>	<u>\$ 278,270</u>	<u>\$ 342,569</u>	<u>\$ 64,299</u>

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



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**Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements
Performed in Accordance With Government Auditing Standards**

Village of Baskin
Baskin, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Village of Baskin, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Village of Baskin's basic financial statements and have issued our report thereon dated December 27, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village of Baskin'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 Village of Baskin's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Baskin'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 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 over financial reporting 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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 Village of Baskin's financial statements are free of 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 is required to be reported under Government Auditing Standards.

Village of Baskin's Response to Findings

The Village of Baskin's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Village of Baskin's response was not subjected to the auditing procedures applied in the audit of financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result 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 Village of Baskin's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
December 27, 2024

SUPPLEMENTAL INFORMATION

Village of Baskin
Baskin, Louisiana

Schedule of Findings and Questioned Costs
For the year ended June 30, 2024

We have audited the basic financial statements of the Village of Baskin as of and for the year ended June 30, 2024 and have issued our report thereon dated December 27, 2024. 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 Governmental Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2024 resulted in an unqualified opinion.

A. Summary of Auditor's Report

Report on Internal Control and Compliance Material to Financial Statements

Internal Control

Material Weakness Yes No Significant Deficiencies Yes No

Compliance

Compliance Material to Financial Statements Yes No

B. Findings - Financial Statements Audit

Current Year

No current year findings.

Prior Year

No prior year findings.

Village of Baskin
Baskin, Louisiana

Schedule of Compensation Paid Aldermen
For the year ended June 30, 2024

	2024
Gary E. Collier	2,440
John M. Troha	2,440
Zane Johnson	<u>2,440</u>
	<u>\$ 7,320</u>

Village of Baskin
Baskin, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the year ended June 30, 2024

George L. Curtis Mayor	
Salary	\$ 28,800
Reimbursements - supplies	<u>445</u>
	<u>\$ 29,245</u>

Village of Baskin
Baskin, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity
For the year ended June 30, 2024

	First Six Month Period Ended 12/31/23	Second Six Month Period Ended 6/30/24
Beginning Balance of Amounts Collected (i.e. cash on hand)	\$ -	\$ -
Add: Collections (Please enter zeros if no activity within a certain collection type)		
Civil Fees (including refundable amounts such as garnishments or advance deposits)	-	-
Bond Fees	-	-
Asset Forfeiture/Sale	-	-
Pre-Trial Diversion Program Fees	-	-
Criminal Court Costs/Fees	22,450	26,450
Criminal Fines - Contempt	-	-
Criminal Fines - Other	125,214	240,998
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)	-	-
Subtotal Collections	147,664	267,448
Less: Disbursements To Governments & Nonprofits: (Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)		
North Louisiana Criminalistics Laboratory Commission	11,770	17,950
Trial Court Case Management Information Systems	396	567
Louisiana Commission on Law Enforcement	792	1,658
Louisiana Traumatic Head and Sprinal Cord Injury Trust Fund	1,610	1,840
Louisiana Judicial College	198	295
Less: Amounts Retained by Collecting Agency		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection (enter zero if no activity to report here)	-	-
Collection Fee for Collecting/Disbursing to Others Based on Fixed Amount (enter zero if no activity to report here)	-	-
Village of Baskin, Criminal fines - Other	114,731	220,057

Village of Baskin
 Baskin, Louisiana

Justice System Funding Schedule - Collecting/Disbursing Entity
 For the year ended June 30, 2024

Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies
 (Please enter zeros if no activity within a certain line item)

Civil Fee Refunds	-	-
Bond Fee Refunds	-	-
Restitution Payments to Individuals (additional detail is not required)	-	-
Other Disbursements to Individuals (additional detail is not required)	-	-
Payments to 3rd Party Collection/Processing Agencies	18,167	25,081
Subtotal Disbursements/Retainage	147,664	267,448

Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)

\$ -	\$ -
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Ending Balance of "Partial Payments" Collected but not Disbursed (only applies if collecting agency does not disburse partial payments until fully collected) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.

\$ -	\$ -
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Other Information:

Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)

\$ 7,232	\$ 15,212
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Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)

\$ -	\$ -
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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board Members of Village of Baskin
Baskin, Louisiana
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 01, 2023 through June 30, 2024. Village of Baskin's management is responsible for those C/C areas identified in the SAUPs.

Village of Baskin 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 01, 2023 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 may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

A. Obtain and inspect the entity's written policies and procedures and observe whether 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, (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 reasonableness of fuel card purchases).
- ix. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- 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: We noted exceptions. See Items 1-4.

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 document 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 whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds 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 unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
 - 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: We noted no exceptions.

3) Bank Reconciliations

A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected 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 or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedure Results: We noted exceptions. See Item 5.

4) Collections

A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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 also 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 also 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; and
- 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, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was in force during the fiscal period.

D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3a (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as 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: We noted exceptions. See Item 6.

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 procedure #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, then 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 or 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; and
- 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 whether 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 whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5b above, 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 (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no 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: We noted exceptions. See Item 7.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (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 whether 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.

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 procedure #7b 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 (e.g., 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: We noted exceptions. See Item 8.

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 and 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, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

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 and Procedures procedure #1a(vii); and

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

Procedure Results: The Village of Baskin did not have any travel or travel-related reimbursements during the fiscal period.

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.

Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

- i. Observe whether 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 whether 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: We noted no exceptions.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or 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 or officials selected under #9a above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or 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 or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials 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 cumulative leave records, agree the pay rates in 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 third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Procedure Results: We noted no exceptions.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9a obtain ethics 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 that each employee and official were notified of any changes to the entity's ethics 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: We noted exceptions. See Item 9.

11) Debt Service

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: We noted no exceptions.

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: We noted no exceptions.

13) Information Technology Disaster Recovery/Business Continuity

A. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for testing/verifying backing up restoration) 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 within 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.

Procedure Results: We noted no exceptions.

14) Prevention of Sexual Harassment

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: We noted exceptions. See Item 10.

We were engaged by Village of Baskin 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 Village of Baskin 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.

Kenneth D. Folden & Co., CPAs, LLC

Kenneth D. Folden & Co., CPAs, LLC

Jonesboro, Louisiana
December 27, 2024

Village of Baskin
Baskin, Louisiana

Management's Responses to Exceptions to the
Statewide Agreed-Upon Procedures
For the year ended June 30, 2024

- Item 1: Exception: The Village of Baskin does not have written policies and procedures for budgeting, disbursements, receipts and collections, contracting, credit cards, debt service, and IT Disaster Recovery and Business Continuity.
- Response - Administration acknowledges and will develop policies and procedures to meet the requirements.
- Item 2: Exception: The Village of Baskin has written policies and procedures for payroll, excluding approval process for employee pay rates and maintenance of pay rate schedules. The Village of Baskin's travel reimbursement policy does not include dollar thresholds by category of expense.
- Response - Administration acknowledges and will put approval process into effect.
- Item 3: Exception: The Village of Baskin has written policies and procedures for purchasing, excluding controls to ensure compliance with the Public Bid Law.
- Response - Administration acknowledges and will update purchasing policies and procedures to include controls to ensure compliance with the Public Bid Law.
- Item 4: Exception: The Village of Baskin's ethics policy does not include prohibitions as defined in LA Revised Statute (R.S.) 42:1111-1121, actions taken in the event of an ethics violation, and system to monitor possible ethics violations.
- Response - Administration acknowledges, we will update our ethics policy to include R.S. 42:1111-1121.
- Item 5: Exception: The Village of Baskin's sexual harassment policy does not include annual employee training and annual reporting.
- Response - Administration acknowledges, we will put this into our annual reporting.
- Item 6: Exception: The bank reconciliations do not include evidence that items outstanding for more than 12 months have been researched.
- Response - Administration acknowledges, this will be done quarterly now.
- Item 7: Exception: One deposit reviewed did not include evidence that they were deposited within one business day of receipt.
- Response - Administration acknowledges, collections over \$100 will be deposited within 1 business day of receipt.
- Item 8: Exception: Five out of six non-payroll electronic disbursements did not include evidence that they were reviewed and approved and by the required number of authorized signers.
- Response - Administration acknowledges, these will be reviewed, approved, and signed by mayor and mayor pro-temp moving forward.

Village of Baskin
Baskin, Louisiana

Management's Responses to Exceptions to the
Statewide Agreed-Upon Procedures
For the year ended June 30, 2024

Item 9: Exception: The credit card statements reviewed did not have written documentation of business/public purpose. One statement reviewed did not have an original receipt and there were no names of the individuals participating in meals.

Response - Administration acknowledges, purposes will be documented. Employees will be required to sign in for meetings to document attendance.

Item 10: Exception: Two out of five employees/officials reviewed did not complete the required ethics training during the calendar year.

Response - Administration acknowledges this deficiency.

Item 11: Exception: One out of five employees/officials reviewed did not complete the required sexual harassment training during the calendar year. The annual sexual harassment report was not completed on or before February 1st.

Response - Administration acknowledges this deficiency.

VILLAGE OF BASKIN

PARISH OF FRANKLIN

George "Layton" Curtis, Mayor

Terry Arnold, Town Clerk

1325 Highway 15

P.O. Box 359

Baskin, LA 71219

Phone: (318) 248-3700

Fax: (318) 248-2397

Email: mayorsoffice@baskinvillage.com



Cary Collier, Alderman
Zane Johnson, Alderman
Mark Troha, Alderman
Amber Berryhill, Asst. Clerk

December 27, 2024

Kenneth D. Folden & Co., CPAs, LLC
302 Eighth Street
Jonesboro, LA 71251

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period July 01, 2023 through June 30, 2024, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We acknowledge that we are responsible for the C/C areas identified in the SAUPs, including written policies and procedures; board or finance committee; bank reconciliations; collections; non-payroll disbursements; credit/debit/fuel/purchasing cards; travel and travel related expense reimbursement; contracts; payroll and personnel; ethics; debt service; and other areas (as applicable).

Yes No

2. For the fiscal period July 01, 2023 through June 30, 2024, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.

Yes No

3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes

Yes No

4. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.

Yes No

5. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.

Yes No

6. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between June 30, 2024, and December 27, 2024.

Yes No

7. We represent that the listing of bank accounts for the fiscal period that we provided to you is complete. We also represent that we have identified and disclosed to you our main operating account.

"This institution is an equal opportunity provider and employer."

- Yes No
8. We represent that the listing of deposit sites for the fiscal period that we provided to you is complete.
- Yes No
9. We represent that the listing of collection locations for the fiscal period that we provided to you is complete.
- Yes No
10. We represent that the listing of locations that process payments for the fiscal period that we provided to you is complete.
- Yes No
11. We represent that the non-payroll disbursement transaction population for each location that processes payments for the fiscal period that we provided to you is complete.
- Yes No
12. We represent that the listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards, that we provided to you is complete.
- Yes No
13. We represent that the listing of all travel and travel-related expense reimbursements during the fiscal period that we provided to you is complete.
- Yes No
14. We represent that the listing of all agreements/contracts (or active vendors) for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period that we provided to you is complete.
- Yes No
15. We represent that the listing of employees/elected officials employed during the fiscal period that we provided to you is complete.
- Yes No
16. We represent that the listing of employees/officials that received termination payments during the fiscal period that we provided to you is complete.
- Yes No
17. We represent that the 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 during the fiscal period.
- Yes No
18. We represent that the listing of bonds/notes issued during the fiscal period that we provided to you is complete.
- Yes No
19. We represent that the listing of bonds/notes outstanding at the end of the fiscal period that we provided to you is complete.
- Yes No

20. We represent that the listing of misappropriations of public funds and assets during the fiscal period that we provided to you is complete.

N/A

Yes No

21. We are not aware of any material misstatements in the C/C areas identified in the SAUPs.

Yes No

22. We have disclosed to you any other matters as we have deemed appropriate.

Yes No

23. We have responded fully to all inquiries made by you during the engagement.

Yes No

24. We have disclosed to you all known events that have occurred subsequent to June 30, 2024, that would have a material effect on the C/C areas identified in the SAUPs, or would require adjustment to or modification of the results of the agreed-upon procedures.

Yes No

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

Signature [Handwritten Signature] Date December 27, 2024

Title Mayor

Signature [Handwritten Signature] Date December 27, 2024

Title Board Member