

**EISNERAMPER**

**LOUISIANA MUNICIPAL ADVISORY AND  
TECHNICAL SERVICES  
BUREAU CORPORATION**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2023**



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## **INDEPENDENT AUDITORS' REPORT**

Officers and Trustees  
Louisiana Municipal Advisory and Technical Services Bureau Corporation  
Baton Rouge, Louisiana

### **Report on the Audit of The Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of Louisiana Municipal Advisory and Technical Services Bureau Corporation (a wholly-owned subsidiary of Louisiana Municipal Association), which comprise statements of financial condition as of December 31, 2023, and the related statements of operations, changes in stockholders' equity, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Louisiana Municipal Advisory and Technical Services Bureau Corporation as of December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Louisiana Municipal Advisory and Technical Services Bureau Corporation 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 opinion.

#### ***Prior Period Financial Statements***

The financial statements of Louisiana Municipal Advisory and Technical Services Bureau Corporation as of and for the year ended December 31, 2022, were audited by other auditors whose report dated June 23, 2023, expressed an unmodified opinion on those statements.

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

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Louisiana Municipal Advisory and Technical Services Bureau Corporation's ability to continue as a going concern for twelve months beyond the financial statement date, including any known information that may raise substantial doubt shortly thereafter.

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards 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, including omissions, 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, 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 Louisiana Municipal Advisory and Technical Services Bureau Corporation'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 Louisiana Municipal Advisory and Technical Services Bureau Corporation'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.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the 2023 financial statements that collectively comprise of Louisiana Municipal Advisory and Technical Services Bureau Corporation financial statements. The schedule of compensation, benefits and other payments to the Executive Director on page 23 is presented for purposes of additional analysis and is not a required part of the basic financial statements.



The schedule of compensation, benefits and other payments to the Executive Director is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. 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 the Executive Director is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*EisnerAmper LLP*

EISNERAMPER LLP  
Baton Rouge, Louisiana  
June 28, 2024

EISNERAMPER  
LLP



**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**STATEMENTS OF FINANCIAL CONDITION**  
**DECEMBER 31, 2023 AND 2022**

**ASSETS**

	<u>2023</u>	<u>2022</u>
Assets:		
Cash and cash equivalents	\$ 840,633	\$ 669,150
Accounts receivable	20	3,167
Prepaid expenses	-	3,474
Recoverable income taxes	-	963
	<hr/>	<hr/>
Total assets	<u>\$ 840,653</u>	<u>\$ 676,754</u>

**LIABILITIES AND STOCKHOLDER'S EQUITY**

Liabilities:		
Accounts payable	\$ 76,616	\$ 28,228
Income tax payable	13,765	-
	<hr/>	<hr/>
Total liabilities	<u>90,381</u>	<u>28,228</u>
Stockholder's equity:		
Common stock, no par value, no stated value, 100 shares authorized, issued and outstanding	51,000	51,000
Retained earnings	699,272	597,526
	<hr/>	<hr/>
Total stockholder's equity	<u>750,272</u>	<u>648,526</u>
	<hr/>	<hr/>
Total liabilities and stockholder's equity	<u>\$ 840,653</u>	<u>\$ 676,754</u>

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

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**STATEMENTS OF OPERATIONS**  
**YEARS ENDED DECEMBER 31, 2023 AND 2022**

	<u>2023</u>	<u>2022</u>
Revenues:		
Program administration fees	\$ 796,272	\$ 760,391
Commissions income - purchasing services	64,741	131,076
Interest income	90,710	15,696
Online buyer's guides	7,314	-
Miscellaneous income	26,781	-
	<u>985,818</u>	<u>907,163</u>
Expenses:		
Administrative fees	219,735	225,661
Advertising	4,516	4,853
Board per diem	17,100	17,400
Commission	17,120	9,374
Charitable contributions	1,533	-
Depreciation	-	7,059
Insurance	11,467	12,037
Professional services	297,336	275,546
Rent	7,800	7,800
Salaries and benefits	214,041	217,020
Sponsorships	23,825	21,275
Telephone	1,385	4,663
Travel	6,699	6,582
Vehicle	4,472	6,143
Miscellaneous expense	30,192	37,604
	<u>857,221</u>	<u>853,017</u>
Income before income taxes	128,597	54,146
Income tax expense	<u>(26,851)</u>	<u>(13,941)</u>
Net income	<u>\$ 101,746</u>	<u>\$ 40,205</u>

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

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**STATEMENTS OF CHANGES IN STOCKHOLDER'S EQUITY**  
**YEARS ENDED DECEMBER 31, 2023 AND 2022**

	<u>Common Stock</u>	<u>Retained Earnings</u>	<u>Total</u>
Balance, December 31, 2021	\$ 51,000	\$ 557,321	\$ 608,321
Net income	<u>-</u>	<u>40,205</u>	<u>40,205</u>
Balance, December 31, 2022	51,000	597,526	648,526
Net income	<u>-</u>	<u>101,746</u>	<u>101,746</u>
Balance, December 31, 2023	<u>\$ 51,000</u>	<u>\$ 699,272</u>	<u>\$ 750,272</u>

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



**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**STATEMENTS OF CASH FLOWS  
YEARS ENDED DECEMBER 31, 2023 AND 2022**

	<u>2023</u>	<u>2022</u>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Net income	\$ 101,746	\$ 40,205
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	-	7,059
Deferred taxes	-	1,500
Changes in operating assets and liabilities:		
Accounts receivable	3,147	(3,029)
Prepays and recoverable income taxes	4,437	16,624
Accounts payable and other liabilities	<u>62,153</u>	<u>20,760</u>
Net cash provided by operating activities	<u>171,483</u>	<u>83,119</u>
Net change in cash	171,483	83,119
Cash and cash equivalents, beginning of year	<u>669,150</u>	<u>586,031</u>
Cash and cash equivalents, end of year	<u>\$ 840,633</u>	<u>\$ 669,150</u>
<u>Supplemental disclosure of cash flow information</u>		
Cash paid for income taxes	<u>\$ 2,130</u>	<u>\$ 1,165</u>

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

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) *Organization Background***

Louisiana Municipal Advisory and Technical Services Bureau Corporation (LaMATS), a Louisiana corporation, is a wholly-owned subsidiary of Louisiana Municipal Association (LMA). LMA is an association for the municipalities of Louisiana and is incorporated as a non-profit corporation under the laws of the State of Louisiana. LaMATS was incorporated in 1998 for the purpose of providing various advisory and technical services with the goal of bringing economical and efficient services that assist membership of the LMA. LaMATS' primary activities represent the collection of insurance premium taxes for members of LMA and the collection of commissions for purchasing services.

**(b) *Revenue Recognition***

The Company has adopted Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers* (606). There is no related financing component and little, if any, variable consideration.

The Company is considered to act as an agent in relation to administrative fees, as they are not directly providing services to the municipalities, but rather acting on behalf of the principals. LaMATS receives administrative fees related to the insurance premium taxes collected on behalf of the municipalities participating in the program. LaMATS received an administrative fee of 3% of the insurance premium taxes collected in 2023 and 2022. Administrative fees are considered earned and recognized as revenues when collected from the insurance companies and are recorded on a net basis at a point in time.

LaMATS recognizes revenues from commissions on purchasing services, delinquent property tax sales, interest income as earned at a point in time, technical assistance, and online buyer's guides.

**(c) *Use of Estimates***

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

**(d) *Cash and Cash Equivalents***

For the purpose of the statement of cash flows, cash includes cash in deposit accounts with financial institutions.

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**1. SIGNIFICANT ACCOUNTING POLICIES** (continued)

**(e) *Accounts Receivable***

LaMATS adopted the Financial Accounting Standards Board *Accounting Standard Codification, Financial Instruments – Credit Losses* for the year ended December 31, 2023. LaMATS has determined there is no impact of the standard on the financial statements. LaMATS considers accounts receivable to be fully collectible; accordingly, no allowance for credit losses has been established. If accounts become uncollectible, they will be charged to operations when that determination is made. Collections on accounts previously written off are included in income when received.

**(f) *Income Taxes***

Provisions for income taxes are based on taxes payable or refundable for the current year based on taxable income and deferred taxes on temporary differences between the tax basis of assets and liabilities and their reported amounts in the financial statements. Deferred tax assets and liabilities are included in the financial statements at currently enacted income tax rates applicable to the period in which the deferred tax assets and liabilities are expected to be realized or settled. As changes in tax laws or rates are enacted, deferred tax assets and liabilities are adjusted through the provision for income taxes.

LaMATS adopted the accounting guidance related to accounting for uncertainty in income taxes, which sets out a consistent framework to determine the appropriate level of tax reserves to maintain for uncertain tax positions. Deferred tax assets are recognized if it is more likely than not, based on the technical merits, that the tax position will be realized or sustained upon termination. The term more likely than not means a likelihood of more than 50 percent; the terms examined and upon examination also include resolution of the related appeals or litigation processes, if any. A tax position that meets the more likely than not recognition threshold is initially and subsequently measured as the largest amount of tax benefit that has a greater than 50 percent likelihood of being realized upon settlement with a taxing authority that has full knowledge of all relevant information. The determination of whether or not a tax position has met the more likely than not recognition threshold considers the facts, circumstances, and information available at the reporting date and is subject to management's judgment.

Deferred tax assets are reduced by a valuation allowance, if based on the weight of evidence available, it is more likely than not that some portion or all of the deferred tax asset will not be realized.

LaMATS recognized interest and penalties on income taxes as a component of income tax benefit.

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**2. INCOME TAXES**

The income tax expense for the year ended December 31, 2023 and 2022, was \$26,851 and \$13,941, respectively. The income tax expense for the year ended December 31, 2023 is comprised of current period expenses. The income tax expense for the year ended December 31, 2022 is comprised of \$12,441 of current period expense and \$1,500 of deferred tax expense. Deferred taxes relate to differences occurring from book and tax depreciation as well as net operating loss carryforwards.

**3. CASH AND CASH EQUIVALENTS**

There is a balance of \$776,023 and \$535,313 included in cash and cash equivalents on the statements of net position that is invested in the Louisiana Asset Management Pool (LAMP) for the years ended December 31, 2023 and 2022, respectively. LAMP is considered to be an external investment pool administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33.2955.

The following facts are relevant for LAMP:

Credit risk: LAMP is rated AAAM by Standard & Poor's.

Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 70 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 53 days as of December 31, 2023.

LAMP values its investments at fair value based on quoted market values. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares which approximates net asset value (NAV).

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and board of directors. LAMP is not registered with the SEC as an investment company.

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**3. CASH AND CASH EQUIVALENTS (continued)**

An annual audit of LAMP is conducted by an independent certified public accountant. The Legislative Auditor of the State of Louisiana has full access to the records of LAMP.

LAMP issues financial reports which can be obtained by writing: LAMP, Inc., 228 St. Charles Avenue, Suite 1123, New Orleans, LA 70130.

**4. RELATED PARTY TRANSACTIONS**

LaMATS pays LMA administrative fees for various services provided by LMA. For each of the years ended December 31, 2023 and 2022, included in expenses is \$200,000 related to administrative fees paid to LMA. Included in accounts payable is \$17,010 and \$20,377 payable to LMA as of December 31, 2023 and 2022, respectively. LaMATS pays LMA rent under a month-to-month agreement for the space in which it conducts its operations. LaMATS paid LMA a total of \$7,800 for the years December 31, 2023 and 2022.

**5. MULTI-EMPLOYER PENSION PLAN**

All of LaMATS' full-time employees participate in Plan A of the Municipal Employee's Retirement System of Louisiana (the Plan), a multiple-employer cost sharing municipal employee retirement system. The payroll for LaMATS' employees covered by the Plan for the year ended December 31, 2023 and 2022 was \$146,000 and \$136,591, respectively.

All employees of LaMATS are required to participate in the Plan if they are under the age of 60, are full-time employees and are not participating in another publicly funded retirement system. Employees hired after December 31, 2012 can retire provided he or she meets one of the following criteria: 25 years of service credit at any age actuarially reduced, 30 years of service credit at age 55, 10 years of service credit at age 62, or 7 years of service credit at age 67. Employees entering the retirement system after December 31, 2012 become fully vested after 7 years of service. The Plan also provides survivors' and disability benefits.

Covered employees are required to contribute a percentage of their salary to the Plan (the rate is determined by the Plan and can fluctuate). Of the total contribution required to be contributed for a covered employee, the employees contribute 9.25%, while LaMATS contributes the remainder. LaMATS' contribution percentage was 30.25% during for January – December 2023, and 31.25% for January – December 2022. The contribution requirement for LaMATS for the year ended December 31, 2023 and 2022 was \$57,670 and \$53,954, respectively.

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE**

Act 711 of the 2010 Louisiana Legislative Session amended LRS 24:51 (B) to provide required footnote disclosure in the financial statements for vendors who collect and distribute taxes other than ad volorem taxes for other taxing jurisdictions. Listed below are municipal premium tax collections and distributions to other local municipalities during calendar years 2023 and 2022.

	<b>2023</b>		
	<u>TOTAL</u> <u>COLLECTIONS</u>	<u>COLLECTION</u> <u>COST</u>	<u>FINAL</u> <u>DISTRIBUTION</u>
Abbeville	\$ 362,016	\$ 10,861	\$ 351,155
Abita Springs	112,822	3,385	109,437
Addis	127,094	3,813	123,281
Albany	62,035	1,861	60,174
Amite	147,256	4,418	142,838
Anacoco	37,967	1,139	36,828
Angie	30,239	907	29,332
Arcadia	91,276	2,738	88,538
Arnaudville	85,353	2,561	82,792
Ashland	8,714	261	8,453
Athens	13,417	403	13,014
Baker	241,749	7,252	234,497
Baldwin	55,176	1,655	53,521
Ball	89,899	2,697	87,202
Basile	39,360	1,181	38,179
Baskin	10,751	323	10,428
Bastrop	211,986	6,360	205,626
Benton	177,981	5,339	172,642
Bernice	36,875	1,106	35,769
Berwick	124,686	3,741	120,945
Bienville	12,544	376	12,168
Blanchard	62,989	1,890	61,099
Bogalusa	207,771	6,233	201,538
Bonita	11,797	354	11,443
Boyce	55,414	1,662	53,752
Breaux Bridge	282,742	8,482	274,260
Bunkie	102,740	3,082	99,658
Campiti	24,900	747	24,153
Cankton	18,195	546	17,649
Carencro	249,598	7,488	242,110
Castor	22,745	682	22,063
Central	287,775	8,633	279,142
Chatham	27,064	812	26,252
Cheneyville	19,165	575	18,590
Church Point	136,490	4,095	132,395
Clarks	8,349	250	8,099
Clinton	85,279	2,558	82,721

(continued)

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2023</b>		
	<u>TOTAL</u> <u>COLLECTIONS</u>	<u>COLLECTION</u> <u>COST</u>	<u>FINAL</u> <u>DISTRIBUTION</u>
Collinston	\$ 15,098	\$ 453	\$ 14,645
Converse	22,501	675	21,826
Cottonport	58,110	1,743	56,367
Coushatta	109,683	3,291	106,392
Covington	814,493	24,435	790,058
Creola	3,954	119	3,835
Crowley	309,122	9,274	299,848
Cullen	16,554	497	16,057
Delcambre	43,060	1,292	41,768
Delhi	86,382	2,591	83,791
Denham Springs	504,666	15,140	489,526
DeQuincy	87,633	2,629	85,004
Dixie Inn	10,045	301	9,744
Dodson	16,005	480	15,525
Doyline	32,742	982	31,760
Dubach	43,620	1,309	42,311
Dubberly	16,031	481	15,550
Duson	105,957	3,179	102,778
Elizabeth	16,055	482	15,573
Elton	32,486	975	31,511
Epps	16,765	503	16,262
Eros	18,117	544	17,573
Eunice	237,843	7,135	230,708
Farmerville	119,008	3,570	115,438
Fenton	12,764	383	12,381
Florien	38,716	1,161	37,555
Folsom	73,885	2,217	71,668
Fordoche	23,488	705	22,783
Forest	6,694	201	6,493
Forest Hill	34,410	1,032	33,378
Franklin	164,839	4,945	159,894
Franklinton	171,027	5,131	165,896
French Settlement	24,907	747	24,160
Georgetown	12,403	372	12,031
Gibsland	39,972	1,199	38,773
Gilbert	22,317	670	21,647
Glenmora	42,112	1,263	40,849
Golden Meadow	55,383	1,661	53,722
Goldonna	13,811	414	13,397
Gonzales	520,207	15,606	504,601
Grambling	55,476	1,664	53,812
Gramercy	80,994	2,430	78,564
Grand Cane	31,399	942	30,457
Grand Coteau	30,776	923	29,853
Grand Isle	43,590	1,308	42,282

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**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2023</b>		
	<u>TOTAL</u> <u>COLLECTIONS</u>	<u>COLLECTION</u> <u>COST</u>	<u>FINAL</u> <u>DISTRIBUTION</u>
Grayson	\$ 31,385	\$ 942	\$ 30,443
Greenwood	79,429	2,383	77,046
Gretna	506,377	15,191	491,186
Grosse Tete	25,193	756	24,437
Gueydan	38,908	1,167	37,741
Hall Summit	8,477	254	8,223
Haughton	173,417	5,203	168,214
Haynesville	68,046	2,041	66,005
Heflin	18,810	564	18,246
Homer	101,641	3,049	98,592
Hornbeck	17,585	528	17,057
Iberia Parish	433,725	13,012	420,713
Ida	11,827	355	11,472
Independence	78,877	2,366	76,511
Iota	47,271	1,418	45,853
Iowa	131,121	3,934	127,187
Jackson	60,975	1,829	59,146
Jean Lafitte	42,885	1,287	41,598
Jeanerette	124,604	3,738	120,866
Jonesboro	94,312	2,829	91,483
Junction City	5,427	163	5,264
Kaplan	114,791	3,444	111,347
Kentwood	78,375	2,351	76,024
Killian	29,059	872	28,187
Kinder	98,438	2,953	95,485
Krotz Springs	30,777	923	29,854
Lake Arthur	60,255	1,808	58,447
Lake Charles	1,356,699	40,701	1,315,998
Lecompte	60,905	1,827	59,078
Leesville	193,664	5,810	187,854
Lisbon	8,665	260	8,405
Lockport	93,504	2,805	90,699
Logansport	48,895	1,467	47,428
Longstreet	3,530	106	3,424
Loreauville	34,817	1,045	33,772
Lutcher	88,412	2,652	85,760
Madisonville	181,923	5,458	176,465
Mandeville	726,346	21,790	704,556
Mangham	30,853	926	29,927
Mansfield	142,575	4,277	138,298
Mansura	62,656	1,880	60,776
Many	115,163	3,455	111,708
Maringouin	37,792	1,134	36,658
Marion	28,879	866	28,013
Maurice	104,391	3,132	101,259

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**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2023</b>		
	<u>TOTAL</u> <u>COLLECTIONS</u>	<u>COLLECTION</u> <u>COST</u>	<u>FINAL</u> <u>DISTRIBUTION</u>
Melville	\$ 25,561	\$ 767	\$ 24,794
Mer Rouge	50,048	1,501	48,547
Minden	293,255	8,798	284,457
Montgomery	25,240	757	24,483
Mooringsport	28,222	847	27,375
Moreauville	35,638	1,069	34,569
Morgan City	348,655	10,460	338,195
Morganza	27,714	831	26,883
Morse	24,461	734	23,727
Napoleonville	89,440	2,683	86,757
New Llano	41,714	1,251	40,463
New Orleans	3,330,764	99,843	3,230,921
New Roads	171,846	5,155	166,691
Noble	13,901	417	13,484
Norwood	17,225	517	16,708
Oak Grove	79,967	2,399	77,568
Oak Ridge	31,691	951	30,740
Oakdale	87,820	2,635	85,185
Oberlin	42,253	1,268	40,985
Oil City	49,835	1,495	48,340
Opelousas	449,035	13,471	435,564
Palmetto	16,982	509	16,473
Parks	25,688	771	24,917
Patterson	117,497	3,525	113,972
Pearl River	138,158	4,145	134,013
Pineville	345,449	10,364	335,085
Pioneer	17,543	526	17,017
Plain Dealing	32,633	979	31,654
Plaquemine	273,795	8,214	265,581
Plaucheville	23,363	701	22,662
Pleasant Hill	18,117	544	17,573
Pollock	36,783	1,103	35,680
Ponchatoula	302,417	9,073	293,344
Port Barre	62,004	1,860	60,144
Port Vincent	18,778	563	18,215
Rayne	179,301	5,379	173,922
Rayville	128,043	3,841	124,202
Reeves	16,809	504	16,305
Richmond	17,267	518	16,749
Ridgecrest	8,237	247	7,990
Ringgold	39,256	1,178	38,078
Rodessa	7,812	234	7,578
Rosedale	22,995	690	22,305
Roseland	36,500	1,095	35,405
Rosepine	33,807	1,014	32,793

(continued)

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2023</b>		
	<u>TOTAL COLLECTIONS</u>	<u>COLLECTION COST</u>	<u>FINAL DISTRIBUTION</u>
Ruston	\$ 484,442	\$ 14,533	\$ 469,909
Saline	16,067	482	15,585
Sarepta	39,259	1,178	38,081
Scott	224,927	6,748	218,179
Sibley	52,199	1,566	50,633
Sikes	5,523	166	5,357
Simmesport	39,969	1,199	38,770
Simpson	20,910	627	20,283
Slaughter	54,486	1,635	52,851
Sorrento	56,081	1,682	54,399
Spearsville	12,414	372	12,042
Springfield	54,794	1,644	53,150
Springhill	114,766	3,443	111,323
St. Francisville	107,536	3,226	104,310
St. Gabriel	125,272	3,758	121,514
St. Martinville	112,117	3,364	108,753
St. Mary Parish	260,173	7,805	252,368
Sterlington	73,424	2,203	71,221
Stonewall	106,771	3,203	103,568
Sulphur	508,282	15,248	493,034
Sun	7,967	239	7,728
Sunset	97,403	2,922	94,481
Tallulah	114,102	3,423	110,679
Tickfaw	58,248	1,747	56,501
Turkey Creek	10,843	325	10,518
Union Parish	183,858	5,516	178,342
Ville Platte	192,593	5,778	186,815
Vinton	68,879	2,066	66,813
Vivian	67,564	2,027	65,537
Walker	212,808	6,384	206,424
Washington	55,941	1,678	54,263
Webster Parish	182,419	5,473	176,946
Welsh	101,260	3,038	98,222
West Feliciana Parish	162,538	4,876	157,662
Westlake	173,976	5,219	168,757
Westwego	240,385	7,212	233,173
White Castle	48,349	1,450	46,899
Wilson	13,401	402	12,999
Winnsboro	140,893	4,227	136,666
Wisner	27,402	822	26,580
Woodworth	55,153	1,655	53,498
Youngsville	427,862	12,836	415,026
Zachary	440,304	13,209	427,095
Zwolle	58,971	1,769	57,202
	<u>\$ 26,545,015</u>	<u>\$ 796,272</u>	<u>\$ 25,748,743</u>

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE**

	<b>2022</b>		
	<u>TOTAL COLLECTIONS</u>	<u>COLLECTION COST</u>	<u>FINAL DISTRIBUTION</u>
Abbeville	328,585	9,857	\$ 318,728
Abita Springs	115,293	3,459	111,834
Addis	133,009	3,990	129,019
Albany	56,989	1,710	55,279
Amite	125,813	3,774	122,039
Anacoco	39,482	1,185	38,297
Angie	28,881	866	28,015
Arcadia	80,445	2,414	78,031
Arnaudville	89,592	2,688	86,904
Ashland	8,006	240	7,766
Athens	12,846	385	12,461
Baker	240,437	7,213	233,224
Baldwin	57,100	1,713	55,387
Ball	84,789	2,544	82,245
Basile	34,731	1,042	33,689
Baskin	13,248	397	12,851
Bastrop	213,133	6,394	206,739
Benton	165,139	4,954	160,185
Bernice	34,927	1,048	33,879
Berwick	131,248	3,938	127,310
Bienville	12,213	366	11,847
Blanchard	58,370	1,751	56,619
Bogalusa	192,380	5,771	186,609
Bonita	12,031	361	11,670
Boyce	53,093	1,593	51,500
Breaux Bridge	280,414	8,413	272,001
Bunkie	93,645	2,810	90,835
Campti	23,843	715	23,128
Cankton	11,221	337	10,884
Carencro	236,664	7,100	229,564
Castor	20,529	616	19,913
Central	276,260	8,288	267,972
Chatham	24,188	726	23,462
Cheneyville	18,456	554	17,902
Church Point	132,564	3,977	128,587
Clarks	8,174	245	7,929
Clinton	79,792	2,394	77,398
Collinston	14,547	436	14,111
Converse	23,483	704	22,779
Cottonport	54,988	1,650	53,338
Coushatta	96,192	2,886	93,306
Covington	759,274	22,778	736,496
Creola	4,143	124	4,019
Crowley	285,813	8,575	277,238

(continued)

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2022</b>		
	<b>TOTAL COLLECTIONS</b>	<b>COLLECTION COST</b>	<b>FINAL DISTRIBUTION</b>
Cullen	\$ 16,736	\$ 502	\$ 16,234
Delcambre	39,731	1,192	38,539
Delhi	85,440	2,563	82,877
Denham Springs	468,535	14,056	454,479
DeQuincy	81,167	2,435	78,732
Dixie Inn	9,183	275	8,908
Dodson	15,926	478	15,448
Doyline	31,056	931	30,125
Dubach	40,075	1,202	38,873
Dubberly	15,072	452	14,620
Duson	91,038	2,732	88,306
Elizabeth	15,767	473	15,294
Elton	31,715	951	30,764
Epps	17,062	512	16,550
Eros	16,366	491	15,875
Eunice	232,940	6,989	225,951
Farmerville	113,135	3,394	109,741
Fenton	11,875	356	11,519
Florien	35,840	1,075	34,765
Folsom	75,070	2,253	72,817
Fordoche	22,776	683	22,093
Forest	7,223	217	7,006
Forest Hill	31,285	938	30,347
Franklin	183,774	5,513	178,261
Franklinton	179,022	5,371	173,651
French Settlement	22,442	673	21,769
Georgetown	12,697	381	12,316
Gibsland	26,284	788	25,496
Gilbert	19,319	580	18,739
Glenmora	43,093	1,293	41,800
Golden Meadow	61,483	1,845	59,638
Goldonna	13,360	401	12,959
Gonzales	466,778	14,003	452,775
Grambling	49,725	1,492	48,233
Gramercy	90,862	2,726	88,136
Grand Cane	29,244	878	28,366
Grand Coteau	26,839	806	26,033
Grand Isle	46,026	1,381	44,645
Grayson	29,843	895	28,948
Greenwood	78,209	2,347	75,862
Gretna	472,790	14,184	458,606
Grosse Tete	22,074	662	21,412
Gueydan	38,474	1,155	37,319
Hall Summit	8,582	257	8,325

(continued)

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2022</b>		
	<b>TOTAL COLLECTIONS</b>	<b>COLLECTION COST</b>	<b>FINAL DISTRIBUTION</b>
Haughton	\$ 168,783	\$ 5,064	\$ 163,719
Haynesville	65,684	1,971	63,713
Heflin	18,948	568	18,380
Homer	98,125	2,943	95,182
Hornbeck	17,603	528	17,075
Iberia Parish	419,691	12,591	407,100
Ida	10,806	324	10,482
Independence	80,545	2,417	78,128
Iota	44,997	1,350	43,647
Iowa	118,770	3,563	115,207
Jackson	59,469	1,784	57,685
Jean Lafitte	32,280	968	31,312
Jeanerette	129,298	3,879	125,419
Jonesboro	92,387	2,772	89,615
Junction City	5,502	165	5,337
Kaplan	115,097	3,453	111,644
Kentwood	80,689	2,421	78,268
Killian	26,304	789	25,515
Kinder	84,868	2,547	82,321
Krotz Springs	40,722	1,222	39,500
Lake Arthur	57,224	1,717	55,507
Lake Charles	1,294,936	38,848	1,256,088
Lecompte	60,974	1,829	59,145
Leesville	180,454	5,414	175,040
Lisbon	7,547	226	7,321
Lockport	87,635	2,629	85,006
Logansport	46,585	1,398	45,187
Longstreet	3,435	103	3,332
Loreauville	38,688	1,161	37,527
Lutcher	75,834	2,276	73,558
Madisonville	170,373	5,112	165,261
Mandeville	726,588	21,798	704,790
Mangham	26,890	807	26,083
Mansfield	143,907	4,317	139,590
Mansura	57,562	1,727	55,835
Many	120,758	3,623	117,135
Maringouin	35,554	1,067	34,487
Marion	28,480	854	27,626
Maurice	98,691	2,961	95,730
Melville	24,303	730	23,573
Mer Rouge	39,084	1,173	37,911
Minden	277,821	8,335	269,486
Montgomery	25,045	751	24,294
Mooringsport	27,839	835	27,004

(continued)

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2022</b>		
	<b>TOTAL COLLECTIONS</b>	<b>COLLECTION COST</b>	<b>FINAL DISTRIBUTION</b>
Moreauville	\$ 34,152	\$ 1,025	\$ 33,127
Morgan City	315,988	9,480	306,508
Morganza	31,204	936	30,268
Morse	26,477	794	25,683
Napoleonville	65,863	1,976	63,887
New Llano	40,205	1,207	38,998
New Orleans	3,268,443	98,036	3,170,407
New Roads	148,376	4,452	143,924
Noble	15,916	477	15,439
Norwood	15,259	458	14,801
Oak Grove	76,180	2,285	73,895
Oak Ridge	16,758	503	16,255
Oakdale	97,031	2,911	94,120
Oberlin	40,201	1,206	38,995
Oil City	41,167	1,235	39,932
Opelousas	395,248	11,858	383,390
Palmetto	17,368	521	16,847
Parks	16,003	481	15,522
Patterson	132,048	3,962	128,086
Pearl River	132,112	3,964	128,148
Pineville	338,137	10,145	327,992
Pioneer	16,527	496	16,031
Plain Dealing	31,140	934	30,206
Plaquemine	272,956	8,189	264,767
Plaucheville	21,688	651	21,037
Pleasant Hill	16,290	489	15,801
Pollock	36,849	1,105	35,744
Ponchatoula	265,214	7,957	257,257
Port Barre	58,998	1,770	57,228
Port Vincent	19,089	573	18,516
Rayne	174,606	5,238	169,368
Rayville	116,874	3,506	113,368
Reeves	16,002	480	15,522
Richmond	11,245	337	10,908
Ridgecrest	8,528	256	8,272
Ringgold	38,940	1,168	37,772
Rodessa	8,348	250	8,098
Rosedale	21,522	645	20,877
Roseland	39,310	1,179	38,131
Rosepine	32,973	989	31,984
Ruston	470,274	14,109	456,165
Saline	15,390	462	14,928
Sarepta	37,193	1,116	36,077
Scott	213,731	6,412	207,319

(continued)

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2022</b>		
	<u>TOTAL</u> <u>COLLECTIONS</u>	<u>COLLECTION</u> <u>COST</u>	<u>FINAL</u> <u>DISTRIBUTION</u>
Sibley	\$ 50,863	\$ 1,526	\$ 49,337
Sikes	5,394	162	5,232
Simmesport	37,402	1,122	36,280
Simpson	17,114	514	16,600
Slaughter	52,208	1,566	50,642
Sorrento	54,476	1,635	52,841
Spearsville	12,102	363	11,739
Springfield	55,917	1,678	54,239
Springhill	110,760	3,323	107,437
St. Francisville	85,201	2,556	82,645
St. Gabriel	110,551	3,317	107,234
St. Martinville	111,237	3,337	107,900
St. Mary Parish	274,496	8,235	266,261
Sterlington	69,243	2,077	67,166
Stonewall	102,789	3,084	99,705
Sulphur	493,206	14,797	478,409
Sun	8,239	248	7,991
Sunset	94,929	2,848	92,081
Tallulah	123,106	3,694	119,412
Tickfaw	53,524	1,606	51,918
Turkey Creek	10,935	328	10,607
Union Parish	172,268	5,168	167,100
Ville Platte	174,440	5,233	169,207
Vinton	64,109	1,924	62,185
Vivian	66,594	1,998	64,596
Walker	200,058	6,002	194,056
Washington	44,512	1,335	43,177
Webster Parish	174,124	5,224	168,900
Welsh	91,306	2,740	88,566
West Feliciana Parish	177,812	5,334	172,478
Westlake	160,176	4,806	155,370
Westwego	235,557	7,067	228,490
White Castle	32,340	970	31,370
Wilson	12,977	389	12,588
Winnsboro	133,788	4,013	129,775
Wisner	24,673	740	23,933
Woodworth	56,672	1,701	54,971
Youngsville	353,722	10,612	343,110
Zachary	410,764	12,323	398,441
Zwolle	60,027	1,801	58,226
	<u>\$ 25,346,112</u>	<u>\$ 760,391</u>	<u>\$ 24,585,721</u>

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES  
BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**7. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 28, 2024, and determined that there were no events that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.



OTHER SUPPLEMENTAL INFORMATION

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**  
**SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO**  
**THE EXECUTIVE DIRECTOR**  
**YEAR ENDED DECEMBER 31, 2023**

**Name:** Clifford A. Palmer

<b>Purpose</b>	<b>Amount</b>
Salary, including incentive and bonus	\$ 146,000
Benefits-insurance	12,333
Benefits-retirement	44,165
Deferred compensation	-
Benefits-other	-
Car allowance	-
Vehicle provided by corporation	-
Cell phone	692
Dues	-
Vehicle rental	-
Per diem	-
Reimbursements	-
Travel	2,219
Registration fees	-
Conference travel	3,411
Housing	-
Unvouchered expenses	-
Special meals	-
Other (including payments made by other parties on behalf of the agency head)	-

## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

To: Board of the  
Louisiana Municipal Advisory and Technical Services Bureau Corporation (LaMATS or the Entity) and the  
Louisiana Legislative Auditor

We have performed the procedures enumerated in Schedule A on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) of the Entity for the fiscal period January 1, 2023 through December 31, 2023. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The Entity has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of performing specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. 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 we performed, and the associated findings are summarized in the attached Schedule A, which is an integral part of this report.

We were engaged by the Entity to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs of the Entity for the fiscal period January 1, 2023 through December 31, 2023. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

The purpose of 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.



EISNERAMPER LLP  
Baton Rouge, Louisiana  
June 28, 2024

**Louisiana Municipal Advisory and Technical Services Bureau Corporation**  
**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**  
**December 31, 2023**

Schedule A

The procedures performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read *“no exception noted”* or for step 13 *“we performed the procedure and discussed the results with management”*. If not, then a description of the exception ensues.

**1) Written Policies and Procedures**

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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.

*No exception noted.*

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.

*No exceptions noted for (1), (2), (3) and (5). The Entity does not have a written policy for (4). Exception noted.*

iii. **Disbursements**, including processing, reviewing, and approving

*No exception noted.*

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).

*No exception noted.*

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.

*Not applicable. The Entity has an agreement with Louisiana Municipal Association (LMA) to provide support services to help achieve the day-to-day business functions as all full-time employees are employees of LMA.*

**Louisiana Municipal Advisory and Technical Services Bureau Corporation**  
**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**  
**December 31, 2023**

Schedule A

- 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.

*No exceptions noted for (1), (3), (4) and (5). The Entity does not have a written policy for (2). Exception noted.*

- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

*No exception noted.*

- 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).

*Not applicable. The Entity does not have a credit card in the organization's name. All credit card purchases are under LMA and LaMATS reimburses LMA for their expenses.*

- 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.

*No exceptions noted for (1). The Entity does not have a written policy for (2), (3) and (4). Exception noted.*

- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*Not applicable. The Entity has no debt.*

- 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.

*The Entity does not have a written policy for Information Technology Disaster Recovery/Business Continuity for (1) through (6). Exception noted.*

- 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.

*The Entity does not have a written policy for sexual harassment. Exception noted.*

**Louisiana Municipal Advisory and Technical Services Bureau Corporation**  
**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**  
**December 31, 2023**

Schedule A

**2) Board or Finance Committee**

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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 whether 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.

*The Board of Directors is required to meet a minimum of once per quarter. No exception noted.*

- 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 comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

*February and August 2023 board minutes had no documentation discussing budget. Exception noted. No exceptions noted for the April or December meeting.*

- 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.

*No exception noted.*

- 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.

*No exception noted.*

**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:

*A listing of bank accounts was provided and included a total of 1 bank account. Management identified the entity's main operating account. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the only bank account and obtained the bank reconciliation for the month ending March 31, 2023, resulting in 1 bank reconciliation obtained and subjected to the below procedures.*

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

*No exception noted.*

- 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 within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

*No exception noted.*

- 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.

*No exception noted.*

**4) Collections (excluding electronic funds transfers)**

---

- 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).

*A listing of deposit sites was provided and included a total of 1 deposit site. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the only deposit site and performed the procedures below.*

- 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:

*A listing of collection locations for each deposit site selected in procedure #4A was provided and included a total of 1 collection location. No exceptions were noted as a result of performing this procedure.*

*The Entity has an agreement with Louisiana Municipal Association (LMA) to provide support services to help achieve the day-to-day business functions as all full-time employees are employees of LMA.*

- i. Employees responsible for cash collections do not share cash drawers/registers;

*Not applicable as noted above.*

- 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;

*Not applicable as noted above.*

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- 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

*Not applicable as noted above.*

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee verifies the reconciliation.

*Not applicable as noted above.*

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

*Not applicable as noted above.*

- 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). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

*We randomly selected 2 deposit dates for the one bank account selected in procedure #3A. We obtained supporting documentation for each of the 2 deposits and performed the procedures below.*

- i. Observe that receipts are sequentially pre-numbered.

*No exception noted.*

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*No exception noted.*

- iii. Trace the deposit slip total to the actual deposit per the bank statement.

*No exception noted.*

- 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).

*No exception noted.*

- v. Trace the actual deposit per the bank statement to the general ledger.

*No exception noted.*



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**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).

*The listing of locations that process payments for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the only location and performed the procedures below.*

- B. For each location selected under #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

*The listing of assigned LMA employees (See #4A) involved with non-payroll purchasing and payment functions for each payment processing location selected in procedure #5A was provided. No exceptions were noted as a result of performing this procedure.*

*Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.*

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

*The same assigned LMA employee (See #4A) initiates and approves purchase orders. Exception noted.*

- ii. At least two employees are involved in processing and approving payments to vendors;

*No exception noted.*

- 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;

*The assigned LMA employee (See #4A) processing payments was not prohibited from adding / modifying vendor files and there is not a reviewer for file changes. Exception noted.*

- 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

*No exception noted.*

- 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.

*No exception noted.*

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- 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

*A listing of non-payroll disbursements for each payment processing location selected in procedures #5A was provided related to the reporting period. No exceptions were noted as a result of performing this procedure.*

*From each of the listings provided, we randomly selected 5 disbursements and performed the procedures below.*

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice, and that supporting documentation indicates that deliverables included on the invoice were received by the entity, and

*The Entity did not provide a copy of the invoice, only the request form for one of the five disbursements selected for testing. Exception noted. No exceptions noted for the other four items tested.*

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

*No exception noted.*

- 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.

*No exception noted.*

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

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- 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.

*Not applicable. The Entity does not have a credit card in the organization's name. All credit card purchases are on the LMA credit card and LaMATS reimburses LMA for their expenses.*

- 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

*Not applicable as noted above.*

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- 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) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported; and

*Not applicable as noted above.*

- ii. Observe that finance charges and late fees were not assessed on the selected statements.

*Not applicable as noted above.*

- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (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.

*Not applicable as noted above.*

**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:

*Not applicable. All travel related expenses are charged to the LMA credit card, which LaMATS reimburses LMA.*

- i. If reimbursed using a per diem, observe that 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](http://www.gsa.gov));

*Not applicable as noted above.*

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

*Not applicable as noted above.*

- 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 Policies and Procedures”, procedure #1A(vii); and

*Not applicable as noted above.*

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

*Not applicable as noted above.*

**8) Contracts**

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- 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. *Alternatively, 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

*An active vendor list for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 contracts and performed the procedures below.*

- 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;

*No exception noted. All 5 contracts selected for our procedure were not subject to Louisiana Public Bid 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);

*No exception noted.*

- 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

*No exception noted.*

- 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.

*No exception noted.*

**9) Payroll and Personnel**

---

- A. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

*Not applicable. The Entity has an agreement with Louisiana Municipal Association (LMA) to provide support services to help achieve the day-to-day business functions as all full-time employees are employees of LMA.*

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- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

*Not applicable as noted in step 9A.*

- i. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

*Not applicable as noted in step 9A.*

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

*Not applicable as noted in step 9A.*

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

*Not applicable as noted in step 9A.*

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*Not applicable as noted in step 9A.*

- 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 to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

*Not applicable as noted in step 9A.*

- 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.

*Not applicable as noted in step 9A.*

**10) Ethics**

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- A. Using the 5 randomly selected employees/officials from procedure "Payroll and Personnel" procedure #9A, above 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

*Not applicable as noted in step 9A.*

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- 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.

*Not applicable as noted in step 9A.*

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*Not applicable as noted in step 9A.*

**11) Debt Service**

---

- A. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued as required by Article VII, Section 8 of the Louisiana Constitution.

*Not applicable. The Entity had no debt for 2023.*

- 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).

*Not applicable as noted above.*

**12) Fraud Notice**

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- 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.

*Management has represented to us there were no misappropriations of public funds and assets during the fiscal period.*

- 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.

*The notice was posted on premises and the website. No exceptions noted.*

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

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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 backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

*We performed the procedure and discussed the results with management.*

- 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.

*We performed the procedure and discussed the results with management.*

- 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.

*We performed the procedure and discussed the results with management.*

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidenced that the selected terminated employees have been removed or disabled from the network.

*Not applicable as noted in step 9A.*

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency’s information technology assets have completed cybersecurity training as required by R.S. 42:12671. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

*Not applicable as noted in step 9A.*

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<sup>1</sup> While it appears to be a good practice for charter schools to ensure its employees are trained to keep their information technology assets safe from cyberattack, charter schools do not appear required to comply with 42:1267. An individual charter school, though, through specific provisions of its charter, may mandate that all employees/officials receive cybersecurity training.

**14) Prevention of Sexual Harassment**

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- A. Using the 5 randomly selected employees/officials from "Payroll and Personnel" procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

*Not applicable as noted in step 9A.*

- 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).

*Not applicable as noted in step 9A.*

- 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;

*Not applicable as noted in step 9A.*

- ii. Number of sexual harassment complaints received by the agency;

*Not applicable as noted in step 9A.*

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

*Not applicable as noted in step 9A.*

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*Not applicable as noted in step 9A.*

- v. Amount of time it took to resolve each complaint.

*Not applicable as noted in step 9A.*



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Schedule B

Management has reviewed and will address the exceptions noted above.



June 28, 2024

RESPONSE TO EXCEPTIONS IN 2023 STATEWIDE AUP REPORT

We agree with the exceptions noted in the AUP Report.

We will develop a written policy in Purchasing for controls to ensure compliance with the Public Bid Law.

We will develop a written policy for Contracting with standard terms and conditions.

We will develop an Ethics policy.

We will develop a written policy for Information Technology Disaster Recovery/Business Continuity.

We will develop a written policy for sexual harassment.

Since the Authority has one employee, payment processing exceptions will remain.

We will ensure that budgeting is discussed at each board meeting.

We will ensure that all disbursements include invoices with the supporting documentation.

Sincerely,

George Murphy  
LaMATS CFO

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**Board of Directors 2023-2024**

**Mayor David Butler, President    Vacant, Vice President    Mayor Michael Chauffe, Sec/Treas.  
Mayor Rick Allen    Councilman Johnny Berthelot    Mayor David Camardelle    Mayor Derrick Johnson  
Mayor Mike Kloesel    Mayor Harry Lewis    Councilman Nathan Martin    Councilman Vernon Martin  
Mrs. Gay Nell Pepper, CMC    Mayor Chuck Robichaux    Mayor Darnell Waites    Mayor Gail Wilking  
Cliff Palmer, LaMATS Executive Director**