

**ACADIANA PLANNING COMMISSION, INC.
ANNUAL FINANCIAL REPORT
AND SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2023

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OTHER LOCATIONS:

Eunice Morgan City Abbeville

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Acadiana Planning Commission, Inc., as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Acadiana Planning Commission, Inc.'s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Acadiana Planning Commission, Inc., as of June 30, 2023, 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 financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Acadiana Planning Commission, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Acadiana Planning Commission, Inc.'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 Acadiana Planning Commission'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 Acadiana Planning Commission, Inc.'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 on pages 32-33 and other required supplementary information 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.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements.

Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Acadiana Planning Commission's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The remaining supplementary information as listed in the table of contents is presented for purposes of additional analysis and is also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and other supplementary information are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in this report. The schedules on pages 37 and 38 have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2023, on our consideration of the Acadiana Planning Commission, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Acadiana Planning Commission's internal control over financial reporting and compliance.

Darnall, Sikes & Frederick

A Corporation of Certified Public Accountants

December 18, 2023
Lafayette, Louisiana

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

ACADIANA PLANNING COMMISSION, INC.

STATEMENT OF NET POSITION

JUNE 30, 2023

	<u>Governmental Activities</u>
ASSETS	
Current Assets:	
Cash	\$ 3,426,251
Receivables:	
Loans Receivable, Net	653,973
Intergovernmental	3,134,649
Other	294,801
Unbilled Revenue	11,175
Prepaid Expenses	<u>4,288</u>
Total Current Assets	<u>7,525,137</u>
Non-Current Assets:	
Capital Assets, Net of Accumulated Depreciation	<u>64,729</u>
Total Non-Current Assets	<u>64,729</u>
TOTAL ASSETS	<u>\$ 7,589,866</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension Related	<u>\$ 940,424</u>

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

ACADIANA PLANNING COMMISSION, INC.

STATEMENT OF NET POSITION

JUNE 30, 2023

	<u>Governmental Activities</u>
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	
LIABILITIES	
Current Liabilities:	
Accounts Payable	\$ 2,579,678
Accrued Payroll and Related Liabilities	75,820
Financed Purchases Payable - Current	<u>3,194</u>
Total Current Liabilities	<u>2,658,692</u>
Non-current Liabilities:	
Net Pension Liability	2,120,735
Accrued Compensated Absences	32,875
Financed Purchases Payable - Long-term	<u>9,619</u>
Total Non-current Liabilities	<u>2,163,229</u>
Total Liabilities	<u>\$ 4,821,921</u>
DEFERRED INFLOWS OF RESOURCES	
Revenue Not Yet Earned	\$ 391,643
Pension Related	<u>8,121</u>
Total Deferred Inflows of Resources	<u>\$ 399,764</u>
NET POSITION	
Net Investment in Capital Assets	\$ 64,729
Restricted for Economic Development Program	2,751,760
Unrestricted	<u>492,116</u>
TOTAL NET POSITION	<u>\$ 3,308,605</u>

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

ACADIANA PLANNING COMMISSION, INC.

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

	<u>Expenses</u>	<u>Program Revenues</u>		Net (Expenses) Revenues and Changes in Net Position
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities				
Economic Development and Transportation:				
Governmental Activities	\$ 6,240,246	\$ 329,586	\$ 5,745,881	\$ (164,779)
 Total Governmental Activities	<u>\$ 6,240,246</u>	<u>\$ 329,586</u>	<u>\$ 5,745,881</u>	<u>(164,779)</u>
 General Revenues:				
Investment Earnings				48,156
Non-Employer Pension Contribution				36,364
Other General Revenues				<u>14,541</u>
Total General Revenues				<u>99,061</u>
 Change in Net Position				<u>(65,718)</u>
 Net Position - Beginning				<u>3,374,323</u>
 Net Position - Ending				<u>\$ 3,308,605</u>

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

FUND FINANCIAL STATEMENTS (FFS)

FUND DESCRIPTIONS

GENERAL FUND

The General Fund is the Commission's primary operating fund and it accounts for all financial resources of the Commission 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 the Commission's policy. This fund is considered to be a major fund.

SPECIAL REVENUE FUND

Economic Development Fund

The Economic Development Fund accounts for and reports receipts and uses of the Louisiana Business Recovery Grant and Loan Program.

ACADIANA PLANNING COMMISSION, INC.

BALANCE SHEET - GOVERNMENTAL FUNDS

JUNE 30, 2023

	General Fund	Special Revenue Fund	Totals
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash	\$ 606,952	\$ 2,819,299	\$ 3,426,251
Receivables:			
Loans Receivable, Net	-	653,973	653,973
Intergovernmental	3,134,649	-	3,134,649
Other	294,801	-	294,801
Unbilled Revenue	11,175	-	11,175
Prepaid Expenses	4,288	-	4,288
Due From Other Funds	<u>64,878</u>	<u>(64,878)</u>	<u>-</u>
Total Assets	<u>4,116,743</u>	<u>3,408,394</u>	<u>7,525,137</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts Payable	\$ 2,579,678	\$ -	\$ 2,579,678
Accrued Payroll and Related Liabilities	73,159	2,661	75,820
Unavailable Revenue	<u>391,643</u>	<u>-</u>	<u>391,643</u>
Total Liabilities	<u>3,044,480</u>	<u>2,661</u>	<u>3,047,141</u>
Fund Balances:			
Non-spendable	4,288	653,973	658,261
Restricted	-	2,751,760	2,751,760
Unassigned	<u>1,067,975</u>	<u>-</u>	<u>1,067,975</u>
Total Fund Balances	<u>1,072,263</u>	<u>3,405,733</u>	<u>4,477,996</u>
Total Liabilities and Fund Balances	<u>\$ 4,116,743</u>	<u>\$ 3,408,394</u>	<u>\$ 7,525,137</u>

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

ACADIANA PLANNING COMMISSION, INC.

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2023**

Total Governmental Fund Balance	\$	4,477,996
 <i>Amounts reported for governmental activities in the Statement of Net Position are different because:</i>		
 The deferred outflows of contributions for the retirement system are not available resources, and therefore, are not reported in the funds.		
		940,424
 Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		
Capital Assets	\$	106,358
Less: Accumulated Depreciation		<u>(41,629)</u>
		64,729
 The deferred inflows of contributions for the retirement system are not payable from current expendable resources and, therefore, are not reported in the funds.		
		(8,121)
 Non-current liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.		
Financed Purchases Payable		(12,813)
Net Pension Liability		(2,120,735)
Compensated Absences Payable		<u>(32,875)</u>
 <i>Net Position of Governmental Activities</i>	 \$	 <u>3,308,605</u>

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

ACADIANA PLANNING COMMISSION, INC.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2023**

	General Fund	Special Revenue Fund	Total
Revenues:			
Intergovernmental	\$ 5,745,881	\$ -	\$ 5,745,881
Charges for Services	302,825	26,761	329,586
Interest Earnings	11,504	36,652	48,156
Miscellaneous Income	-	14,541	14,541
Total Revenues	6,060,210	77,954	6,138,164
Expenditures:			
Current -			
Economic Development and Transportation:			
Personnel Services	1,635,730	-	1,635,730
Supplies and Materials	22,185	-	22,185
Other Services and Charges	4,316,797	-	4,316,797
Operating Services	157,018	-	157,018
Capital Outlay	56,650	-	56,650
Debt Service-Principal	3,187	-	3,187
Debt Service-Interest	29	-	29
Total Expenditures	6,191,596	-	6,191,596
Excess (Deficiency) of Revenues Over Expenditures	(131,386)	77,954	(53,432)
Other Financing Sources (Uses):			
Transfers In	113,495	-	113,495
Transfers Out	-	\$ (113,495)	(113,495)
Total Other Financing Sources (Uses)	113,495	(113,495)	-
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	(17,891)	(35,541)	(53,432)
Fund Balances, Beginning	1,090,154	3,441,274	4,531,428
Fund Balances, Ending	\$ 1,072,263	\$ 3,405,733	\$ 4,477,996

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

ACADIANA PLANNING COMMISSION, INC.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023**

Net Change in Fund Balances - Total Governmental Funds	\$	(53,432)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. Depreciation expense in the current period is as follows:

Depreciation Expense	\$ (7,921)	
Capital Outlay	<u>56,650</u>	48,729

Non-employer contributions to cost-sharing pension plan.		36,364
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Pension expense not requiring use of current economic resources and, therefore, not recorded as a fund expenditure.		(101,132)
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported:

Compensated Absences	566	
Debt Service - Principal	<u>3,187</u>	<u>3,753</u>

<i>Change in Net Position of Governmental Activities</i>	<u>\$</u>	<u>(65,718)</u>
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The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Commission conform to accounting principles generally accepted in the United States as applicable to governments. The following is a summary of the significant policies.

The Reporting Entity - The Acadiana Planning Commission, Inc. was formed in February 2015 as a non-profit corporation organized as to engage in charitable, educational, and analytical research purposes along with any lawful activities for which a non-profit corporation can be formed as provided in the Louisiana Revised Statutes 12:201 et. seq.; provided, however, that such activities shall be consistent with the powers, duties, rights, and liabilities as may be deemed necessary or proper to accomplish the purposes of regional planning and development district and commission. The Commission qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is exempt from tax filings as a public charity.

The Commission was established for the purpose of being designated by the U.S. Department of Commerce as an Economic Development District and as the implementing Commission for Louisiana District #4 in accordance with Louisiana Revised Statute 33:140.62.

The Commission, although governed by a Board of Commissioners who are directly appointed by the governing bodies of the municipalities and parishes of which it serves, is considered a separate governmental entity because it is substantially autonomous.

The financial information contained in these statements is only that of the Acadiana Planning Commission and includes all funds over which the Commission exercises oversight responsibility. This responsibility includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters.

Basis of Presentation - The Acadiana Planning Commission prepares its financial statements in accordance with the standards established by the Governmental Accounting Standards Board (GASB), the accepted standard-setting body for establishing governmental accounting and financial reporting principles. FASB ASC Section 2100 – Defining the Financial Reporting Entity established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity.

Government-Wide Financial Statements (GWFS) - The Statement of Net Position and the Statement of Activities display information about the Commission as a whole. These statements include all the financial activities of the Commission. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. 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 non-exchange transactions are recognized in accordance with the requirements of GASB's *Codification*, Section N50. The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function.

Program revenues include (a) fees and charges paid by the recipients of services offered by the Commission, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes and interest earnings, are presented as general revenues.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Fund Financial Statements (FFS) - The financial transactions of the Acadiana Planning Commission are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenses or expenditures. The various funds are reported by generic classification within the financial statements.

The following fund type is used by the Acadiana Planning Commission:

Governmental Funds –

General Fund - The General Fund is the general operating fund of the Commission. It is used to account for and report all of the financial resources of the Commission except those that are required to be accounted for and reported in another fund. The General Fund is a major fund of the Commission.

Special Revenue Fund - The Special Revenue Fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes. The special revenue fund reported as major in the fund financial statements is as follows:

Economic Development Fund - was formed to account for and report receipts and uses of the revolving loan funds that originated from the participation in the Louisiana Business Recovery Grant and Loan Program, a Hurricane Katrina recovery program administered by the Louisiana Office of Community Development and Louisiana Economic Development. These funds are restricted to use as specified in the transfer agreement with the Office of Community Development Disaster Recovery Unit.

The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Commission or its total assets, liabilities, revenues, or expenditures of the individual fund type is at least ten percent of the corresponding total for all of that fund type. Non-major funds by category are summarized into a single column. The non-major funds are combined in a column in the fund financial statements. The General Fund and the Economic Development Fund are both major funds.

Measurement Focus/Basis of Accounting - Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of related cash flows.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Fund Financial Statements

The governmental funds are accounted for using a current financial resources measurement focus. These funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Intergovernmental revenues and fees, charges and commissions for services are recorded when the Commission is entitled to the funds. Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred, if measurable.

Budgets and Budgetary Accounting - The Acadiana Planning Commission, under the terms of its charter, is required to adopt annual budgets for each fund. Each budget is presented on the modified accrual basis of accounting, which is consistent with generally accepted accounting principles ("GAAP").

Budgets for carryover grants and projects, which are to be performed over more than one accounting period, are reflected only to the extent they affect the current period being reported on. Budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

Cash and Interest-Bearing Deposits - Cash and interest-bearing deposits are stated at cost, which approximates market.

Accounts Receivable - The financial statements of the Commission contain no allowance for doubtful accounts receivable at June 30, 2023. Uncollectible amounts due for member assessments, contract revenues and other receivables are recognized as bad debts at the time information becomes available which would indicate a problem with collection of the particular receivable.

Loans Receivable - Economic loans are shown net of an allowance for loan losses. Additions to the allowance for loan losses are recognized as expenditures of the governmental fund financial statements at the time information becomes available which would indicate the loan is less than fully collectible. As of June 30, 2023, the loan loss reserve amounted to \$868,839, of which \$-0- represents current year write-offs.

Capital Assets - Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated cost if historical cost is not available. Contributed assets are recorded as capital assets at their estimated fair market value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Land purchases are not depreciated. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment and Furniture	3 -10 years
Website	3 years

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Prepaid Items - Payments made to vendors for services that will benefit periods beyond year-end are recorded as prepaid items.

Deferred Outflows of Resources and Deferred Inflows of Resources - In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues in a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively. Non-pension related deferred inflows of resources at June 30, 2023 represents member dues paid for the subsequent year in the amount of \$100,857 and amounts billed and/or received from participating entities relating to grant match funds that have not been utilized during the current year in the amount of \$290,786.

Custodial Credit Risk - Deposits and Investments - The Commission is exposed to custodial credit risk as it relates to their deposits and investments with financial institutions. The Commission's policy to ensure there is no exposure to this risk is to require each financial institution to pledge their own securities to cover any amount in excess of Federal Depository Insurance Coverage. These securities must be held in the Commission's name. Accordingly, the Commission had no custodial credit risk related to its deposits at June 30, 2023.

Compensated Absences - Annual leave is a paid leave of absence from regularly scheduled work hours granted to regular employees. All full-time, permanent employees working at Acadiana Planning Commission will receive 80 hours of annual leave which accrues at a rate of 3.08 hours per pay period beginning with the first day of full-time, permanent employment. After five (5) years of service employees will receive 120 hours of annual leave at a rate of 4.62 per pay period and will receive an additional 8 hours of annual leave per year of service after ten (10) years of continuous employment.

All accumulated hours are based on a normal 80 hour pay period. Full-time permanent employees with a set schedule other than the normal 80 hour pay period will earn a pro-rated value of leave based on their normal schedule work week.

Any full-time, permanent employee may carry over a maximum of eighty (80) hours of annual leave from one fiscal year to another. The fiscal year ends on June 30th of each year. Annual leave is reimbursed when an employee terminates service with the Commission.

Sick leave will be earned by all full-time, permanent employees at the rate of 96 hours per year which accrued at a rate of 3.69 hours per pay period. No limits on this accrual privilege have been established.

In accordance with GASB's *Codification*, Section C60, an accrual is made for accrued annual leave that is determined to be payable at separation based on the above criteria.

On June 30, 2023, accrued compensated absences was \$32,875.

Interfund Transactions - In the financial statements, interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables (due from) and payables (due to), as appropriate. Transfers represent permanent reallocation of resources between funds. In other words, they are not expected to be repaid. For reporting purposes, all interfund transactions between individual governmental funds have been eliminated in the government-wide financial statements.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Equity Classifications - In the government-wide statement of net position, equity is classified as net position and displayed in three components:

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

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

In the fund financial statements, governmental equity is classified as fund balance. Fund balance is further classified as follows:

- a. Non-spendable - Includes amounts that cannot be spent because they are either not spendable in form or legally or contractually required to be maintained intact.
- b. Restricted - Includes amounts restricted by external sources (creditors, laws of other governments, etc.) or by constitutional provisions or enabling legislation.
- c. Committed - Includes amounts that can only be used for specific purposes. Committed fund balance is reported pursuant to directives of the Board of Commissioners who has the highest level of decision-making authority. Commitments may be modified or rescinded only through actions of the Commission.
- d. Assigned - Includes amounts that the Commission intends to use for a specific purpose, but do not meet the definition of restricted or committed fund balance. The Commission may assign amounts to this classification.
- e. Unassigned - Includes amounts that have not been assigned to other funds or restricted, committed or assigned to a specific purpose.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Commission considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Commission considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Commission has provided otherwise in their commitment or assignment actions. The Commission has no policy for stabilization amounts.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Estimates - The preparation of financial statements in conformity with generally accepted accounting principles of 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 amount of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Indirect Cost Plan - The Commission maintains an indirect cost plan for the allocation of costs that are incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited through June 30, 2023. These indirect costs are allocated based on direct salaries incurred by each program benefiting from the indirect costs.

(B) CASH AND INVESTMENTS

Louisiana state laws allow all political subdivisions to invest excess funds in obligations of the United States or other federally insured investments, certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

At June 30, 2023, the reported amount of the Commission's deposits was \$3,426,251 and the bank balances were \$3,424,841. All bank balances were covered by federal depository insurance or collateralized by securities held by the government's agent in the government's name.

Interest Rate Risk - As a means of limiting its exposure to fair-value losses arising from rising interest rates, the Commission's investment policy limits the investment portfolio to maturities of less than one year.

Credit Risk/Concentration of Credit Risk - Because the Commission currently has no investments, there is no credit risk or concentration of credit risk.

(C) FIXED ASSETS

The following is a summary of changes in fixed assets:

	Beginning Balance 7/1/2022	Additions	Deletions	Ending Balance 6/30/2023
Equipment and Website	\$ 49,709	\$ 56,650	\$ -	\$ 106,359
Less: Accumulated Depreciation	<u>(33,709)</u>	<u>(7,921)</u>	<u>-</u>	<u>(41,630)</u>
Net Property and Equipment	<u>\$ 16,000</u>	<u>\$ 48,729</u>	<u>\$ -</u>	<u>\$ 64,729</u>

Depreciation expense for the year ended June 30, 2023, was \$7,921.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

(D) NON-CURRENT LIABILITIES

The following is a summary of changes in the non-current liabilities of the Commission for the year ended June 30, 2023:

	Beginning Balance 7/1 2022	Additions	Retirements	Ending Balance 6/30/2023
Compensated Absences	\$ 33,441	\$ -	\$ (566)	\$ 32,875
Financed Purchases Payable	16,000	-	(3,187)	12,813
Pension Liability	<u>1,177,852</u>	<u>942,883</u>	<u>-</u>	<u>2,120,735</u>
	<u>\$ 1,227,293</u>	<u>\$ 942,883</u>	<u>\$ (3,753)</u>	<u>\$ 2,166,423</u>

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of June 30, 2023:

	Current Portion	Long-term Portion	Total
Compensated Absences	\$ -	\$ 32,875	\$ 32,875
Financed Purchases Payable	3,194	9,619	12,813
Pension Liability	-	2,120,735	2,120,735
	<u>\$ 3,194</u>	<u>\$ 2,163,229</u>	<u>\$ 2,166,423</u>

Financed Purchases – In June 2022, the Commission entered into a financed purchase agreement for a copier and printer. These agreements meet the criteria of a financed purchase which is defined as a financing agreement which automatically transfers ownership to the lessee at the end of the agreement. Financed purchase payments are reflected as debt service expenditures in the governmental fund financial statements. The agreement provides for minimum annual financed purchase payments as follows:

Year Ended	
2024	\$ 3,216
2025	3,216
2026	3,216
2027	<u>3,216</u>
Total Minimum Finance Payments	12,864
Less: Interest Portion	<u>(51)</u>
Present Value of Net Minimum Finance Payments	<u>\$ 12,813</u>

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

(E) UNAVAILABLE REVENUES

Unavailable revenues are reported for deferred member dues and advances on governmental grants at June 30, 2023. For fiscal year ended June 30, 2023, the governmental fund type unavailable revenue activity consisted of the following:

Member Dues Paid in Advance	\$	100,857
Advances on Governmental Grants		290,786
Balance at June 30, 2023	\$	391,643

(F) RISK MANAGEMENT

The Commission is exposed to various risks of loss related to workers' compensation; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Commission carries commercial insurance. No settlements were made during the year that exceeded the Commission's insurance coverage.

(G) INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables consist of the following at June 30, 2023:

	Interfund Receivables	Intefund Payable
General Fund	\$ 64,878	\$ -
Special Revenue Fund: Economic Development	-	64,878
	\$ 64,878	\$ 64,878

The interfund balances result from the time lag between the dates that reimbursable expenditures occur and the payments between the funds are made.

(H) PENSION PLAN

Plan Description - The Commission began contributing on July 1, 2015, to the Municipal Employees' Retirement System of Louisiana – Plan A, a cost-sharing multiple-employer defined benefit public employee retirement system. The System was originally established by Act 356 of the 1954 regular session of the Legislature of the State of Louisiana. The plan is controlled and administered by a separate board of trustees.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pension, and pension expense, information about the fiduciary net position of the Louisiana Municipal Employees' Retirement System and additions to/deductions from the system's fiduciary net position have been determined on the same basis as they are reported by the systems.

For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(H) PENSION PLAN - continued

Substantially all employees of the Acadiana Planning Commission are members of the following statewide retirement systems: Municipal Employees Retirement System of Louisiana. This system is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Pertinent information relative to the plan follows:

The Municipal Employees' Retirement System of Louisiana issues a stand-alone report on their financial statements. Access to the report can be found on the Louisiana Legislative Auditor's website, www.lla.la.gov.

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

Eligibility Requirements: Membership is mandatory as a condition of employment beginning on the date employed if employee is on a permanent basis working at least 35 hours per week. Those individuals paid jointly by a participating employer and the parish are not eligible for membership in the System with exceptions as outlined in the statutes.

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

Retirement Benefits – Any member of Plan A hired before January 1, 2013, can retire providing the member meets one of the following criteria:

1. Any age with twenty-five (25) or more years of creditable service.
2. Age 60 with a minimum of ten (10) years of creditable service.
3. Any age with 20 years of creditable service, exclusive of military service and unused annual and sick leave, with an actuarially reduced early benefit.

Eligibility for Retirement for Plan A members hired on or after January 1, 2013 (Tier 2) is as follows:

1. Age 67 with seven (7) or more years of creditable service.
2. Age 62 with ten (10) or more years of creditable service.
3. Age 55 with thirty (30) or more years of creditable service.
4. Any age with twenty-five (25) years of creditable service exclusive of military service and unused annual and sick leave, with an actuarially reduced early benefit.

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

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

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(H) PENSION PLAN - continued

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

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

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

Disability Benefits - For Plan A, a member shall be eligible to retire and receive a disability benefit if he has at least five years of creditable service, is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of (1) an amount equal to three percent of his final compensation multiplied by his years of creditable service, but not less than forty-five percent of his final compensation, or (2) an amount equal to the member's normal retirement benefit would be based on the member's current final compensation, but assuming the member remained in continuous service until his earliest normal retirement age and using those retirement benefit computation factors which would be applicable to the member's normal retirement.

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

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

Employer Contributions - Contributions for all members are established by statute. Member contributions are at 10.0% of earnable compensation and are deducted from the member's salary and remitted by the Commission.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(H) PENSION PLAN - continued

According to state statute, contributions for all employers are actuarially determined each year. For the year ending June 30, 2022, the actual employer contribution rate was 29.50% of the member's earnings for Plan A.

According to state statute, the System also receives one-fourth (1/4) of 1% of ad valorem taxes collected within the respective parishes except for Orleans. These monies are apportioned between Plan A and Plan B in proportion to salaries of plan participants. The System also receives revenue sharing funds each year as appropriated by the Legislature. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities

Administrative costs of the System are financed through employer contributions.

Schedule of Employer Allocations – The allocation method used in determining each employer's proportion was based on the employer's contribution effort to the plan for the fiscal year ended June 30, 2022, as compared to the total of all employers' contribution effort to the plan during the fiscal year ended June 30, 2022. The employers' contribution effort was based on actual contributions made to the Retirement System for the fiscal year ended June 30, 2022.

Schedule of Pension Amounts by Employer – The schedule of pension amounts by employer displays each employer's allocation of the net pension liability, the various categories of deferred outflows of resources, the various categories of deferred inflows of resources, and the various categories of pension expense. The schedule of pension amounts by employer was prepared using the allocations included in the schedule of employer allocations.

Actuarial Methods and Assumptions – The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

The components of the net pension liability of the System's employers as of the plan year ended June 30, 2022, are as follows:

	PLAN A
Total Pension Liability	\$1,292,471,340
Plan Fiduciary Net Position	<u>877,147,955</u>
Total Net Pension Liability	<u>\$ 415,323,385</u>

The Commission's allocation is 0.510623% of the Total Net Pension Liability.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

(H) PENSION PLAN - continued

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022, are as follows (based on the results of an experience study, for the period July 2013 through June 30, 2018):

Valuation Date	June 30, 2022
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions.	
Investment Rate of Return	6.85%, net of pension plan investment expense, including inflation
Inflation Rate	2.5%
Salary Increases, including.	
Inflation and merit increases:	
-1 to 4 years of service	6.4% (2.5% Inflation, 3.9% Merit)
-More than 4 years of service	4.5% (2.5% Inflation, 2.0% Merit)
Mortality Rates:	<i>Annuant and Beneficiary Mortality</i> – PubG-2010(B) Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales. <i>Employee Mortality</i> - PubG-2010(B) Employee Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales. <i>Disabled Lives Mortality</i> - PubNS-2010(B) Disabled Retiree Table set equal to 120% for males and females with the full generational MP2018 scales.
Expected Remaining Service Lives	3 years for Plan A

Discount Rate – The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification

The discount rate used to measure the total pension liability was 6.85% for the year ended June 30, 2022. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the 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.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(H) PENSION PLAN - continued

Sensitivity to Changes in Discount Rate – The following presents the net pension liability of the participating employer calculated using the discount rate of 6.85%, as well as what the employers net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2022:

	Plan A		
	1% Decrease 5.85%	Current Discount Rate 6.85%	1% Increase 7.85%
	Net Pension Liability	\$2,820,994	\$2,120,735

Change in Net Pension Liability – The changes in the net pension liability for the year ended June 30, 2022, were recognized in the current reporting period except as follows:

Differences between Expected and Actual Experience - Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in immaterial amounts for financial reporting.

Differences between Projected and Actual Investment Earnings - Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The difference between projected and actual investment earnings resulted in deferred outflows of resources in the amount of \$352,882 for Plan A, for the plan year ended June 30, 2022.

Change of Assumptions - The changes in assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The changes of assumptions or other inputs resulted in deferred outflows of resources in the amount of \$20,545 for Plan A, for the plan year ended June 30, 2022.

Change in Proportion - Changes in the employer's proportionate share of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The changes in proportion resulted in deferred outflows of resources in the amount of \$237,361 for Plan A, for the plan year ended June 30, 2022, and a deferred inflow of resources in the amount of \$0- for Plan A, for the plan year ended June 30, 2022.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

(H) PENSION PLAN - continued

Contributions – Proportionate Share – Differences between contributions remitted to the System and the employer’s proportionate share are recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by participating employers.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2023, the Commission reported a liability of \$2,120,737 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission’s proportion of the net pension liability was based on a projection of the Commission’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023, the Commission’s proportion was 0.510623%, which was an increase from .423459% from its proportion measured as of June 30, 2022.

For the year ended June 30, 2023, the Commission recognized pension expense of \$443,338 less an immaterial amount for employer’s amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions.

At June 30, 2023, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources.

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Experience	\$ 2,504	\$ 8,121
Net Difference between Projected and Actual Investment		
Earnings on Pension Plan Investments	352,882	-
Change in Assumptions	20,545	-
Change in Proportion and Differences between the		
Employers' Contributions and the Employers'		
Proportionate Share of the Contributions	237,361	-
Employer Contributions Subsequent to Measurement Date	327,132	-
Total	\$ 940,424	\$ 8,121

Deferred outflows of resources of \$327,132 related to pensions resulting from the Commission’s contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2024

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023**

(H) PENSION PLAN - continued

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

<u>Fiscal Year Ended</u>	
6/30/2023	\$228,808
6/30/2024	\$165,072
6/30/2025	\$ 33,769
6/30/2026	\$169,228

At June 30, 2023, the Commission had a payable due to the Plan of \$49,402 included in accrued payroll and related liabilities

(I) INTERFUND TRANSFERS

Interfund transfers consist of the following at June 30, 2023:

	Transfers In	Transfers Out
General Fund	\$ 113,495	\$ -
Special Revenue Fund: Economic Development	-	113,495
	\$ 113,495	\$ 113,495

(J) BUILDING LEASES

On July 1, 2015, the Commission entered into a three-year lease for administrative office space with Lafayette Consolidated Government. The lease provides for two two-year renewal options. The second renewal option was exercised to extend the lease through June 30, 2022. In August 2022, the original lease agreement was amended to add additional renewal options. The lease agreement contains a cancellation clause whereby either the lessor or the lessee can terminate the lease at any time for any or no reason upon delivery of 90-days' prior written notice, thus causing this lease to be classified as a short-term lease.

Rent expense related to this lease for the year ended June 30, 2023, was \$79,860.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

(K) CONTINGENCIES AND COMMITMENTS

Grant Audits

The Commission receives funding under grants from various federal and state governmental agencies. These agency grants specify the purpose for which the grant monies are to be used; the grants are subject to audit by the granting agency or its representative

(L) COMPENSATION OF COMMISSION MEMBERS

The Commission is comprised of an eight (8) member board who serve without compensation.

(M) COMPENSATION, BENEFITS AND OTHER PAYMENTS TO THE CEO

A detail of compensation, benefits, and other payments paid to the Chief Executive Officer, Monique Boulet, for the year ended June 30, 2023 is as follows:

<u>Purpose</u>	<u>Amount</u>
Salary	\$140,000
Benefits – Insurance	\$ 28,382
Benefits – Retirement	\$ 41,300
Auto and Phone Allowance	\$ 7,200
Other Reimbursements	\$ 1,945

(N) SUBSEQUENT EVENTS

The Commission has evaluated subsequent events through December 18, 2023, the date the financial statements were available to be issued

On July 1, 2023, the Commission reacquired from South Central Planning and Development Commission (SCPDC), a certain building that was previously owned by the Commission's predecessor entity, Evangeline Economic and Planning District Council, Inc. dba Acadiana Regional Development District. As part of this reacquisition, the Commission agreed to pay SCPDC a sum of \$288,509 which represents amounts paid by SCPDC related to the real estate. The appraised value of the property at the time of transfer was \$1,775,000.

**REQUIRED SUPPLEMENTARY
INFORMATION**

ACADIANA PLANNING COMMISSION, INC.

GENERAL FUND
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-
 BUDGET AND ACTUAL (GAAP BASIS)
 YEAR ENDED JUNE 30, 2023

	Budget		Actual	Variance with
	Original	Final		Final Budget
				Positive
				(Negative)
Revenues				
Intergovernmental	\$ 4,826,758	\$ 6,549,000	\$ 5,745,881	\$ (803,119)
Charges for Services	103,373	100,850	302,825	201,975
Interest	3,300	11,600	11,504	(96)
Total Revenues	<u>4,933,431</u>	<u>6,661,450</u>	<u>6,060,210</u>	<u>(601,240)</u>
Expenditures				
Current -				
Economic Development and Transportation				
Personnel Services	1,620,005	1,647,200	1,635,730	11,470
Supplies and Materials	28,500	24,000	22,185	1,815
Other Services and Charges	2,958,610	4,914,050	4,316,797	597,253
Operating Services	164,500	156,400	157,018	(618)
Capital Outlay	130,565	56,350	56,650	(300)
Debt Service-Principal	-	-	3,187	(3,187)
Debt Service-Interest	-	-	29	(29)
Total Expenditures	<u>4,902,180</u>	<u>6,798,000</u>	<u>6,191,596</u>	<u>609,620</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>31,251</u>	<u>(136,550)</u>	<u>(131,386)</u>	<u>5,164</u>
Other Financing Sources (Uses)				
Operating Transfers In	<u>35,000</u>	<u>103,400</u>	<u>113,495</u>	<u>10,095</u>
Total Other Financing Sources (Uses)	<u>35,000</u>	<u>103,400</u>	<u>113,495</u>	<u>10,095</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	66,251	(33,150)	(17,891)	15,259
Fund Balance, Beginning	<u>1,090,154</u>	<u>1,090,154</u>	<u>1,090,154</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 1,156,405</u>	<u>\$ 1,057,004</u>	<u>\$ 1,072,263</u>	<u>\$ 15,259</u>

ACADIANA PLANNING COMMISSION, INC.

SPECIAL REVENUE FUND
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-
 BUDGET AND ACTUAL (GAAP BASIS)
 YEAR ENDED JUNE 30, 2023

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Charges for Services	\$ 47,700	\$ 20,260	\$ 26,761	\$ 6,501
Interest Earnings	-	33,700	36,652	2,952
Miscellaneous Income	-	14,500	14,541	41
Total Revenues	<u>47,700</u>	<u>68,460</u>	<u>77,954</u>	<u>9,494</u>
Expenditures:				
Current -				
Economic Development and Assistance				
Other Services and Charges	<u>500</u>	<u>500</u>	<u>-</u>	<u>500</u>
Total Expenditures	<u>500</u>	<u>500</u>	<u>-</u>	<u>500</u>
Excess of Revenues Over Expenditures	<u>47,200</u>	<u>67,960</u>	<u>77,954</u>	<u>9,994</u>
Other Financing Sources (Uses):				
Operating Transfers Out	<u>(35,000)</u>	<u>(103,400)</u>	<u>(113,495)</u>	<u>(10,095)</u>
Total Other Financing Sources (Uses)	<u>(35,000)</u>	<u>(103,400)</u>	<u>(113,495)</u>	<u>(10,095)</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	12,200	(35,440)	(35,541)	(101)
Fund Balance, Beginning	<u>3,441,274</u>	<u>3,441,274</u>	<u>3,441,274</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 3,453,474</u>	<u>\$ 3,405,834</u>	<u>\$ 3,405,733</u>	<u>\$ (101)</u>

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED JUNE 30, 2023**

* Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2017	0.243745%	\$ 999,040	\$ 435,413	229.4%	62.11%
2018	0.338238%	\$ 1,414,992	\$ 614,264	230.4%	62.49%
2019	0.420371%	\$ 1,740,621	\$ 769,440	226.2%	63.94%
2020	0.397673%	\$ 1,661,741	\$ 737,588	225.3%	64.68%
2021	0.396669%	\$ 1,714,962	\$ 760,223	225.6%	64.52%
2022	0.423459%	\$ 1,177,852	\$ 838,518	140.5%	77.82%
2023	0.510623%	\$ 2,120,735	\$ 978,631	216.7%	67.87%

* - The amounts presented have a measurement date of the previous fiscal year end.

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

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED JUNE 30, 2023**

<u>Year ended June 30,</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractual Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a % of Covered Employee Payroll</u>
2017	\$ 85,994	\$ 85,994	\$ -	\$ 435,413	19.75%
2018	\$ 139,745	\$ 139,745	\$ -	\$ 614,264	22.75%
2019	\$ 190,436	\$ 189,971	\$ 465	\$ 769,440	24.69%
2020	\$ 191,773	\$ 191,773	\$ -	\$ 737,588	26.00%
2021	\$ 210,962	\$ 210,462	\$ 500	\$ 760,223	27.68%
2022	\$ 247,363	\$ 247,363	\$ -	\$ 838,518	29.50%
2023	\$ 288,696	\$ 288,696	\$ -	\$ 978,631	29.50%

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

SUPPLEMENTARY INFORMATION

ACADIANA PLANNING COMMISSION, INC.

SCHEDULE OF EXPENDITURES - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Total Direct Program Expenses	Management and General Indirect Expenses	Non-Allocable Administrative Expenses	Total Expenses
Personnel Services				
Salaries and Wages	\$ 246,517	\$ 135,247	\$ (7,073)	\$ 1,074,691
Annual Holiday Sick Leave	-	86,772	-	86,772
Retirement Contributions	-	327,013	119	327,132
Payroll Tax Expense	-	22,305	5	22,310
Group Insurance	-	120,020	-	120,020
Workman's Compensation	-	4,805	-	4,805
Total - Personnel Services	<u>246,517</u>	<u>696,162</u>	<u>(6,949)</u>	<u>1,635,730</u>
Supplies and Materials				
Copy and Print Expense	734	90	-	824
Office Supplies	399	5,205	835	6,439
Postage	38	607	29	674
Small Equipment < \$1,000	5,058	2,163	-	7,221
Equipment >\$1,000	-	1,777	-	1,777
Equipment Repairs and Maintenance	-	303	-	303
References and Subscriptions	-	4,586	-	4,586
Drafting and Map Supplies	420	-	(59)	361
Total - Supplies and Materials	<u>6,649</u>	<u>14,731</u>	<u>805</u>	<u>22,185</u>
Other Services and Charges				
Miscellaneous Expense	-	(182)	1,848	1,666
Professional Services:				
Administrative Services	2,275	26,530	45,000	73,805
Grant Related Services	4,090,386	1,990	-	4,092,376
Legal	50,342	-	-	50,342
Licensing Fees	3,512	12,110	-	15,622
Printing and Advertising	853	794	-	1,647
Training and Conferences	10,290	-	2,500	12,790
Auto and Mileage Expense	4,129	240	-	4,369
Travel Expenses	21,912	42	31,892	53,846
Meetings and Meals	219	-	4,278	4,497
Memberships and Dues	5,837	-	-	5,837
Total - Other Services and Charges	<u>4,189,755</u>	<u>41,524</u>	<u>85,518</u>	<u>4,316,797</u>
Operating Expenses				
Insurance General / Bonding	-	25,754	-	25,754
Equipment Rental	-	474	27	501
Phone and Internet	-	10,155	17	10,172
Rent and Utilities	2,004	79,860	-	81,864
IT Services and Expenses	-	38,727	-	38,727
Total - Operating Expenses	<u>2,004</u>	<u>154,970</u>	<u>44</u>	<u>157,018</u>
Capital Outlay				
	-	56,650	-	56,650
Debt Service Expenses				
Principal	-	3,187	-	3,187
Interest	-	29	-	29
Total - Debt Service	-	<u>3,216</u>	-	<u>3,216</u>
Total Expenses - General Fund	<u>\$ 5,144,925</u>	<u>\$ 967,253</u>	<u>\$ 79,418</u>	<u>\$ 6,191,596</u>

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF CALCULATION OF INDIRECT COST
ALLOCATION RATE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023**

	Administrative Management and General Indirect Expenses	Adjustments to Arrive at Allocable Costs	Allocable Administrative Costs
	<u> </u>	<u> </u>	<u> </u>
Personnel Services			
Total - Personnel Services	\$ 696,162	\$ -	\$ 696,162
Supplies and Materials			
Total - Supplies and Materials	<u>14,731</u>	<u>-</u>	<u>14,731</u>
Other Services and Charges			
Total - Other Services and Charges	<u>41,524</u>	<u>-</u>	<u>41,524</u>
Operating Expenses			
Total - Operating Expenses	<u>154,970</u>	<u>-</u>	<u>154,970</u>
Capital Outlay	<u>56,650</u>	<u>(56,650)</u>	
Debt Service Expenses			
Total - Debt Service Expenses	<u>3,216</u>	<u>-</u>	<u>3,216</u>
Depreciation	<u>-</u>	<u>4,721</u>	<u>4,721</u>
Total Expenses - General Fund	<u>\$ 967,253</u>	<u>\$ (51,929)</u>	<u>915,324</u>
Total Overhead Costs			<u>\$ 915,324</u>
Total Direct Salary Costs			<u>\$ 946,517</u>
Recalculated Indirect Cost Rate			<u>0.9670%</u>

**COMPLIANCE
AND
INTERNAL CONTROL**



**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**

To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, 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 Acadiana Planning Commission, Inc. as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Acadiana Planning Commission, Inc.'s basic financial statements, and have issued our report thereon dated December 18, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Acadiana Planning Commission, Inc. 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 Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Acadiana Planning Commission, Inc.'s internal control.

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

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Acadiana Planning Commission, Inc.'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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Darnall, Sikes & Frederick

A Corporation of Certified Public Accountants

December 18, 2023

Lafayette, Louisiana



OTHER LOCATIONS:

Eunice Morgan City Abbeville

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE *UNIFORM GUIDANCE***

To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Acadiana Planning Commission, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Acadiana Planning Commission, Inc.'s major federal programs for the year ended June 30, 2023. The Acadiana Planning Commission, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Acadiana Planning Commission, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of, the Acadiana Planning Commission, Inc. and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Acadiana Planning Commission, Inc.'s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Acadiana Planning Commission, Inc.'s federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Acadiana Planning Commission, Inc.'s compliance based on our audit. 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, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Acadiana Planning Commission, Inc.'s compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Acadiana Planning Commission, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Acadiana Planning Commission, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Acadiana Planning Commission Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Darnall, Sikes & Frederick

A Corporation of Certified Public Accountants

December 18, 2023

Lafayette, Louisiana

ACADIANA PLANNING COMMISSION, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2023

Federal Grantor/Pass-Through Grantor Program Title	Assistance Listing Number	Federal Award Pass-Through Entity Identifying Number	Federal Expenditures	Paid to Subrecipients
U.S. Department of Transportation				
Federal Highway Administration:				
Pass-Through Payments:				
Louisiana Department of Transportation and Development:				
Highway Planning and Construction	20 205	H 972462	\$ 609,075	\$ -
Highway Planning and Construction	20 205	H 004489	7,525	-
Highway Planning and Construction	20 205	H.013592	149,580	-
Highway Planning and Construction	20 205	H.014342	112,343	-
			<u>878,523</u>	
Federal Transit Administration:				
Pass-Through Payments:				
Louisiana Department of Transportation and Development:				
Federal Transit Metropolitan Planning Grants - Transit Planning	20 505	PL 80-28-22	72,264	-
Federal Transit Metropolitan Planning Grants - Formula Grants for Rural Areas	20 509	PL 80-28-22	10,000	-
Federal Transit Metropolitan Planning Grants - Enhanced Mobility of Seniors and Individuals with Disabilities	20 513	PL 80-28-22	5,000	-
U.S. Department of Commerce				
Broadband Infrastructure Program	11 031 *	22-08-12201	3,909,377	3,875,644
Economic Development - Support for Planning Organizations	11 302	ED22AUS3020024	79,621	-
Economic Adjustment Assistance -Bio Pharma Cluster	11 307	08-69-05625	194,480	-
Economic Adjustment Assistance - Broadband IT Strategies	11 307	08-69-05514	36,375	-
U.S. Environmental Protection Agency				
Delta Local Development District Assistance	90 202	LA-54494	2,963	-
Delta Local Development District Assistance	90 202	LA-54665	976	-
Delta Local Development District Assistance	90 202	N/A	12,000	-
Delta Local Development District Assistance	90 202	EDA08-01-05302	16,000	-
Delta Local Development District Assistance	90 202	EDA08-79-05438	12,000	-
Delta Local Development District Assistance	90 202	LA-54290	15,598	-
U.S. Department of Homeland Security				
Pass-Through Payments:				
Governor's Office of Homeland Security and Emergency Preparedness:				
Hazard Mitigation Grant	97 039	4277-0129-LA	172,711	-
U.S. Department of Agriculture				
Rural Business Development Grant	10 351	22-028-370484549	73,726	-
U.S. Department of Housing and Urban Development				
Community Development Block Grant:				
Pass-Through Payments:				
Louisiana Office of Community Development				
Louisiana Watershed Initiative	14 228	B-16-DL-22-0001	173,521	-
			<u>\$ 5,665,135</u>	<u>\$ 3,875,644</u>

* - denotes a major program.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023**

(A) BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Acadiana Planning Commission, Inc. under programs of the federal government for the year ended June 30, 2023. The information in this schedule is presented in accordance with requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

(B) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as reimbursements.
- Pass-through entity identifying numbers are presented where available.

(C) INDIRECT COST RATE

Acadiana Planning Commission, Inc. has elected not to use the 10% de minimis indirect cost rate for the year ended June 30, 2023.

ACADIANA PLANNING COMMISSION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023

We have audited the financial statements of the Acadiana Planning Commission, Inc. as of and for the year ended June 30, 2023, and have issued our report thereon dated December 18, 2023. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by Comptroller General of the United States. Our audit of the financial statements as of June 30, 2023, resulted in an unmodified opinion.

Section I - Summary of Auditor's Results

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control
Control Deficiencies Yes No
Material Weakness Yes No

Compliance
Compliance Material to Financial Statements Yes No

B. Management Letter

Was a management letter issued? Yes No

C. FEDERAL AWARDS

Major Program Identification

The Acadiana Planning Commission, Inc. at June 30, 2023, had one major program:

- U.S. Department of Commerce: Broadband Infrastructure Program: Assistance Listing Number 11.031.

Low-Risk Auditee

The Acadiana Planning Commission, Inc. is considered a low-risk auditee for the year ended June 30, 2023.

Major Program - Threshold

The dollar threshold to distinguish Type A and Type B programs is \$750,000 for the year ended June 30, 2023.

ACADIANA PLANNING COMMISSION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED
FOR THE YEAR ENDED JUNE 30, 2023

Auditor's Report - Major Program

An unmodified opinion has been issued on the Acadiana Planning Commission, Inc.'s compliance for its major programs as of and for the year ended June 30, 2023.

Control Deficiencies - Major Program

There were no control deficiencies noted during the audit of the major federal programs.

Compliance Finding Related to Major Program

The audit did not disclose any material noncompliance or questioned costs relative to its federal programs.

Section II - Financial Statement Findings

There were none noted.

Section III - Federal Award Findings and Questioned Costs

The audit did not disclose any material noncompliance findings or questioned costs relative to its federal programs.

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2023**

There were no prior year findings.

ACADIANA PLANNING COMMISSION
Lafayette, Louisiana

Independent Accountants' Report
On Applying Agreed-Upon Procedures

Year Ended June 30, 2023



**DARNALL SIKES
& FREDERICK**

A CORPORATION OF CERTIFIED
PUBLIC ACCOUNTANTS



OTHER LOCATIONS:

Eunice Morgan City Abbeville

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors and Management of
Acadiana Planning Commission
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. Acadiana Planning Commission's management is responsible for those control and compliance areas identified in the SAUPs.

Acadiana Planning Commission 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 control and compliance areas identified in LLA's SAUPs for the fiscal period July 1, 2022 through June 30, 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 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.
Written policies and procedures were obtained and do address the functions noted above.
 - 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.
Written policies and procedures were obtained and do address the functions noted above.
 - iii. ***Disbursements***, including processing, reviewing, and approving.
Written policies and procedures were obtained and do address the functions noted above.
 - 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).

Written policies and procedures were obtained and do address the functions noted above.

- 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.

Written policies and procedures were obtained and do address the functions noted above.

- 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.

Written policies and procedures were obtained and do address the functions noted above.

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

Written policies and procedures were obtained and do address the functions noted above.

- 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).

Written policies and procedures were obtained and do address the functions noted above.

- 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.

Written policies and procedures were obtained and do address the functions noted above.

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

Written policies and procedures were obtained and do address the functions noted above.

- 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.

Written policies and procedures were obtained and do address the functions noted above.

- 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.

Written policies and procedures were obtained and do address the functions noted above.

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.
No exceptions 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, at a minimum, on proprietary funds, and semi-annual budget-to-actual, 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*
No exceptions noted.
 - 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 exceptions 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.
Obtained the prior year audit report and observed that there were no audit findings.

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.
- Obtained listing of bank accounts from management and management's representation that the listing was complete.
- 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);
No exceptions 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 (e.g., initialed and dated, electronically logged), and
No exceptions 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 exceptions 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).

Obtained listing of deposit sites and management's representation that the listing was complete.

- 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

Obtained listing of collection locations from management and management's representation that the listing was complete.

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

No exceptions noted.

- 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:

No exceptions noted.

- 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

No exceptions noted.

- 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.

No exceptions noted.

- 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.

No exceptions noted.

- 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*

- E. Obtain supporting documentation for each of the 10 deposits and:
- i. Observe that receipts are sequentially pre-numbered.
No exceptions noted.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
No exceptions noted.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
No exceptions 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 exceptions noted.
 - v. Trace the actual deposit per the bank statement to the general ledger.
No exceptions noted.

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).
Obtained listing of locations that process payments and management's representation that the listing was complete.
- 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;
No exceptions noted.
 - ii. At least two employees are involved in processing and approving payments to vendors;
No exceptions 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;
No exceptions 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 exceptions 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 exceptions noted.

- C. For each location selected under procedure #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

No exceptions noted.

- 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 exceptions 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 exceptions noted.

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.

Obtained listing of active credit cards, bank debit cards, fuel cards, and P-cards, including the card numbers and the names of the persons who maintained possession of the cards, and management's representation that the listing was 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) 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

No exceptions noted.

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

No exceptions noted.

- 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.

No exceptions noted.

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:

Obtained listing of travel and travel-related expense reimbursements and management’s representation that the listing was complete.

- 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);

No exceptions noted

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

No exceptions noted.

- 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

No exceptions noted.

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

No exceptions noted.

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. *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

Obtained listing of all contracts in effect and management's representation that the listing was complete.

- 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 exceptions noted.

- 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 exceptions 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 exceptions 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 exceptions noted.

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.

Obtained listing of employees and management's representation that the listing was complete. Authorized salaries/pay rates traced to personnel files without exception.

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

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

- 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.

No exceptions noted.

- 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.

No exceptions noted.

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

No exceptions noted.

- 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.

No exceptions noted.

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

No exceptions noted.

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.

No exceptions noted.

- 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).

No exceptions noted.

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.

No misappropriations of public funds or assets noted.

- 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.

No exceptions noted.

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 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 procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

We performed the procedure and discussed the results with management.

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.

No exceptions noted.

- 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).

No exceptions noted.

- 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:

No exceptions noted.

- 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.

We were engaged by Acadiana Planning Commission 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 control and compliance 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 Acadiana Planning Commission 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 control and compliance 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.

Darnall, Sikes & Frederick

A Corporation of Certified Public Accountants

Lafayette, Louisiana

December 18, 2023