

**VILLAGE OF CLAYTON, LOUISIANA**

**Annual Financial Statements**

**JUNE 30, 2022**

**Village of Clayton, Louisiana  
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June 30, 2022**

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## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Wilbert Washington, Mayor  
Members of the Board of Aldermen  
Clayton, Louisiana

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

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund, of the Village of Clayton, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Village of Clayton's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, and all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund, of the Village of Clayton, as of June 30, 2022, 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 Village of Clayton 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 Village of Clayton's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditor’s Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village of Clayton’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village of Clayton’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and budgetary comparison information 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.

## **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Clayton’s basic financial statements. The Schedule of Compensation, Benefits and other Payments to Agency Head or Chief Executive Officer and the Justice System Funding Schedule are

presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits and other Payments to Agency Head or Chief Executive Officer and the Justice System Funding Schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 31, 2023, on our consideration of the Village of Clayton'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 Village of Clayton'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 Village of Clayton's internal control over financial reporting and compliance.

*The Vercher Group*

Jena, Louisiana  
January 31, 2023

# Village of Clayton

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

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As management of the Village, we offer readers of the Village of Clayton's financial statements this narrative overview and analysis of the financial activities of the Village for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with the Village's financial statements.

The Management's Discussion and Analysis (MD&A) is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments issued June 1999.

### FINANCIAL HIGHLIGHTS

#### *Governmental Funds*

- The assets of the Village exceeded its liabilities at the close of the most recent fiscal year by \$421,778 (*net position*). This is a \$76,578 increase from last year.
- The Village had total revenue of \$210,725. This is a \$37,944 increase from last year's revenues, mainly due to an increase in grants in the amount of \$88,599.
- The Village had total expenditures of \$239,318, which is a \$17,526 increase from last year, mainly due an increase in capital outlay expense in the amount of \$38,635.

#### *Enterprise Fund*

- The assets of the Village exceeded its liabilities at the close of the most recent fiscal year by \$2,047,323 (*net position*). This is a \$208,736 decrease from last year.
- The Village had total revenue of \$318,478. This is a \$17,064 increase from last year, mainly due to an increase in water sales in the amount of \$12,312.
- The Village had total expenses of \$423,648. This is a \$97,690 increase from last year, mainly due to an increase in cost of sales and services expense in the amount of \$93,510.

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## MD&A

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### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Village's basic financial statements. The Village's basic financial statements consist of two components: 1) fund financial statements, and 2) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. The Village is a special-purpose entity engaged only in governmental activities. Accordingly, only fund financial statements are presented as the basic financial statements.

### FUND FINANCIAL STATEMENTS

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

### USING THIS ANNUAL REPORT

The Village's annual report consists of financial statements that show information about the Village's funds, enterprise funds and governmental funds.

Our auditor has provided assurance in his independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the basic financial statements are fairly stated. Varying degrees of assurance are being provided by the auditor regarding the other information included in this report. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts of this report.

### REPORTING THE VILLAGE'S MOST SIGNIFICANT FUNDS

The Village's financial statements provide detailed information about the most significant funds. The Village may establish other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using grants and other money. The Village's enterprise fund uses the following accounting approach:

All of the Village's services are reported in an enterprise fund. They are reported using the full accrual method of accounting in which all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The focus of proprietary funds is on income measurement, which, together with the maintenance of equity, is an important financial indication.

## MD&A

### Governmental Funds

Comparative Statement of Net Position as of June 30, 2022:

	<u>2021</u>	<u>2022</u>	<u>% Change</u>
<b>Assets</b>			
Cash & Investments	\$ 83,108	\$ 114,685	38.0
Receivables (Net)	3,231	11,095	243.4
Restricted Cash	1,656	15,968	864.3
Restricted Receivables	930	930	0.0
Capital Assets, Net of Accumulated Depreciation	568,262	552,034	-2.9
<b>Total Assets</b>	<u>657,187</u>	<u>694,712</u>	5.7
<b>Liabilities &amp; Net Position</b>			
Accounts, Salaries, & Other Payables	86,504	64,477	-25.5
Bonds/Notes Payable	225,483	208,457	-7.6
<b>Total Liabilities</b>	<u>311,987</u>	<u>272,934</u>	-12.5
<b>Net Position</b>			
Investment in Capital Assets	342,779	343,577	0.2
Restricted	2,586	16,898	553.4
Unrestricted	(165)	61,303	37053.3
<b>Total Net Position</b>	<u>\$ 345,200</u>	<u>\$ 421,778</u>	22.2

Comparative Statement of Revenues, Expenditures, and Changes in Fund Balances for the year ended June 30, 2022:

	<u>2021</u>	<u>2022</u>	<u>% Change</u>
<b>Revenues</b>			
Taxes	\$ 34,153	\$ 33,287	-2.5
License & Permits	6,090	5,368	-11.9
Charges for Services	50,252	59,530	18.5
Fines & Forfeits	25,450	20,589	-19.1
Interest Income	4	4	0.0
Grants	716	89,315	12374.2
Other	56,116	2,632	-95.3
<b>Total Revenues</b>	<u>172,781</u>	<u>210,725</u>	22.0
<b>Expenditures</b>			
General Government	90,182	75,891	-15.8
Public Safety:			
Police	51,296	48,390	-5.7
Fire	3,923	-0-	100.0
Street Sanitation	61,491	54,402	-11.5
Debt Service	14,900	22,000	47.7
Capital Outlay	-0-	38,635	0.0
<b>Total Expenditures</b>	<u>221,792</u>	<u>239,318</u>	7.9
<b>Excess (Deficiency) of Revenues Over Under Expenditures</b>	<u>(49,011)</u>	<u>(28,593)</u>	158.3
<b>Other Financing Sources (Uses)</b>			
Transfers In/(Out)	86,043	104,373	21.3
<b>Total Other Financing Sources (Uses)</b>	<u>86,043</u>	<u>104,373</u>	21.3
<b>Net Change in Fund Balance</b>	37,032	75,780	104.6
<b>Fund Balances - Beginning</b>	<u>(34,611)</u>	<u>2,421</u>	93.0
<b>Fund Balances - Ending</b>	<u>\$ 2,421</u>	<u>\$ 78,201</u>	3130.1



## MD&A

### Enterprise Fund

Comparative Statement of Net Position as of June 30, 2022:

Assets	2021	2022	% Change
Cash	\$ 62,490	\$ 55,821	-10.7
Receivables (Net)	67,269	52,573	-21.8
Restricted Assets	29,044	34,507	18.8
Capital Assets, Net of Accumulated Depreciation	2,202,128	2,045,374	-7.1
<b>Total Assets</b>	<b>2,360,931</b>	<b>2,188,275</b>	<b>-7.3</b>
<b>Liabilities &amp; Net Position</b>			
Accounts, Salaries, & Other Payables	51,675	93,929	81.8
<b>Total Current Liabilities</b>	<b>51,675</b>	<b>93,929</b>	<b>81.8</b>
<b>Current Liabilities Payable from Restricted Assets</b>			
Customer Deposits	53,197	47,025	-11.6
<b>Total Current Liabilities Payable from Restricted Assets</b>	<b>53,197</b>	<b>47,025</b>	<b>-11.6</b>
<b>Total Liabilities</b>	<b>104,872</b>	<b>140,954</b>	<b>34.4</b>
<b>Net Position</b>			
Net Investment in Capital Assets	2,202,128	2,045,374	-7.1
Restricted	-0-	-0-	0.0
Unrestricted	53,931	1,949	-96.4
<b>Total Net Position</b>	<b>\$ 2,256,059</b>	<b>\$ 2,047,323</b>	<b>-9.3</b>

Comparative Statement of Revenues, Expenses & Changes in Net Position for the year ended June 30, 2022:

Operating Revenues	2021	2022	% Change
Charges for Services:			
Water Sales	\$ 180,807	\$ 193,119	6.8
Sewer Charges	47,220	57,274	21.3
Gas Sales	64,200	60,272	-6.1
Other Operating Revenue	9,187	7,813	-15.0
<b>Total Operating Revenues</b>	<b>301,414</b>	<b>318,478</b>	<b>5.7</b>
<b>Operating Expenses</b>			
Cost of Sales & Services	142,790	236,300	65.5
Administration	22,710	30,593	34.7
Depreciation	160,458	156,755	-2.3
<b>Total Operating Expenses</b>	<b>325,958</b>	<b>423,648</b>	<b>30.0</b>
<b>Operating Income (Loss)</b>	<b>(24,544)</b>	<b>(105,170)</b>	<b>-528.5</b>
<b>Nonoperating Revenue (Expenses)</b>			
Interest Earnings	6	807	13350.0
<b>Total Nonoperating Revenue (Expenses)</b>	<b>6</b>	<b>807</b>	<b>13350.0</b>
<b>Income Before Contributions &amp; Transfers</b>	<b>(24,538)</b>	<b>(104,363)</b>	<b>-525.3</b>
<b>Transfers In/(Out)</b>	<b>(86,043)</b>	<b>(104,373)</b>	<b>-35</b>
<b>Capital Contributions</b>	<b>-0-</b>	<b>-0-</b>	<b>0.0</b>
<b>Change in Net Position</b>	<b>(110,581)</b>	<b>(208,736)</b>	<b>-288.8</b>
<b>Total Net Position - Beginning</b>	<b>2,366,640</b>	<b>2,256,059</b>	<b>-4.7</b>
<b>Total Net Position - Ending</b>	<b>\$ 2,256,059</b>	<b>\$ 2,047,323</b>	<b>-9.3</b>

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## MD&A

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### CAPITAL ASSETS

#### *Capital Assets – Governmental Funds*

At June 30, 2022, the Village had \$552,034 invested in capital assets, including the following:

<b>Capital Assets at Year-End</b>		
	<u><b>2021</b></u>	<u><b>2022</b></u>
Land (Not Depreciated)	\$ 8,425	\$ 8,425
Capital Assets	1,532,371	1,571,006
Accumulated Depreciation	<u>(972,534)</u>	<u>(1,027,397)</u>
<b>Total</b>	<u><b>\$ 568,262</b></u>	<u><b>\$ 552,034</b></u>

#### *Capital Assets – Enterprise Funds*

At June 30, 2022, the Village had \$2,045,374 invested in capital assets, including the following:

<b>Capital Assets at Year-End</b>		
	<u><b>2021</b></u>	<u><b>2022</b></u>
Water & Gas System	\$ 2,466,090	\$ 2,466,090
Sewer System	3,205,522	3,205,522
Accumulated Depreciation	<u>(3,469,484)</u>	<u>(3,626,238)</u>
<b>Total</b>	<u><b>\$ 2,202,128</b></u>	<u><b>\$ 2,045,374</b></u>

### **CONTACTING THE VILLAGE'S FINANCIAL MANGEMENT:**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Village's finances and to show the Village's accountability for the money it receives. If you have questions about this report or need additional information, contact Mayor Wilbert Washington at the Village Hall, phone number (318) 757-8540.

## **Basic Financial Statements**

**Village of Clayton, Louisiana**  
**Statement of Net Position**  
**June 30, 2022**

	PRIMARY GOVERNMENT		
	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTAL
<b>Assets</b>			
Cash & Cash Equivalents	\$ 114,685	\$ 55,821	\$ 170,506
Receivables, Net	11,095	52,573	63,668
Restricted Assets:			
Cash	15,968	34,507	50,475
Receivables – Sales Tax	930	-0-	930
Capital Assets, Net	552,034	2,045,374	2,597,408
<b>Total Assets</b>	694,712	2,188,275	2,882,987
<b>Current Liabilities</b>			
Accounts & Other Payables	64,477	93,929	158,406
Meter Deposits	-0-	47,025	47,025
Loan Payable	208,457	-0-	208,457
<b>Total Liabilities</b>	272,934	140,954	413,888
<b>Net Position</b>			
Net Investment in Capital Assets	343,577	2,045,374	2,388,951
Restricted	16,898	-0-	16,898
Unrestricted	61,303	1,949	63,250
<b>Total Net Position</b>	\$ 421,778	\$ 2,047,323	\$ 2,469,099

The accompanying notes are an integral part of this statement.

**Village of Clayton, Louisiana  
Statement of Activities  
For the Year Ended June 30, 2022**

	PROGRAM REVENUES				NET REVENUES (EXPENSES) & CHANGES OF PRIMARY GOVERNMENT		
	Expenses	Charges for Services	Capital Grants	Net (Expenses) Revenue	Governmental Activities	Business Type Activities	Total
<b>Governmental Activities</b>							
General Government	\$ (96,139)	\$ -0-	\$ 89,315	\$ (6,824)	\$ (6,824)		\$ (6,824)
Public Safety:							
Police	(48,390)	-0-	-0-	(48,390)	(48,390)		(48,390)
Fire	(1,753)	-0-	-0-	(1,753)	(1,753)		(1,753)
Street and Sanitation	(142,835)	59,530	-0-	(83,305)	(83,305)		(83,305)
Interest Expense	(4,655)	-0-	-0-	(4,655)	(4,655)		(4,655)
<b>Total Governmental Activities</b>	(293,772)	59,530	89,315	(144,927)	(144,927)		(144,927)
<b>Business Type Activities</b>							
Water, Sewer, Gas	(423,648)	311,472	-0-	(112,176)		\$ (112,176)	(112,176)
<b>Total Business Type Activities</b>	(423,648)	311,472	-0-	(112,176)		(112,176)	(112,176)
<b>Total Primary Government</b>	\$ (717,420)	\$ 371,002	\$ 89,315	\$ (257,103)			(257,103)
			<b>General Revenues</b>				
			Fines		20,589	-0-	20,589
			Taxes:				
			Ad Valorem Taxes		4,910	-0-	4,910
			Franchise Taxes		13,702	-0-	13,702
			Road Taxes		13,590	-0-	13,590
			Other Taxes		1,085	-0-	1,085
			License and Permits		5,368	-0-	5,368
			Interest Income		4	-0-	4
			Miscellaneous		57,884	7,813	65,697
			Transfers		104,373	(104,373)	-0-
			<b>Total General Revenues</b>		221,505	(96,560)	124,945
			<b>Change in Net Position</b>		76,578	(208,736)	(132,158)
			<b>Net Position - Beginning</b>		345,200	2,256,059	2,601,259
			<b>Net Position - Ending</b>		\$ 421,778	\$ 2,047,323	\$ 2,469,101

The accompanying notes are an integral part of this statement.

**Village of Clayton, Louisiana**  
**Balance Sheet, Governmental Funds**  
**June 30, 2022**

	<u>GENERAL</u>	<u>PUBLIC WORKS FUND</u>	<u>TOTAL</u>
<b>Assets</b>			
Cash	\$ 114,685	\$ -0-	\$ 114,685
Cash, Restricted	11,860	4,108	15,968
Receivables:			
Accounts Receivable	11,095	-0-	11,095
Sales Tax, Restricted	-0-	930	930
<b>Total Assets</b>	<u>137,640</u>	<u>5,038</u>	<u>142,678</u>
<b>Liabilities</b>			
Accounts & Other Payables	<u>64,477</u>	<u>-0-</u>	<u>64,477</u>
<b>Fund Balance</b>			
Restricted For Roads	-0-	5,038	5,038
Unassigned	<u>73,163</u>	<u>-0-</u>	<u>73,163</u>
<b>Total Fund Balance</b>	<u>73,163</u>	<u>5,038</u>	<u>78,201</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u>\$ 137,640</u>	<u>\$ 5,038</u>	<u>\$ 142,678</u>

The accompanying notes are an integral part of this statement.

**Village of Clayton, Louisiana**  
**Reconciliation of the Government Funds Balance Sheet**  
**to the Government-Wide Financial Statement of Net Position**  
**June 30, 2022**

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund Balance, Total Governmental Funds (Statement C)	\$ 78,201
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	552,034
Long-term liabilities including bonds payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(208,457)
	<u>421,778</u>
Net Position of Governmental Activities (Statement A)	<u>\$ 421,778</u>

The accompanying notes are an integral part of this statement.

**Village of Clayton, Louisiana**  
**Statement of Revenues, Expenditures &**  
**Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2022**

	<u>GENERAL</u>	<u>PUBLIC WORKS FUND</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
<b>Revenues</b>			
Taxes:			
Ad Valorem Taxes	\$ 4,910	\$ -0-	\$ 4,910
Franchise Taxes	13,702	-0-	13,702
Road Taxes	-0-	13,590	13,590
Other Taxes	1,085	-0-	1,085
Licenses & Permits	5,368	-0-	5,368
Garbage-Police Jury	59,530	-0-	59,530
Fines & Forfeits	20,589	-0-	20,589
Interest Income	4	-0-	4
Intergovernmental – Capital Grants	89,315	-0-	89,315
Reimbursements	100	-0-	100
Other	2,532	-0-	2,532
<b>Total Revenues</b>	<u>197,135</u>	<u>13,590</u>	<u>210,725</u>
<b>Expenditures</b>			
General Government	75,891	-0-	75,891
Public Safety:			
Police	48,390	-0-	48,390
Fire	-0-	-0-	-0-
Street & Sanitation	43,264	11,138	54,402
Recreation	-0-	-0-	-0-
Debt Service	22,000	-0-	22,000
Capital Outlay	38,635	-0-	38,635
<b>Total Expenditures</b>	<u>228,180</u>	<u>11,138</u>	<u>239,318</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<u>(31,045)</u>	<u>2,452</u>	<u>(28,593)</u>
<b>Other Financing Sources (Uses)</b>			
Transfers In/(Out)	104,373	-0-	104,373
<b>Total Other Financing Sources (Uses)</b>	<u>104,373</u>	<u>-0-</u>	<u>104,373</u>
<b>Net Change in Fund Balance</b>	73,328	2,452	75,780
<b>Fund Balances - Beginning</b>	(165)	2,586	2,421
<b>Fund Balances - Ending</b>	<u>\$ 73,163</u>	<u>\$ 5,038</u>	<u>\$ 78,201</u>

The accompanying notes are an integral part of this statement.



**Village of Clayton, Louisiana**  
**Reconciliation of the Statement of Revenues, Expenditures,**  
**& Changes in Fund Balances of Governmental Funds**  
**To the Statement of Activities**  
**For the Year Ended June 30, 2022**

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Change in Fund Balances, Total Governmental Funds, Statement E \$ 75,780

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 and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

	Capital Purchases	38,635	
	Depreciation Expense	<u>(54,862)</u>	(16,227)

The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs premiums, discounts, and similar items when debt is issued, whereas these amounts are deferred and amortized in the Statement of Activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

	Debt Issued	-0-	
	Principal Paid	<u>17,025</u>	<u>17,025</u>

Changes in Net Position of Governmental Activities, Statement B \$ 76,578

The accompanying notes are an integral part of this statement.

**Village of Clayton, Louisiana**  
**Statement of Net Position, Proprietary Funds**  
**June 30, 2022**

	<b>Enterprise Fund</b>
<b>Current Assets</b>	
Cash & Cash Equivalents	\$ 55,821
Receivables (Net of Allowances For Uncollectibles)	52,573
<b>Total Current Assets</b>	<u>108,394</u>
<b>Non-Current Assets</b>	
Restricted Cash – Customer Deposits	34,509
Capital Assets (Net of Accumulated Depreciation)	2,045,374
<b>Total Non-Current Assets</b>	<u>2,079,883</u>
<b>Total Assets</b>	<u>2,188,277</u>
<b>Current Liabilities</b>	
Accounts, Salaries, & Other Payables	93,929
<b>Total Current Liabilities</b>	<u>93,929</u>
<b>Current Liabilities Payable From Restricted Assets</b>	
Customer Deposits	47,025
<b>Total Current Liabilities Payable From Restricted Assets</b>	<u>47,025</u>
<b>Total Liabilities</b>	<u>140,954</u>
<b>Net Position</b>	
Net Investment in Capital Assets	2,045,374
Restricted	-0-
Unrestricted	1,949
<b>Total Net Position</b>	<u>\$ 2,047,323</u>

The accompanying notes are an integral part of this statement.

**Village of Clayton, Louisiana**  
**Statement of Revenues, Expenses & Changes in Net Position**  
**Proprietary Funds**  
**June 30, 2022**

	<b>Enterprise Fund</b>
<b>Operating Revenues</b>	
Charges for Services:	
Water Sales	\$ 193,119
Sewer Charges	57,274
Gas Sales	60,272
Other Operating Revenue	7,813
<b>Total Operating Revenues</b>	318,478
<b>Operating Expenses</b>	
Cost of Sales & Services	236,300
Administration	30,593
Depreciation	156,755
<b>Total Operating Expenses</b>	423,648
<b>Operating Income (Loss)</b>	(105,170)
<b>Nonoperating Revenues (Expenses)</b>	
Interest Earnings	807
<b>Total Nonoperating Revenues (Expenses)</b>	807
<b>Income Before Contributions &amp; Transfers</b>	(104,363)
Transfers In/(Out)	(104,373)
Capital Contributions	-0-
<b>Change in Net Position</b>	(208,736)
<b>Total Net Position - Beginning</b>	2,256,059
<b>Total Net Position - Ending</b>	\$ 2,047,323

The accompanying notes are an integral part of this statement.

**Village of Clayton, Louisiana**  
**Statement of Cash Flows**  
**Proprietary Fund**  
**June 30, 2022**

	<b>Enterprise Fund</b>
<b>Cash Flows From Operating Activities</b>	
Receipts From Customers & Users	\$ 369,641
Payments to Suppliers	(234,871)
Payments to Employees	(32,408)
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>102,362</b>
<b>Cash Flows From NonCapital Financing Activities</b>	
Transfers to Other Funds	(104,373)
<b>Net Cash Provided (Used) by NonCapital Financing Activities</b>	<b>(104,373)</b>
<b>Cash Flows From Capital &amp; Related Financing Activities</b>	
Capital Grants	-0-
Acquisition and Construction of Capital Assets	-0-
<b>Net Cash Provided (Used) by Capital &amp; Related Financing Activities</b>	<b>-0-</b>
<b>Cash Flows From Investing Activities</b>	
Interest and Dividends Received	807
<b>Net Cash Provided (Used) by Investing Activities</b>	<b>807</b>
<b>Net Increase (Decrease) in Cash &amp; Cash Equivalents</b>	(1,204)
<b>Cash &amp; Cash Equivalents, Beginning of Year</b>	91,534
<b>Cash &amp; Cash Equivalents, End of Year</b>	<b>90,330</b>
<b>Reconciliation to Balance Sheet</b>	
Cash & Cash Equivalents	55,821
Restricted Cash – Customer Deposits	34,509
<b>Total Cash and Cash Equivalents</b>	<b>90,330</b>
<b>Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities</b>	
Operating Income (Loss)	(105,170)
Depreciation Expense	156,755
(Increase) Decrease in Accounts Receivable	14,696
Increase (Decrease) in Accounts Payables	42,253
Increase (Decrease) in Customer Deposits	(6,172)
<b>Total Adjustments</b>	<b>207,532</b>
<b>Net Cash Provided (Used) by Operating Activities</b>	<b>\$ 102,362</b>

The accompanying notes are an integral part of this statement.

**Notes To The Basic  
Financial Statements**

## VILLAGE OF CLAYTON, LOUISIANA

### NOTES TO THE BASIC FINANCIAL STATEMENTS

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Village of Clayton is a municipal corporation governed by an elected mayor.

1. The Village of Clayton, Louisiana was incorporated under provisions of the Lawrason Act as a Village in 1962.
2. The purpose of a municipality is to provide utility services, public safety (police and fire), street sanitation, and general administrative services.
3. The Board of Aldermen consists of five elected members; four members are paid \$325 per month, and one is paid \$150 per month.
4. The Village of Clayton is located in the northeastern portion of Concordia Parish, Louisiana. Concordia Parish is located in northeastern Louisiana.
5. The population of Clayton is approximately 884.
6. The Village of Clayton has two full time employees and two part time employees.
7. The Village of Clayton has approximately 810 utility customers.

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

The accounting and reporting policies of the Village of Clayton conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the Louisiana Municipal Audit and Accounting Guide, and to the industry audit guide, Audits of State and Local Governmental Units.

## **TOWN OF CLAYTON, LOUISIANA**

### **NOTES TO THE BASIC FINANCIAL STATEMENTS CONTINUED**

#### **A. GOVERNMENT-WIDE & FUND FINANCIAL STATEMENTS**

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Changes in Net Position) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meetings the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

#### **B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, & FINANCIAL STATEMENT PRESENTATION**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied.

Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

## VILLAGE OF CLAYTON, LOUISIANA

### NOTES TO THE BASIC FINANCIAL STATEMENTS CONTINUED

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The municipality reports the following major governmental funds:

- **General Fund:**  
The General Fund is the municipality's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- **Public Works Fund:**  
The Public Works Fund is a Special Revenue (sales tax) dedicated for constructing, hard surfacing, improving and/or maintaining public roads and streets in the district, including acquiring, maintaining and operating equipment for such purposes and providing incidental drainage.

The municipality reports the following major proprietary funds:

- Water Activities
- Sewer Activities
- Gas Activities

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Principal operating revenues are utility billings. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The Village has a policy of applying expenses to restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.



## VILLAGE OF CLAYTON, LOUISIANA

### NOTES TO THE BASIC FINANCIAL STATEMENTS CONTINUED

#### C. EQUITY CLASSIFICATIONS

In the government-wide financial statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets- Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position- Net position with constraints placed on their 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.

Unrestricted Net Position- All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

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

In the Fund Financial Statements, governmental fund equity is classified as a fund balance. The District has implemented GASB Statement 54 “Fund Balance Reporting and Governmental Fund Type Definitions.” This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on the purposes for which resources can be used:

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

**VILLAGE OF CLAYTON, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
CONTINUED**

**D. CASH, CASH EQUIVALENTS, & INVESTMENTS – (C.D.’S IN EXCESS OF 90 DAYS)**

***Custodial Credit Risk***

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity’s name.

***Deposits***

It is the Village’s policy for deposits (demand checking accounts, savings accounts, and certificate of deposits) to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The Village’s deposits are categorized to give an indication of the level of risk assumed by the Village at year end. The categories are described as follows:

- ***Category 1*** – Insured or collateralized with securities held by the Village or by its agent in the Village’s name.
- ***Category 2*** – Collateralized with securities held by the pledging financial institution’s trust department or agent in the Village’s name.
- ***Category 3*** – Uncollateralized.

	<b>Delta Bank</b>	<b>Concordia Bank</b>	<b>Total</b>
<b>Bank Balances</b>	\$ 46,735	\$ 142,145	\$ 188,880
<b><i>Secured As Follows</i></b>			
FDIC ( <i>Category 1</i> )	46,735	142,145	188,880
Securities ( <i>Category 2</i> )	-0-	210,000	210,000
Uncollateralized ( <i>Category 3</i> )	-0-	-0-	-0-
<b>Total</b>	<b>\$ 46,735</b>	<b>\$ 352,145</b>	<b>\$ 398,880</b>

All deposits were fully secured as of June 30, 2022.

**VILLAGE OF CLAYTON, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
CONTINUED**

**E. INVENTORIES**

Inventories of materials and supplies are considered to be expenditures at the time purchased. Amounts on hand at the financial statement date are considered immaterial and therefore not included on the statements of assets and liabilities.

**F. ACCOUNTS RECEIVABLE & ALLOWANCES FOR BAD DEBTS**

Uncollectable amounts due for customers' utility receivables are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectables of the receivable. Below is a summary of accounts receivable and allowance for bad debts by funds:

	<b>Governmental Fund</b>	<b>Enterprise Fund</b>	<b>Total</b>
Accounts Receivable	\$ 11,095	\$ 55,339	\$ 66,434
Accounts Receivable - Restricted	930	-0-	930
Allowances for Bad Debt	-0-	(2,766)	(2,766)
<b>Total</b>	\$ 12,025	\$ 52,573	\$ 64,598

**G. FIXED ASSETS**

For the year ended June 30, 2022, no interest costs were capitalized for construction of fixed assets. The Village of Clayton has a capitalization policy of \$1,500.

Depreciation of all exhaustible fixed assets is charged as an expense against its operations. Accumulated depreciation is reported on the proprietary fund balance sheet and governmental fund statement of activities. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Vehicles and Equipment	5-10 years
Streets	20 years
Buildings	40 years

**H. LONG-TERM OBLIGATIONS**

In the government-wide financial statements and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position.

**VILLAGE OF CLAYTON, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
CONTINUED**

**I. FUND EQUITY**

In the fund equity statements, governmental funds report reservations of fund balances for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plan that are subject to change.

**2. AD VALOREM TAXES**

The entity levies taxes on real and business personal property located within its boundaries. The entity utilizes the services of the Concordia Parish Tax Assessor to assess the property values and prepare the entity's property tax roll. The entity bills and collects its own property taxes.

**Property Tax Calendar**

Assessment Date	January 1
Levy Date	No Later Than June 1
Tax Bills Mailed	On or About October 15
Total Taxes Are Due	December 31
Penalties and Interest are Added	January 1
Lien Date	January 1

For the year ended June 30, 2022, taxes of 3.64 mills were levied against property having a valuation of some \$1,348,790 which produced some \$4,910 in revenue.

Ad Valorem Taxes are broken down as follows:

	<b>Mills</b>
General Alimony	<u>3.64</u>
<b>Total</b>	<u><u>3.64</u></u>

**3. RESTRICTED ASSETS**

Restricted assets represent resources that must be expended in a specific manner. Restrictions of this nature are imposed by various contractual obligations including grant agreements and bond covenants. In situations where it is permissible to spend restricted resources, the Village typically depletes the available restricted resources before consuming unrestricted resources. Restricted assets were applicable to the following at June 30, 2022:

Enterprise Fund:	
Customer Deposits	\$ 34,507
Governmental Fund:	
LGAP Grant	11,860
Road Maintenance – Cash	4,108
Road – Sales Tax Receivables	<u>930</u>
Total	<u>\$ 51,405</u>

**VILLAGE OF CLAYTON, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
CONTINUED**

**4. CHANGES IN FIXED ASSETS – PROPRIETARY FUNDS**

A summary of enterprise fund plant and equipment at June 30, 2022, follows:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Deletions</b>	<b>Ending Balance</b>
Water & Gas System	\$ 2,466,090	\$ -0-	\$ -0-	\$ 2,466,090
Sewer System	3,205,522	-0-	-0-	3,205,522
<b>Total Fixed Assets</b>	5,671,612	-0-	-0-	5,671,612
Less: Accumulated Depreciation	(3,469,484)	(156,754)	-0-	(3,626,238)
<b>Net Fixed Assets</b>	\$ 2,202,128	\$ (156,754)	\$ -0-	\$ 2,045,374

**5. CHANGES IN GENERAL FIXED ASSETS – GOVERNMENTAL FUNDS**

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Deletions</b>	<b>Ending Balance</b>
Fixed Assets*	\$ 1,540,796	\$ 38,635	\$ -0-	\$ 1,579,431
Accumulated Depreciation	(972,534)	(54,863)	-0-	(1,027,397)
<b>Net Fixed Assets</b>	\$ 568,262	\$ (16,228)	\$ -0-	\$ 552,034

\*Land in the amount of \$8,425 is included in the fixed assets and is not being depreciated.

Depreciation expense of \$54,863 for the year ended June 30, 2022, was charged to the following governmental functions:

General Government	\$ 3,015
Public Safety:	
Police	467
Fire	1,753
Public Works:	
Streets	49,628
<b>Total Depreciation</b>	\$ 54,863

**6. CHANGES IN DEBT**

The following is a summary of short-term obligation transactions of the Village of Clayton for the year ended June 30, 2022.

	<b>Notes Payable</b>	<b>Total</b>
Bonds & Notes Payable - Beginning	\$ 225,483	\$ 225,483
Additions	-0-	-0-
Principal Retirements	(17,026)	(17,026)
<b>Total</b>	\$ 208,457	\$ 208,457

VILLAGE OF CLAYTON, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS  
CONTINUED

Notes payable at June 30, 2022, are comprised of the following issues:

*Certificate of Indebtedness Series 2017*

Financing obtained through the State Bond Commission and Concordia Bank & Trust for general operating expenses with one principal and interest payment of \$255,625 in March of 2018.

\$ 208,457

**Total**

\$ 208,457

**7. COMPENSATED ABSENCES**

Each full-time employee is credited with one day of vacation leave for each month worked. The employee’s vacation leave will begin to accumulate upon finishing a six-month probation period. Employees are allowed five days of sick leave up until his or her first anniversary date arrives. After his or her first anniversary, the employee shall earn sick leave at the rate of ten days per anniversary date. In accordance with GASB Statement No. 16, the Village had no accrued compensated absences as of June 30, 2022.

**8. RISK MANAGEMENT**

The Village is exposed to certain risks of losses such as property damage, liability issues, and other potential losses that may occur. The Village minimizes its losses by purchase of commercial insurance. The Village’s exposure over the amount of insurance is considered to be immaterial.

**9. RETIREMENT COMMITMENTS**

The Village of Clayton employees are all members of the social security system and are members of no other retirement plan. The expense of the social security is reflected in payroll taxes in the various statements of income.

**10. TRANSFERS BETWEEN FUNDS**

	<u>Governmental Funds</u>	<u>Enterprise Fund</u>
Transfers In (Out)	\$ <u>104,373</u>	<u>(104,373)</u>

Transfers were made for operational purposes.

**VILLAGE OF CLAYTON, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
CONTINUED**

**11. ELECTED OFFICIAL'S**

<u>Name</u>	<u>Term</u>	<u>Title</u>
Wilbert Washington	2020-2024	Mayor
Willie Evans	2020-2024	Alderman
Michelle D. Bethea	2020-2024	Alderman
Carl R. Thompson	2020-2024	Alderman
David K. Mitchell	2020-2024	Alderman
Abdul R. Sabir	2020-2024	Alderman

**12. WATER, SEWER, & GAS RATES**

<u>Water:</u>	<u>Minimum Charge</u>	<u>Next</u>
Commercial	\$50.00 for 1 <sup>st</sup> 1,500 gals. water used	\$10.50 per thousand all other
Residential	\$36.00 for 1 <sup>st</sup> 1,500 gals. water used	\$9.50 per thousand all other
<b>Sewer:</b>		
Residential	\$30.50 for 1 <sup>st</sup> 2,000 gals. water used	
<b>Gas:</b>		
Commercial	<b>Flexible</b> \$53.44 for 1 <sup>st</sup> 1,000 used	\$16.09 per next 1,000 cu. ft. \$15.96 per next 1,000 cu. ft. \$15.82 over 2,000 cu. ft.
Residential	\$22.80 for 1 <sup>st</sup> 1,000 used	\$19.26 per next 1,000 cu. ft. \$18.98 per next 2,000 cu. ft. \$18.08 per next 3,000 cu. ft. \$17.58 per next 4,000 cu. ft. \$17.30 over 10,000 cu. ft. \$16.04 over 20,000 cu. ft.

**VILLAGE OF CLAYTON, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
CONTINUED**

**13. USE OF ESTIMATES**

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

**14. ENCUMBRANCES**

The entity does not utilize encumbrance accounting.



**Required Supplemental Information**

**Village of Clayton, Louisiana**  
**Statement of Revenues, Expenditures, & Changes in Fund Balance**  
**Budget & Actual**  
**General Fund**  
**For the Year Ended June 30, 2022**

	Budget Amounts		Actual Amounts Budgetary Basis	Differences Favorable (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Taxes	\$ 22,500	\$ 22,500	\$ 19,697	\$ (2,803)
License & Permits	3,000	3,000	5,368	2,368
Charges for Services	45,000	45,000	59,530	14,530
Fines & Forfeits	150,000	150,000	20,589	(129,411)
Interest Income	5	5	4	(1)
Intergovernmental – Capital Grants	50,000	50,000	89,315	39,315
Reimbursements	-0-	-0-	100	100
Other	500	500	2,532	2,032
<b>Total Revenues</b>	271,005	271,005	197,135	(73,868)
<b>Expenditures</b>				
General Government	209,760	209,760	75,892	133,868
Public Safety:				
Police	5,000	5,000	48,390	(43,390)
Fire	-0-	-0-	-0-	-0-
Street Sanitation	46,400	46,400	43,264	3,136
Debt Service	-0-	-0-	22,000	(22,000)
Capital Outlay	-0-	-0-	38,635	(38,635)
<b>Total Expenditures</b>	261,160	261,160	228,181	32,979
<b>Excess (Deficiency) of Revenues Over Under Expenditures</b>	9,845	9,845	(31,046)	(40,889)
<b>Other Financing Sources (Uses)</b>				
Transfers In/(Out)	60,000	60,000	104,373	44,373
<b>Total Other Financing Sources (Uses)</b>	60,000	60,000	104,373	44,373
<b>Net Change in Fund Balance</b>	\$ 69,845	\$ 69,845	73,327	\$ 3,483
<b>Fund Balances - Beginning</b>			(36,827)	
<b>Fund Balances - Ending</b>			\$ 36,500	

See independent auditor's report.

**Village of Clayton, Louisiana**  
**Statement of Revenues, Expenditures, & Changes in Fund Balance**  
**Budget & Actual**  
**Public Works**  
**For the Year Ended June 30, 2022**

	Budget Amounts		Actual Amounts Budgetary Basis	Differences Favorable (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Taxes	\$ 12,000	\$ 12,000	\$ 13,590	\$ 1,590
Other Income	-0-	-0-	-0-	-0-
<b>Total Revenues</b>	12,000	12,000	13,590	1,590
<b>Expenditures</b>				
General Government	-0-	-0-	-0-	-0-
Street & Sanitation	10,930	10,930	11,138	(208)
Capital Outlay	-0-	-0-	-0-	-0-
<b>Total Expenditures</b>	10,930	10,930	11,138	(208)
<b>Excess (Deficiency) of Revenues Over Under Expenditures</b>	1,070	1,070	2,452	1,382
<b>Other Financing Sources (Uses)</b>				
Transfers In/(Out)	-0-	-0-	-0-	-0-
<b>Total Other Financing Sources (Uses)</b>	-0-	-0-	-0-	-0-
<b>Net Change in Fund Balance</b>	\$ 1,070	\$ 1,070	2,452	\$ 1,382
<b>Fund Balances - Beginning</b>			2,586	
<b>Fund Balances - Ending</b>			\$ 5,038	

See independent auditor's report.



**Supplemental Information**

**Village of Clayton, Louisiana**  
**Schedule of Compensation Benefits and Other Payments**  
**to Agency Head or Chief Executive Officer**  
**For the Year Ended June 30, 2022**

Honorable Wilbert Washington, Mayor

Purpose	Amount
Salary	\$ 11,004
Benefits-Insurance	-0-
Benefits-Retirement	-0-
Benefits (Expense Allowance)	-0-
Car Allowance	-0-
Vehicle Provided by Government	-0-
Per Diem	-0-
Reimbursements	-0-
Travel	-0-
Registration Fees	-0-
Conference Travel	-0-
Continuing Professional Education Fees	-0-
Housing	-0-
Un-vouchered Expenses*	-0-
Special Meals	\$ -0-

\*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report.

**Village of Clayton  
Clayton, Louisiana  
Justice System Funding Schedule – Collecting/Disbursing Entity  
Year Ended June 30, 2022**

	<b>First Six Months Ended 12/31/2021</b>	<b>Second Six Months Ended 06/30/2022</b>
<b>Beginning Balance of Amounts Collected</b>	\$	\$
<b>Add: Collections</b>		
Criminal Court Costs/Fees	-0-	-0-
Criminal Fines – Other Collection & Suspension Fees	10,786	9,807
Service/Collection Fees	-0-	-0-
<b>Subtotal Collections</b>	10,786	9,807
<b>Less: Disbursements to Governments &amp; Nonprofits</b>		
Department of Health and Hospital	305	90
State Treasurer – CMIS	69	19
North LA Crime Lab	1,930	600
LA Commission on Law Enforcement	404	54
LA Supreme Court Education Fund	19	24
<b>Less: Amounts Retained by Collecting Agency</b>		
Collection Fee for Collecting/Disbursing to Others Based on Percentage of Collection	8,059	9,020
<b>Less: Disbursements to Individuals/3<sup>rd</sup> Party Collection or Processing Agency</b>		
American Municipal Services-Collection Agency	-0-	-0-
<b>Subtotal Disbursements/Retainage</b>	10,786	9,807
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained</b>	10,786	9,807
<b>Ending Balance of “Partial Payments” Collected but not Disbursed</b>		
<b>Other Information:</b>		
<b>Ending Balance of Total Amounts Assessed but not yet Collected</b>		
	-0-	-0-
<b>Total Waivers During the Fiscal Period</b>	\$ -0-	\$ -0-

See independent auditor's report.

## **Other Reports**

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### **INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Honorable Wilbert Washington, Mayor  
Members of the Board of Alderman  
Clayton, 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, business-type activities, and each major fund of the Village of Clayton, Louisiana, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Village of Clayton’s basic financial statements and have issued our report thereon dated January 31, 2023.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Village of Clayton's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Clayton’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Clayton’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 or significant deficiencies may exist that were not identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Village of Clayton's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as item: **[2022-1 Budget Variance, 2022-2 Insufficient Restricted Cash, 2022-3 Unremitted Traffic Fees, and 2022-4 Annual Filing of Financial Statements]**

### **The Village of Clayton's Response to Findings**

The Village of Clayton's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The Village of Clayton's response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on it.

### **Purpose of this Report**

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

*The Vercher Group*

Jena, Louisiana  
January 31, 2023

**VILLAGE OF CLAYTON  
CLAYTON, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COST  
For the Year Ended June 30, 2022**

We have audited the basic financial statements of the Village of Clayton, Louisiana, as of and for the year ended June 30, 2022, and have issued our report thereon dated January 31, 2023. We conducted our audit in accordance with generally accepted auditing standards and the standards in the United States of America applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Section I - Summary of Auditor's Results**

Our audit of the financial statements as of June 30, 2022, resulted in an unmodified opinion.

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

Internal Control

Material Weaknesses  Yes                      Significant Deficiencies  Yes

Compliance

Compliance Material to Financial Statements     Yes

**b. Federal Awards (Not Applicable)**

Internal Control

Material Weaknesses     Yes     No    Other Conditions     Yes     No

Type of Opinion on Compliance    Unmodified                       Qualified   
For Major Programs                      Disclaimer                       Adverse

Are the findings required to be reported in accordance with Uniform Guidance?

Yes     No

**c. Identification Of Major Programs:**

CFDA Number (s)	Name Of Federal Program (or Cluster)

Dollar threshold used to distinguish between Type A and Type B Programs:                      \$

Is the auditee a 'low-risk' auditee, as defined by OMB Uniform Guidance?                       Yes     No

VILLAGE OF CLAYTON, LOUISIANA

SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)  
For the Year Ended June 30, 2022

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**Section II – Financial Statement Findings**

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**2022-1 Budget Variances**

**Condition:** The Village had an unfavorable revenue variance of \$73,868 or 27.3%.

**Criteria:** The Budget Act requires governments to amend their budgets when revenues fall below budgeted amounts by more than 5% or when expenditures exceed 5% of appropriations.

**Cause of Condition:** Not amending the budget.

**Effect of Condition:** Violation of the Budget Act.

**Recommendation:** Revenues and expenditures should be monitored to determine if the budget should be amended before year end.

**Client Response and Corrective Action:** The Village will begin monitoring revenues and expenditures to determine if the budget should be amended.

**Contact Person:** Wilbert Washington

**Anticipated Completion Date:** June 30, 2023

**2022-2 Insufficient Restricted Cash**

**Condition:** The Village’s customer meter deposit liability exceeded the amount of related restricted cash and cash equivalents.

**Criteria:** Restricted assets should always equal or exceed their related liability.

**Cause of Condition:** Insufficient funds in the restricted cash account.

**Effect of Condition:** Spending of restricted cash.

**Recommendation:** We recommend that management monitor the customer meter deposit balance and restricted cash balance. We recommend that management ensure that the restricted cash balance always equals or exceeds the customer meter deposit balance.

**Client Response & Corrective Action:** Management will work on this for fiscal year 2023.

**Contact Person:** Wilbert Washington

**Anticipated Completion Date:** June 30, 2023

**VILLAGE OF CLAYTON, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)  
For the Year Ended June 30, 2022**

**2022-3 Unremitted Traffic Ticket Fees**

**Condition:** During a prior audit, it was noted that the Village had not remitted certain fees collected for traffic tickets on behalf of different state agencies for several months.

**Criteria:** The Louisiana Legislature imposes additional fees on traffic violations which are collected by municipalities and then remitted to the appropriate State agencies.

**Cause of Condition:** Nonpayment of fees collected on behalf of various State agencies.

**Effect of Condition:** Before adjusting entries were made, fines and forfeitures were overstated and accounts payable was understated.

**Recommendation:** We recommend that the Village report and remit traffic fees in a timely manner.

**Client Response and Corrective action:** Management will work on this for fiscal year 2023.

**Contact Person:** Wilbert Washington

**Anticipated Completion Date:** June 30, 2023

**2022-4 Annual Filing of Financial Statements**

**Condition:** The Village did not timely file their financial statements with the Legislative Auditor on a timely basis.

**Criteria:** (Required for financial audits performed under Government Auditing Standards): LSA-RS 24:514, LSA-RS 33:463, and/or LSA-RS 39:92, as applicable, require that governmental units file their financial statements annually with the Legislative Auditor's Office within six months of the entity's year end closing.

**Cause of Condition:** Not having the financial statements completed on time.

**Effect of Condition:** Potential Compliance Violation and a freeze on grant funding.

**Recommendation:** The Village should have their audit completed in time to file with the Legislative Auditor's Office within six months of the Village's year end closing.

**Client Response and Corrective Action:** The Village will have their audit completed in time to file with the Legislative Auditor's Office within six months of the Village's year end closing.

**Contact Person:** Wilbert Washington

**Anticipated Completion Date:** June 30, 2023

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### **MANAGEMENT LETTER COMMENTS**

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During the course of our review, we observed conditions and circumstances that may be improved. Below are findings noted for improvement, our recommendation for improvement and the Village's plan for corrective action.

#### **CURRENT YEAR MANAGEMENT LETTER COMMENTS**

No items to report.

**VILLAGE OF CLAYTON  
CLAYTON, LOUISIANA  
JUNE 30, 2022**

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**MANAGEMENT’S SUMMARY OF PRIOR YEAR FINDINGS**

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Legislative Auditor  
State of Louisiana  
Baton Rouge, Louisiana 70804-9397

The management of the Village of Clayton, Louisiana has provided the following action summaries relating to findings brought to their attention as a result of their financial review for the year ended June 30, 2021.

**Prior Year Findings:**

**2021-1 Budget Variances (Unresolved)**

**Condition:** The Village had an unfavorable revenue variance of \$961 or 8.0% and an unfavorable expenditure variance of \$113 or 1.0% in the public works fund during the year.

**Criteria:** The Budget Act requires governments to amend their budgets when revenues fall below budgeted amounts by more than 5% or when expenditures exceed 5% of appropriations.

**Cause of Condition:** Not amending the budget.

**Effect of Condition:** Violation of the Budget Act.

**Recommendation:** Revenues and expenditures should be monitored to determine if the budget should be amended before year end.

**Client Response and Corrective Action:** The Village will begin monitoring revenues and expenditures to determine if the budget should be amended.

**Contact Person:** Wilbert Washington

**Anticipated Completion Date:** June 30, 2022

**2021-2 Insufficient Restricted Cash (Unresolved)**

**Condition:** The Village’s customer meter deposit liability exceeded the amount of related restricted cash and cash equivalents.

**Criteria:** Restricted assets should always equal or exceed their related liability.

**Cause of Condition:** Insufficient funds in the restricted cash account.

VILLAGE OF CLAYTON  
CLAYTON, LOUISIANA  
JUNE 30, 2021

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MANAGEMENT'S SUMMARY OF PRIOR YEAR FINDINGS

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**Effect of Condition:** Spending of restricted cash.

**Recommendation:** We recommend that management monitor the customer meter deposit balance and restricted cash balance. We recommend that management ensure that the restricted cash balance always equals or exceeds the customer meter deposit balance.

**Client Response & Corrective Action:** Management will work on this for fiscal year 2022.

**Contact Person:** Wilbert Washington

**Anticipated Completion Date:** June 30, 2022

**2021-3 Unremitted Traffic Ticket Fees (Unresolved)**

**Condition:** During a prior audit, it was noted that the Village had not remitted certain fees collected for traffic tickets on behalf of different state agencies for several months.

**Criteria:** The Louisiana Legislature imposes additional fees on traffic violations which are collected by municipalities and then remitted to the appropriate State agencies.

**Cause of Condition:** Nonpayment of fees collected on behalf of various State agencies.

**Effect of Condition:** Before adjusting entries were made, fines and forfeitures were overstated and accounts payable was understated.

**Recommendation:** We recommend that the Village report and remit traffic fees in a timely manner.

**Client Response:** Management will work on this for fiscal year 2022.

**Contact Person:** Wilbert Washington

**Anticipated Completion Date:** June 30, 2022

VILLAGE OF CLAYTON  
CLAYTON, LOUISIANA  
JUNE 30, 2021

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MANAGEMENT'S SUMMARY OF PRIOR YEAR FINDINGS

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**Prior Year Findings (Continued):**

**2021-4 Deficit Fund Balance (Resolved)**

**Condition:** The Village ended the year with a \$165 deficit fund balance in the general fund.

**Criteria:** A deficit fund balance in a governmental fund indicates that the Village has more short-term debt than the Village can service.

**Cause of Condition:** Lack of revenue streams and overspending.

**Effect of Condition:** Inability to pay current obligations.

**Recommendation:** The Village should budget revenue and expenditures to ensure the Village can meet current obligations and not cause financial hardship.

**Client Response and Corrective Action:** The Village will budget revenue and expenditures to ensure the Village can meet current obligations and not cause financial hardship.

**Contact Person:** Wilbert Washington

**Anticipated Completion Date:** June 30, 2022



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### **INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

Honorable Wilbert Washington, Mayor  
Village of Clayton  
Clayton, Louisiana

We have performed the procedures enumerated below, which were agreed to by the Village of Clayton and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the period June 30, 2022. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

#### **Written Policies and Procedures**

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1. 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:
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - b) **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.
  - c) **Disbursements**, including processing, reviewing, and approving.
  - d) **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).

- e) **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(s) rate of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-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).
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **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.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **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.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Exceptions: The Village has not adopted policies for all items listed above except for Payroll/Personnel.**

**Management's Response: Management will adopt policies and procedures for the above listed.**

### ***Board or Finance Committee***

---

- 2. 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:
  - a) 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.
  - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit 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.*

- c) 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 in the procedures performed.**

### ***Bank Reconciliations***

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3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) 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);
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - c) 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.

**Exception: No documentation on research of items over 12 months.**

**Management Response: Management will document research on outstanding items that are over 12 months.**

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

---

4. 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).

**Observations: Entity only has one deposit site.**

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to

employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees responsible for cash collections do not share cash drawers/registers.
- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

**Exception: Entity does not have enough personnel to properly segregate duties. Utilizes CPA oversight to mitigate risk.**

**Management Response: Board Reviews all collections and disbursements at board meetings to mitigate risk. The Village also hired outside CPA to prepare financial reports and review collections and disbursements.**

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

**No exceptions noted in the procedures performed.**

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe 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).
- e) Trace the actual deposit per the bank statement to the general ledger.

**No exceptions noted in the procedures performed.**

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

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8. 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).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) 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.
  - d) 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.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
  - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

**No exceptions noted in the procedures performed.**

***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. 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:
  - a) 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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe 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 note 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 in the procedures performed.**

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

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14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**No exceptions noted in the procedures performed.**

#### ***Contracts***

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15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management’s representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner’s contract, and:
- a) 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.
  - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

- c) If the contract was amended (e.g., change order), observe 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, was approval documented).
- d) 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 the invoice and related payment agreed to the terms and conditions of the contract.

**No exceptions noted in the procedures performed.**

### ***Payroll and Personnel***

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- 16. 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.
- 17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
- 18. 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, 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 or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
- 19. 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 in the procedures performed.**

## *Ethics*

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20. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above: obtain ethics documentation from management, and:
- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity’s ethics policy during the fiscal period, as applicable.

**Exception: Ethics training was not completed by all officials/employees.**

**Management Response: Management will ensure all officials/employees complete one hour of ethics training.**

## *Debt Service*

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21. 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 State Bond Commission approval was obtained for each debt instrument issued.
22. 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 in the procedures performed.**

## *Fraud Notice*

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23. 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.
24. Observe 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 in the procedures performed.**

## *Information Technology Disaster Recovery/Business Continuity*

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25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**
- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a



- physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c) 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 procedures and discussed results with management.**

### ***Sexual Harassment***

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26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

**Exception: Sexual harassment training was not completed by all officials/employees.**

**Management Response: Management will ensure all officials/employees complete one hour of sexual harassment training.**

27. Observe 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).
28. 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 it includes the applicable requirements of R.S. 42:344:
- a) Number and percentage of public servants in the agency who have completed the training requirements;
  - b) Number of sexual harassment complaints received by the agency;
  - c) Number of complaints which resulted in a finding that sexual harassment occurred;
  - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - e) Amount of time it took to resolve each complaint.

**Exception: Village does not have a sexual harassment policy or complaint procedure.**

**Management Response: The Village will adopt a sexual harassment policy and file an annual report before February 1<sup>st</sup> each year.**

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

### *The Vercher Group*

Jena, Louisiana  
January 31, 2023