

**TOWN OF COTTON VALLEY, LOUISIANA**  
**ANNUAL FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

**TOWN OF COTTON VALLEY  
ANNUAL FINANCIAL STATEMENTS  
FOR THE YEAR ENDING DECEMBER 31, 2022**

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**TOWN OF COTTON VALLEY  
MANAGEMENT DISCUSSION AND ANALYSIS  
DECEMBER 31, 2022**

The management of the Town of Cotton Valley, Louisiana offers readers of the Town of Cotton Valley, Louisiana's (Town) financial statements this narrative overview and analysis of the financial activities of the Town for the year ended December 31, 2022. This management discussion and analysis ("MD&A") is designed to provide an objective analysis of the Town's financial activities based on currently known facts, decisions, and conditions. It is intended to provide readers with a broad overview of Town finances. It is also intended to provide readers with an analysis of the Town's short-term and long-term activities based on information presented in the financial report and fiscal policies that have been adopted by the Town. Specifically, this section is designed to assist the reader in focusing on significant financial issues, provide an overview of the Town's financial activity, identify changes in the Town's financial position (its ability to address the next and subsequent year challenges), identify any material deviations from the financial plan (the approved budget), and identify individual fund issues or concerns.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements consist of government-wide financial statements, fund financial statements, and notes to the financial statements. This report also contains other supplementary information, which is in addition to the basic financial statements themselves.

Government-Wide Financial Statements

Government-wide financial statements are designed by GASB Statement No. 34 to change the way in which governmental financial statements are presented. It now provides readers with a concise "entity-wide" Statement of Net Position and Statement of Activities, which seek to give the user of the financial statements a broad overview of the Town's financial position and results of operations in a manner similar to private sector businesses.

The statement of net position presents information on all of the Town's assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private sector companies. The difference between the two is reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or weakening.

The statement of activities presents information which shows how the government's net position changed during this fiscal year. All changes in net position are reported as soon as the underlying event occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., uncollected taxes).

Each of these reports is broken down between governmental activities and business-type activities. Governmental activities normally are those activities that are supported by taxes,

**TOWN OF COTTON VALLEY  
MANAGEMENT DISCUSSION AND ANALYSIS  
DECEMBER 31, 2022**

licenses, permits, fines, and intergovernmental revenues, for example, the police department. Business-type activities are functions that are intended to support their costs through charges for services or fees, such as the Water and Sewer Departments.

**Government-wide Financial Analysis**

As noted earlier, net position may, overtime, serve as a useful indicator of a government's financial position. At the close of the most recent fiscal year, the Town's assets exceeded its liabilities by \$2,741,472 (net position); this represents a decrease of \$144,248 from the last fiscal year. Of this total net asset amount, \$(569,456) is unrestricted net position. The Town's net position is comprised of \$289,975 from governmental activities and \$2,451,497 from business-type activities.

The following is a condensed statement of the Town of Cotton Valley's net position as of December 31, 2022:

	Governmental-Type Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
<b>Assets</b>						
Current & Other Assets	\$ 14,943	\$ 230,150	\$ 411,541	\$ 453,571	\$ 426,484	\$ 683,721
Capital Assets (net)	327,448	305,190	2,661,344	2,804,762	2,988,792	3,109,952
<b>Total Assets</b>	<b>\$ 342,391</b>	<b>\$ 535,340</b>	<b>\$3,072,885</b>	<b>\$3,258,333</b>	<b>\$3,415,276</b>	<b>\$3,793,673</b>
<b>Liabilities</b>						
Other Liabilities	\$ 30,988	\$ 239,329	\$ 126,564	\$ 111,910	\$ 157,552	\$ 351,239
Long-Term Liability	-	-	494,824	528,399	494,824	528,399
<b>Total Liabilities</b>	<b>\$ 30,988</b>	<b>\$ 239,329</b>	<b>\$ 621,388</b>	<b>\$ 640,309</b>	<b>\$ 652,376</b>	<b>\$ 879,638</b>
Deferred Inflows of Resources	\$ 21,428	\$ 28,313	\$ -	\$ -	\$ 21,428	\$ 28,313
<b>Net Position</b>						
Invested In Capital Assets, Net	\$ 327,448	\$ 305,190	\$2,661,344	\$2,804,762	\$2,988,792	\$3,109,952
Contributed Capital			248,905	248,905	248,905	248,905
Restricted	32,354	2,721	40,877	34,324	73,231	37,045
Unrestricted	(69,827)	(40,213)	(499,629)	(469,967)	(569,456)	(510,180)
<b>Total Net Position</b>	<b>\$ 289,975</b>	<b>\$ 267,698</b>	<b>\$2,451,497</b>	<b>\$2,618,024</b>	<b>\$2,741,472</b>	<b>\$2,885,722</b>

By far the largest portion of the Town's net position, \$2,988,792 reflects its investment in capital assets (e.g., land, buildings, machinery and equipment, town infrastructure, etc.) less any related debt used to acquire those assets still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's capital assets are reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since capital assets themselves cannot be used to liquidate these liabilities.

The Town has accumulated \$26,650 and \$14,227 restricted for customer deposits and debt service, respectively.

The balance of (\$569,454) is unrestricted net position, which may be used to meet the government's on-going obligations to citizens and creditors.

**TOWN OF COTTON VALLEY  
MANAGEMENT DISCUSSION AND ANALYSIS  
DECEMBER 31, 2022  
Continued**

The Town has a total outstanding debt of \$532,004, which was used to finance some of the \$2,988,792 capital assets. Total liabilities of \$652,374 are equal to 24% of the total net position.

The following is a summary of the statement of activities:

	Governmental-Type Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Revenue						
Program Revenue	\$ 160,354	\$ 324,543	\$ 424,214	\$ 643,867	\$ 584,568	\$ 968,410
General Revenue & Transfers	246,645	249,388	(57,110)	(21,135)	189,535	228,253
Total Revenue	<u>\$ 406,999</u>	<u>\$ 573,931</u>	<u>\$ 367,104</u>	<u>\$ 622,732</u>	<u>\$ 774,103</u>	<u>\$ 1,196,663</u>
Expenses						
General & Administrative	\$ 294,722	\$ 275,654			\$ 294,722	\$ 275,654
Public Safety	73,375	85,395			73,375	85,395
Other	16,625	15,486			16,625	15,486
Water & Sewer Utilities	-	-	533,631	420,108	533,631	420,108
Total Expenses	<u>\$ 384,722</u>	<u>\$ 376,535</u>	<u>\$ 533,631</u>	<u>\$ 420,108</u>	<u>\$ 918,353</u>	<u>\$ 796,643</u>
Increase (Decrease) in Net Position	22,277	197,396	(166,527)	202,624	(144,250)	400,020
Net Position, Beginning	\$ 267,698	\$ 70,302	\$ 2,618,024	\$ 2,415,400	\$ 2,885,722	\$ 2,485,702
Prior Period Adjustment					0	0
Net Position, Ending	<u>\$ 289,975</u>	<u>\$ 267,698</u>	<u>\$ 2,451,497</u>	<u>\$ 2,618,024</u>	<u>\$ 2,741,472</u>	<u>\$ 2,885,722</u>

### Governmental Activities

The governmental activities of the Town include General Government and Public Safety, in that revenues normally associated with municipal operations, (e.g., property tax, franchise fees, license fees, fines, and operating grants) are sufficient for the funding of these activities.

### Business-type Activities

The business-type activities of the Town are those that charge a fee to customers for the services provided. The Town has two business-type activities, which are accounted for in enterprise funds. The Town uses enterprise funds to account for the revenues and expenses related to the provision of water and sewer services.

**TOWN OF COTTON VALLEY  
MANAGEMENT DISCUSSION AND ANALYSIS  
DECEMBER 31, 2022  
Continued**

The following is a summary of the business-type activities of the Town:

	Operating Revenue Net of Purchases	Operating Expenses	Net Income (Loss) From Operations
Year ended December 31, 2021	643,867	420,108	\$ 223,759
Year ended December 31, 2022	424,214	533,631	(109,417)
Increase (Decrease) Between Years	<u>\$ (219,653)</u>	<u>\$ 113,523</u>	<u>\$ (333,176)</u>

**Fund Financial Statements - Governmental Funds**

The fund financial statements provide more detailed information about the Town's most significant funds - not the Town as a whole. Funds are accounting devices that the Town uses to keep track of specific sources of funding and spending for a particular purpose.

The Town currently maintains two individual governmental fund types. The fund type includes the General fund and the Sales tax fund. Information is presented separately in the Governmental Funds Balance Sheet (Statement C) and in the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances (Statements E) for the General Fund and the Sales tax fund. The General Fund is considered to be a major fund.

The Town adopts an annual budget for the General Fund and the Special Revenue fund. A statement of revenues, expenditures, and changes in fund balance is presented in the Required Supplemental Information Schedules 1 and 2, which compares actual revenues and expenditures to the original budget and amended budget figures.

**Financial Analysis of the Town's Governmental Funds**

The Town of Cotton Valley's governmental fund (General Fund) reported an ending fund balance (deficit) of (\$69,827), which is a decrease of \$29,614 from the prior year. The entire ending fund balance (deficit) of (\$69,827) is unreserved.

**Fund Financial Statements - Proprietary Funds**

The Town maintains two proprietary funds. Proprietary funds are used to report the same functions as business-type activities. The Town uses enterprise funds (the first type of proprietary fund) to account for its Water and Sewer Operations. These enterprise funds report the same functions presented as business-type activities in the government-wide financial statements.

**TOWN OF COTTON VALLEY  
MANAGEMENT DISCUSSION AND ANALYSIS  
DECEMBER 31, 2022  
Continued**

Financial Analysis of the Town's Proprietary Fund

The Town's proprietary funds show a decrease in ending retained earnings of \$166,527. The 2022 operating income (loss) of the Utility fund of \$(89,361) represents a decrease in revenue of \$242,829 and an increase in expenses of \$114,881 from 2021 figures.

Financial statements of enterprise funds are presented on the same basis of accounting as in both the governmental-wide financial statements and the individual fund statements. All comments and analysis made under business-type activities apply to these funds.

General Fund Budgetary Highlights

The Town adopted an original budget for the General Fund and the Sales Tax fund and an amended budget during the year. For the General fund actual expenditures and other uses were under budgeted expenditures and other uses by \$17,472. For the Sales tax fund actual expenditures and other uses did not exceed budgeted expenditures and other uses.

Capital Asset and Debt Administration

The total investment in net capital assets as of December 31, 2022 is \$2,988,792.

There were no major capital assets purchased or constructed in fiscal 2022 for business type activities. Capital assets of \$38,883 were purchased or constructed in fiscal 2022 for government type activities for street infrastructure.

Current Financial Factors

The Town is trying to get its policies and procedures back in place with the current administration.

Requests for Information

This financial report is designed to provide a general overview of the Town of Cotton Valley's finances for all with an interest in the government's operations. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Town Clerk, 478 Resident St, Cotton Valley, Louisiana 71018.

# JUDY MONCRIEF CPA LLC

910 Pierremont Road, Suite 311  
Shreveport, Louisiana 71106-2069

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## INDEPENDENT AUDITOR'S REPORT

Mayor and Board of Aldermen  
Town of Cotton Valley  
Cotton Valley, LA

### **Opinions**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund, and the aggregate remaining fund information of the Town of Cotton Valley ("Town"), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town, as of December 31, 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. 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 Town of Cotton Valley, Louisiana, 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 these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 doubt about the Town of Cotton Valley, Louisiana'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 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, 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 Town of Cotton Valley, Louisiana'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 Town of Cotton Valley, Louisiana'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, 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 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 me with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The schedule of compensation paid to elected officials, the schedule of compensation, benefits and other payments to agency head, and schedule of insurance are presented for the purpose of additional analysis and are not a required part of 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 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 supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the management's discussion and analysis and budgetary comparison information is 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 a report dated June 19, 2023, on our consideration of the Town'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 this report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of the testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Judy Moncrief CPA LLC  
Shreveport, Louisiana  
June 19, 2023

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF NET POSITION**  
**AS OF DECEMBER 31, 2022**

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
ASSETS			
Cash and Equivalents	\$ 36,782	\$ 238,245	\$ 275,027
Receivables	39,201	71,378	110,579
Grant Receivables	-		-
Internal Balances	(61,040)	61,040	-
Restricted Assets		40,878	40,878
Other Assets			-
Capital Assets (Net)	327,448	2,661,344	2,988,792
Total Assets	<u>\$ 342,391</u>	<u>\$ 3,072,885</u>	<u>\$ 3,415,276</u>
Deferred Outflows of Resources	0	0	0
LIABILITIES			
Accounts, Salaries, and Other Payables	\$ 20,198	\$ 52,157	\$ 72,355
Current Loans, Bonds, and Interest Payable	10,790	37,180	47,970
Liabilities Payable from Restricted Assets		37,227	37,227
Lease Obligation		85,084	85,084
Loans and Bonds Payable		409,740	409,740
Total Liabilities	<u>30,988</u>	<u>621,388</u>	<u>652,376</u>
Deferred Inflows of Resources	21,428	0	21,428
NET POSITION			
Invested in Capital Assets, Net of Related Debt	327,448	2,661,344	2,988,792
Contributed Capital		248,905	248,905
Restricted for Debt		40,877	40,877
Restricted for Public Works	32,354		32,354
Unrestricted	(69,827)	(499,629)	(569,456)
TOTAL NET POSITION	<u>\$ 289,975</u>	<u>\$ 2,451,497</u>	<u>\$ 2,741,472</u>

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

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF ACTIVITIES FOR THE YEAR ENDING**  
**DECEMBER 31, 2022**

	Expense	Program Revenues			Net (Expenses) Revenues and Changes of Primary Government		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental Activities:							
General Government	\$ 294,722	\$ -	\$ -	\$ -	\$ (294,722)		\$ (294,722)
Public Safety	73,375	121,471			48,096		48,096
Highways and Streets				38,883	38,883		38,883
Depreciation	16,625				(16,625)		(16,625)
Total Governmental Activities	<u>384,722</u>	<u>121,471</u>	<u>-</u>	<u>38,883</u>	<u>(224,368)</u>	<u>-</u>	<u>(224,368)</u>
Business-Type Activities:							
Water and Sewer	533,631	408,910	15,304	-		(109,417)	(109,417)
Total Business-Type Activities	<u>533,631</u>	<u>408,910</u>	<u>15,304</u>	<u>-</u>	<u>-</u>	<u>(109,417)</u>	<u>(109,417)</u>
Total Primary Government	<u>918,353</u>	<u>530,381</u>	<u>15,304</u>	<u>38,883</u>	<u>(224,368)</u>	<u>(109,417)</u>	<u>(333,785)</u>
General Revenues:							
Ad Valorem Taxes					\$ 44,199	\$ -	\$ 44,199
Sales Taxes					98,233		98,233
Franchise Fees					17,248		17,248
Licenses and Permits					11,673		11,673
Intergovernmental					5,177		5,177
Investment Earnings						555	555
Other General Revenues					12,450	-	12,450
Transfers - Net					57,665	(57,665)	-
Total General Revenues and Transfers					<u>246,645</u>	<u>(57,110)</u>	<u>189,535</u>
Change in Net Position					22,277	(166,527)	(144,250)
Net Position - Beginning					<u>267,698</u>	<u>2,618,024</u>	<u>2,885,722</u>
Net Position - Ending					<u>289,975</u>	<u>2,451,497</u>	<u>2,741,472</u>

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

**TOWN OF COTTON VALLEY, LOUISIANA**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**AS OF DECEMBER 31,2022**

	General Fund	Sales Tax Fund	Total Governmental Funds
ASSETS			
Cash and Equivalents	\$ 2,815	\$ 33,968	\$ 36,783
Receivables	39,201		39,201
Grant Receivable			-
Interfunds	1,614		1,614
Other Assets			-
TOTAL ASSETS	<u>\$ 43,630</u>	<u>\$ 33,968</u>	<u>\$ 77,598</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts, Salaries, and Other Payables	\$ 20,199	\$ -	\$ 20,199
Note Payable	\$ 10,790		\$ 10,790
Interfunds	61,040	1,614	62,654
Total Liabilities	<u>92,029</u>	<u>1,614</u>	<u>93,643</u>
Deferred Inflows of Resources	21,428	0	21,428
Fund Balances:			
Restricted for Public Works		32,354	32,354
Unassigned	(69,827)		(69,827)
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 43,630</u>	<u>\$ 33,968</u>	<u>\$ 77,598</u>

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

**TOWN OF COTTON VALLEY, LOUISIANA**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE GOVERNMENT-WIDE FINANCIAL STATEMENT OF NET POSITION**  
**AS OF DECEMBER 31, 2022**

Amounts Reported for Governmental Activities in the  
Statement of Net Position are Difference Because:

Fund Balances - Total Governmental Funds (Statement C)	\$	(37,473)
Capital Assets Used in Governmental Activities are Not Financial Resources and, Therefore, are Not Reported in The Governmental Funds:		
Governmental Capital Assets	\$	526,948
Less Accumulated Depreciation	<u>(199,500)</u>	<u>327,448</u>
Net Position of Governmental Activities (Statement A)	\$	<u><u>289,975</u></u>

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

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDING DECEMBER 31,2022**

	General Fund	Sales Tax Fund	Total Governmental Funds
REVENUES			
Taxes:			
Ad Valorem	\$ 44,199	\$ -	\$ 44,199
Sales and Use		98,233	98,233
Franchise Fees	17,248		17,248
Licenses and Permits	11,673		11,673
Intergovernmental Revenues:			
Local	5,177		5,177
State Grants	38,883		38,883
Fines and Forfeitures	121,471		121,471
Use of Money and Interest Earnings	-		-
Other Revenues	12,450		12,450
Total Revenues	<u>\$ 251,101</u>	<u>\$ 98,233</u>	<u>\$ 349,334</u>
EXPENDITURES			
General Government	\$ 294,722	\$ -	\$ 294,722
Public Safety	\$ 73,375		73,375
Highway and Streets			-
Capital Outlay	38,883		38,883
Total Expenditures	<u>406,980</u>	<u>-</u>	<u>406,980</u>
Excess (Deficiency) of Revenues Over (Under)			
Expenditures:	(155,879)	98,233	(57,646)
OTHER FINANCING SOURCES (USES)			
Operating Transfers In	126,265		126,265
Operating Transfers Out		(68,600)	(68,600)
Total Other Financing Sources (Uses)	<u>126,265</u>	<u>(68,600)</u>	<u>57,665</u>
Net Change in Fund Balance	(29,614)	29,633	19
Fund Balance - Beginning of Year	(40,213)	2,721	(37,492)
Prior Period Adjustment	-	-	-
Fund Balance - Ending	<u>\$ (69,827)</u>	<u>\$ 32,354</u>	<u>\$ (37,473)</u>

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

**TOWN OF COTTON VALLEY, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS,  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDING DECEMBER 31, 2022**

Amounts Reported for Governmental Activities in the  
Statement of Activities are Different Because:

Net Change in Fund Balances - Total Governmental Funds (Statement E)	\$	19
<p>Governmental Funds Report Capital Outlays as Expenditures. However, In the Statement of Activities, the Costs of Those Assets is Allocated Over Their Estimated Useful Lives and Reported as Depreciation Expense. This is the Amount by Which Capital Outlay (\$38,883) Less Depreciation (\$16,625) in the Current Period.</p>		
		22,258
<p>Nonallocation Method of Accounting for Prepayments Used in Fund Statements (Prepayment Does Not Provide Expendable Financial Resources)</p>		
		-
<p>Expenses Reported in the Statement of Activities That Do Not Require The Use of Current Financial Resources and Not Reported as Expenditures In Governmental Funds</p>		
		-
Change in Net Position of Governmental Activities (Statement B)	\$	22,277

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

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF NET POSITION - PROPRIETARY FUNDS**  
**AS OF DECEMBER 31, 2022**

	Business-Type Activities - Enterprise Funds		
	Utility	(Memo Only)	
	Fund	2022	2021
<b>ASSETS</b>			
Current Assets:			
Cash and Equivalents	\$ 238,245	\$ 238,245	\$ 263,106
Receivables	71,378	71,378	110,405
Interfunds	61,040	61,040	45,736
Total Current Assets	<u>370,663</u>	<u>370,663</u>	<u>419,247</u>
Restricted Assets:			
Cash and Equivalents	40,878	40,878	34,324
Non-Current Assets:			
Net Capital Assets	<u>2,661,344</u>	<u>2,661,344</u>	<u>2,804,762</u>
Total Non-Current Assets	<u>2,661,344</u>	<u>2,661,344</u>	<u>2,804,762</u>
<b>TOTAL ASSETS</b>	<u><u>3,072,885</u></u>	<u><u>3,072,885</u></u>	<u><u>3,258,333</u></u>
<b>LIABILITIES</b>			
Current Liabilities:			
Accounts, Salaries, and Other Payables	\$ 54,452	\$ 54,452	\$ 47,420
Accrued Interest	1,621	1,621	1,076
Capital Lease - Current	20,178	20,178	19,962
Revenue Bonds - Current	13,084	13,084	12,227
Total Current Liabilities	<u>89,335</u>	<u>89,335</u>	<u>80,685</u>
Current Liabilities Payable from Restricted Assets	37,227	37,227	31,226
Non-Current Liabilities			
Lease Obligation	85,084	85,084	105,262
Loans and Bonds Payable	409,740	409,740	423,137
Total Non-Current Liabilities	<u>494,824</u>	<u>494,824</u>	<u>528,399</u>
Total Liabilities	<u>621,386</u>	<u>621,386</u>	<u>640,310</u>
<b>NET POSITION</b>			
Net Investment in Capital Assets	2,661,344	2,661,344	2,804,762
Contributed Capital	248,905	248,905	248,905
Restricted For Debt Service	40,878	40,878	34,324
Unrestricted	(499,630)	(499,630)	(469,967)
<b>TOTAL NET POSITION</b>	<u><u>\$ 2,451,497</u></u>	<u><u>\$ 2,451,497</u></u>	<u><u>\$ 2,618,024</u></u>

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

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDING DECEMBER 31, 2022**

	Business-Type Activities - Enterprise Funds		
	Utility Fund	(Memo Only) 2022	2021
Operating Revenues			
Charges for Services -			
Water and Sewer Sales	\$ 408,910	\$ 408,910	\$ 470,776
Grant Proceeds	15,304	15,304	\$ 173,091
Other Income	-	-	23,176
Total Operating Revenue	<u>424,214</u>	<u>424,214</u>	<u>667,043</u>
Operating Expenses			
Salaries	39,128	39,128	50,108
Insurance	21,952	21,952	3,620
Truck Expense	6,418	6,418	2,203
Maintenance and Repairs	21,365	21,365	30,939
Miscellaneous Expenses	25,658	25,658	13,027
Safe Drinking Water Fees	23,066	23,066	-
Contract Labor	14,400	14,400	19,770
Prisoner Labor Expense	29,368	29,368	-
Office Expense	28,402	28,402	1,170
Materials and Supplies	13,766	13,766	3,715
Utilities	35,878	35,878	41,905
Trash Pickup Services	96,459	96,459	76,224
Depreciation	157,715	157,715	156,013
Total Operating Expenses	<u>513,575</u>	<u>513,575</u>	<u>398,694</u>
Operating Income (Loss)	(89,361)	(89,361)	268,349
Nonoperating Revenues (Expenses)			
Interest Earnings	555	555	253
Interest Expenses	(20,056)	(20,056)	(21,414)
Total Nonoperating Revenues (Expenses)	<u>(19,501)</u>	<u>(19,501)</u>	<u>(21,161)</u>
Income Before Contributions and Transfers	(108,862)	(108,862)	247,188
State and Local Grants	-	-	-
Transfers In	-	-	-
Transfers Out	(57,665)	(57,665)	(44,564)
Change in Net Position	<u>(166,527)</u>	<u>(166,527)</u>	<u>202,624</u>
Total Net Position - Beginning	<u>2,618,024</u>	<u>2,618,024</u>	<u>2,415,400</u>
Total Net Position - Ending	<u><u>2,451,497</u></u>	<u><u>2,451,497</u></u>	<u><u>2,618,024</u></u>

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

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDING DECEMBER 31, 2022**

	2022	2021
Cash Flows from Operating Activities		
Receipts from Customers and Users	\$ 453,940	\$ 426,144
Grant Proceeds Received	\$ 15,304	\$ 173,091
Receipts for Other Funds	-	23,176
Payments to Suppliers	(309,698)	(203,471)
Payments to Employees	(39,128)	(50,108)
Payments to Other Funds	(15,304)	(17,711)
	105,114	351,121
Cash Flows from Noncapital Financing Activities		
Transfer to Other Funds	(57,665)	(44,564)
Advances from Other Funds	-	-
Net Cash Provided (Used) by Noncapital Financing Activities	(57,665)	(44,564)
Cash Flows from Capital and Related Financing Activities		
Purchases of Capital Assets	\$ (14,296)	\$ -
Lease Obligation	(19,962)	-
State and Local Grants	-	-
Principal Paid on Capital Debt	(12,541)	(20,946)
Interest Paid on Capital Debt	(19,511)	(22,669)
Net Cash Provided (Used) by Capital and Related Financing Activities	(66,310)	(43,615)
Cash Flows from Investing Activities		
Interest and Dividends Received	555	253
Net Cash Provided by Investing Activities	555	253
Net Increase (Decrease) in Cash and Equivalents	(18,306)	263,195
Cash and Equivalents - Beginning of Year	297,430	34,235
Cash and Equivalents - Ending of Year	\$ 279,124	\$ 297,430

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

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDING DECEMBER 31, 2022**  
**(CONTINUED)**

	2022	2021
Reconciliation of Operating Income to Net Cash Provided (Used)		
by Operating Activities		
Operating Income	\$ (89,361)	\$ 268,349
Depreciation	157,715	156,013
(Increase) Decrease in Accounts Receivable	39,029	(47,283)
(Increase) Decrease in Prepaid Expenses	-	-
(Increase) Decrease in Due from Other Funds	(15,304)	(17,711)
Increase (Decrease) in Customer Deposits	6,001	2,650
Increase (Decrease) in Accounts Payable	7,033	(10,897)
Increase (Decrease) in Accrued Liabilities	-	-
Net Cash Provided by Operating Activities	\$ 105,113	\$ 351,121
Reconciliation of Total Cash and Cash Investments:		
Current Assets - Cash and Cash Investments	\$ 238,246	\$ 263,106
Restricted Assets - Cash and Cash Investments	40,878	34,324
Total Cash and Cash Investments	\$ 279,124	\$ 297,430

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

**TOWN OF COTTON VALLEY, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

**INTRODUCTION**

The Town was incorporated under the provisions of Lawrason Act. The Town operates under a Mayor-Council form of government.

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town of Cotton Valley (Town)'s financial statements are prepared in conformity generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established by GAAP and used the Town are discussed below.

Reporting Entity

As the municipal governing authority, for reporting purposes, the Town is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (Town), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB establishes criteria for determining which component units should be considered part of the Town for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criterion includes:

1. Appointing a voting majority of an organization's governing body, and;
  - a. The ability of the Town to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Town.
2. Organizations for which the Town does not appoint a voting majority but are fiscally dependent on the Town.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

In addition, the GASB states that a legally separate, tax-exempt organization should be reported as a component unit of a reporting entity if *all* of the following criteria are met:

1. The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents.

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

2. The primary government is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
3. The economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government.

In addition, other organizations should be evaluated as potential component units if they are closely related to, or financially integrated with, the primary government.

Based on the criteria described above, there are no component units to be included as part of the reporting entity.

Government-Wide and 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. 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 are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charge 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 meeting 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 and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and 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.

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

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.

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. Only the portion of special assessment receivables due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Town reports the following major governmental funds:

The General Fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Sales Tax Fund is the Town's special revenues fund. It accounts for the proceeds of sales taxes levied for operations of the police department and maintenance of streets, and operations of streetlights.

The Town reports the following major proprietary funds:

The Water and Sewer fund is to account for the provision of water and sewer services to the residents of the Town. All activities necessary to provide such services are accounted for in this fund, but not limited to, administration, operations, maintenance, financing, and related debt service and billing.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

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 those charges would distort the direct costs and program revenues reported for the various functions concerned.

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

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 of the proprietary funds include water and sewer services to the residents of the Town. Operating expenses for enterprise funds include the costs of sales and services, administrative expenses, supplies, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

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

#### Deposits and Investments

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Town's investment policy allow the Town to invest in collateralized certificates of deposits, government back securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities. Investments for the Town are reported at fair value.

#### Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All trade and property tax receivables are shown net of an allowance for uncollectible. The Town calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis.

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA  
 NOTES TO THE FINANCIAL STATEMENTS  
 AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

Property taxes are levied on a calendar year basis and become due on January 1 of each year. The following is a summary of authorized and levied ad valorem taxes:

<u>Taxes Due For:</u>	<u>Authorized</u>	<u>Levied</u>	<u>Expiration</u>
	<u>Millage</u>	<u>Millage</u>	<u>Date</u>
General Fund	7.25	7.25	Statutory

*Sales Taxes.* The Town's sales tax percentage is 1% and may only be used for the operations of the police department and for the maintenance of streets and operations of streetlights. The Webster Parish School Board collects the tax for the town, remitting to the town on a weekly basis, for a fee of 1% of collections.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide financial statements.

Restricted Assets

Restricted assets include cash and cash investments in the Proprietary funds which are restricted to their use. These restrictions are principally related to requirements of bond issues and utility meter deposits. It is the Town's policy to use restricted assets before unrestricted assets for their intended purposes.

Capital Assets

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

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives of forty years for water and sewer system and lines, five to fifty years for buildings and improvements, three years for vehicles, and three to ten years for equipment.

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

Compensated Absences

The Town allows up to two weeks of vacation based upon years of service. No carryover or accrued vacation leave is allowed. Unused vacation time will be applied upon termination. In addition, unused accumulated sick pay will not be paid upon separation of service.

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. Bond payables are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charge and amortized over the term of related debt.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses, issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Comparative Data/Reclassifications

Comparative total data for the prior year have been presented only for enterprise funds in the fund financial statements in order to provide an understanding of the changes in the financial position and operations of these funds. Also, certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

Estimates

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

**RISK MANAGEMENT**

The town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the town maintains commercial insurance policies covering its vehicles, professional liability, and surety bond coverage. No claims were paid on any of the policies which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2022.

These notes are an integral part of these financial statements.

TOWN OF COTTON VALLEY, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022

FUND BALANCE AND FUND EQUITY

In the governmental fund financial statements, fund balances are classified as follows:

Non-spendable - amounts that are not in spendable form (such as prepaids) or are required to be maintained intact.

Restricted - amounts constrained to specific purposes by their providers (such as granters, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Committed - amounts constrained to specific purpose 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 of action to remove or change the constraint.

Assigned - amounts the 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.

Unassigned - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The governing body establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balances is established by the governing body through adoption or amendment of the budget as intended for specific purpose (such as the purchase of fixed assets, construction, debt service, or for other purposes).

Fund Equity

In the government wide statements, net position is displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

Proprietary fund equity is classified in the same manner as in the government-wide statements. In the fund financial statements, governmental fund equity is classified as fund balance.

Bad Debts

The Town uses the direct charge-off method of accounting for uncollectible ad valorem taxes and water system receivables. Although the method is not in accordance with generally accepted accounting principles, the overall effect on the financial statements is immaterial.

Postretirement Benefits

The Town provides no postretirement benefits to its employees.

Deferred Outflows and Inflows of Resources

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

**STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

*BUDGET INFORMATION* - The Town uses the following budget practices: During the November or December meeting, the Mayor and Town Council prepare a proposed operating budget for the fiscal year commencing the following January 1st. The operating budget includes proposed expenditures and expenses and the means of financing them. During the December meeting, the budget is legally enacted through passage of an ordinance. The public is invited to attend all meetings. The Town clerk is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures or expenses of any fund must be approved by the board of aldermen. Appropriations lapse at the end of the year. The budgets are adopted on the cash basis. There was no budget amendment provided by management for the year ended December 31, 2022.

**CASH AND CASH EQUIVALENTS**

At December 31, 2022, the Town has cash and cash equivalents (book balances) totaling \$315,905 which comprises \$315,905 of demand deposits and no time deposits.

These deposits are stated at cost, which approximates market. 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

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

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.

At December 31, 2022, the Town has \$315,905 in deposits (collected bank balances). These deposits are secured from risk by \$315,905 of federal deposit insurance and \$0 of pledged securities held by the custodial bank in the name of the fiscal agent bank. (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, R.S. 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 Town that the fiscal agent has failed to pay deposited funds upon demand.

**RECEIVABLES**

The receivables of \$110,579 at December 31, 2022, are as follows:

Class of Receivable	General Fund	Sales Tax Fund	Enterprise Fund	Total
Sales and Use Taxes	\$ -	\$ -	\$ -	\$ -
Franchises Fees	-			-
Ad Valorem Taxes	17,773			17,773
Licenses and Permits	21,428			21,428
Accounts			71,378	71,378
Total	\$ 39,201	\$ -	\$ 71,378	\$ 110,579

**RESTRICTED ASSETS - PROPRIETARY FUND TYPE**

Customer Deposit	\$ 26,650
Bond and Interest Sinking Fund	5,915
Bond Reserve Fund	1,069
Contingency Fund	7,244
	\$ 40,878

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

Fund	Due From	Due To
General Fund	\$ 61,040	\$ 1,614
Sales Tax Fund	1,614	
Utility Fund		61,040
Total	<u>\$ 62,654</u>	<u>\$ 62,654</u>

CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2022, was as follows:

	Beginning Balance	Adjustment	Increases	Decreases	Ending Balance
Governmental Activities:					
Capital Assets, Not Being Depreciated					
Land	\$ 27,250	\$ -	\$ -	\$ -	\$ 27,250
Total Capital Assets Not Being Depreciated	<u>27,250</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>27,250</u>
Buildings	122,824				122,824
Improvements Other Than Buildings	6,185				6,185
Infrastructure	271,584		38,883		310,467
Machinery and Equipment	30,522				30,522
Vehicles	29,700				29,700
Total Capital Assets Being Depreciated	<u>460,815</u>	<u>-</u>	<u>38,883</u>	<u>-</u>	<u>499,698</u>
Accumulated Depreciation	182,875		16,625		199,500
Total Capital Assets Being Depreciated (Net)	<u>\$ 277,940</u>	<u>\$ -</u>	<u>\$ 22,258</u>	<u>\$ -</u>	<u>\$ 300,198</u>
Business-Type Activities:					
Capital Assets Not Being Depreciated					
Land	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
Construction in Progress					-
Total Capital Assets Not Being Depreciated	<u>16,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,000</u>
Capital Assets Being Depreciated					
Distribution System	5,046,208				5,046,208
Improvements Other Than Buildings	248,907				248,907
Equipment	224,444		14,296		238,740
Total Capital Assets Being Depreciated	<u>5,519,559</u>	<u>-</u>	<u>14,296</u>	<u>-</u>	<u>5,533,855</u>
Accumulated Depreciation	2,730,796		157,715		2,888,511
Total Capital Assets Being Depreciated (Net)	<u>\$ 2,788,763</u>	<u>\$ -</u>	<u>\$ (143,419)</u>	<u>\$ -</u>	<u>\$ 2,645,344</u>

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

Depreciation expense is charged to governmental and business-type activities as follows:

	Governmental	Business- Type	Total
Public Safety	\$ 12,830	\$ -	\$ 12,830
General Government	3,795		3,795
Water and Sewer		157,715	157,715
Total	\$ 16,625	\$ 157,715	\$ 174,340

**LONG-TERM OBLIGATIONS**

Long-term liability activity for the year ended December 31, 2022, was as follows:

	Beginning Balance	Increase	Decrease	Ending Balance	Amounts Due Within One Year
Business-Type Activities:					
Water and Sewer Bonds	435,365		12,541	422,824	13,084
	\$ 435,365	\$ -	\$ 12,541	\$ 422,824	\$ 13,084

**Business-Type Activities:**

\$586,000 Water and Sewer Revenue Bonds dated August 12, 2003; due in 480 monthly installments beginning October, 2007 which includes principal and interest; interest rate at 4.25%; final payment in 2044.

	422,824
Total Business-Type Activities	\$ 422,824

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

The Water and Sewer Revenue Bonds constitute special obligations of the Town solely secured by a lien on and pledge of the net revenues of the water and sewer system.

The annual requirements to amortize all loans outstanding at December 31, 2022, are as follows:

<u>Year Ending</u>	Principal Payments	Interest Payments
December 31, 2023	\$ 13,084	\$ 17,716
December 31, 2024	13,602	17,198
December 31, 2025	14,240	16,560
December 31, 2026	14,857	13,928
December 31, 2027	15,501	15,299
December 31, 2028 and Thereafter	351,540	129,123
	<u>\$422,824</u>	<u>\$209,824</u>

LEASES

Capital Leases

The Town leases water meters from SP Meters 2019 LLC under a capital lease. The economic substance of the lease is that the Town is financing the acquisition of the assets through the lease, and accordingly, it is recorded in the Town's assets and liabilities.

The following is an analysis of the leased assets included in property and equipment:

	<u>December 31, 2022</u>
Water Meters	142,898
Less Accumulated Depreciation	<u>(41,679)</u>
	<u>101,219</u>

The lease contains a buyout provision at the beginning of each year.

The following is a schedule by years of future minimum payments required under the lease together with their present value as of December 31, 2022:

<u>Year Ending</u>	Payments
December 31, 2023	\$ 21,213
December 31, 2024	21,213
December 31, 2025	21,213
December 31, 2026	21,213
December 31, 2027	21,213
December 31, 2028 and Thereafter	2,164
Total Minimum Lease Payments	<u>\$ 108,229</u>
Less Amount Representing Interest	2,967
Present Value of Minimum Lease Payments	<u>105,262</u>

These notes are an integral part of these financial statements.

**TOWN OF COTTON VALLEY, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDING DECEMBER 31, 2022**

**ON BEHALF PAYMENTS FOR SALARIES**

The Town recognizes as general fund revenues and expenses supplemental pay made by the State of Louisiana to the Town's police employees. For the year ended December 31, 2022, the town's police chief and officers received \$6,000 in police supplemental pay from the State of Louisiana, Department of Public Safety and Corrections.

**CONTINGENT LIABILITIES**

The Town is not involved in any litigation at December 31, 2022, nor is it aware of any unasserted claims.

**RELATED PARTY TRANSACTIONS**

The Town has related party transactions with one of the aldermen's brother to care for the water system for a total of \$31,018.

**FUND BALANCE (DEFICIT)**

At December 31, 2022, the General Fund had a fund deficit of \$69,827. The town's plan is to transfer funds to eliminate the deficit.

**SUBSEQUENT EVENTS**

Subsequent events have been evaluated through June 19, 2023. This date represents the date the financial statements were available to be issued.

These notes are an integral part of these financial statements.

**REQUIRED SUPPLEMENTAL INFORMATION**

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCES - BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDING DECEMBER 31,2022**

	Budgeted Amounts			Favorable
	Original	Final	Actual Budgetary Basis	(Unfavorable) Variance
<b>REVENUES</b>				
Taxes - Ad Valorem	\$ 32,000	\$ 41,225	\$ 43,298	\$ 2,073
Taxes - Other	\$ 4,500	\$ 615		(615)
Licenses and Permits	8,500	10,215	11,673	1,458
Franchise Fees	3,000	15,000	17,248	2,248
Fines and Forfeitures	75,000	75,500	128,356	52,856
Intergovernmental Revenues:				-
Local Grants			5,177	5,177
State Grants			254,580	254,580
Miscellaneous			12,450	12,450
Total Revenues	123,000	142,555	472,782	330,227
<b>EXPENDITURES</b>				
General Government	130,159	318,175	289,608	28,567
Public Safety	90,300	62,280	73,375	(11,095)
Capital Outlay			254,580	(254,580)
Total Expenditures	220,459	380,455	617,563	(237,108)
Excess (Deficiency) of Revenues				
Over (Under) Expenditures	(97,459)	(237,900)	(144,781)	93,119
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfer In			126,265	126,265
Operating Transfer Out	(30,000)	6,500		(6,500)
Total Other Financing Sources (Uses)	(30,000)	6,500	126,265	119,765
Net Change in Fund Balance	(127,459)	(231,400)	(18,516)	212,884
Total Net Position - Beginning	-	0	(40,213)	(40,213)
Prior Period Adjustment	-	0	-	-
Total Net Position - Ending	\$ (127,459)	\$ (231,400)	\$ (58,729)	\$ 172,671

## Notes to the Schedule

- (1) Method of budgetary accounting - GAAP - Modified Accrual Basis.  
(2) Explanation of material variances - underbudgeted public safety and capital outlay expenditures.

The accompanying notes are an integral part of these schedules.

**TOWN OF COTTON VALLEY, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCES - BUDGET AND ACTUAL - SALES TAX FUND**  
**FOR THE YEAR ENDING DECEMBER 31,2022**

	Budgeted Amounts		Actual Budgetary Basis	Favorable
	Original	Final		(Unfavorable Variance)
REVENUES				
Sales Taxes	\$ 75,000	\$ 75,000	\$ 98,233	\$ 23,233
Miscellaneous			-	-
Total Revenues	75,000	75,000	98,233	23,233
EXPENDITURES				
Highways and Streets	7,000	7,000	-	(7,000)
Total Expenditures	7,000	7,000	-	(7,000)
Excess (Deficiency) of Revenues Over (Under) Expenditures	68,000	68,000	98,233	30,233
OTHER FINANCING SOURCES (USES)				
Operating Transfer In				-
Operating Transfer Out	(65,000)	(65,000)	(68,600)	(3,600)
Total Other Financing Sources (Uses)	(65,000)	(65,000)	(68,600)	(3,600)
Net Change in Fund Balance	3,000	3,000	29,633	26,633
Total Net Position - Beginning	-	0	2,721	2,721
Total Net Position - Ending	\$ 3,000	\$ 3,000	\$ 32,354	\$ 29,354

## Notes to the Schedule

- (1) Method of budgetary accounting - GAAP - Modified Accrual Basis.
- (2) Explanation of material variances - no amendment for transfers out.

The accompanying notes are an integral part of these schedules.

**TOWN OF COTTON VALLEY, LOUISIANA  
NOTES TO SUPPLEMENTAL INFORMATION  
FOR THE YEAR ENDING DECEMBER 31,2022**

For the year ended December 31, 2022, the Town adopted budgets on a cash basis for the general fund and sales tax fund. There were no amendments to the budgets. The following schedule reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the statement of revenues, expenditures, and changes in fund balance (budget basis) with the amounts shown on the statement of revenues, expenditures and changes in fund balances (GAAP basis):

	General Fund	Sales Tax Fund
Net Change in Fund Balance (Budget Basis)	(18,516)	29,633
Adjustments:		
Revenue Accruals - Net	221,680	
Expenditure Accruals - Net	(232,778)	
Net Change in Fund Balance (GAAP Basis)	(29,614)	29,633

These notes are an integral part of the schedules.

**OTHER SUPPLEMENTAL SCHEDULES**

**TOWN OF COTTON VALLEY, LOUISIANA  
SCHEDULE OF COMPENSATION PAID BOARD MEMBERS  
FOR THE YEAR ENDING DECEMBER 31,2022**

<u>Board Member</u>	<u>Amount</u>
Ashley E. Williams, Mayor	8,150
Charlene Lewis	3,600
Delvin O. Hawkins	3,600
Evelyn Parish	3,600
Jailena G. Carter	3,600
Reginald Shaw	3,600
	<u>26,150</u>

These notes are an integral part of the schedules.

**TOWN OF COTTON VALLEY, LOUISIANA  
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
FOR THE YEAR ENDING DECEMBER 31,2022**

Agency Head Name: Mayor Ashley E. Williams

<u>Purpose</u>	<u>Williams</u>
Salary	\$ 8,150
Benefits - Insurance	0
Benefits - Retirement	0
Benefits - Other	0
Car Allowance	0
Vehicle Provided by Government	0
Per Diem	0
Reimbursements	0
Travel	0
Registration Fees	0
Conference Travel	1,064
Continuing Professional Education Fees	0
Telephone	0
Unvouchered Expenses	0
Special Meals	0
	<u>\$ 9,214</u>

These notes are an integral part of the schedules.

## **OTHER REPORTS**

# JUDY MONCRIEF CPA LLC

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

Mayor and Board of Aldermen  
Town of Cotton Valley  
Cotton Valley, Louisiana

We have audited, 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, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Cotton Valley ("Town") as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated June 19, 2023.

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

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs to be material weaknesses, 2022-001.

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. We did not identify any deficiencies in internal control that we consider to be significant deficiencies.

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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements 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 responses as items 2022-002.

**Town's Response to Findings**

Town's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Town'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 result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Judy Moncrief CPA LLC  
Shreveport, Louisiana  
June 19, 2023

**TOWN OF COTTON VALLEY, LOUISIANA  
SCHEDULE OF CURRENT YEAR FINDINGS AND CORRECTIVE ACTION PLAN  
FOR THE YEAR ENDING DECEMBER 31, 2022**

**A. Summary of Audit Results**

1. The auditor's report expresses an unmodified opinion on the general-purpose financial statements of the Town of Cotton Valley.
2. Three instances of noncompliance material to the financial statements of the Town of Cotton Valley were disclosed during the audit.
3. One significant deficiency relating to the audit of the financial statements is reported in the Independent Auditor's Report on Internal Control.

2022-001. Underfund debt reserve requirements

Condition: The Town does not currently have the required amount set aside for debt reserves according to its water and sewer loan agreements.

Criteria: Bonds require certain reserves to be set up for sinking fund, reserve fund, and contingency fund.

Cause: Poor financial management in previous years under other management.

Effect: Noncompliance with USDA reserve requirements

Recommendation: The Town should work with the USDA Rural development office to get current with all required reserves.

2022-002. Underfunded customer deposits

Condition: The Town does not currently have the required amount set aside for customer deposits.

Criteria: State law requires the balance of customer deposits be reserved in a separate account.

Cause: Poor financial management in previous years under other management.

Effect: Noncompliance with reserve requirements.

Recommendation: The Town should immediately implement a plan to fully fund its customer deposits liability.

**TOWN OF COTTON VALLEY, LOUISIANA  
SUMMARY OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDING DECEMBER 31, 2022**

2021-001. Underfund debt reserve requirements

Status: Unresolved- see 2022-001.

2021-002. Underfunded customer deposits

Status: Unresolved- see 2022-002.

**TOWN OF COTTON VALLEY  
478 RESIDENT STREET  
COTTON VALLEY, LOUISIANA 71018**

**CORRECTION ACTION PLAN  
For the Year Ending December 31, 2022**

Town of Cotton Valley hereby submits the following corrective action plan as referenced in the Findings and Questioned Costs:

- 2022-001. The Town agrees with the recommendations and intends to implement them immediately.
- 2022-002. The Town agrees with the recommendations and intends to implement them immediately.

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

To the Mayor and Board of Aldermen of Town of Cotton Valley and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Town of Cotton Valley (Entity) 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 fiscal period January 1, 2022 through December 31, 2022. The Entity's management is responsible for those *CIC* 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

---

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - 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, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- 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 42:1111- 1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
- j) *Debt Service*, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Written policies and procedures were obtained for payroll only and the Town was not in compliance with budgeting, purchasing, disbursements, receipts/collections, contracting, credit cards, travel and expense reimbursement, ethics, and debt service.

### ***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.

No exceptions.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to- actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

The minutes did not reference any various financial data nor any monthly budget-to-actual comparisons.

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

Not applicable.

### ***Bank Reconciliations***

---

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain, and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:

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

No exceptions.

- 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

There was no evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement's closing date, if applicable.

Management has not documented that it has researched reconciling items that have been outstanding for more than 12 months.

### ***Collections***

---

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).

Obtained a listing of deposit sites and the corresponding collection locations and management's representation that the listing is complete.

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 that are responsible for cash collections do not share cash drawers/registers.

No exceptions.

- 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.

No exceptions.

- 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.

No exceptions.

- 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 verifies the reconciliation.

No exceptions.

- 6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

No exceptions.

- 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.

Observed receipts are not sequentially pre-numbered.

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

No exceptions.

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

No exceptions.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

Observed one deposit was not made within one business day of receipt.

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

No exceptions.

***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).

Obtained a listing of locations that process payments and management's representation that the listing is complete.

- 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:

Obtained a listing of all employees involved with non-payroll purchasing and payment functions.

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

No exceptions.

- b) At least two employees are involved in processing and approving payments to vendors.

No exceptions.

- 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.

The employee responsible for processing payments can add or modify 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.

The employee responsible for mailing the checks is the employee who adds and modifies vendor files and also the employee in charge of 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:

Obtained a representation of the disbursement population for the fiscal period and management's assertion that the population is complete.

- a) Observe that the disbursement matched the related original invoice/billing statement.

Three of the five disbursements matched the related original invoice.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Two of the five disbursements included evidence of segregation of duties.

#### *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.

Obtained complete listing of all active credit cards, debit cards, fuel cards, and P-cards and 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 that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, 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.)]

Observed there is no evidence the monthly statement was reviewed and approved, in writing, by someone other than the authorized card holder.

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

Observed finance charges on one selected statement.

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 that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

- (1) No transactions were supported by an itemized receipt.
- (2) No transactions were supported by documentation of business/public purpose and.
- (3) Not applicable.

*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, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

Management did not provide support for the 3 selected reimbursements.

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

Management did not provide support for the 3 selected reimbursements.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

Management did not provide support for the 3 selected reimbursements.

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

Management did not provide support for the 3 selected reimbursements.

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

***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 that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

Not applicable.

b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

Management approved one contract for water department matters. Management did not provide contract for attorney professional services.

c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment.

No exceptions.

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 that the invoice and related payment agreed to the terms and conditions of the contract.

Management could not provide supporting invoices for attorney professional services. The payments for the water department matters did not agree to the contract terms.

***Payroll and Personnel***

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

Obtained complete listing of employees and management's representation that the listing is complete. No personnel files containing authorized pay rates for the 5 employees selected to test were maintained by management.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

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

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

No exceptions.

- b) Observe that supervisors approve the attendance and leave of the selected employees/officials.

No exceptions.

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

Not applicable.

18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours, and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

Obtained a signed statement from management that stated no employee received a termination payment during the year.

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

No exceptions.

*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 that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Management could not provide documentation showing any employee had completed the required ethics training during the fiscal period.

- b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

The entity does not have a written policy concerning ethics.

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

*Debt Service*

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21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

Not applicable.

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.

Obtained a listing of bonds/ notes outstanding and management's representation that the listing is complete. The randomly selected note's reserve balance was underfunded compared to what is required by the debt covenant.

*Other*

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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.

Management has asserted that there were not any misappropriations of funds or assets.

24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Observed that the entity has the notice posted on its premises.

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 *CIC* 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 *CIC* 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.

Judy Moncrief CPA LLC  
Shreveport, Louisiana  
June 19, 2023