

**ST. TAMMANY PARISH SEWERAGE
DISTRICT NO. 4**

Financial Statements with Supplementary Information

December 31, 2023

(With Independent Accountants' Review Report Thereon)

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Table of Contents

	<u>Page</u>
Independent Accountants' Review Report	1 - 2
Basic Financial Statements:	
Statement of Net Position	3
Statement of Revenues, Expenses, and Changes in Net Position	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 11
Other Supplementary Information:	
Schedule of Compensation, Benefits and Other Payments to Agency Head	12
Schedule of Compensation Paid to Board Members	13
Schedule of Findings and Management Corrective Action Plan	14
Status of Prior Year Findings	15
Independent Accountants' Report on Applying Agreed-Upon Procedures	16 - 19
Louisiana Attestation Questionnaire	20 - 23



Stephen M. Griffin, CPA
Robert J. Furman, CPA

Howard P. Vollenweider, CPA
Jessica S. Benjamin
Racheal D. Alvey

Michael R. Choate, CPA

American Society of Certified Public Accountants
Society of Louisiana CPAs

Independent Accountants' Review Report

**Board of Commissioners
St. Tammany Parish Sewerage District No. 4
Covington, Louisiana**

We have reviewed the accompanying financial statements of the business-type activities of St. Tammany Parish Sewerage District No. 4 (the District), a component unit of St. Tammany Parish, Louisiana, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management of the District 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.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting, whether we are aware of any material modifications that should be made for the financial statements to comply with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the District and to meet our other ethical responsibilities in accordance with the relevant ethical requirements related to our review.

205 E. Lockwood St.
Covington, LA 70433
Phone: (985) 727-9924
Fax: (985) 400-5026

2915 S. Sherwood Forest Blvd., Suite B
Baton Rouge, LA 70816
Phone: (225) 292-7434
Fax: (225) 293-3651

3711 Cypress St. #2
West Monroe, LA 71291
Phone: (318) 397-2472

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made for the financial statements to comply with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Other Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to agency head and schedule of compensation paid to board members are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

Griffin & Furman, LLC

September 30, 2024

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Statement of Net Position

December 31, 2023

(See Independent Accountants' Review Report)

		<u>Assets</u>	
Current Assets:			
Cash and cash equivalents	\$	57,737	
Due from other governmental entity - St. Tammany Parish Waterworks District No. 3		67,448	
Receivables - charges for services		18,149	
Prepaid insurance		<u>8,460</u>	
Total current assets			151,794
Non-Current Assets:			
Capital assets, net of accumulated depreciation		<u>5,005</u>	
Total non-current assets			<u>5,005</u>
Total assets			\$ <u><u>156,799</u></u>
<u>Liabilities and Net Position</u>			
Liabilities:			
Accounts payable	\$	<u>15,713</u>	
Total liabilities			15,713
Net Position:			
Net investment in capital assets		5,005	
Unrestricted		<u>136,081</u>	
Total net position			<u>141,086</u>
Total liabilities and net position			\$ <u><u>156,799</u></u>

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Statement of Revenues, Expenses, and Changes in Net Position

For the Year Ended December 31, 2023

(See Independent Accountants' Review Report)

Operating Revenues:

Charges for services	\$	209,804
Late fees received		3,462
Administrative fees for new users		400

Total operating revenues 213,666

Operating Expenses:

Repairs and maintenance	181,663
Utilities	20,633
Professional services	13,540
Insurance	9,732
Board per diem	7,200
Licenses and permits	2,380
Office supplies	657
Postage	1,075
Bank fees	17

Total operating expenses 236,897

Operating loss (23,231)

Non-operating revenues:

Other income	10,841
Interest income	155

Total non-operating revenues 10,996

Change in net position (12,235)

Net position, beginning of period 153,321

Net position, end of period \$ 141,086

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Statement of Cash Flows

For the Year Ended December 31, 2023

(See Independent Accountants' Review Report)

Cash flows from operating activities:		
Cash received from customers	\$ 210,476	
Cash payments to suppliers for goods and services	(236,193)	
Cash payments to board members	<u>(7,200)</u>	
Net cash used by operating activities		(32,917)
Cash flows from investing activities:		
Interest received	<u>155</u>	
Net cash provided by investing activities		155
Cash flows from non-capital financing activities:		
Decrease in due from other governmental entity	<u>(34,719)</u>	
Net cash used by non-capital financing activities		<u>(34,719)</u>
Net decrease in cash		(67,481)
Cash at beginning of year		<u>125,218</u>
Cash at end of year		<u>\$ 57,737</u>
Adjustments to reconcile operating loss to net cash used by operating activities:		
Operating loss	\$ (23,231)	
(Increase) decrease in operating assets:		
Receivables - charges for services	(3,190)	
Prepaid insurance	(1,947)	
Increase (decrease) in operating liabilities:		
Accounts payable	<u>(4,549)</u>	
Total adjustments		<u>(9,686)</u>
Net cash used by operating activities		<u>\$ (32,917)</u>

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Notes to the Financial Statements

December 31, 2023

(See Independent Accountants' Review Report)

(1) Summary of Significant Accounting Policies

(a) Nature of Activities

St. Tammany Parish Sewerage District No. 4 (the District) was established by the St. Tammany Parish Police Jury on October 27, 1960, as provided by Louisiana Revised Statute (R.S.) 33:3885. The District has the authority to manage and operate a sewerage system within the boundaries of the District not served by municipal systems. The governing board is made up of five commissioners who serve four-year terms and are residents of and own real estate in the District. Four commissioners are appointed by the St. Tammany Parish Council and one is appointed by the Parish President. At December 31, 2023, the District had approximately 380 customers.

(b) Reporting Entity

As the governing authority of the parish, for reporting purposes, the St. Tammany Parish Government is the financial reporting entity for St. Tammany Parish. The financial reporting entity consists of (a) the primary government (parish government), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which 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. Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the St. Tammany Parish Government for financial reporting purposes. The basic criterion 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, including:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the parish government 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 parish government.
2. Organizations for which the parish government does not appoint a voting majority but are fiscally dependent on the parish government.
3. Organizations for which the reporting entity financial statements would be misleading if the organization's data is not included because of the nature or significance of the relationship.

Because the parish government appoints the District's governing body, the District was determined to be a component unit of the St. Tammany Parish Government, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the parish government,

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Notes to the Financial Statements

December 31, 2023

(See Independent Accountants' Review Report)

the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

(c) Basis of Presentation

Fund Financial Statements

The Districts funds are organized on the basis of proprietary fund accounting used by governmental entities. The proprietary fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises—where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges or (b) where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

(d) Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The proprietary fund is accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of this fund are included on the statement of net position.

The District's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

In accordance with GASB Statement No. 34, *Basic Financial Statements – and Managements Discussion and Analysis – for State and Local Governments*, as amended by GASB Statement No. 63, net position is classified into three components: Net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

- a. Net Investment in Capital Assets – This component of net position consists of the historical cost of capital assets, including any restricted capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisitions, construction, or improvement of those assets, plus deferred outflows of resources, less deferred inflows of resources, related to those assets.
- b. Restricted – This component of net position consists of assets that have constraints that are externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Notes to the Financial Statements

December 31, 2023

(See Independent Accountants' Review Report)

c. Unrestricted – all other net position is reported in this category

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds principal ongoing operation. The principal operating revenues of the District's proprietary fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

(e) Financial Statements

GASB Statement No. 34 *Basic Financial Statements – and Managements Discussion and Analysis – for State and Local Governments*, provides that special-purpose governments engaged only in business-type activities should present only the financial statements required for proprietary funds. For these governments, basic financial statements and required supplementary information (RSI) consist of:

1. Management's discussion and analysis (MD&A). (The District's management has not presented MD&A that the GASB has determined to be required to supplement, although not required to be part of, the basic financial statements.)
2. Statement of net position
3. Statement of revenues, expenses, and changes in net position
4. Statement of cash flows
5. Notes to financial statements
6. RSI, if applicable

The District is a special-purpose government engaged only in business-type activities.

(f) Cash and Cash Equivalents

Cash and cash equivalents include amounts in interest-bearing and non-interest-bearing demand deposits. The District may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state of the union or the laws of the United States. Under state laws, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. R.S. 39:1225 provides that the amount of security shall at all times be equal to 100% of the amount on deposit to the credit of each depository authority, except that portion of the deposit insured by the United States of America. State law also allows the District to invest in collateralized certificates of deposits, government-backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government-backed securities. If the original maturities of investments exceed 90 days, they are classified as cash equivalents. At December 31, 2023, the District did not have any certificates of deposit.

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Notes to the Financial Statements

December 31, 2023

(See Independent Accountants' Review Report)

(g) Revenue Receivable - Charges for Services

The District bills customers in the month following the month in which services were provided. Unbilled service charges are accrued for the month of December at year-end. Revenue receivable - charges for services on the accompanying statement of net position are considered to be fully collectible at December 31, 2023. Non-collectible amounts are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate that the account is non-collectible.

(h) Capital Assets

All capital assets of the proprietary fund are recorded at historical cost. The depreciation of all exhaustible capital assets is charged as an expense against operations. Pre-construction costs are associated with the development of the sewer system, including engineering, legal, and interest costs; these are capitalized and will be depreciated over their useful lives using the straight-line method.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets as applicable.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment	10-15 years
Sewer system	35 years

(i) Federal Income Tax

The District is not subject to federal income taxes in accordance with Internal Revenue Code (IRC) Section 115 regarding income of states, municipalities, political subdivisions, etc.

(j) Estimates

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

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Notes to the Financial Statements

December 31, 2023

(See Independent Accountants' Review Report)

(2) Cash and Cash Equivalents

At December 31, 2023, cash and cash equivalents consisted of the following:

Demand deposits	<u>\$ 57,737</u>
-----------------	------------------

Custodial credit risk is the risk that, in the event of bank failure, the District's deposits might not be recovered. The District's deposit policy for custodial credit risk conforms to state law as described in Note 1. At December 31, 2023, the District's deposit bank balances were not subject to custodial risk.

(3) Capital Assets

Capital assets and depreciation activity as of and for the year ended December 31, 2023 are as follows:

	Balance January 1, <u>2023</u>	<u>Increases</u>	<u>Decreases</u>	Balance December 31, <u>2023</u>
Capital assets being depreciated				
Sewer system and improvements	<u>\$ 189,893</u>	<u>-</u>	<u>-</u>	<u>\$ 189,893</u>
Total capital assets being depreciated and amortized	<u>189,893</u>	<u>-</u>	<u>-</u>	<u>189,893</u>
Less accumulated depreciation for Sewer system and improvements	<u>(184,888)</u>	<u>-</u>	<u>-</u>	<u>(184,888)</u>
Total accumulated depreciation	<u>(184,888)</u>	<u>-</u>	<u>-</u>	<u>(184,888)</u>
Total capital assets being depreciated, net	<u>5,005</u>	<u>-</u>	<u>-</u>	<u>5,005</u>
Capital assets, net	<u>\$ 5,005</u>	<u>-</u>	<u>-</u>	<u>\$ 5,005</u>

The District did not have any depreciation expense for the year ended December 31, 2023.

(4) Net Position

Net position for the year ended December 31, 2023 consisted of the following:

Net investment in capital assets	\$ 5,005
Unrestricted	<u>136,081</u>
Total	<u>\$ 141,086</u>

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Notes to the Financial Statements

December 31, 2023

(See Independent Accountants' Review Report)

(5) Revenue Receivable – Charges for Services

For the year ended December 31, 2023, the District's revenue receivable consisted of the following:

Charges for service	\$	18,149
Less: allowance for doubtful accounts		<u>-</u>
Total	\$	<u>18,149</u>

(6) Due from Other Governmental Agencies

The District uses St. Tammany Parish Waterworks District No. 3 as its billing and collection agent for sewerage fees. Sewerage fees collected that had not been remitted to the District at December 31, 2023 were \$67,448.

(7) Risk Management

The District is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District attempts to minimize risk from significant losses through the purchase of commercial insurance.

(8) Subsequent Events

The District evaluated subsequent events through September 30, 2024, the date which the financial statements were available to be issued.

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Schedule of Compensation, Benefits, and Other Payments to Agency Head

For the Year Ended December 31, 2023

(See Independent Accountants' Compilation Report)

Agency Head Name: William M. Bartlett, Jr.

<u>Purpose</u>	<u>Amount</u>
Per Diem	\$ <u>1,800</u>

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Schedule of Compensation Paid to Board Members

For the Year Ended December 31, 2023

(See Independent Accountants' Compilation Report)

<u>Board Member</u>	<u>Amount</u>
Brian Swindell	\$ 1,800
William M. Bartlett, Jr.	1,800
Thaddeus Kilpatrick	1,800
Richard Mecom	<u>1,800</u>
	\$ <u><u>7,200</u></u>

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4
Schedule of Findings and Management Corrective Action Plan
For the Year Ended December 31, 2023

Finding 2023-1:

Criteria:

R.S. 24:513 provides that any state auditee must submit an audit report within six months of their fiscal year end.

Condition & Cause:

The District submitted their financial report past the six-month deadline for the December 31, 2023 fiscal year end.

Effect:

The District is not in compliance with R.S. 24:513

Recommendation:

We recommend the District submits their financial report within six months of its year end.

Management Corrective Action:

The District will do its best to submit its annual report within six months of its year end.

ST. TAMMANY PARISH SEWERAGE DISTRICT NO. 4

Status of Prior Year Findings

December 31, 2023

Not applicable.



Stephen M. Griffin, CPA
Robert J. Furman, CPA

Howard P. Vollenweider, CPA
Jessica S. Benjamin
Racheal D. Alvey

Michael R. Choate, CPA

American Society of Certified Public Accountants
Society of Louisiana CPAs

Independent Accountants' Report on Applying Agreed-Upon Procedures

Board of Commissioners
St. Tammany Parish Sewerage District No. 4
Covington, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) agreed-upon procedures applicable to review attestations (AUPs) for the fiscal period January 1, 2023 through December 31, 2023. St. Tammany Parish Sewerage District No. 4's management is responsible for those C/C areas identified in the AUPs.

St. Tammany Parish Sewerage District No. 4 (the District) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's AUPs for the fiscal January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Public Bid Law

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$60,000 and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code), R.S. 38:2211-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable, and report whether the expenditures were made in accordance with these laws.

Finding: There were no expenditures for material and supplies exceeding \$60,000 and there were no public works exceeding \$250,000.

205 E. Lockwood St.
Covington, LA 70433
Phone: (985) 727-9924
Fax: (985) 400-5026

2915 S. Sherwood Forest Blvd., Suite B
Baton Rouge, LA 70816
Phone: (225) 292-7434
Fax: (225) 293-3651

3711 Cypress St. #2
West Monroe, LA 71291
Phone: (318) 397-2472

Code of Ethics for Public Officials and Public Employees

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Finding: Procedure performed without exception.

3. Obtain a list of all employees paid during the fiscal year.

Finding: Not applicable.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

Finding: Not applicable.

5. Obtain a list of all disbursements made during the year and a list of the outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Finding: The District recorded payments of \$17,630 to Bartlett Construction, LLC for repairs of the sewer system, which is owned by Board President William Bartlett. However, we noted in the board minutes that Mr. Bartlett recused himself from all discussion and vote on the matter.

Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

Finding: Not applicable.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book and report whether there are any exceptions.

Finding: Not applicable.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

Finding: Not applicable.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation and: (a) report whether the six disbursements agree to the amount and payee in the supporting documentation, (b) report whether the six disbursements are coded to the correct fund and general ledger account, and (c) report whether the six disbursements were approved in accordance with management's policies and procedures.

Finding: Procedure performed without exception.

Meetings

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law) and report whether there are any exceptions.

Finding: Procedure performed without exception.

Debt

11. Obtain bank deposit slips for the fiscal year and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission and report any exceptions.

Finding: Procedure performed without exception.

Advances and Bonuses

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

Finding: Not applicable.

State Audit Law

13. Report whether the agency provided a timely report in accordance with R.S. 24:513.

Finding: The agency did not provide a timely report in accordance with R.S. 24:513 for the fiscal year ending December 31, 2023.

Corrective Action: The District will do its best to submit its annual report within six months of its year end.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2) and that were subject to the public bid law (R.S. 38:2211, et seq.) while the agency was not in compliance with R.S. 24:513 (the audit law).

Finding: Not applicable.

Prior-Year Comments

15. Obtain and report management’s representation as to whether any prior-year suggestions, recommendations, and/or comments have been resolved.

Finding: Not applicable

We were engaged by the District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the AUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the AUPs 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.

Griffin & Furman, LLC

September 30, 2024

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

Dear Chief Executive Officer:

Attached is the Louisiana Attestation Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of the review/attestation engagement of Louisiana governmental agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected government officials should sign the document, in lieu of such a resolution.

The completed and signed attestation questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the independent certified public accountant at the beginning of the engagement.** The CPA will, during the course of his/her engagement, perform certain agreed-upon procedures to the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the CPA during the course of his/her engagement. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J. Waguespack, CPA
Louisiana Legislative Auditor

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

_____ (Date Transmitted)

_____ (CPA Firm Name)

_____ (CPA Firm Address)

_____ (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of _____ (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No [] N/A []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes No [] N/A []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes No [] N/A []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No [] N/A []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No [] N/A []

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No [] N/A []

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No [] N/A []

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No [] N/A []

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No [] N/A []

WAB
7-20-2024

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes No [] N/A []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes No [] N/A []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes No [] N/A []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes No [] N/A []

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No [] N/A []

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No [] N/A []

We acknowledge that we are responsible for determining that that the procedures performed are appropriate for the purposes of this engagement.

Yes No [] N/A []

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No [] N/A []

We have provided you with all relevant information and access under the terms of our agreement.

Yes No [] N/A []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No [] N/A []

We are not aware of any material misstatements in the information we have provided to you.

Yes No [] N/A []

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will

WAB
7-20-2024

disclose to you any such communication received between the end of the period under examination and the date of your report.

Yes No N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes No N/A

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

<u><i>[Signature]</i></u>	Secretary	<u>7.20.2024</u>	Date
<u><i>[Signature]</i></u>	Treasurer		Date
<u><i>William W. Bennett Jr.</i></u>	President	<u>7-20-2024</u>	Date

*WAB
7-20-2024*