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**VILLAGE OF GROSSE TETE, LOUISIANA**

**FINANCIAL REPORT**

**DECEMBER 31, 2023**

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**VILLAGE OF GROSSE TETE, LOUISIANA**

**FINANCIAL REPORT**

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and  
Members of the Board of Aldermen  
Village of Grosse Tete, Louisiana

### **Report on the Financial Statements**

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Village of Grosse Tete, Louisiana (the Village), as of and for the year ended, December 31, 2023, and the related notes to the financial statement, which collectively comprise the Village of Grosse Tete, Louisiana'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, business-type activities, and each major fund of the Village, as of December 31, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village'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.

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or, error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village'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, budgetary comparison schedules, Schedule of Proportionate Share of the Net Pension Liability, and the Schedule of Plan Contributions on pages 4 through 9 and 40 through 43, respectively, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide assurance on the information because the limited procedures do not provide us 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 Village of Grosse Tete, Louisiana's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer and Justice System Funding Schedule – Collecting/Disbursing Entity are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer and Justice System Funding Schedule – Collecting/Disbursing Entity are the responsibility of management and were 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 schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 30, 2024 on our consideration of the Village of Grosse Tete, Louisiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village of Grosse Tete, Louisiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village of Grosse Tete, Louisiana's internal control over financial reporting and compliance.



June 30, 2024  
Gonzales, Louisiana

## **VILLAGE OF GROSSE TETE**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS** **DECEMBER 31, 2023**

This section of Village's annual financial report presents our discussion and analysis of the Village's financial performance during the fiscal year that ended on December 31, 2023. This MD&A should be read in conjunction with the Village's financial statements, which follow this section.

#### **FINANCIAL HIGHLIGHTS**

- The Village's combined total net position increased by \$158,864 or 2.3 percent over the course of the year's operations. Net position of the governmental activities and business-type activities was \$5,350,427 and \$1,648,103, respectively.
- During the year, the Village's governmental activities expenses and transfers were \$84,937 more than the \$1,752,296 generated in charges for services, capital grants and contributions, taxes, and other revenue. In the Village's business-type activities, total revenues and transfers were \$651,047 and total expenses were \$407,246.
- The Village's general fund reported a decreased in fund balance of \$101,638 during the fiscal year.

#### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of four parts-management's discussion and analysis (this section), the basic financial statements, required supplementary information, and other supplemental information. The basic financial statements include two kinds of statements that present different views of the Village:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Village's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Village government, reporting the Village's operations in more detail than the government-wide statements.
  - The governmental funds statements tell how general government services like public safety were financed in the short term as well as what remains for future spending.
  - Proprietary fund statements offer short and long-term financial information about the activities the government operates like businesses, such as water.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the Village's financial statements, including the portion of the Village's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**VILLAGE OF GROSSE TETE**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2023**

**Figure A-1**  
**Major Features of Village's Government-Wide and Fund Financial Statements**

	<b>Government-wide Statements</b>	<b>Fund Statements</b>	
		<b>Governmental Funds</b>	<b>Proprietary Fund</b>
Scope	Entire Village Government	The activities of the Village that are not proprietary or fiduciary, such as police, fire, and parks	Activities the Village operates similar to private businesses: the water and sewer system
Required financial statements	<ul style="list-style-type: none"> <li>• Statement of net position</li> <li>• Statement of activities</li> </ul>	<ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Statement of revenues, expenditures, and changes in fund balances</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of net position</li> <li>• Statement of revenues, expenses, and changes in net position</li> <li>• Statement of cash flows</li> </ul>
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital and short-term and long-term
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid

## **VILLAGE OF GROSSE TETE**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS** **DECEMBER 31, 2023**

#### **Government-wide Statements**

The government-wide statements report information about the Village as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the Village's net position and how they have changed. Net position, the difference between the Village's assets and liabilities, is one way to measure the Village's financial health, or position.

- Over time, increases or decreases in the Village's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the Village are divided into two categories:

- Governmental activities-most of the Village's basic services are included here, such as the police department, highways and streets, culture and recreation, and general administration. Taxes, fines and fees finance most of these activities.
- Business-type activities-The Village charges fees to customers to help it cover the costs of certain services it provides. The Village's water system is included here.

#### **Fund Financial Statements**

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

The Village has two kinds of funds:

- Governmental funds-Most of the Village's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Village's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.
- Proprietary fund-Services for which the Village charges customers a fee is generally reported in the proprietary fund. Proprietary funds, like the government-wide statements, provide both long-and short-term financial information.

## VILLAGE OF GROSSE TETE

### MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2023

#### FINANCIAL ANALYSIS OF THE VILLAGE AS A WHOLE

**Net position.** The Village's combined net position was \$6,998,530 at the end of the calendar year. (See Table A-1.)

**Table A-1**  
**Village's Net Position**

	<b>Governmental Activities</b>		<b>Business-Type Activities</b>	
	<b>2023</b>	<b>2022</b>	<b>2023</b>	<b>2022</b>
Current and other assets	\$ 1,892,239	\$ 1,896,069	\$ (205,156)	\$ (200,161)
Capital assets, net	4,002,616	4,084,166	2,160,707	1,926,736
<b>Total assets</b>	<b>5,894,855</b>	<b>5,980,235</b>	<b>1,955,551</b>	<b>1,726,575</b>
Deferred outflows of resources	151,426	246,237	17,793	30,750
<b>Total assets and deferred outflows of resources</b>	<b>6,046,281</b>	<b>6,226,472</b>	<b>1,973,344</b>	<b>1,757,325</b>
Current liabilities	33,621	30,497	241,320	255,171
Long-term liabilities	611,649	749,968	74,458	94,177
<b>Total liabilities</b>	<b>645,270</b>	<b>780,465</b>	<b>315,778</b>	<b>349,348</b>
Deferred inflows of resources	50,584	10,643	9,463	3,675
<b>Total liabilities and deferred inflows of resources</b>	<b>695,854</b>	<b>791,108</b>	<b>325,241</b>	<b>353,023</b>
Net position				
Net investment in capital assets	4,002,616	4,084,166	2,160,707	1,926,736
Restricted	682,239	587,555	-	-
Unrestricted	665,572	763,643	(512,604)	(522,434)
<b>Total net position</b>	<b>\$ 5,350,427</b>	<b>\$ 5,435,364</b>	<b>\$ 1,648,103</b>	<b>\$ 1,404,302</b>

Net position of the Village's governmental activities decreased 1.6 percent to approximately \$5.35 million. Net position of the Village's business-type activities increased 17.4 percent to approximately \$1.65 million.

**Changes in net position.** The Village's total revenues and transfers for all programs increased approximately 14.0 percent to approximately \$1.91 million (See Table A-2). 72 percent of the Village's revenues are derived from sales and franchise tax revenues, intergovernmental and grant revenues represent 8 percent of revenues, and charges for services represent 11 percent of revenues.

The total cost of all programs and services decreased approximately 9.0 percent to approximately \$1.75 million. The Village's expenses cover all services performed by its office.

#### **Governmental Activities**

Revenues and transfers for the Village's governmental activities decreased by 10.1 percent and total expenses decreased by 14.9 percent.

#### **Business-type Activities**

Revenues and transfers for the Village's business-type activities increased by 137.6 percent and total expenses increased by 18.4 percent.

## VILLAGE OF GROSSE TETE

### MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2023

**Table A-2**  
**Changes in Village's Net Position**

	<u>Governmental Activities</u>		<u>Business-Type Activities</u>	
	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>
<b>Revenues</b>				
Program revenues				
Fees, fines, and charges for services	\$ 67,679	\$ 46,434	\$ 144,045	\$ 136,854
Capital grants and contributions	-	39,700	-	-
General revenues				
Taxes	1,379,335	1,222,001	-	-
Licenses and permits	43,123	39,217	-	-
Miscellaneous	36,001	2,838	67	1,373
Intergovernmental	160,833	152,974	-	-
Interest	52,433	15,622	12,643	3,100
Pension benefit	12,892	13,932	1,421	1,276
Transfers (out) in	(492,871)	(131,446)	492,871	131,446
<b>Total revenues and transfers</b>	<b><u>1,259,425</u></b>	<b><u>1,401,272</u></b>	<b><u>651,047</u></b>	<b><u>274,049</u></b>
<b>Expenses</b>				
General government	388,744	423,066	-	-
Public safety	422,005	473,251	-	-
Highways and streets	469,038	613,244	-	-
Culture and recreation	64,575	71,913	-	-
Water and Sewer	-	-	407,246	343,847
<b>Total expenses</b>	<b><u>1,344,362</u></b>	<b><u>1,581,474</u></b>	<b><u>407,246</u></b>	<b><u>343,847</u></b>
<b>Increases (decrease) in net position</b>	<b><u>\$ (84,937)</u></b>	<b><u>\$ (180,202)</u></b>	<b><u>\$ 243,801</u></b>	<b><u>\$ (69,798)</u></b>

#### **FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS**

As the Village completed the year, its governmental funds reported a combined fund balance of \$1,858,618. General Fund's fund balance decreased by \$101,638. The primary reason for the general fund's decrease in fund balance is due to the transfers made to the utility fund.

#### **GENERAL FUND BUDGETARY HIGHLIGHTS**

Over the course of the year, The Village's General Fund budget was amended. The amendment of the operating budget is customary practice of the Village and reflective of the financial changes that occur throughout the year. The most significant reasons for the budget amendment during 2023 is as follows:

- An increase in tax revenues by \$207,000.
- An increase in intergovernmental revenues by \$76,500.
- An increase in miscellaneous revenues by \$326,600.
- An increase in general government expenditures by \$26,450.
- An increase in highways and streets expenditures by \$26,300.
- An increase in public safety capital outlay expenditures by \$35,000.
- An increase in highways and streets capital outlay expenditures by \$335,000.

**VILLAGE OF GROSSE TETE**

**MANAGEMENT’S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2023**

**GENERAL FUND BUDGETARY HIGHLIGHTS (continued)**

Budgeted revenues exceeded actual amounts by \$216,483. Budgeted expenditures exceeded actual amounts by \$622,016.

**CAPITAL ASSETS**

At the end of 2023, the Village had invested \$6,163,323 in a broad range of capital assets, including land, construction in progress, police equipment, vehicles, buildings, improvements, and water well and sewer systems. (See Table A-3)

**Table A-3**  
**Village’s Capital Assets**  
(net of depreciation)

	<b>Governmental Activities</b>		<b>Business-Type Activities</b>		<b>Total</b>	<b>Total</b>
	<b>2023</b>	<b>2022</b>	<b>2023</b>	<b>2022</b>	<b>2023</b>	<b>2022</b>
Land	\$ 194,722	\$ 194,722	\$ 1,000	\$ 1,000	\$ 195,722	\$ 195,722
Construction in progress	122,839	139,436	5,660	5,660	128,499	145,096
Buildings	2,289,594	2,381,853	-	-	2,289,594	2,381,853
Other Improvements	758,188	699,905	-	-	758,188	699,905
Sewer System	-	-	1,537,631	1,583,779	1,537,631	1,583,779
Water System	-	-	616,273	335,963	616,273	335,963
Equipment and vehicles	637,273	668,250	143	334	637,416	668,584
<b>Total</b>	<b>\$ 4,002,616</b>	<b>\$ 4,084,166</b>	<b>\$ 2,160,707</b>	<b>\$ 1,926,736</b>	<b>\$ 6,163,323</b>	<b>\$ 6,010,902</b>

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Village is dependent on taxes for 34 percent of its revenues. The Village has budgeted for \$1.7 million of grant funding for capital outlay. This is 56 percent of the Village’s 2024 budget. Fines and video poker account for 6 percent. The economy is not expected to generate any significant growth. Budgeted expenditures and other financing uses are expected to increase attributed to the increase in capital outlay and transfer for 2024.

**CONTACTING THE VILLAGE'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Village's finances and to demonstrate the Village's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Michael Chauffe, Mayor, P.O. Box 98, Grosse Tete, LA 70740-0089 or by calling (225)648-2131.

**VILLAGE OF GROSSE TETE**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2023**

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 1,231,245	\$ 259,938	\$ 1,491,183
Accounts receivables, net	96	15,931	16,027
Taxes receivable	114,989	-	114,989
Due from other governments	19,657	-	19,657
Internal balances	488,429	(488,429)	-
Prepaid expenses	37,823	7,404	45,227
Capital assets:			
Non-depreciable	317,561	6,660	324,221
Depreciable, net of accumulated depreciation	3,685,055	2,154,047	5,839,102
Total assets	<u>5,894,855</u>	<u>1,955,551</u>	<u>7,850,406</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension related	151,426	17,793	169,219
Total deferred outflows of resources	<u>151,426</u>	<u>17,793</u>	<u>169,219</u>
<b>Total assets and deferred outflows of resources</b>	<b><u>\$ 6,046,281</u></b>	<b><u>\$ 1,973,344</u></b>	<b><u>\$ 8,019,625</u></b>
<b>LIABILITIES</b>			
Accounts payable	\$ 7,842	\$ 5,180	\$ 13,022
Accrued liabilities	25,779	1,374	27,153
Unearned revenue	-	234,766	234,766
Long-term liabilities:			
Net pension liability	611,649	74,458	686,107
Total liabilities	<u>645,270</u>	<u>315,778</u>	<u>961,048</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension related	50,584	9,463	60,047
Total deferred inflows of resources	<u>50,584</u>	<u>9,463</u>	<u>60,047</u>
<b>NET POSITION</b>			
Net investment in capital assets	4,002,616	2,160,707	6,163,323
Restricted for fire protection	682,239	-	682,239
Unrestricted	665,572	(512,604)	152,968
<b>Total net position</b>	<b><u>5,350,427</u></b>	<b><u>1,648,103</u></b>	<b><u>6,998,530</u></b>
<b>Total liabilities, deferred inflows of resources and net position</b>	<b><u>\$ 6,046,281</u></b>	<b><u>\$ 1,973,344</u></b>	<b><u>\$ 8,019,625</u></b>

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF GROSSE TETE**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position		
		Fees, Fines, and Charges for Services	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<b>Activities</b>						
<b>Governmental:</b>						
General government	\$ 388,744	\$ -	\$ -	\$ (388,744)	\$ -	\$ (388,744)
Public safety	422,005	65,839	-	(356,166)	-	(356,166)
Public works - highways and streets	469,038	1,840	-	(467,198)	-	(467,198)
Culture and recreation	64,575	-	-	(64,575)	-	(64,575)
Total governmental activities	<u>1,344,362</u>	<u>67,679</u>	<u>-</u>	<u>(1,276,683)</u>	<u>-</u>	<u>(1,276,683)</u>
<b>Business-type:</b>						
Utility	407,246	144,045	-	-	(263,201)	(263,201)
Total business-type activities	<u>407,246</u>	<u>144,045</u>	<u>-</u>	<u>-</u>	<u>(263,201)</u>	<u>(263,201)</u>
Total Primary Government	<u>\$ 1,751,608</u>	<u>\$ 211,724</u>	<u>\$ -</u>	<u>(1,276,683)</u>	<u>(263,201)</u>	<u>(1,539,884)</u>
General Revenues:						
Taxes				1,379,335	-	1,379,335
Licenses and permits				43,123	-	43,123
Intergovernmental				160,833	-	160,833
Interest				52,433	12,643	65,076
Miscellaneous				36,001	67	36,068
Contributions from non-employer contributing entities - pension benefit				12,892	1,421	14,313
Transfers				(492,871)	492,871	-
Total general revenues and transfers				<u>1,191,746</u>	<u>507,002</u>	<u>1,698,748</u>
Change in net position				(84,937)	243,801	158,864
Net position - beginning				<u>5,435,364</u>	<u>1,404,302</u>	<u>6,839,666</u>
Net position - ending				<u>\$ 5,350,427</u>	<u>\$ 1,648,103</u>	<u>\$ 6,998,530</u>

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF GROSSE TETE**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2023**

	General Fund	Special Revenue Fire Protection Fund	Total Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents	\$ 593,834	\$ 637,411	\$ 1,231,245
Accounts receivables, net	96	-	96
Taxes receivable	94,055	20,934	114,989
Due from other funds	491,928	3,374	495,302
Due from other governments	6,762	12,895	19,657
Prepaid expenses	25,211	12,612	37,823
<b>Total assets</b>	<b>\$ 1,211,886</b>	<b>\$ 687,226</b>	<b>\$ 1,899,112</b>
<b>LIABILITIES</b>			
Accounts payable	\$ 7,804	\$ 38	\$ 7,842
Accrued liabilities	24,329	1,450	25,779
Due to other funds	3,374	3,499	6,873
<b>Total liabilities</b>	<b>35,507</b>	<b>4,987</b>	<b>40,494</b>
<b>FUND BALANCES</b>			
Nonspendable	25,211	12,612	37,823
Restricted for:			
Fire Protection	-	669,627	669,627
Unassigned	1,151,168	-	1,151,168
<b>Total fund balances</b>	<b>1,176,379</b>	<b>682,239</b>	<b>1,858,618</b>
<b>Total liabilities and fund balances</b>	<b>\$ 1,211,886</b>	<b>\$ 687,226</b>	<b>\$ 1,899,112</b>

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF GROSSE TETE**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2023**

Total fund balances - Governmental funds		\$ 1,858,618
Amounts reported for governmental activities in the statement of net position is different because:		
Deferred outflows-pension related		151,426
Capital assets used in governmental activities that are not financial resources and, therefore, are not reported in the governmental funds:		
Cost of capital assets at December 31, 2023	\$ 7,497,492	
Less: accumulated depreciation as of December 31, 2023	<u>(3,494,876)</u>	4,002,616
Long-term liabilities applicable to the Village's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities.		
Net pension liability		(611,649)
Deferred inflows-pension related		<u>(50,584)</u>
Total net position at December 31, 2023 - Governmental Activities		<u><u>\$ 5,350,427</u></u>

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF GROSSE TETE**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	General Fund	Special Revenue Fire Protection Fund	Total Governmental Funds
<b>REVENUES</b>			
Taxes	\$ 1,108,780	\$ 270,555	\$ 1,379,335
Licenses and permits	43,123	-	43,123
Intergovernmental revenue	160,833	-	160,833
Fines and forfeitures	67,679	-	67,679
Interest	26,407	26,026	52,433
Miscellaneous	27,985	8,016	36,001
Total revenues	1,434,807	304,597	1,739,404
<b>EXPENDITURES</b>			
Current:			
General government	367,300	-	367,300
Public safety	124,755	178,370	303,125
Public works - highways and streets	390,352	-	390,352
Culture & recreational	16,314	-	16,314
Capital Outlay:			
General government	-	-	-
Public safety	-	31,543	31,543
Public works - highways and streets	144,853	-	144,853
Total expenditures	1,043,574	209,913	1,253,487
Excess of revenues over expenditures	391,233	94,684	485,917
<b>OTHER FINANCING USES</b>			
Transfers out	(492,871)	-	(492,871)
Total other financing uses	(492,871)	-	(492,871)
<b>Net change in fund balances</b>	(101,638)	94,684	(6,954)
<b>Fund Balances, Beginning of Year</b>	1,278,017	587,555	1,865,572
<b>Fund Balances, End of Year</b>	\$ 1,176,379	\$ 682,239	\$ 1,858,618

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF GROSSE TETE**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS TO CHANGES**  
**IN NET POSITION OF GOVERNMENTAL ACTIVITIES**  
**DECEMBER 31, 2023**

Net change in fund balances - Governmental Funds \$ (6,954)

The change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Capital Assets:

Capital outlay capitalized	\$ 176,396	
Depreciation expense for the year ended December 31, 2023	(257,946)	(81,550)

Certain revenues in the statement of activities that do not provide available current financial resources are not reported as revenues in the funds.

Contributions from non-employer contributing entities - pension benefit	12,892
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Certain expenses in the statement of activities that do not provide available current financial resources are not reported as expenditures in the funds.

Net effect of change in net position liability and deferrals	(9,325)
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Change in net position of governmental activities	\$ (84,937)
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The accompanying notes are an integral part of this financial statement.

**VILLAGE OF GROSSE TETE**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUND**  
**DECEMBER 31, 2023**

**ASSETS**

Current assets:		
Cash and cash equivalents	\$	259,938
Accounts receivables, net		15,931
Prepaid expenses		7,404
Total current assets		<u>283,273</u>
Noncurrent assets		
Capital assets:		
Non-depreciable		6,660
Capital assets, net of accumulated depreciation		<u>2,154,047</u>
Total noncurrent assets		<u>2,160,707</u>
 Total assets		 <u>2,443,980</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Pension related		<u>17,793</u>
Total deferred outflows of resources		<u>17,793</u>
<b>Total assets and deferred outflows of resources</b>	<b>\$</b>	<b><u>2,461,773</u></b>

**LIABILITIES**

Current liabilities:		
Accounts payable and other liabilities	\$	5,180
Accrued liabilities		1,374
Unearned revenue		234,766
Due to other funds		488,429
Total current liabilities		<u>729,749</u>
Noncurrent liabilities:		
Net pension liability		<u>74,458</u>
Total noncurrent liabilities		<u>74,458</u>
 Total liabilities		 <u>804,207</u>

**DEFERRED INFLOWS OF RESOURCES**

Pension related		<u>9,463</u>
Total deferred inflows of resources		<u>9,463</u>

**NET POSITION**

Net investment in capital assets		2,160,707
Unrestricted		<u>(512,604)</u>
Total net position		<u>1,648,103</u>
<b>Total liabilities, deferred inflows of resources, and net position</b>	<b>\$</b>	<b><u>2,461,773</u></b>

The accompanying notes are an integral part of this financial statement.

**VILLAGE OF GROSSE TETE**  
**STATEMENT OF REVENUES, EXPENSES, AND**  
**CHANGES IN NET POSITION**  
**PROPRIETARY FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**OPERATING REVENUES**

Charges for service	\$	141,192
Connection/reconnection fees		400
Penalty charges		2,453
Miscellaneous		67
Contributions from non-employer contributing entities - pension benefit		1,421
Total operating revenues		145,533

**OPERATING EXPENSES**

Salaries & benefits		46,444
Depreciation		133,185
Insurance & bonds		13,746
Miscellaneous		149
Dues & subscriptions		5,755
Postage, printing and office supplies		3,837
Professional services		18,940
Repairs & maintenance		40,776
Sewer expenses		29,807
Tools & supplies		11,593
Water purchases - Water District # 4		103,014
Total operating expenses		407,246

**OPERATING LOSS**

(261,713)

**NONOPERATING REVENUES**

Interest income		12,643
Total non-operating revenues		12,643

Loss before transfers (249,070)

**TRANSFERS IN**

492,871

Change in net position 243,801

**Total net position - beginning** 1,404,302

**Total net position - ending** \$ 1,648,103

The accompanying notes are an integral part of this financial statement.

**VILLSGE OF GROSSE TETE**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from customers	\$ 145,215
Payments for goods and services	(243,658)
Payments for salaries and benefits	(47,170)
<b>Net cash used in operating activities</b>	<b><u>(145,613)</u></b>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest income	12,643
<b>Net cash provided by investing activities</b>	<b><u>12,643</u></b>

**CASH FLOWS FROM NONCAPITAL FINANCING**

Proceeds from loans due to other funds	337
Transfers from other funds	492,871
<b>Net cash provided by noncapital financing</b>	<b><u>493,208</u></b>

**CASH FLOWS FROM CAPITAL AND RELATED  
FINANCIAL ACTIVITIES**

Capital asset additions	(367,156)
<b>Net cash used in capital and related financing activities</b>	<b><u>(367,156)</u></b>

**Net increase in cash and cash equivalents** (6,918)

**Cash and cash equivalents - December 31, 2022** 266,856  
**Cash and cash equivalents - December 31, 2023** **\$ 259,938**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Operating loss	\$ (261,713)
Adjustments to reconcile operating loss to net cash used in operating activities-	
Depreciation	133,185
Change in assets and liabilities	
Accounts receivable - customers	(1,052)
Prepaid expenses	(1,208)
Accounts payable	(14,833)
Accrued Liabilities	248
Unearned revenue	734
Net pension liability and related deferred inflows and outflows	(974)
<b>Net cash used in operating activities</b>	<b><u>\$ (145,613)</u></b>

The accompanying notes are an integral part of this financial statement.

# VILLAGE OF GROSSE TETE

## NOTES TO THE FINANCIAL STATEMENTS

### INTRODUCTION

The Village of Grosse Tete, Louisiana, (the Village) was incorporated April 15, 1922, under the provision of the Lawrason Act. The Village operates under a Mayor-Aldermen form of government. The Village provides general government and public safety (police and fire protection) services, maintains streets, street lighting and highways, and provides water and sewer services to its approximately 647 residents. The Village has approximately 25 employees.

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Village of Grosse Tete, Louisiana, (the Village) have been prepared in conformity with 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). Both the government-wide financial statements and the proprietary fund financial statements follow guidance included in GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.

#### Reporting Entity

The Governmental Accounting Standards Board (GASB) *Codification of Governmental Accounting and Financial Reporting Standards* established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this statement, the municipality is considered a primary government since it is a general-purpose government that have a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. Fiscally independent means that the municipality without the approval or consent of another governmental entity determine or modify its own budget, levy its taxes or set rates or charges, and issue bonded det. The municipality has oversight of other component units that are either blended into the municipality's basic financial statements or discretely presented in a separate column in the government-wide financial statements.

Related Organizations – The following organization was considered for inclusion in the reporting entity but did not meet all of the requirements. Therefore, this entity was considered to be a related organization not reported in the accompanying basic financial statements.

Rosedale-Grosse Tete Volunteer Fire Department – This potential component unit provides volunteer fire services within the Village. Although the Village provides facilities and equipment, it does not exercise direct control over their operations.

#### Basis of Presentation, Basis of Accounting

*Government-wide Statements:* The statement of net position and the statement of activities display information about the Village of Grosse Tete. These statements include the financial activities of the overall government, except for fiduciary activities. These statements distinguish between the *governmental and business-type activities* of the Village. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

# VILLAGE OF GROSSE TETE

## NOTES TO THE FINANCIAL STATEMENTS

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Basis of Presentation, Basis of Accounting(continued)

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the Village and for each function of the Village's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

*Fund Financial Statements:* The fund financial statements provide information about the Village's funds. Separate statements for each fund category - *governmental and proprietary* - are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as investment earnings, result from nonexchange transactions or ancillary activities.

The Village reports the following major governmental funds:

- a. General Fund - The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund.
- b. Special Revenue Fund – The Special Revenue Fund is used to account for the proceeds of specific revenue resources (other than assessments, expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

The Village reports the following proprietary fund:

Utility Fund - This 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 costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be 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.

#### Measurement Focus, Basis of Accounting

*Government-wide and Proprietary Fund Financial Statements.* The government-wide and proprietary financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

# VILLAGE OF GROSSE TETE

## NOTES TO THE FINANCIAL STATEMENTS

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement Focus, Basis of Accounting (continued)

Nonexchange transactions, in which the Village gives (or receives) value without directly receiving (or giving) equal value in exchange, include sales taxes, grants, entitlements, and donations. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

*Governmental Fund Financial Statements.* Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Village considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Sales and franchise taxes, video poker revenues, and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Transfers between funds are not expected to be repaid and are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

Budgets and Budgetary Accounting - The Village follows these procedures in establishing the budgetary data reflected in these financial statements:

- 1) The Village's Mayor and Village Aldermen prepare a proposed budget message and budget prior to the beginning of each fiscal year.
- 2) A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- 3) A special meeting is held to conduct a public hearing to review and discuss on the proposed budget.
- 4) After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
- 5) Budgetary amendments involving the transfer of funds from one department, program, or function to another, or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Village Aldermen.
- 6) All budgetary appropriations lapse at the end of each fiscal year.
- 7) The budget for the General Fund Special Revenue Fund is adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).

# VILLAGE OF GROSSE TETE

## NOTES TO THE FINANCIAL STATEMENTS

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Interfund Activity - Interfund activity is reported as loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when on fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or between proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Non-operating Revenue and Expense - The Village's proprietary fund distinguishes between operating and non-operating revenues and expenses. Operating revenues and expenses of the Village's water and sewer fund consists of charges for services (including tap fees) and the costs of providing those services, including depreciation and excluding interest cost. All other revenues and expenses are reported as non-operating.

Statement of Cash Flows - For purposes of the statement of cash flows, the Utility Enterprise Fund considers all highly liquid investments (including restricted assets), with a maturity of three months or less when purchased to be cash equivalents.

Cash and Cash Equivalents - Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Earnings are recorded in the governmental and proprietary funds.

Accounts Receivables - Accounts receivables are recorded at cost, net of any allowance for doubtful accounts. The Village uses the allowance method to recognize any bad debts for utility receivables. The allowance is based on management's estimate of uncollectible receivables as of the end of each year.

Long-Term Liabilities - Long-term liabilities to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements.

Long-term liabilities for governmental funds are not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest are reported as expenditures in the fund statements.

The reporting of long-term liabilities in the proprietary statements is the same in the fund statements as it is in the government-wide statements.

Annual and Sick Leave - The Village's annual and sick leave policy does not provide for the accumulation and vesting of leave.

Pension Plans - The Village is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 6. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the plan, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

# VILLAGE OF GROSSE TETE

## NOTES TO THE FINANCIAL STATEMENTS

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital Assets - Capital assets, which include property, plant and equipment are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the fund financial statements for the proprietary fund. Capital assets purchases or acquired are reported at historical cost or estimated historical costs. Donated assets are reported at fair market value as of the date donated. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Lives</u>
Buildings	40 years
Building improvements	15-20 years
Water and sewer distribution system	20 years
Fire Trucks	15 years
Firefighting equipment	10 years
Machinery and equipment	5-10 years
Vehicles	5 years

### Fund Equity – Equity Classifications

Government-wide and proprietary fund net position is displayed in three components:

- 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 that are attainable to the acquisition, construction, or improvement of those assets.
- Restricted net position – Consists of net assets with constraints placed on the use of either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provisions or enabling litigation.
- Unrestricted net position – All other net assets that do not meet the definition of “restricted” or “net investment in capital assets”.

Fund Financial Statements - are reported in as many as five classifications as listed below:

- Nonspendable- represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.
- Restricted- represents balances where constraints have been established by parties outside the Village or imposed by law through constitutional provisions or enabling legislation.
- Committed- represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Village Alderman.
- Assigned- represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted or committed.
- Unassigned- represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

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

Use of Restricted Resources - When an expense is incurred that can be paid using either restricted or unrestricted resources net position, the Village's policy is to first apply the expense toward restricted resources and then toward unrestricted resources. In governmental funds, the Village's policy is to first apply the expenditure toward restricted fund balance and then to other less-restrictive classification-committed and then assigned fund balances before using assigned fund balances.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred outflows of resources. This separate financial element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure) until then. The Village has one item that qualifies for this category; pension related deferrals, which are reported in the government-wide statement.

In addition to liabilities, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred inflows of resources. This separate financial element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) at that time. The Village has one item that qualifies for this category; pension related deferrals. The amounts deferred are recognized as an inflow of resources in the period that the amount becomes available.

2. **CASH AND CASH EQUIVALENTS**

At December 31, 2023, the Village's cash and cash equivalents (book balance) consisted of the following:

Cash in checking accounts	\$ 140,928
Funds held in LAMP	<u>1,350,255</u>
Total cash and cash equivalents	<u>\$ 1,491,183</u>

# VILLAGE OF GROSSE TETE

## NOTES TO THE FINANCIAL STATEMENTS

### 2. CASH AND CASH EQUIVALENTS (continued)

#### Custodial Credit Risk- Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Village does not have a deposit policy for custodial credit risk. The Village's bank balances were not exposed to custodial credit risk at December 31, 2023.

Cash held at December 31, 2023 include \$1,350,255 invested in the Louisiana Asset Management Pool, Inc. (LAMP). The LAMP portfolio includes only securities and other obligations in which local governments are authorized to invest in accordance with LA-RS 33:2955.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA - R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 53 days as of December 31, 2023.

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

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

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**3. ACCOUNTS RECEIVABLE**

In the government-wide statements, receivables consist of all revenues earned as year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivable balances for the governmental activities include sales taxes and franchise taxes. Business-type activities report utility earnings as its major receivable.

The following is a summary of receivables for December 31, 2023, net of allowance for uncollectible accounts where applicable:

<u>Class of Receivables</u>	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Proprietary Fund</u>	<u>Total</u>
Taxes				
Parish sales tax	\$ 83,447	\$ 20,934	\$ -	\$ 104,381
Franchise	10,608	-	-	10,608
Total taxes	<u>94,055</u>	<u>20,934</u>	<u>-</u>	<u>114,989</u>
Due from other governments				
State video poker	6,390	-	-	6,390
Other	372	12,895	-	13,267
Total due from other governments	<u>6,762</u>	<u>12,895</u>	<u>-</u>	<u>19,657</u>
Other receivables, net	<u>96</u>	<u>-</u>	<u>15,931</u>	<u>16,027</u>
Total receivables	<u>\$ 100,913</u>	<u>\$ 33,829</u>	<u>\$ 15,931</u>	<u>\$ 150,673</u>

Uncollectible amounts due for customers' utility receivables are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the collectability of the particular receivable. The following details the description and amount of the allowance for uncollectible accounts at December 31, 2023:

<u>Class of Receivables</u>	<u>Proprietary Fund</u>
Customer Accounts	\$ 9,366
	<u>\$ 9,366</u>

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**4. CAPITAL ASSETS**

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

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental activities:</b>				
Capital Assets Not Being Depreciated:				
Land	\$ 194,722	\$ -	\$ -	\$ 194,722
Construction in progress	139,436	52,220	68,817	122,839
Total Capital Assets Not Being Depreciated:	<u>334,158</u>	<u>52,220</u>	<u>68,817</u>	<u>317,561</u>
Capital Assets Being Depreciated:				
Buildings and improvements	3,575,252	-	-	3,575,252
Office furniture and equipment	30,867	-	-	30,867
Machinery and equipment	284,423	-	13,748	270,675
Vehicles	88,890	38,384	-	127,274
Park	692,204	-	-	692,204
Waterlines and hydrants	54,920	23,945	-	78,865
Sidewalk and street improvements	1,185,739	123,066	-	1,308,805
Fire vehicles and equipment	1,092,414	7,598	4,023	1,095,989
Total Capital Assets Being Depreciated:	<u>7,004,709</u>	<u>192,993</u>	<u>17,771</u>	<u>7,179,931</u>
Totals	<u>7,338,867</u>	<u>245,213</u>	<u>86,588</u>	<u>7,497,492</u>
Less Accumulated Depreciation for:				
Buildings and improvements	1,193,399	92,259	-	1,285,658
Office furniture and equipment	25,704	987	-	26,691
Machinery and equipment	165,985	19,917	13,748	172,154
Vehicles	52,909	8,193	-	61,102
Park	224,773	54,143	-	278,916
Waterlines and hydrants	54,920	599	-	55,519
Sidewalk and street improvements	485,834	64,783	-	550,617
Fire vehicles and equipment	1,051,177	17,065	4,023	1,064,219
Total Accumulated Depreciation	<u>3,254,701</u>	<u>\$ 257,946</u>	<u>\$ 17,771</u>	<u>3,494,876</u>
Capital Assets Being Depreciated, net	<u>3,750,008</u>			<u>3,685,055</u>
Governmental Activities Capital Assets, net	<u>\$ 4,084,166</u>			<u>\$ 4,002,616</u>

For the year ended December 31, 2023, depreciation expense was \$257,946.

General Government	\$ 20,156
Public Safety – Police	8,731
Public Safety – Fire	103,828
Public Works – Highways and Streets	76,970
Culture and Recreation	48,261
	<u>\$ 257,946</u>

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**4. CAPITAL ASSETS (continued)**

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Business-type Activities:</b>				
Capital Assets Not Being Depreciated:				
Land	\$ 1,000	\$ -	\$ -	\$ 1,000
Construction in progress	5,660	-	-	5,660
Total Capital Assets Not Being Depreciated:	6,660	-	-	6,660
Capital Assets Being Depreciated:				
Water system	959,082	347,849	-	1,306,931
Sewer System	2,122,614	19,307	-	2,141,921
Machinery and equipment	955	-	-	955
Total Capital Assets Being Depreciated:	3,082,651	367,156	-	3,449,807
Totals	3,089,311	367,156	-	3,456,467
Less Accumulated Depreciation for:				
Water system	623,119	67,539	-	690,658
Sewer System	538,835	65,455	-	604,290
Machinery and equipment	621	191	-	812
Total Accumulated Depreciation	1,162,575	133,185	-	1,295,760
Capital Assets Being Depreciated, net	1,920,076			2,154,047
Business-type Activities Capital Assets, net	\$ 1,926,736			\$ 2,160,707

**5. INTERFUND RECEIVABLES/PAYABLE**

The following is a detailed list of interfund balances reported in the fund financial statements at December 31, 2023:

	Due From Other Funds	Due To Other Funds
General Fund	\$ 491,928	\$ 3,374
Fire Protection Fund	3,374	3,499
Utility Fund	-	488,429
	\$ 495,302	\$ 495,302

Transfers from the general fund to the fire protection fund and utility fund are to provide supplemental funds for fund operations. These balances are not expected to be repaid within a year.

# VILLAGE OF GROSSE TETE

## NOTES TO THE FINANCIAL STATEMENTS

### 6. PENSION AND RETIREMENT PLAN

The Village of Grosse Tete (the Village) is a participating employer in two cost-sharing defined benefit pension plans. These plans are administered by two public employee retirement systems, the Municipal Employees' Retirement System of Louisiana (MERS) and the Municipal Police Employees' Retirement System (MPERS). Article X, Section 29 (F) of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions of these plans to the State Legislature. Each system is administered by a spate board of trustees.

Each System issues an annual publicly available financial report that includes financial statements and required supplementary information for the system. The report may be obtained by writing, calling or downloading the report as follows:

**MERS:**

7937 Office Park Boulevard  
Baton Rouge, Louisiana 70809  
(225) 925-4810  
[www.mersla.com](http://www.mersla.com)

**MPERS:**

7722 Office Park  
Boulevard, Suite 200  
Baton Rouge, LA 70809  
[www.lampers.com](http://www.lampers.com)

#### **Plan Description:**

#### **Municipal Employees' Retirement System of Louisiana (MERS)**

The Municipal Employees' Retirement System of Louisiana (MERS) is the administrator of a cost sharing multiple-employer defined benefit pension plan. The System was originally established by Act 356 of the 1954 regular session of the Legislature of the State of Louisiana. The System provides retirement benefits to employees of all incorporated villages, towns and cities within the State which do not have their own retirement system and which elect to become members of the System. For the year ended June 30, 2018, there were 87 contributing municipalities in Plan A and 67 in Plan B. The Village of Grosse Tete is a participant in Plan A only.

The following is a description of the plan and its benefits and is provided for general information purposes only.

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

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

1. Any age with twenty-five (25) or more years of credible service.
2. Age 60 with a minimum of ten (10) years credible service.
3. Any age with five (5) years of credible service eligible for disability benefits.
4. Survivor's benefits require five (5) years credible service at death of member.
5. Any age with 20 years of credible service, exclusive of military service with an actuarially reduced early benefit.

## VILLAGE OF GROSSE TETE

### NOTES TO THE FINANCIAL STATEMENTS

#### 6. PENSION AND RETIREMENT PLAN (continued)

##### Municipal Employees' Retirement System of Louisiana (MERS) (continued)

Eligibility for Retirement for Plan A and Plan B members hired on or after January 1, 2013 is as follows:

1. Age 67 with seven (7) or more years of credible service
2. Age 62 with ten (10) or more years of credible service
3. Age 55 with thirty (30) or more years of credible service
4. Any age with twenty-five (25) years of credible service, exclusive of military service and unused side leave. However, any member retiring under this subsection shall have their benefit actuarially reduced from the earliest age of which the member would be entitled to a vested deferred benefit under any provision of this section, if the member had continued service to the age

Generally, the monthly amount of the retirement allowance for any member of Plan A shall consist of an amount equal to three percent of the member's monthly average final compensation multiplied by his years of credible service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Upon death of any member of Plan A with five (5) or more years of credible service, not eligible for retirement, the plan provides for benefits for the surviving spouse and/or minor children as outlined in the statutes. Any member of Plan A, who is eligible for normal retirement at time of death and who leaves a surviving spouse will be deemed to have retired and selected Option 2 benefits on behalf of the surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits. Upon death for any member of Plan B with five (5) or more years of credible service, not eligible for normal retirement, the plan provides for benefits for the surviving spouse as outlined in the statutes. Any member of Plan B who is eligible for normal retirement at time of death and who leaves a surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits.

In lieu of terminating employment and accepting a service retirement allowance, any member of Plan A or B who is eligible to retire may elect to participate in the deferred retirement option plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable by employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and received a service retirement allowance, are paid into the DROP Fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no cost-of-living increases are payable to participants until employment which make them eligible to become members of the System has been terminated for at least one full year. Upon termination of employment prior to or at the end of a specified period of participation, a participant in the Drop may receive, at his option, a lump sum from the account equal to the payment if approved by the board of trustees. If a participant dies during participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary, or if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing membership in the System.

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

**Municipal Employees' Retirement System of Louisiana (MERS) (continued)**

For Plan A, a member shall be eligible to retire and receive a disability benefit if he has at least five years of credible service, is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of forty-five percent of his final average compensation or three percent of his final average compensation multiplied by his years of credible service whichever is greater or an amount equal to three percent of the member's final average compensation multiplied by his years of credible service projected to his earliest normal retirement age.

**Municipal Police Employees' Retirement System (MPERS)**

The Municipal Police Employees' Retirement System (MPERS) is the administrator of a cost-sharing multiple-employer plan. Membership in the System is mandatory for any full-time police officer employed by a municipality of the State of Louisiana and engaged in law enforcement, empowered to make arrests, providing he or she does not have to pay social security and providing he or she meets the statutory criteria. The System provides retirement benefits for municipal police officers. The projections of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date. Benefit provisions are authorized within Act 189 of 1973 and amended by LRS 11:2211-11:2233.

The following is a brief description of the plan and its benefits and is provided for general information purposes only.

Membership prior to January 1, 2013: A member is eligible for regular retirement after he has been a member of the System and has 25 years of creditable service at any age or has 20 years of creditable service and is age 50 or has 1.2 years creditable service and is age 55. A member is eligible for early retirement after he has been a member of the System for 20 years of creditable service at any age with an actuarially reduced benefit. Benefit rates are three and one-third percent of average final compensation (average monthly earnings during the highest 36 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary. Upon the death of an active contributing member, or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from forty to sixty percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives benefits equal to ten percent of the member's average final compensation or \$200.00 per month, whichever is greater.

Membership Commencing January 1, 2013: Member eligibility for regular retirement, early retirement, disability and survivor benefits are based on Hazardous Duty and Non-Hazardous Duty sub plans. Under the Hazardous Duty sub plan, a member is eligible for regular retirement after he has been a member of the System and has 25 years of creditable service at any age or has 12 years of creditable service at age 55. Under the Non-Hazardous Duty sub plan, a member is eligible for regular retirement after he has been a member of the System and has 30 years of creditable service at any age, 25 years of creditable service at age 55, or 10 years of creditable service at age 60. Under both sub plans, a member is eligible for early retirement after he has been a member of the System for 20 years of creditable service at any age, with an actuarially reduced benefit from age 55.

## VILLAGE OF GROSSE TETE

### NOTES TO THE FINANCIAL STATEMENTS

#### 6. PENSION AND RETIREMENT PLAN (continued)

##### Municipal Police Employees' Retirement System of Louisiana (MPERS)

Under the Hazardous and Non-Hazardous Duty sub plans, the benefit rates are three percent and two and a half percent, respectively, of average final compensation (average monthly earnings during the highest 60 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary. Upon death of an active contributing member, or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from twenty-five to fifty-five percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives ten percent of average final compensation or \$200 per month whichever is greater. If deceased member had less than ten years of service, beneficiary will receive a refund of employee contributions only.

Cost of Living Adjustments: The Board of Trustees is authorized to provide annual cost-of-living adjustments computed on the amount of the current regular retirement, disability, beneficiary or survivor's benefit, not to exceed 3% in any given year. The Board is authorized to provide an additional 2% COLA, computed on the member's original benefit, to all regular retirees, disability, survivors and beneficiaries who are 65 years of age or older on the cut-off date which determines eligibility. No regular retiree, survivor or beneficiary shall be eligible to receive a cost-of-living adjustment until benefits have been received at least one full fiscal year and the payment of such COLA, when authorized, shall not be effective until the lapse of at least one-half of the fiscal year. Members who elect early retirement are not eligible for a cost-of-living adjustment until they reach regular retirement age.

Deferred Retirement Option Plan: A member is eligible to elect to enter the deferred retirement option plan (DROP) when he is eligible for regular retirement based on the members' sub plan participation. Upon filing the application for the program, the employee's active membership in the System is terminated. At the entry date into the DROP, the employee and employer contributions cease. The amount to be deposited into the DROP account is equal to the benefit computed under the retirement plan elected by the participant at date of application. The duration of participation in the DROP is thirty-six months or less. If employment is terminated after the three-year period, the participant may receive his benefits by lump sum payment or a true annuity. If employment is not terminated, active contributing membership into the System shall resume and upon later termination, he shall receive additional retirement benefit based on the additional service. For those eligible to enter DROP prior to January 1, 2004, DROP accounts shall earn interest subsequent to the termination of DROP participation at a rate of half of one percentage point below the percentage rate of return of the System's investment portfolio as certified by the actuary on an annual basis but will never lose money. For those eligible to enter DROP subsequent to January 1, 2004, an irrevocable election is made to earn interest based on the System's investment portfolio return or a money market investment return. This could result in a negative earnings rate being applied to the account. If the member elects a money market investment return, the funds are transferred to a government money market account.

Initial Benefit Option Plan: In 1999, the State Legislature authorized the System to establish an Initial Benefit Option program. Initial Benefit Option is available to members who are eligible for regular retirement and have not participated in DROP. The Initial Benefit Option program provides both a one-time single sum payment of up to 36 months of regular monthly retirement benefit, plus a reduced monthly retirement benefit for life. Interest is computed on the balance based on same criteria as DROP.

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

**Funding Policy**

Article X, Section 29(E)(2)(a) of the Louisiana Constitution of 1974 assigns the Legislature the authority to determine employee contributions. Employer contributions are actuarially determined using statutorily established methods on an annual basis and are constitutionally required to cover the employer's portion of the normal cost and provide for the amortization of the unfunded accrued liability. Employer contributions are adopted by the Legislature annually upon recommendation of the Public Retirement Systems' Actuarial Committee (PRSAC).

Contributions to the plan are required and determined by State statute (which may be amended) and are expressed as a percentage of covered payroll. The contribution rates in effect for the year ended June 30, 2023, for the Village and covered employees were as follows:

	<u>Village</u>	<u>Employees</u>
Municipal Employees' Retirement System Plan A		
All employees	29.5%	10.00%
Municipal Police Employees' Retirement System		
All employees hired prior to 01/01/2013 and all		
Hazardous Duty employees hired after 01/01/2013	31.25%	10.00%
Non-Hazardous Duty (hired after 01/01/2013)	31.25%	8.00%
Employees receiving compensation below poverty		
guidelines of US Department of Health	33.75%	7.50%

The Village's contributions made to the System for the past three fiscal years, which equaled the required contributions for each of these years, were as follows:

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Municipal Employees' Retirement System Plan A	\$ 79,777	\$ 91,560	\$ 87,148
Municipal Police Employees' Retirement System	\$ 16,033	\$ 14,796	\$ 15,240

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

The following schedule lists the Village's proportionate share of the Net Pension Liability allocated by the pension plan for based on the June 30, 2023 measurement date. The Village uses this measurement to record its Net Pension Liability and associated amount as of December 31, 2023, in accordance with GASB Statement 68. The schedule also includes the proportionate share allocation rate used at June 30, 2023 along with the change compared to the June 30, 2022 rate.

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

The Village's proportion of the Net Pension Liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

	Net Pension Liability at June 30, 2023	Rate at June 30, 2023	Increase (Decrease) on June 30, 2022 Rate
Municipal Employees' Retirement System Plan A	\$ 532,978	0.1458%	(0.0192%)
Municipal Police Employees' Retirement System	153,129	0.0145%	(0.0011%)
	\$ 686,107		

The following schedule list each pension plan's recognized pension benefit of the Village for the year ended December 31, 2023:

	<u>Total</u>
Municipal Employees' Retirement System Plan A	\$ 3,451
Municipal Police Employees' Retirement System	6,321
	\$ 9,772

At December 31, 2023, the Village reported deferred outflows of resources and deferred inflows of resources related to the pension from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 11,144	\$ 4,938
Changes in assumptions	2,555	-
Net difference between projected and actual earnings on pension plan investments	77,776	-
Changes in proportion and differences in employer contributions and proportionate share of contributions	31,086	55,109
Differences between allocated and actual contributions	-	-
Employer contributions subsequent to the measurement date	46,658	-
	\$ 169,219	\$ 60,047

Summary totals of deferred outflows of resources and deferred inflows of resources by pension plan:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Municipal Employees' Retirement System Plan A	\$ 131,001	\$ 50,486
Municipal Police Employees' Retirement System	38,218	9,561
	\$ 169,219	\$ 60,047

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

The Village reported a total of \$46,658 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2023 which will be recognized as a reduction in Net Pension Liability in the year ended December 31, 2023. The following schedule list each pension contributions made subsequent to the measurement period for each plan:

	Subsequent Contributions
Municipal Employees' Retirement System Plan A	\$ 38,312
Municipal Police Employees' Retirement System	8,346
	\$ 46,658

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

Year	MERS	MPERS	Total
2024	\$ 21,167	\$ 5,017	\$ 26,184
2025	(17,864)	1,801	(16,063)
2026	42,644	14,316	56,960
2027	(3,744)	(823)	(4,567)
	\$ 42,203	\$ 20,311	\$ 62,514

**Actuarial Assumptions**

A summary of the actuarial methods and assumptions used in determining the total pension liability for each pension plan as of June 30, 2023, are as follows:

	MERS	MPERS
<b>Valuation Date</b>	June 30, 2023	June 30, 2023
<b>Actuarial Cost Method</b>	Entry Age Normal Cost	Entry Age Normal Cost
<b>Expected Remaining Service Lives</b>	3 years	4 years
<b>Investment Rate of Return</b>	6.850%	6.750% net of investment expenses
<b>Inflation Rate</b>	2.50%	2.50%
<b>Mortality</b>	Annuitant and beneficiary mortality - PubG-2010(B) Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales. Employee mortality - PubG-2010(B) Employee Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales. Disabled lives mortality - PubNS-2010(B) Disabled Retiree Table set equal to 120% for males and females with the full generational MP2018 scale.	Mortality assumptions were set based upon an experience study performed by the prior actuary on plan data for the period July 1, 2014 through June 30, 2019 and review of similar law enforcement mortality. Pub-2010 Public Retirement Plan Mortality Table for Safety Below-Median Healthy Retirees multiplied by 115% for males and 125% for females, with full generational MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for Safety Disable Retirees multiplied by 105% for males and 115% for females, with full generational MP2019 scale. Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees multiplied by 115% for males and 125% for females, with full generational MP2019 scale.

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

Salary Increases	MERS		MPERS	
	Years of Service	Salary Growth Rate	Years of Service	Salary Growth Rate
	1-4	6.4%	1-2	12.3%
	4 & over	4.5%	Above 2	4.70%

**Cost of Living Adjustments**

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

The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The actuarial assumptions used in the June 30, 2023 valuation was based on the results of an experience study, for the period July 1, 2013 through June 30, 2018 for MERS and July 1, 2014 through June 30, 2019 for MPERS.

The following schedule list the methods used by each of the retirement system in determining the long-term rate of return on pension plan investments:

MERS
The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rates of return is 7.90% for the year ended June 30, 2023.

MPERS
The forecasted long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by the target asset allocation percentage and by adding expected inflation of 2.5% and an adjustment for the effect of rebalancing/diversification. The resulting forecasted long-term rate of return is 7.9% for the year ended June 30, 2023.

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

The following table provides a summary of the best estimates of arithmetic/geometric real rates of return for the major asset class included in the Retirement System target asset allocations as of June 30, 2023:

Asset Class	Target Allocation		Long-Term Expected Real Rate of Return	
	MERS	MPERS	MERS	MPERS
Public equity	56.0%	-	2.44%	-
Equity	-	52.0%	-	3.29%
Public fixed income	29.0%	-	1.26%	-
Fixed income	-	34.0%	-	1.12%
Alternatives	15.0%	14.0%	0.65%	0.95%
Total	<u>100.0%</u>	<u>100.0%</u>	4.35%	5.36%
Inflation			<u>2.50%</u>	<u>2.54%</u>
Expected Arithmetic Nominal Return			<u>6.85%</u>	<u>7.90%</u>

***Discount Rate***

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate used to measure the total pension liability for MERS and MPERS was 6.850% and 6.750%, respectively, for the year ended June 30, 2023.

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following table presents the Village's proportionate share of the Net Pension Liability (NPL) using the discount rate for the Retirement System as well as what the Village's proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by the Retirement System:

	1.0% Decrease	Current Discount Rate	1.0% Increase
MERS			
Rates	5.850%	6.850%	7.850%
Village of Grosse Tete Share of NPL	\$ 738,906	\$ 532,978	\$ 359,030
MPERS			
Rates	5.750%	6.750%	7.750%
Village of Grosse Tete Share of NPL	\$ 215,464	\$ 153,129	\$ 101,056

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. PENSION AND RETIREMENT PLAN (continued)**

**Non-Employer Contributions**

MPERS – The System also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions were recognized as revenue during the year ended June 30, 2023, and excluded from pension expense.

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

**Amounts Payable to the Pension Plan**

As of December 31, 2023, the Village had \$7,594 payable to the MERS and \$1,391 payable to the MPERS.

**7. RISK MANAGEMENT**

The Village is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Village is a member of two separate trust funds established by the Louisiana Municipal Association that encompasses self-insurance of (1) Municipal professional liability and comprehensive general liability, and (2) Statutory workers' compensation. The Village carries commercial insurance for all other risk of loss.

**8. DEFERRED COMPENSATION PLAN**

All full-time employees are eligible to participate in the Louisiana Public Employees Deferred Compensation Plan. Through payroll deductions, employees can make pre-tax contributions to this 457 plan from eligible pay. The amount allowed to contribute to the plan is based on taxable compensation as defined by the Internal Revenue Code (IRC). In 2023, the Village matched employee's contributions up to 8.0%, dollar for dollar. The total employer contributions made for December 31, 2023 was \$12,877.

**9. COMPENSATION OF VILLAGE OFFICIALS**

A detail of compensation paid to the Mayor and Board of Aldermen for the year ended December 31, 2023 is as follows:

<b>Mayor-</b>	
Michael Chauffe	\$ 26,400
<b>Members of the Board</b>	
Jeanie David	8,400
Marcus Hill	8,400
Clint Senaca	8,400
	<u>\$ 51,600</u>

**VILLAGE OF GROSSE TETE**

**NOTES TO THE FINANCIAL STATEMENTS**

10. **SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date the financial statements were available to be issued, June 30, 2024, and determined that there were no events that require disclosure.

No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

**VILLAGE OF GROSSE TETE**  
**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Taxes	\$ 790,000	\$ 997,000	\$ 1,108,780	\$ 111,780
Licenses and permits	40,500	46,300	43,123	(3,177)
Intergovernmental revenue	116,500	193,000	160,833	(32,167)
Fines and forfeitures	45,840	61,840	67,679	5,839
Interest	500	25,000	26,407	1,407
Miscellaneous	1,550	328,150	27,985	(300,165)
Total revenues	<u>994,890</u>	<u>1,651,290</u>	<u>1,434,807</u>	<u>(216,483)</u>
<b>EXPENDITURES</b>				
Current:				
General government	414,940	441,390	367,300	74,090
Public safety	179,850	187,650	124,755	62,895
Public works - highways and streets	372,800	399,100	390,352	8,748
Culture & recreational	15,000	15,150	16,314	(1,164)
Capital Outlay:				
General government	24,000	24,000	-	24,000
Public safety	32,000	67,000	-	67,000
Highways and streets	196,300	531,300	144,853	386,447
Total expenditures	<u>1,234,890</u>	<u>1,665,590</u>	<u>1,043,574</u>	<u>622,016</u>
Excess (deficiency) of revenues over expenditures	(240,000)	(14,300)	391,233	405,533
<b>OTHER FINANCING USES</b>				
Transfers out	(60,000)	(435,000)	(492,871)	(57,871)
Total other financing uses	<u>(60,000)</u>	<u>(435,000)</u>	<u>(492,871)</u>	<u>(57,871)</u>
<b>Net change in fund balance</b>	(300,000)	(449,300)	(101,638)	347,662
<b>Fund Balance, Beginning of Year</b>	<u>300,000</u>	<u>450,000</u>	<u>1,278,017</u>	<u>828,017</u>
<b>Fund Balance, End of Year</b>	<u>\$ -</u>	<u>\$ 700</u>	<u>\$ 1,176,379</u>	<u>\$ 1,175,679</u>

**VILLAGE OF GROSSE TETE**  
**BUDGETARY COMPARISON SCHEDULE**  
**FIRE PROTECTION FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>REVENUES</u></b>				
Taxes	\$ 190,000	\$ 240,000	\$ 270,555	\$ 30,555
Interest	2,000	25,000	26,026	1,026
Miscellaneous	8,200	16,050	8,016	(8,034)
Total revenues	<u>200,200</u>	<u>281,050</u>	<u>304,597</u>	<u>23,547</u>
<b><u>EXPENDITURES</u></b>				
Current:				
Public Safety - Fire	175,200	247,500	178,370	69,130
Capital Outlay	25,000	34,050	31,543	2,507
Total expenditures	<u>200,200</u>	<u>281,550</u>	<u>209,913</u>	<u>71,637</u>
Excess of revenues over expenditures	-	(500)	94,684	95,184
<b>Fund Balance, Beginning of Year</b>	<u>-</u>	<u>-</u>	<u>587,555</u>	<u>587,555</u>
<b>Fund Balance, End of Year</b>	<u>\$ -</u>	<u>\$ (500)</u>	<u>\$ 682,239</u>	<u>\$ 682,739</u>

**VILLAGE OF GROSSE TETE**

**SCHEDULE OF PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY**

**LAST TEN FISCAL YEARS (1)**

**As of the fiscal year ended (2):**

	2023		2022		2021		2020		2019	
	MERS (Plan A)	MPERS	MERS (Plan A)	MPERS	MERS (Plan A)	MPERS	MERS (Plan A)	MPERS	MERS (Plan A)	MPERS
Employer's Proportion of the Net Pension Liability (Assets)	0.1458%	0.0145%	0.1650%	0.0155%	0.1383%	0.0157%	0.1364%	0.0168%	0.1332%	0.0151%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 532,978	\$ 153,129	\$ 685,217	\$ 158,928	\$ 384,668	\$ 83,865	\$ 589,808	\$ 155,502	\$ 556,656	\$ 136,688
Employer's Covered-Employee Payroll	\$ 293,146	\$ 49,100	\$ 316,166	\$ 48,000	\$ 285,511	\$ 48,000	\$ 280,870	\$ 48,000	\$ 246,789	\$ 48,000
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	181.8132%	311.8717%	216.7270%	331.1000%	134.7297%	174.7188%	209.9932%	323.9625%	225.5595%	284.7667%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	72.4597%	71.3030%	87.8660%	70.7991%	77.8169%	84.0881%	64.5220%	70.9450%	64.6752%	71.0078%

**As of the fiscal year ended (2):**

	2018		2017		2016		2015	
	MERS (Plan A)	MPERS						
Employer's Proportion of the Net Pension Liability (Assets)	0.1293%	0.0110%	0.1214%	0.0076%	0.1054%	0.0081%	0.0780%	0.0082%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 535,390	\$ 92,817	\$ 507,905	\$ 66,674	\$ 432,070	\$ 76,285	\$ 278,535	\$ 64,144
Employer's Covered-Employee Payroll	\$ 237,101	\$ 32,400	\$ 221,424	\$ 22,800	\$ 188,307	\$ 22,800	\$ 132,817	\$ 21,900
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll	225.8067%	286.4722%	229.3812%	292.4298%	229.4498%	334.5833%	209.7134%	292.8950%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	63.9406%	71.8871%	62.4940%	66.0422%	62.1103%	66.0422%	66.1800%	70.7300%

(1) Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

(2) The amounts presented for MERS & MPERS have a measurement date of June 30th fiscal year end.

The two Retirement Systems reported in this schedule are as follows:

MERS (Plan A) - Municipal Employee's Retirement System

MPERS - Municipal Police Employee's Retirement System

**VILLAGE OF GROSSE TETE**

**SCHEDULE OF PLAN CONTRIBUTIONS**

**LAST TEN FISCAL YEARS (1)**

	2023		2022		2021		2020		2019	
	MERS (Plan A)	MPERS								
Contractually required contribution	\$ 79,777	\$ 15,665	\$ 91,581	\$ 14,640	\$ 87,040	\$ 15,240	\$ 76,695	\$ 15,600	\$ 71,938	\$ 15,701
Contributions in relation to contractually required contributions	79,777	16,033	91,560	14,796	87,148	15,240	77,934	15,900	69,330	15,378
Contribution deficiency (excess)	-	(368)	21	(156)	(108)	-	(1,239)	(300)	2,608	323
Employer's Covered Employee Payroll	\$ 270,429	\$ 49,200	\$ 310,443	\$ 48,000	\$ 295,050	\$ 48,000	\$ 267,698	\$ 48,000	\$ 266,815	\$ 47,500
Contributions as a % of Covered Employee Payroll	29.50%	32.59%	29.49%	30.83%	29.54%	31.75%	29.11%	33.13%	25.98%	32.37%

  

	2018		2017		2016		2015	
	MERS (Plan A)	MPERS						
Contractually required contribution	\$ 60,866	\$ 14,359	\$ 50,161	\$ 7,239	\$ 37,191	\$ 6,726	\$ 25,940	\$ 7,088
Contributions in relation to contractually required contributions	60,529	14,359	54,635	7,125	37,191	6,726	26,009	6,899
Contribution deficiency (excess)	337	-	(4,474)	114	-	-	(69)	189
Employer's Covered Employee Payroll	\$ 239,888	\$ 45,500	\$ 233,067	\$ 22,800	\$ 188,307	\$ 22,800	\$ 131,340	\$ 22,500
Contributions as a % of Covered Employee Payroll	25.23%	31.56%	23.44%	31.25%	19.75%	29.50%	19.75%	31.50%

*(1) Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

The two Retirement Systems reported in this schedule are as follows:

MERS (Plan A) - Municipal Employee's Retirement System

MPERS - Municipal Police Employee's Retirement System

**VILLAGE OF GROSSE TETE**  
**SCHEDULE OF COMPENSATION, BENEFITS,**  
**AND OTHER PAYMENTS TO CHIEF EXECUTIVE OFFICER**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**CHIEF EXECUTIVE OFFICER:** Michael Chauffe, Mayor

<b><u>Purpose</u></b>	<b><u>Amount</u></b>
Salary	\$ 26,400
Expense Allowance	203
Benefits - retirement	7,788
Benefits - deferred compensation	2,112
Cellphone provided by Village	1,307
Membership dues	150
Conference registration fees	450
Travel and meals	<u>2,135</u>
Total	<u>\$ 40,545</u>

**VILLAGE OF GROSSE TETE**  
**JUSTICE SYSTEM FUNDING SCHEDULE - COLLECTING/DISBURSING ENTITY**  
**AS REQUIRED BY ACT 87 OF THE 2020 REGULAR SESSION**  
**CASH BASIS PRESENTATION**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>First Six Month Period Ended June 30, 2023</u>	<u>Second Six Month Period Ended December 31, 2023</u>
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	<u>\$ 100</u>	<u>\$ 344</u>
<b>Add: Collections</b>		
Criminal Court Costs/Fees	\$ 5,784	\$ 8,540
Criminal Fines - Other	22,339	29,549
<b>Subtotal Collections</b>	<u>28,123</u>	<u>38,089</u>
<b>Less: Disbursements To Governments &amp; Nonprofits:</b>		
Louisiana Commission on Law Enforcement - Criminal Court Costs/Fees	329	350
Louisiana Supreme Court - Criminal Court Costs/Fees	38	89
Treasurer, State of Louisiana CMIS - Criminal Court Costs/Fees	135	178
Louisiana Department of Health and Hospitals TH/SCI T.F. - Criminal Court Costs/Fees	605	825
<b>Less: Amounts Retained by Collecting Agency</b>		
Self-Disbursed Village of Grosse Tete, Criminal Fines - Other	22,339	29,549
Self-Disbursed Village of Grosse Tete, Criminal Court Cost/Fees	4,433	6,787
<b>Subtotal Disbursements/Retainage</b>	<u>27,879</u>	<u>37,778</u>
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	<u>\$ 344</u>	<u>\$ 655</u>



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

To the Honorable Mayor and  
Members of the Board of Aldermen  
Village of Grosse Tete, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of the Village of Grosse Tete, Louisiana, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Village of Grosse Tete, Louisiana's basic financial statements and have issued our report dated June 30, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Village of Grosse Tete, Louisiana's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Village of Grosse Tete, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of Village of Grosse Tete, Louisiana's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2023-001 that we consider to be a significant deficiency.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Village of Grosse Tete, Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2023-002.

## **Village of Grosse Tete, Louisiana's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Village of Grosse Tete, Louisiana's response to the finding identified in our audit and described in the accompanying schedule of findings and responses. Village of Grosse Tete, Louisiana's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **Purpose of this Report**

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



Gonzales, Louisiana  
June 30, 2024

**VILLAGE OF GROSSE TETE**

**SCHEDULE OF FINDINGS AND RESPONSES**  
**YEAR ENDED DECEMBER 31, 2023**

**A. SUMMARY OF AUDITORS' RESULTS**

1. The independent auditors' report expresses an unmodified opinion on whether the financial statements of the Village of Grosse Tete were prepared in accordance with GAAP.
2. One significant deficiency disclosed during the audit of the financial statements is reported in the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. No material weaknesses are reported.
3. One instance of noncompliance material to the financial statements of Village of Grosse Tete, which would be required to be reported in accordance with *Government Auditing Standards*, was disclosed during the audit.

**B. FINDINGS – FINANCIAL STATEMENT AUDIT**

**SIGNIFICANT DEFICIENCY**

**2023-001 Segregation of Duties**

Criteria: Effective internal controls are key to mitigating risk of fraud in billing and collection functions.

Condition: There is a lack of segregation of duties within the Village's accounting department. The following was observed:

- Individuals who process bills are not independent of the collection function.
- An individual who prepares deposits also maintains cash receipts ledger and posts entries to the general ledger.

Effect: A lack of segregation of duties does not provide effective internal controls over collections to mitigate potential fraud.

Cause: There is a lack of an appropriate number of accounting staff to properly segregate duties within the accounting department.

Recommendation: The Village has an independent CPA firm to assist its accounting department. We found that duties are divided between the CPA firm and the Village personnel so that internal controls are enhanced. However, it is still noted that the Village's size may make it unfeasible to adequately staff an accounting department with sufficient segregation of duties over all functions.

Management's response: Management concurs with this finding and will evaluate procedures to pursue proper segregation of duties.

**VILLAGE OF GROSSE TETE**

**SCHEDULE OF FINDINGS AND RESPONSES**  
**YEAR ENDED DECEMBER 31, 2023**

**C. FINDINGS – NON-COMPLIANCE WITH STATE LAWS AND REGULATIONS**

**2023-002 Budget Law**

Criteria: R.S. 38:2234 provides that the governing authority to amend the budget when total actual revenues and other sources for the remainder of the year, within a fund, are exceeding the total budgeted revenues and other sources by five percent or more.

Condition: Actual revenues in the General Fund had an unfavorable variance of 13.1% to the final budgeted revenues and other sources.

Effect: The Village is non-compliant with the Louisiana budget law.

Cause: The General Fund budget was not amended when actual revenues exceeded budgeted revenues and other sources by more than 5%.

Recommendation: The Village should continue to monitor its budgets and amend the budgets appropriately in accordance with state statutes.

Management's corrective action plan: The Village monitors its budget on a monthly basis and budget to actual statements are provided to the Village Council for oversight of the budget monitoring process, as required by R.S. 38:224. The Village believes that this finding will be resolved in the current fiscal year.

**VILLAGE OF GROSSE TETE**

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**  
**YEAR ENDED DECEMBER 31, 2023**

**A. FINDINGS – FINANCIAL STATEMENT AUDIT**

**SIGNIFICANT DEFICIENCY**

**2022-001 Segregation of Duties**

Condition: There is a lack of segregation of duties within the Village's accounting department. The following was observed:

- Individuals who process bills are not independent of the collection function.
- An individual who prepares deposits also maintains cash receipts ledger and posts entries to the general ledger.

Current Year Status: Similar finding reported in current year.

**B. FINDINGS – NON-COMPLIANCE WITH STATE LAWS AND REGULATIONS**

**None**

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**VILLAGE OF GROSSE TETE, LOUISIANA**  
**STATEWIDE AGREED-UPON PROCEDURES REPORT**  
**YEAR ENDED DECEMBER 31, 2023**

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

To the Honorable Mayor, Village Council Members, and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Village of Grosse Tete (the Village) 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, 2023 through December 31, 2023. The Village's management is responsible for those C/C areas identified in the SAUPs.

Village of Grosse Tete 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 SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***1) Written Policies and Procedures***

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- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.  
*Written policies and procedures were obtained and address the functions noted above.*
  - ii. ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.  
*Written policies and procedures were obtained and address the functions noted above.*
  - iii. ***Disbursements***, including processing, reviewing, and approving.  
*Written policies and procedures were obtained and address the functions noted above.*

- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

*Written policies and procedures were obtained and address the functions noted above with the exception of management's actions to determine the completeness of all collections for each type of revenue.*

*Management's response: The Village intends to amend its policy to address the completeness of all collections for each type of revenue.*

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

*Written policies and procedures were obtained and address the functions noted above with the exception of review and approval of leave and overtime worked and the approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.*

*Management's response: The Village intends to amend its policy to address review and approval of leave and overtime worked and the approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.*

- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

*Written policies and procedures were obtained and address the functions noted above with the exception of standard terms and conditions.*

*Management's response: The Village intends to amend its policy to address standard terms and conditions.*

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

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

- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

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

- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

*Written policies and procedures were obtained and address the functions noted above with the exception of monitoring possible ethics violations.*

*Management's response: The Village intends to amend its policy to address monitoring possible ethics violations.*

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

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

- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

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

- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*Written policies and procedures were obtained and address the functions noted above with the exception of annual reporting.*

*Management's responses: The Village intends to amend its policy to specifically address annual reporting.*

## **2) Board or Finance Committee**

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- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

- i. Observe 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.

*The Board met with a quorum as required.*

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

*The minutes documented the Board's review of financial activity of the entity.*

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

*Not applicable, the Village did not have a negative unassigned fund balance in the prior year.*

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*No exceptions noted.*

### **3) Bank Reconciliations**

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

*Obtained listing of client bank accounts for the fiscal period from management and management's representation that listing is complete.*

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*No exceptions noted.*

*No exceptions noted.*

*No exceptions noted.*

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

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- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

*Obtained a listing of deposit sites and management's representation that listing is complete.*

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

*Obtained a listing of collection locations and management's representation that listing is complete.*

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

*Employees responsible for cash collections share cash drawers.*

*Management's Response: Efforts will be made to segregate duties in the collection process to the extent possible with the limited number of employees involved.*

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

*No exceptions noted.*

- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

*No exception noted for two of three employees at the Village hall. One employee responsible for collecting cash is responsible for posting collection entries to the general ledger or subsidiary ledgers without another employee/official responsible for reconciling ledger postings to each other and to the deposit.*

*Management's Response: Efforts will be made to segregate duties in the collection process to the extent possible with the limited number of employees involved.*

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

*No exception noted for two of three employees at the Village hall. One employee responsible for reconciling cash collections to the general ledger is responsible for collecting cash without another employee verifying the reconciliation.*

*Management's Response: Efforts will be made to segregate duties in the collection process to the extent possible with the limited number of employees involved.*

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

*No exceptions noted.*

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- i. Observe that receipts are sequentially pre-numbered.  
*No exceptions noted.*
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.  
*No exceptions noted.*
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.  
*No exceptions noted.*
  - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).  
*No exceptions noted.*
  - v. Trace the actual deposit per the bank statement to the general ledger.  
*No exceptions noted.*

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

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- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).  
*Obtained listing of locations that process payments and management's representation that listing is complete.*
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;  
*No exceptions noted.*
  - ii. At least two employees are involved in processing and approving payments to vendors;  
*No exceptions noted.*

- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

*The person responsible for processing payments is not prohibited from adding/modifying vendor files.*

*Management's response: Due to the limited amount of Village administrative personnel, the Village is not able to properly segregate these functions of processing payment and adding/modifying vendor files.*

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

*No exceptions noted.*

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

*No exceptions noted.*

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

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

*No exception noted for disbursements matching related itemized invoices. Exception was noted for two of five disbursements selected that supporting documentation did not indicate that deliverables included on the invoice were received by the entity.*

*Management's response: Management will review its process for accepting deliverables and consider amending its policy to include the process and documentation for receipt of deliverables.*

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

*The disbursement documentation included evidence of segregation of duties tested under #5B with the exception of 5B(iii) as noted above.*

*Management's response: Due to the limited amount of Village administrative personnel, the Village is not able to properly segregate these functions of processing payment and adding/modifying vendor files.*

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

*The Village's policy does not address electronic disbursements. It was noted that the electronic disbursements made during the year lack formal approval prior to execution of transaction.*

*Management's response: The Village intends to amend its policy to address electronic disbursements including procedures to document review and approval prior to execution of the electronic disbursements.*

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

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- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*Obtained listing of the credit cards and management's representation that listing is complete.*

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

*No evidence that the monthly statement or combined statement and supporting documentation were reviewed and approved.*

*Management's response: The Village will document in writing review and approval of monthly statement or combined statement.*

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

*No exceptions noted.*

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*Written documentation of the business/public purpose was not documented on all transactions.*

*Management’s response: Management will discuss the importance of documenting the business/public purpose for all transactions and provide written documentation of the business/public purpose for all credit card transactions going forward.*

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

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

*Obtained listing of travel and related expense reimbursements and management’s representation that listing is complete.*

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));  
*No exceptions noted.*
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;  
*No exceptions noted.*
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and  
*No exceptions noted.*
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.  
*No exceptions noted.*

## 8) Contracts

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- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and *Obtained listing of contracts initiated or renewed during the fiscal period and management's representation that listing is complete.*
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;  
*No exceptions noted.*
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);  
*No exceptions noted.*
  - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and  
*No exceptions noted.*
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.  
*No exceptions noted.*

## 9) Payroll and Personnel

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- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.  
*Obtained listing of employees and management's representation that listing was complete. Agreed paid salaries to authorized salaries/pay rates in the personnel file without exception.*
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);  
*No exceptions noted.*

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;  
*No exceptions noted.*
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and  
*No exceptions noted.*
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.  
*Authorized payrates for two of five employees selected was not found in personnel files.*  
*Management's response: Management will review all employees' personnel files to ensure that employees/officials' payrates are authorized and documented in employee personnel files.*
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.  
*Management represented that no employees or officials terminated during the fiscal period.*
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.  
*Management represented that employer and employee portions of third-party payroll related amounts have been paid and associated forms have been filed by required deadlines.*

## 10) Ethics

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
  - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and  
*The Village was unable to provide support that one of five employees/officials completed the required ethics training.*  
*Management's response: Management will ensure that all employees/officials meet the required ethics training in the current fiscal period.*
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.  
*No exceptions noted.*

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

*No exceptions noted.*

### ***11) Debt Service***

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

*No debt issued during the fiscal period.*

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*Obtained a listing of bonds/notes outstanding and management's representation that the listing is complete.*

*No exceptions noted.*

### ***12) Fraud Notice***

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- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

*Management asserted that the entity did not have any misappropriations of public funds or assets.*

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

*No exceptions noted.*

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

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

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

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

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

- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

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

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

*No exceptions noted.*

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

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

*The Village was unable to provide support that two of five employees/officials with access to the agency's information technology assets have completed required cybersecurity training.*

*Management's response: Management will ensure that all employees/officials meet the required cybersecurity training in the current fiscal period.*

#### ***14) Prevention of Sexual Harassment***

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

*The Village was unable to provide support that one of five employees/officials with access to the agency's information technology assets have completed required sexual harassment training.*

*Management's response: Management will ensure that all employees/officials meet the required sexual harassment training in the current fiscal period.*

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

*No exceptions noted.*

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

We were engaged by Village of Grosse Tete 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 SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Village of Grosse Tete 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 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.

  
Gonzales, Louisiana

June 30, 2024