

TOWN OF LOGANSPORT, LOUISIANA

FINANCIAL STATEMENTS

DECEMBER 31, 2023

**Marsha O. Millican, APAC
A Professional Accounting Corporation
Shreveport, Louisiana**

TOWN OF LOGANSPORT, LOUISIANA

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TOWN OF LOGANSPORT, LOUISIANA

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Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

INDEPENDENT AUDITOR'S REPORT

To the Honorable Judge Cordray, Mayor
and Members of the Town Council
Town of Logansport, Louisiana

Opinion

I have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Logansport as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Town of Logansport's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Logansport 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 Opinion

I conducted my 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. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Town of Logansport and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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 Town of Logansport's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with generally accepted auditing standards, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Logansport'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 my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Logansport's ability to continue as a going concern for a reasonable period of time.

I am 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 I identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison schedule 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. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Town of Logansport's basic financial statements. The schedule of mayor and aldermen compensation, the schedule of compensation, benefits and other payments to agency head, the schedule of insurance coverage, the schedule of utility rates, and the comparative statement of revenue and expenditures – proprietary fund type are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued my report dated June 28, 2024 on my consideration of Town of Logansport's internal control over financial reporting and on my tests of its compliance with certain provisions of law, regulations, contracts, and grant agreements, and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated June 28, 2024 on the results of my statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

Marsha D. Mulhavi

Certified Public Accountant
June 28, 2024

TOWN OF LOGANSFORT, LOUISIANA

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2023

The Management's Discussion and Analysis of the Town of Logansport's financial performance presents a narrative overview of the Town of Logansport's financial activities for the year ended December 31, 2023. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the Town's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

Governmental Activities

- 1) Town of Logansport had cash of \$2,351,857 at December 31, 2023, which represents an increase of \$361,862 from prior year end.
- 2) Town of Logansport had receivables of \$65,194 at December 31, 2023, which represents an increase of \$25,890 from prior year end.
- 3) Town of Logansport had accounts payable and accruals of \$37,893 at December 31, 2023, which represents an increase of \$30,335 from the prior year end.
- 4) Town of Logansport had total revenues of \$1,150,198 for the year ended December 31, 2023, which represents an increase of \$523,366 from prior year.
- 5) Town of Logansport had total expenses of \$489,563 for the year ended December 31, 2023, which represents an increase of \$123,157.
- 6) Town of Logansport had capital improvements of \$459,861 for the year ended December 31, 2023.

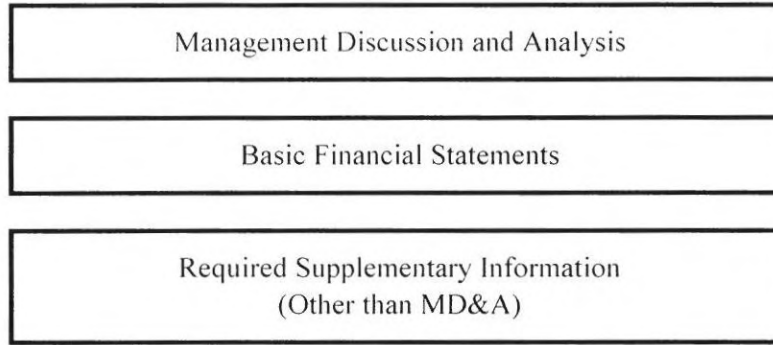
Business-Type Activities

- 1) Town of Logansport had cash of \$1,109,377 for the year ended December 31, 2023, which represents a decrease of \$165,691 from prior year.
- 2) Town of Logansport had receivables of \$206,442 for the year ended December 31, 2023, which represents a decrease of \$87,828 from prior year.
- 3) Town of Logansport had accounts payable and accruals of \$14,433 for the year ended December 31, 2023, which represents a decrease of \$30,896 from prior year.
- 4) Town of Logansport had total revenues of \$1,883,888 for the year ended December 31, 2023, which represents an increase of \$320,426 from prior year.
- 5) Town of Logansport had total expenses of \$1,680,843 for the year ended December 31, 2023, which represents an increase of \$150,911 from prior year.
- 6) Town of Logansport had capital asset improvements of \$289,738 for the year ended December 31, 2023.

TOWN OF LOGANSPORT, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
DECEMBER 31, 2023

OVERVIEW OF THE FINANCIAL STATEMENTS

The following graphic illustrates the minimum requirements for the Town of Logansport as established by Governmental Accounting Standards Board Statement 34, *Basic Financial Statements and Management's Discussion and Analysis - for State and Local Governments*.



These financial statements consist of three sections - Management's Discussion and Analysis (this section), the basic financial statements (including the notes to the financial statements), and required supplementary information.

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 9 and 10) provide information about the activities of the Town of Logansport as a whole and present a longer-term view of the Town's finances. Fund financial statements start on page 11. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds.

Reporting the Town as a Whole

The Statement of Net Position and the Statement of Activities

One of the most important questions asked about the Town's finances is, "Is the Town as a whole, better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Town as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

TOWN OF LOGANSPORT, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
DECEMBER 31, 2023

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

These two statements report the Town's net position and changes in them. You can think of the Town's net position, the difference between assets and liabilities, as one way to measure the Town's financial health, or financial position. Over time, increases or decreases in the Town's net position are one indicator of whether its financial health is improving or deteriorating.

In the Statement of Net Position and the Statement of Activities, we divide the Town into two kinds of activities:

Governmental Activities

Most of the Town's basic services are reported here including the police and general administration. Taxes, license and permits, fines, interest income and state and federal grants finance most of these activities.

Business-Type Activities

The Town charges a fee to customers to help it cover all or most of the cost of certain services it provides. The Town's water and sewer systems are reported here.

Reporting the Town's Most Significant Funds

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds, not the Town as a whole. Some funds are required to be established by State law and by bond covenants. However, the Town Council may establish other funds to help it control the money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. The Town's two kinds of funds, governmental and proprietary, use different accounting approaches.

Governmental Funds

Most of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short term view of the Town's general governmental operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's activities as well as what remains for future spending.

Proprietary Funds

When the Town charges customers for the services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and Statement of Activities. In fact, the Town's enterprise funds are the same as the business-type activities we reported in the government-wide statements but provide more detail and additional information, such as cash flows.

TOWN OF LOGANSFORT, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
DECEMBER 31, 2023

FINANCIAL ANALYSIS OF THE ENTITY

Statement of Net Position at Year End

	Governmental Activities	Business Activities	Governmental Activities	Business Activities
	2023	2023	2022	2022
Current and other assets	\$ 2,490,161	\$ 1,338,085	\$ 2,102,409	\$ 1,591,777
Capital assets, net	2,713,267	4,560,067	2,412,398	4,535,862
Total Assets	<u>5,203,428</u>	<u>5,898,152</u>	<u>4,514,807</u>	<u>6,127,639</u>
Deferred outflows of resources	-	-	-	-
Accounts Payable and Accruals	37,893	14,433	99,017	45,329
Long term Debt	-	2,461,198	-	2,594,074
Other Liabilities	-	171,945	-	440,705
Total Liabilities	<u>37,893</u>	<u>2,647,576</u>	<u>99,017</u>	<u>3,080,108</u>
Deferred inflows of resources	-	-	-	-
Net Position				
Investments in capital assets, Net of related debt	2,713,267	2,098,869	2,412,398	1,941,788
Restricted	-	523,912	-	482,876
Unrestricted	2,452,268	627,795	2,092,502	622,867
Total Net Position	<u>\$ 5,165,535</u>	<u>\$ 3,250,576</u>	<u>\$ 4,504,900</u>	<u>\$ 3,047,531</u>

Net position of the Town of Logansport increased by \$660,635 and increased by \$203,045 from the previous fiscal year in Governmental Activities and Business-Type Activities, respectively. These changes are the result of operating and other expenses being less than/exceeding operating and nonoperating revenues during the fiscal year ended 2023 and 2022 (See table below).

Statement of Activities As of Year End

	Government	Business	Government	Business
	2023	2023	2022	2022
General Government Expenses	\$ (489,563)	\$ (1,680,843)	\$ (366,406)	\$ (1,529,932)
Program revenues				
Charges for services	-	1,617,773	-	1,563,462
Operating and capital grants and Contributions	405,250	266,115	272,700	72,152
Subtotal	<u>(84,313)</u>	<u>203,045</u>	<u>(93,706)</u>	<u>105,682</u>
General revenues and transfers	744,948	-	825,132	-
Change in net position	<u>\$ 660,635</u>	<u>\$ 203,045</u>	<u>\$ 731,426</u>	<u>\$ 105,682</u>

CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of 2023, Town of Logansport had \$2,713,267, and \$4,560,067 net of depreciation in Governmental Activities and Business-Type Activities, respectively, invested in a broad range of capital assets (See table below). This account represents a net increase (including additions and deductions) of \$345,204 and an increase of \$24,205 in Governmental Activities and Business-Type Activities, respectively, from the previous year.

TOWN OF LOGANSPORT, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)
DECEMBER 31, 2023

Capital Assets (Net) at Year End

	Governmental Activities	Business-Type Activities
	2023	2023
Land	\$ 143,270	\$ 16,873
Work in Progress	305,755	
Buildings and other improvements	-	-
Distribution system	2,264,242	4,467,823
Equipment, furniture and fixtures	-	75,371
Total	\$ 2,713,267	\$ 4,560,067

Additions for the year ended December 31, 2021 are as follows:

This years major additions included:

	Governmental Activities	Business-Type Activities
	2023	2023
Distribution system	\$ -	\$ 289,738
Buildings and other improvements	459,861	-
Recreation Complex Project	-	-
Total	\$ 459,861	\$ 289,738

Debt

The Town of Logansort had \$2,461,198 in long term debt for the Business-Type Activities at year end.

	Governmental Activities	Business-Type Activities
Long-term debt	\$ -	\$ 2,461,198

GENERAL FUNDS BUDGETARY HIGHLIGHTS

Actual revenues were \$232,347 more than budgeted amounts.

Actual expenditures were \$127,419 less than budgeted amounts.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Town of Logansport's elected officials considered the following factors and indicators when setting next year's budget, rates and fees. These factors and indicators include:

- 1) Taxes
- 2) Intergovernmental revenues (state and local grants)
- 3) License and permits
- 4) Fines

Town of Logansport does not expect any significant changes in next year's results as compared to the current year.

CONTACTING TOWN OF LOGANSPORT'S MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Town of Logansport's finances and to show the Town of Logansport's accountability for the money it receives. If you have questions about this report or need additional information, contact Judge Cordray, Mayor of the Town of Logansport, P O Box 400, Logansport, Louisiana 71049.

TOWN OF LOGANSPORT, LOUISIANA
STATEMENT OF NET POSITION
DECEMBER 31, 2023

ASSETS	Governmental Activities	Business-Type Activities	Total
Current Assets			
Cash	\$ 2,351,857	\$ 505,210	\$ 2,857,067
Accounts, Taxes and Other Receivables	65,194	206,442	271,636
Inventory	-	22,266	22,266
Total Current Assets	2,417,051	733,918	3,150,969
Noncurrent Assets			
Restricted cash	-	604,167	604,167
Due from other funds	73,110	-	73,110
Capital assets, net	2,713,267	4,560,067	7,273,334
Total Noncurrent Assets	2,786,377	5,164,234	7,950,611
Total Assets	5,203,428	5,898,152	11,101,580
Deferred Outflows of Resources	-	-	-
LIABILITIES			
LIABILITIES			
Current Liabilities			
Accounts payable and accruals	37,893	14,433	52,326
Unearned revenue	-	18,580	18,580
Current portion of long term debt	-	134,605	134,605
Total current liabilities	37,893	167,618	205,511
Noncurrent Liabilities			
Due to Other Funds	-	73,110	73,110
Long term debt, net of current portion	-	2,326,593	2,326,593
Customer deposits	-	80,255	80,255
Total Noncurrent liabilities	-	2,479,958	2,479,958
Total liabilities	37,893	2,647,576	2,685,469
Deferred Inflows of Resources	-	-	-
NET POSITION			
Investment in capital assets, Net of related debt	2,713,267	2,098,869	4,812,136
Restricted for debt service	-	523,912	523,912
Unrestricted	2,452,268	627,795	3,080,063
Total Net Position	\$ 5,165,535	\$ 3,250,576	\$ 8,416,111

See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Primary Government							
Governmental Activities							
General Government	\$ 374,906	\$ -	\$ -	\$ 405,250	\$ 30,344	\$ -	\$ 30,344
Depreciation	114,657	-	-	-	(114,657)	-	(114,657)
Total Governmental Activities	489,563	-	-	405,250	(84,313)	-	(84,313)
Business-Type Activities							
Utility Fund	1,680,843	1,617,773	-	266,115	-	203,045	203,045
Total Business-Type Activities	1,680,843	1,617,773	-	266,115	-	203,045	105,682
 Total Primary Government	 <u>\$ 2,170,406</u>	 <u>\$ 1,617,773</u>	 <u>\$ -</u>	 <u>\$ 671,365</u>	 (84,313)	 203,045	 118,732
 General Revenues							
Taxes					554,681	-	554,681
Intergovernmental					160,687	-	160,687
Transfers					-	-	-
Miscellaneous					29,580	-	29,580
Total General Revenues and Transfers					<u>744,948</u>	<u>-</u>	<u>744,948</u>
 Change in Net Position					660,635	203,045	863,680
 Net Position, Beginning of Year					<u>4,504,900</u>	<u>3,047,531</u>	<u>7,552,431</u>
 Net Position, End of Year					<u>\$ 5,165,535</u>	<u>\$ 3,250,576</u>	<u>\$ 8,416,111</u>

See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2023

	<u>General Fund</u>
ASSETS	
Cash	\$ 2,351,857
Taxes and Grants Receivable	65,194
Due from other funds	73,110
Prepaid expenses	-
	-
Total Assets	\$ 2,490,161
LIABILITIES AND FUND BALANCES	
Liabilities	
Accounts payable and accruals	\$ 37,893
	37,893
Total Liabilities	37,893
Fund Balances	
Unassigned	2,452,268
	2,452,268
Total Fund Balances	2,452,268
	\$ 2,490,161
Total Liabilities and Fund Balances	\$ 2,490,161

See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2023

Total Fund Balance for Governmental Funds	\$ 2,452,268
Total Net Position for governmental activities in the statement of net position is different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	<u>2,713,267</u>
Total Net Position of Governmental Activities	<u>\$ 5,165,535</u>

See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2023

Revenues:	
Ad Valorem Taxes	\$ 89,849
Occupational Licenses	77,298
Franchise Taxes	101,912
Intergovernmental	160,687
Fines	-
Sales Taxes	285,622
Grants	405,250
Oil Royalty	10,102
Other Income	19,478
Total Revenues	1,150,198
Expenditures:	
General Government	693,846
Streets	96,586
Total Expenditures	790,432
Net changes in fund balance before transfers	359,766
Transfers to other funds	-
Net change in fund balance	359,766
Fund Balances, Beginning of Year	2,092,502
Fund Balances, End of Year	\$ 2,452,268

See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023

Net Changes in Fund Balances - Total Governmental Funds	\$ 359,766
The change in Net Position reported for governmental activities in the statement of activities is different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay (\$459,861) exceeds depreciation (\$114,657)	345,204
Refund to grantor for abandoned project	<u>(44,335)</u>
Change in Net Position of Governmental Activities	<u>\$ 660,635</u>

See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
STATEMENT OF NET POSITION
PROPRIETARY FUND
DECEMBER 31, 2023

Assets	
Current Assets	
Cash	\$ 505,210
Accounts receivable	206,442
Inventory	22,266
Total Current Assets	733,918
Noncurrent Assets	
Restricted cash	604,167
Capital Assets, Net	4,560,067
Total Noncurrent Assets	5,164,234
Total Assets	5,898,152
Deferred Outflows of Resources	
	-
Liabilities	
Liabilities	
Accounts payable and accruals	14,433
Unearned revenue	18,580
Current portion of long term debt	134,605
Total Current Liabilities	167,618
Noncurrent Liabilities	
Long term debt, net of current portion	2,326,593
Due to other funds	73,110
Customer deposits	80,255
Total Noncurrent Liabilities	2,479,958
Total Liabilities	2,647,576
Deferred Inflows of Resources	
	-
Net Position	
Investments in capital assets, Net of related debt	2,098,869
Reserved for debt service	523,912
Unrestricted	627,795
Total Net Position	\$ 3,250,576

See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2023

OPERATING REVENUES

Charges for Services	\$ 1,609,845
Miscellaneous	7,928
Total Operating Revenues	1,617,773

OPERATING EXPENSES

Personal Services	593,851
Utilities	48,105
Repair and maintenance	221,650
Other supplies and expenses	432,235
Insurance	22,517
Depreciation	265,533
Total Operating Expenses	1,583,891

Change in Net Position before Other Income (Expenses)	33,882
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OTHER INCOME (EXPENSES)

Grant Revenue	266,115
Interest Expense	(96,952)

Change in Net Position	203,045
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Net Position, Beginning of Year	3,047,531
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Net Position, End of Year	\$ 3,250,576
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See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
STATEMENT OF CASH FLOWS - PROPRIETARY FUND TYPE
YEAR ENDED DECEMBER 31, 2023

Cash flows from operating activities:	
Cash received from customers	\$ 1,697,673
Cash payments to suppliers and employees	(1,617,841)
Miscellaneous	7,928
Net cash provided by operating activities	<u>87,760</u>
Cash flows from capital and related financing activities	
Interest paid on long term debt	(96,951)
Principal payments on long term debt	(132,876)
System improvements	(289,739)
Grant proceeds	266,115
Payments to other funds	-
Net cash used by capital and related financing activities	<u>(253,451)</u>
Net increase in cash	(165,691)
Cash, January 1, 2023 (including \$565,776 in restricted accounts)	<u>1,275,068</u>
Cash, December 31, 2023 (including \$604,442 in restricted accounts)	<u>\$ 1,109,377</u>
Reconciliation of changes in net position to net cash provided by operating activities:	
Changes in net position before other income:	\$ 33,882
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	265,533
Changes in assets and liabilities	
Decrease in accounts receivable	87,828
Decrease in inventory	173
Decrease in accounts payable	(30,896)
Decrease in unearned revenue	(266,115)
Decrease in customer deposits	(2,645)
Net cash provided by operating activities	<u>\$ 87,760</u>

See accompanying notes to financial statements.

TOWN OF LOGANSPORT, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

Town of Logansport was incorporated in 1934, under the provisions of the Lawrason Act. The Town operates under a Mayor-Town Council form of government. The Town's major operations include public safety, streets, recreation and parks, utilities, and general administrative services.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

The accompanying financial statements of the Town of Logansport have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, issued in June, 1999.

B. Reporting Entity

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

C. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position, page 9, and the Statement of Activities, (page 10) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of the interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from the business-type activities, which rely, to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

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

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

TOWN OF LOGANSPORT, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements were prepared using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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

Ad valorem taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue in the current fiscal period. Only the portion of special assessment receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. Sales and use tax revenues are recorded in the month collected by the tax collector. All other revenue items are considered to be measurable and available only when the cash is received by the government.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Purchases of various operating supplies are regarded as expenditures at the time purchased.

Transfers between funds that are not expected to be repaid (or any other types), such as capital lease transactions, sale of capital assets, debt extinguishment, long-term proceeds, et cetera, are accounted for as other financing sources/(uses). These other financing sources/(uses) are recognized at the time the underlying events occur.

Town of Logansport reports the following governmental and proprietary funds:

Governmental Funds

Governmental funds account for all or most of Town of Logansport's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of capital assets, and the servicing of general long-term obligations.

General Fund - is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund. General tax revenues and other sources of revenue used to finance the fundamental operations of the Town are included in this fund. The fund is charged with all cost of operating the government for which a separate fund has not been established.

TOWN OF LOGANSPORT, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Proprietary Funds

Proprietary funds account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which, together with the maintenance of equity, is an important financial indicator. Town of Logansport applies all GASB pronouncements as well as the Financial Accounting Standards Board pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

Enterprise Fund - is used to account for operations a) that are financed/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 revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

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

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

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

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

Formal budgetary accounting is employed as a management control. Town of Logansport prepares and adopts a budget each year for its general and utility funds in accordance with Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures and the estimated increase therein for the current year, using the full accrual basis of accounting. The Town amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more. All budget appropriations lapse at year end.

TOWN OF LOGANSPORT, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Cash and Cash Equivalents

For the purpose of the Statement of Cash Flows and consistent with GASB Statement 9, the Town defines cash and cash equivalents as follows:

Cash - includes not only currency on hand but also demand deposits with banks or other financial institutions and other kinds of accounts that have the general characteristics of demand deposits in that the customer may deposit additional funds at any time and also effectively may withdraw funds at any time without prior notice or penalty.

Cash equivalents - includes all short-term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value because of interest rates. Generally, only investments which, at the day of purchase, have a maturity date no longer than three months qualify under this definition.

F. Receivables

All receivables are reported at their gross value and, where applicable, are reduced by the estimated portion that is expected to be uncollectible.

G. Bad Debts

Uncollectible accounts receivable 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. At December 31, 2023, \$6,032 and \$55,999 of Governmental and Business-Type Activities receivables, respectively, were considered to be uncollectible.

H. Capital Assets

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased that have a useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the Government-Wide Statement of Net Position. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provided the resources to acquire the asset. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation.

Depreciation is computed using the straight line method over the estimated useful life of the assets, generally 10 to 40 years for buildings and other improvements, and 5 to 10 years for moveable property. Expenditures for maintenance, repairs and minor renewals are charged to earnings as incurred. Major expenditures for renewals and betterments are capitalized.

I. Property and Sales Tax

The Town collects a 7.52 mills property tax. Effective January 1, 2019, the Town passed an additional tax of 4.51 mills for the purposes of acquiring, constructing, improving, maintaining, operating and keeping in repair the public roads, highways, bridges and drainage facilities within the Town, and for acquiring, improving, maintaining recreational parks, facilities, and equipment of the Town. The Town collects a 1% sales tax dedicated to general operating expenses of the Town.

TOWN OF LOGANSFORT, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Compensated Absences

Leave cannot be accumulated or carried over from one year to the next. Therefore, no liability for compensated absences has been recorded in the accompanying financial statements.

K. Estimates

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

NOTE 2 LEVIED TAXES

Town of Logansport levies taxes on real and business personal property located within its boundaries. The Parish Tax Assessor assesses the property values and prepares the Town's property tax roll. The Town bills and collects its own property taxes. Ad valorem taxes are levied and billed to the taxpayer in December, and are payable upon receipt of notice. Ad valorem taxes attach as an enforceable lien on property as of December 31 of each year. Taxes of 12.03 mills were levied on property with assets valuations totaling \$7,531,938 and were dedicated for general operating purposes. Total taxes levied after adjustments were \$89,536. Taxes receivable at December 31, 2023 totaled \$20,817.

NOTE 3 DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS

A. Deposits with Financial Institutions

For reporting purposes, deposits with financial institutions includes savings, demand deposits, time deposits, and certificates of deposit. Under state law the Town may deposit funds with a fiscal agent bank selected and designated by the Town Council. Further, the fund may invest in time certificates of deposit of state banks organized under the laws of Louisiana, national banks having their principal office in the state of Louisiana, in savings accounts or shares of savings and loan associations and savings banks and share accounts and share certificate accounts of federally or state chartered credit unions.

Deposits in bank accounts are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. The carrying amount of the Town's deposits at December 31, 2023 including petty cash of \$500 was \$3,461,234 and the banks balance was \$3,454,761. The difference is due to outstanding checks and deposits at year end. The bank balances were secured as follows:

Secured by FDIC Insurance:	\$ 656,940
Collateralized by securities pledged in the Town's name:	<u>2,797,821</u>
Total	<u>\$ 3,454,761</u>

TOWN OF LOGANSPORT, LOUISIANA
 NOTES TO FINANCIAL STATEMENTS
 DECEMBER 31, 2023

NOTE 4 ACCOUNTS RECEIVABLE

The following is a summary of accounts receivable at December 31, 2023:

	Governmental Activities	Business-Type Activities	Total
Advalorem Taxes	\$ 20,817	\$ -	\$ 20,817
Franchise Taxes	21,552	-	21,552
Grants	22,825	-	22,825
Charges for services	-	206,442	206,442
Total.	<u>\$ 65,194</u>	<u>\$ 206,442</u>	<u>\$ 271,636</u>

NOTE 5 CAPITAL ASSETS

A summary of Town of Logansport's capital assets at December 31, 2023 follows:

	Balance 1/1/2023	Additions	Retirements	Balance 12/31/2023
Government Activities				
Capital Assets, not being depreciated				
Work In Process	\$ 350,090	\$ -	\$ (44,335)	\$ 305,755
Land	143,270	-	-	143,270
Total Capital Assets, not being depreciated	<u>493,360</u>	<u>-</u>	<u>(44,335)</u>	<u>449,025</u>
Capital Assets, being depreciated				
Buildings and Equipment	3,179,173	459,861	-	3,639,034
Less accumulated depreciation	<u>(1,260,135)</u>	<u>(114,657)</u>	<u>-</u>	<u>(1,374,792)</u>
Total Buildings and other improvements	<u>1,919,038</u>	<u>345,204</u>	<u>-</u>	<u>2,264,242</u>
Equipment and other assets	151,973	-	-	151,973
Less accumulated depreciation	<u>(151,973)</u>	<u>-</u>	<u>-</u>	<u>(151,973)</u>
Total Equipment , Furniture & Fixtures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Assets, being depreciated	<u>1,919,038</u>	<u>345,204</u>	<u>-</u>	<u>2,264,242</u>
Governmental Activities				
Total Capital Assets, net	<u>\$ 2,412,398</u>	<u>\$ 345,204</u>	<u>\$ (44,335)</u>	<u>\$ 2,713,267</u>
Business-Type Activities				
Capital Assets, not being depreciated				
Land	\$ 16,873	\$ -	\$ -	\$ 16,873
Total Capital Assets, not being depreciated	<u>16,873</u>	<u>-</u>	<u>-</u>	<u>16,873</u>
Capital Assets, being depreciated				
Distribution System	10,840,586	289,738	-	11,130,324
Less accumulated depreciation	<u>(6,407,595)</u>	<u>(254,906)</u>	<u>-</u>	<u>(6,662,501)</u>
Total Distribution System	<u>4,432,991</u>	<u>34,832</u>	<u>-</u>	<u>4,467,823</u>
Equipment, furniture & fixtures	633,122	-	-	633,122
Less accumulated depreciation	<u>(547,124)</u>	<u>(10,627)</u>	<u>-</u>	<u>(557,751)</u>
Total Equipment , Furniture & Fixtures	<u>85,998</u>	<u>(10,627)</u>	<u>-</u>	<u>75,371</u>
Total Capital Assets, being depreciated	<u>4,518,989</u>	<u>24,205</u>	<u>-</u>	<u>4,543,194</u>
Business-Type Activities				
Total Capital Assets, net	<u>\$ 4,535,862</u>	<u>\$ 24,205</u>	<u>\$ -</u>	<u>\$ 4,560,067</u>
Primary Government				
Total Capital Assets, net	<u>\$ 6,948,260</u>	<u>\$ 369,409</u>	<u>\$ (44,335)</u>	<u>\$ 7,273,334</u>

TOWN OF LOGANSFORT, LOUISIANA
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 DECEMBER 31, 2023

NOTE 6 ACCOUNTS PAYABLE AND ACCRUALS

The following is a summary of accounts payable at December 31, 2023:

	Governmental Activities	Business-Type Activities	Total
Vendor	\$ 10,522	\$ 14,433	\$ 24,955
Payroll taxes	-	-	-
Grants	27,371	-	27,371
Total	<u>\$ 37,893</u>	<u>\$ 14,433</u>	<u>\$ 52,326</u>

NOTE 7 LEASES

Town of Logansport was not obligated under any operating lease commitments at December 31, 2023.

NOTE 8 RISK MANAGEMENT

Town of Logansport 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 Town maintains commercial insurance coverage covering each of these risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town.

NOTE 9 LONG-TERM DEBT

The following is a summary of debt transactions of Town of Logansport, Louisiana for the year ended December 31, 2023:

	Balance 1/1/2023	Issuances	Retirements	Balance 12/31/2023
Water Revenue Bonds	\$ 1,999,294	\$ -	\$ (75,876)	\$ 1,923,418
Sewer Revenue Bonds	594,780	-	(57,000)	537,780
Balance, December 31, 2023	<u>\$ 2,594,074</u>	<u>\$ -</u>	<u>\$ (132,876)</u>	<u>\$ 2,461,198</u>

Bonds payable at December 31, 2023 are comprised of the following:

Water Revenue Bonds

\$3,000,000 water, sewer and gas serial bonds due in monthly installments of \$14,100 through May 24, 2040; interest at 4.75% \$ 1,923,418

Sewer Revenue Bonds

\$1,135,000 sewer bonds due in annual payments ranging from \$52,000 - \$62,000 June, 2013 through June, 2032 interest at 4.50% \$ 537,780

TOWN OF LOGANSFORT, LOUISIANA
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 DECEMBER 31, 2023

NOTE 9 LONG TERM DEBT (CONTINUED)

The annual requirements to amortize all long-term debt outstanding as of December 31, 2023 including interest payments of \$858,362 are as follows:

Year Ending December 31	Principal	Interest	Total
2023	\$ 134,605	\$ 92,016	\$ 226,621
2024	143,730	86,300	230,030
2025	146,522	83,179	229,701
2026	150,771	79,062	229,833
2027	156,226	74,206	230,432
2028 and after	1,729,344	443,599	2,172,943
Totals	<u>\$ 2,461,198</u>	<u>\$ 858,362</u>	<u>\$ 3,319,560</u>

NOTE 10 SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 28, 2024, the date the financial statements were available to be issued, and determined no additional disclosures are warranted.

TOWN OF LOGANSPORT, LOUISIANA
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE-
GENERAL FUND
BUDGET (GAAP) BASIS AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>Original</u>	<u>Amended</u>	<u>Actual</u>	<u>Variance</u>
Revenues				
Taxes, Licenses, and Permits	\$ 539,250	\$ 553,616	\$ 554,681	\$ 1,065
Police Fines	-	-	-	-
Intergovernmental	120,000	335,187	565,937	230,750
Miscellaneous	68,000	29,048	29,580	532
Total Revenues	<u>727,250</u>	<u>917,851</u>	<u>1,150,198</u>	<u>232,347</u>
Expenditures				
General Government	487,250	821,425	693,846	127,579
Highways and Streets	240,000	96,426	96,586	(160)
Total Expenditures	<u>727,250</u>	<u>917,851</u>	<u>790,432</u>	<u>127,419</u>
Net Changes in Fund Balances				
before Other Sources	-	-	359,766	359,766
Other Sources				
Transfers from Other Funds	-	-	-	-
Total Other Sources	-	-	-	-
Net Changes in Fund Balances				
	-	-	359,766	359,766
Fund Balances, Beginning of Year				
	<u>2,092,502</u>	<u>2,092,502</u>	<u>2,092,502</u>	<u>-</u>
Fund Balances, End of year				
	<u>\$ 2,092,502</u>	<u>\$ 2,092,502</u>	<u>\$ 2,452,268</u>	<u>\$ 359,766</u>

TOWN OF LOGANSFORT, LOUISIANA

SCHEDULE OF COMPENSATION PAID TO MAYOR AND

MEMBERS OF THE TOWN COUNCIL

FOR THE YEAR ENDED DECEMBER 31, 2023

Judge Cordray, Mayor	P. O. Box 69, Logansport, La	318 564-5311	\$12,000
Zachary Bossier	2402 Old Mansfield Road Logansport, La.	318 697-5360	2,400
Katherine Freeman	P. O. Box 819 Logansport, La.	318 471-1757	2,400
Anthony Wilson	2002 Thomas Street Logansport, La.	318 471-9030	2,400
Mark Woods	133 Frank Drive Logansport, La.	318 871-6093	2,400
Pam Thomas	101 S. Bogle Apt. 826 Logansport, La.	318 364-5538	<u>2,400</u>
Total			<u>\$24,000</u>

TOWN OF LOGANSFORT, LOUISIANA
SCHEDULE OF COMPENSATION, REIMBURSEMENTS, BENEFITS AND OTHER
PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2023

Agency Head: Honorable Judge Cordray, Mayor

Salary	<u>\$ 12,000</u>
Payroll Taxes	<u>\$ 918</u>
Reimbursement	<u>\$ 720</u>

TOWN OF LOGANSPORT, LOUISIANA
SCHEDULE OF INSURANCE COVERAGE
DECEMBER 31, 2023

Insurance Coverage:

Auto Policy: A2GP400932, AmGuard Insurance Company, 39 Public square, P O Box AH, Wilkes Barre, PA 18703-0020

Liability: \$1,000,000 CSL

Uninsured Motorist Bodily Injury: \$500,000 limit

Effective Dates: January 1, 2023 to January 1, 2024

Commercial Property Package Policy (BPP, IM, Crime): A2GP400932, AmGuard Insurance Company, 39 Public Square, P O Box AH, Wilkes Barre, PA 18703-0020

Business Personal Property: Total Insured Value \$25,000

Electronic Data Processing Equipment: Total Insured Value \$50,000 (\$25,000 each loc)

Electronic Data Processing Data & Media: Total Insured Value \$50,000 (\$25,000 each loc)

Inland Marine-Scheduled Equipment: Total Insured Value \$176,625

Crime-Employee Theft: \$100,000 Per Employee

Effective Dates: January 1, 2023 to January 1, 2024

Public Entity Liability Package Policy A2GP004932, AmGuard, 39 Public Square, P O Box AH, Wilkes Barre, PA 18703-0020

General Liability: \$2,000,000 Aggregate, \$1,000,000 Each Occurrence

Management Liability (D&O): \$1,000,000 Aggregate, \$1,000,000 Each Wrongful Act

Employee Benefits Liability: \$3,000,000 Aggregate, \$1,000,000 Each Employee

Employment-Related Practices Liability: \$1,000,000 Aggregate, \$1,000,000 Each Offense

Effective Dates: January 1, 2023 to January 1, 2024

CYBER INSURANCE Policy: MPL5048800.23, Sayata US Insurance Services Inc., 548 Market Street, San Francisco, CA 94104

Limit of Liability: \$1,000,000 Aggregate, \$1,000,000 Each Occurrence

Effective Dates: January 1, 2023 to January 1, 2024

Workers Compensation Policy, 135321-S, Louisiana Workers" Compensation Corporation, 2237 S Acadian Thruway, Baton Rouge, LA 70808

Workers Compensation: Statutory Limits

Employers Liability: Bodily Injury by Accident \$100,000 each accident, Bodily Injury by Disease \$500,000 policy limit, Bodily Injury by Disease \$100,000 each employee

Effective dates: January 1, 2023 to January 1, 2024

Commercial Umbrella Policy, A2GP400932, Am Guard Insurance Company, 39 Public Square, P O Box AH, Wilkes Barre, PA 18703-0020

Limits: \$1,000,000 Aggregate, \$1,000,000 Each Occurrence

Effective Dates: January 1, 2023 to January 1, 2024

TOWN OF LOGANSPORT
SCHEDULE OF UTILITY RATES
DECEMBER 31, 2023

WATER SERVICE

IN TOWN—RESIDENTIAL & COMMERCIAL

0-1000 gallons \$25.00 minimum
Over 1000 gallons \$5.50 per thousand gallons

OUT OF TOWN—RESIDENTIAL & COMMERCIAL

0-1000 gallons \$30.00 minimum
Over 1000 gallons \$6.00 per thousand gallons

BULK--\$15.00 per thousand with a \$15.00 minimum

INDUSTRIAL--\$7.00 PER THOUSAND GALLONS

OUT OF STATE—JOAQUIN

\$750.00 Flat Fee per month plus \$6.00 per thousand gallons

DESOTO WATERWORKS DISTRICT

\$7.50 per thousand gallons

SEWER SERVICE

IN TOWN & OUT OF TOWN

0-1000 gallons \$15.00 minimum
Over 1000 gallons .75 (cents) per thousand with a \$25.00 minimum

BULK WASTEWATER—a fee of not less than Three (3) cents per gallon and not more the Ten (10) cents per gallon shall be charged with a 1000 gallon minimum

GAS SERVICE

IN TOWN—RESIDENTIAL & COMMERCIAL

0-1000 cubic feet \$8.50 minimum
Over 1000 cu ft 3.00 per thousand cu ft
Plus fuel adjustment charge on total MCF
(3.75 + Cost of gas)

OUT OF TOWN—RESIDENTIAL & COMMERCIAL

0-1000 cubic feet \$9.50 minimum
Over 1000 cu ft 3.25 per thousand cu ft
(3.75 + Cost of gas)

PUBLIC

0-1000 cubic feet \$8.50 minimum
Over 1000 cu ft 3.00 per thousand cu ft
Plus fuel adjustment charge on total MCF
(3.75 + Cost of gas)

The System had 906 customers at December 31, 2023.

TOWN OF LOGANSPORT, LOUISIANA
COMPARATIVE
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31,

	<u>2023</u>	<u>2022</u>
OPERATING REVENUES		
Charges for Services	\$ 1,609,845	\$ 1,563,462
Miscellaneous	7,928	-
Total Operating Revenues	<u>1,617,773</u>	<u>1,563,462</u>
OPERATING EXPENSES		
Personal Services	593,851	538,296
Utilities	48,105	63,672
Repair and maintenance	221,650	162,090
Other supplies and expenses	432,235	369,513
Insurance	22,517	10,936
Depreciation	265,533	285,848
Total Operating Expenses	<u>1,583,891</u>	<u>1,430,355</u>
Change in Net Position before Other Income	33,882	133,107
OTHER INCOME (EXPENSES)		
Grant Revenue	266,115	72,152
Interest Expense	<u>(96,952)</u>	<u>(99,577)</u>
Change in Net Position	203,045	105,682
Net Position, Beginning of Year	<u>3,047,531</u>	<u>2,941,849</u>
Net Position, End of Year	<u>\$ 3,250,576</u>	<u>\$ 3,047,531</u>



Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

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

To the Mayor and Members of
the Town Council
Town of Logansport, Louisiana

I 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 of Town of Logansport as of December 31, 2023, and related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued my report thereon dated June 28, 2024.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Town of Logansport's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, I do not express an opinion on the effectiveness of the Town'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 *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.

My consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. I did identify a deficiency in internal control, described in the accompanying schedule of findings as Finding #2023-1.

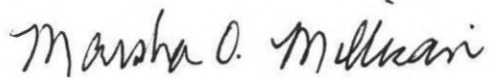
Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Logansport's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

810 WILKINSON
SHREVEPORT, LA 71104-3036
(318) 221-3881
FAX: (318) 221-4641

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town '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 Town 's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited, under Louisiana Revised Statutes, it is issued by the Legislative Auditor as a public document.



Certified Public Accountant
June 28, 2024

TOWN OF LOGANSPORT
CORRECTIVE ACTION TAKEN ON PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2023

FINDING #2022-1: The segregation of duties is inadequate to provide effective internal control.

STATUS: Unresolved.

TOWN OF LOGANSPORT, LOUISIANA
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2023

1. The auditor's report expresses an unmodified opinion on the financial statements.
2. One deficiency, which is considered to be a material weakness in internal control over financial reporting, was disclosed during the audit.
3. No instances of noncompliance material to the financial statements were disclosed during the audit.

FINDING/NONCOMPLIANCE

FINDING 2023 - #1:

Criteria: Effective internal control requires the segregation of duties.

Condition: The segregation of duties is inadequate to provide effective internal control.

Cause: The condition is due to economic and space limitations.

Effect: Unknown.

Recommendation: Whether or not it would be cost effective to correct a deficiency is not a factor in reporting requirements under accounting standards generally accepted in the United States of America. Because prudent management requires that the potential benefit from an internal control must exceed its cost, it may not be practical to correct all deficiencies reported under accounting standards generally accepted in the United States of America. In this case, both management and the auditor do not believe that correcting the material weakness described above is cost effective or practical, and, accordingly, do not believe that any corrective action is necessary.

Management's Response: We concur with the finding. We will segregate duties as economic and space limitations permit.



Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

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

The Honorable Judge S. Cordray, Mayor
and Members of the Town Council
Town of Logansport, Louisiana

I have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPS) for the fiscal period January 1, 2023 through December 31, 2023. Management of Town of Logansport (the Town) is responsible for those C/C areas identified in the SAUPS.

The Mayor and the Members of the Town Council of the Town have agreed to and acknowledged that the procedures are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the 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

- 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.
 - 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 Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
 - iii. **Disbursements**, including processing, reviewing, and approving.

- 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).
- 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.
- 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.
- vii. **Travel and expense reimbursements**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 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).
- ix. **Ethics**, including (1) the prohibition 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.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- 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 a 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.
- 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.

Procedure Results - The entity has written policies and procedures that adequately address each of the categories and subcategories above.

2) Board or Finance Committee

- A. I obtained and inspected 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. I observed 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.
 - ii. For those entities reporting on the governmental accounting model, I observed that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to the public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - iii. For governmental entities, I obtained the prior year audit report and observed 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.
 - iv. I observed 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.

Procedure Results - No exceptions were noted.

3) Bank Reconciliations

- A. I obtained a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. I asked management to identify the entity's main operating account. I selected the entity's main operating account and randomly selected 4 additional accounts (or all accounts if less than 5). I randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statement and reconciliation for each selected accounts, and observed that:
- 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/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 that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedure Results - No exceptions were noted.

(4 Collections (excluding electronic funds transfers))

- A. I obtained 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. I selected 1 deposit site (there is only 1).
- B. For each deposit site selected, I obtained a listing of collection locations and management's representation that the listing is complete. I selected one collection location for each deposit site (i.e., 1 collection locations for 1 deposit site), obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observed that job duties are properly segregated at each collection location such that:
 - i. Employees responsible for cash collections do not share cash drawers/registers;
 - ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
 - 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
 - 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.
- 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.
- D. I randomly selected 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.* I obtained supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
- 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).
- v. Trace the actual deposit per the bank statement to the general ledger.

Procedure Results - No exceptions were noted.

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

- A. I obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. I selected 1 location (there is only 1).
- B. For each location selected under procedure #5A above, I obtained a listing of those employees involved with non-payroll purchasing and payment functions. I obtained 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/making the purchase;
 - ii. At least two employees are involved in processing and approving payments to vendors;
 - 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;
 - iv. Either the employees/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
 - 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.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- C. For each location selected under procedure #5 above, I obtained the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. I randomly selected 5 disbursements for each location, obtained supporting documentation for each transaction, and
- i. Observed whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - ii. Observed whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, I randomly selected 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observed 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.]

Procedure Results - No exceptions were noted.

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

- A. I obtained 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. I obtained management's representation that the listing is complete.
- B. Using the listing prepared by management, I randomly selected 5 cards (or all cards if less than 5) that were used during the fiscal period. I randomly selected one monthly statement or combined statement for each card (for a debit card, randomly select on monthly bank statement). I obtained supporting documentation, and:
- i. Observed whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: 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
 - ii. Observed that finance charges and late fees were not assessed on the selected statements.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, I randomly selected 10 transactions (or all transactions if less than 10) from each statement and obtained supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, I observed 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.

Procedure Results - No exceptions were noted.

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

- A. I obtained 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:
- 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);
 - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
 - 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
 - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedure Results - No exceptions were noted.

8) Contracts

- A. I obtained 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.* I obtained management's representation that the listing is complete. I selected 1 contract (there is only 1) from the listing, excluding the practitioner's contract, and:

- i. Observed whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
- ii. Observed that the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- iii. If the contract was amended (e.g., change order), observed 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 was approval documented).
- iv. I randomly selected 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.

Procedure Results - No exceptions were noted.

9) Payroll and Personnel

- A. I obtained a list of employees and officials employed during the fiscal period and management's representation that the listing is complete. I randomly select 5 employees or officials, obtained related salaries and personnel files, and agreed paid salaries to authorized salaries/ pay rates in the personnel files.
- B. I randomly selected one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, I obtained attendance records and leave documentation for the pay period, and
 - i. Observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observed whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observed that any leave accrued or taken during the pay period is reflected in the entity's accumulative leave records; and
 - iv. Observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
- C. I obtained 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 employees' or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

- D. I obtained 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 the required deadlines.

Procedure Results - No exceptions were noted.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
 - 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.
- B. Inquire and/or observe whether the entity has appointed an ethics designee as required by R.S. 42:1170.

Procedure Results - No exceptions were noted.

11) Debt Service

- A. I obtained 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.
- B. I obtained 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).

Procedure Results - No exceptions were noted.

12) Fraud Notice

- A. I obtained a listing of misappropriation 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 to the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. I observed 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.

Procedure Results - No exceptions were noted.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report, "I performed the procedure and discussed the results with management."**
- i. I obtained and inspected 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.
 - ii. I obtained and inspected 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.
 - iii. I obtained 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.
- B. I randomly selected 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. I observed evidence that the selected terminated employees have been removed or disabled from the network.
- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, I obtained cybersecurity training documentation from management, and observed 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.

I performed the procedure and discussed the results with management.

Procedure Results - No employees completed cybersecurity training.

Management's Response - We will complete cybersecurity training in the future.

14) Prevention of Sexual Harassment

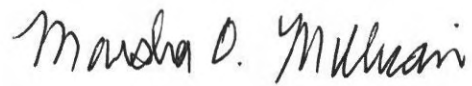
- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, I obtained sexual harassment training documentation from management, and observed that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. I observed 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).
- C. I obtained the entity's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that the report includes the applicable requirements of R.S. 42:344:
 - i. Number and percentage of public servants in the entity who have completed the training requirements.;
 - ii. Number of sexual harassment complaints received by the entity;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - v. Amount of time it took to resolve each complaint.

Procedure Results - No exceptions were noted.

I was engaged by the Town to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of the Town and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my 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.

A handwritten signature in black ink that reads "Maisha D. Mulhearn". The signature is written in a cursive, flowing style.

Certified Public Accountant

June 28, 2024