

**GREEN GOLD LIBRARY SYSTEM**

Shreveport, Louisiana

**FINANCIAL STATEMENTS**

September 30, 2024

Marsha O. Millican  
A Professional Accounting Corporation  
Shreveport, Louisiana

## GREEN GOLD LIBRARY SYSTEM

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# Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Green Gold Library System  
Shreveport, Louisiana

### Opinion

I have audited the accompanying financial statements of the governmental activities and major fund of the Green Gold Library System (the System), as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the System'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 and major fund of the System as of September 30, 2024, and the respective changes in financial position 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 and the *Louisiana Governmental Audit Guide*. 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 Green Gold Library System 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 System'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 System'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 System'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 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.

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

#### **Other Supplementary Information**

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the System's basic financial statements. The schedule of compensation, benefits and other payments to agency head is presented for purposes of additional analysis and is 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**

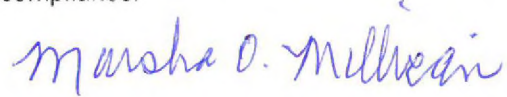
In accordance with *Government Auditing Standards*, I have also issued my report dated May 17, 2025 on my consideration of Green Gold Library System's internal control over financial reporting and on my tests of its compliance with certain provisions of law, regulations, contracts, and grant agreements, 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 System'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 May 17, 2025 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.



Certified Public Accountant  
May 17, 2025

# GREEN GOLD LIBRARY SYSTEM

## Statement of Net Position

September 30, 2024

### ASSETS

Cash	\$ 19,568
Investments - Money Market Savings	187,890
Capital assets, net of depreciation	<u>-</u>
Total Assets	<u>207,458</u>

### DEFERRED OUTFLOWS OF RESOURCES

-

### LIABILITIES

Liabilities	
Accounts payable and accruals	-
Payroll taxes payable	<u>747</u>
Total Liabilities	<u>747</u>

### DEFERRED INFLOWS OF RESOURCES

-

### NET POSITION

Invested in capital assets, net of debt	-
Committed	-
Unassigned	<u>206,711</u>
Total Net Position	<u>\$ 206,711</u>

The accompanying notes are an integral part of this statement.

**GREEN GOLD LIBRARY SYSTEM**  
Statement of Activities  
For the Year Ended September 30, 2024

	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<b>GOVERNMENTAL ACTIVITIES</b>							
General Government	\$ 614,724	\$ 595,199	\$ -	\$ -	\$ (19,525)	\$ -	\$ (19,525)
Depreciation	-	-	-	-	-	-	-
Total Governmental Activities	<u>\$ 614,724</u>	<u>\$ 595,199</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(19,525)</u>	<u>-</u>	<u>(19,525)</u>
<b>GENERAL REVENUES</b>							
Intergovernmental					31,600	-	31,600
Donations					-	-	-
Interest					16	-	16
Miscellaneous					946	-	946
Total General Revenues					<u>32,562</u>	<u>-</u>	<u>32,562</u>
Change in Net Position					13,037	-	13,037
Net Position, Beginning of Year					<u>193,674</u>	<u>-</u>	<u>193,674</u>
Net Position, End of Year					<u>\$ 206,711</u>	<u>\$ -</u>	<u>\$ 206,711</u>

The accompanying notes are an integral part of this statement.

# GREEN GOLD LIBRARY SYSTEM

Balance Sheet  
Governmental Fund  
September 30, 2024

## ASSETS

Cash	\$ 19,568
Investments - Money Market Savings	<u>187,890</u>
Total Assets	<u>\$ 207,458</u>

## LIABILITIES AND FUND BALANCES

Liabilities	
Accounts payable and accruals	\$ -
Payroll taxes payable	<u>747</u>
Total Liabilities	<u>747</u>
Fund Balances	
Committed	-
Unassigned	<u>206,711</u>
Total Net Assets	<u>206,711</u>
Total Liabilities and Fund Balances	<u>\$ 207,458</u>

The accompanying notes are an integral part of this statement.



## GREEN GOLD LIBRARY SYSTEM

Reconciliation of the Fund Balance on the Balance Sheets for Governmental Funds to Net Position  
of Governmental Activities on the Statement of Net Position

For the Year Ended September 30, 2024

Total Fund Balance for Governmental Funds	\$ 206,711
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Total Net Position for governmental activities in the  
statement of net assets is different because:

Capital assets used in governmental activities  
are not financial resources and therefore are  
not reported in the funds.

-

Total Net Position of Governmental Activities	<u>\$ 206,711</u>
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The accompanying notes are an integral part of this statement.

**GREEN GOLD LIBRARY SYSTEM**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS**

For the Year Ended September 30, 2024

**REVENUES**

Intergovernmental	\$ 31,600
Fees & Charges for Library Services	595,199
Donations	-
Interest	16
Miscellaneous	946
Total Revenues	<u>627,761</u>

**EXPENDITURES**

General Operating Expenditures	<u>614,724</u>
Total Expenditures	<u>614,724</u>

Net Change in Fund Balances	13,037
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Fund Balances, Beginning of year	<u>193,674</u>
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Fund Balances, End of year	<u><u>\$ 206,711</u></u>
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The accompanying notes are an integral part of this statement.

## GREEN GOLD LIBRARY SYSTEM

### Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities

For the Year Ended September 30, 2024

Net changes in Fund Balances - Governmental Funds	\$ 13,037
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The change in net assets reported for governmental activities  
in the statement of activities is different because:

Governmental funds report capital outlay as  
expenditures. However, in the statement of  
activities the cost of those assets is allocated  
over their estimated useful lives and reported as  
depreciation expense. This is the amount by  
which depreciation (\$-0-) exceeds  
capital outlay (\$-0-) in the current period

-

Total Net Position of Governmental Activities	<u>\$ 13,037</u>
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The accompanying notes are an integral part of this statement.

**GREEN GOLD LIBRARY SYSTEM**  
**NOTES TO FINANCIAL STATEMENTS**  
September 30, 2024

Green Gold Library System was originally funded by a Grant from the State Library of Louisiana with LSCA funds. The Green Gold Library System's main purpose is to deliver books and other materials between participating libraries.

**NOTE 1                      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A.                      Basis of Accounting**

The accompanying financial statements of the Green Gold Library System 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. Green Gold Library System has no component units and is fiscally independent of other state or local governments.

**C.                      Government-Wide and Fund Financial Statements**

The Statement of Net Position and the Statement of Activities display information about Green Gold Library System as a whole. Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services.

**D.                      Basis of Accounting and Measurement Focus**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used are as follows: Government-Wide Financial Statements - Accrual Basis; Fund Financial Statements - Modified Accrual Basis. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when the liability is incurred. Under the modified accrual basis of accounting revenue is recognized when it is considered measurable and available. Revenue is generally considered available if it is collected within 60 days of year end or may otherwise be available to finance current expenditures.

**E.                      Use of Estimates**

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



**NOTE 1****SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****F. Basic Financial Statements**

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize all of Green Gold Library System's operations as governmental activities. Governmental activities involve government services that are normally supported by fees and charges for library services.

In the government-wide financial statements, the Statement of Net Position and Statement of Activities display information about the System as a whole. Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service.

In the fund financial statements, funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The General Fund is the primary operating fund and is used to account for all resources.

**G. Budget Practices**

The Executive Council adopts the annual budget for the General Fund in the manner prescribed by State Law. The budget presents revenue and expenditures on a basis consistent with generally accepted accounting principles.

**H. Capital Assets**

Capital Assets include one vehicle expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions. All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method over the estimated useful life of the asset.

**I. Cash and Investments**

Amounts reported as cash include all cash in one bank account. Investments consist of a money market account. All cash is fully collateralized by FDIC insurance.

**J. Compensated Absences**

Green Gold Library System does not compensate its employee for absence from work.

**K. Fund Balance**

GASB has issued Statement No. 54, *Fund Balance Reporting and Governmental Type Definitions*, which defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 34 requires the fund balance amounts to be properly within one of the fund balance categories listed below:

### **K. Fund Balance (Continued)**

Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid expenses, or (b) legally or contractually required to be maintained intact.

Restricted fund balances are restricted when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balances include amounts that can be used only for the specific purposes as a result of constraints imposed by the System's management. Committed amounts cannot be used for any other purpose unless the System's management removes those constraints by taking the same type of action. At September 30, 2024, the System's management has no committed fund balance.

Assigned fund balances are amounts that are constrained by the System's intent to be used for specific purposes, but they are neither restricted nor committed. Intent is expressed by the System's management.

Unassigned fund balances are the residual classification for the System's General Fund and include all spendable amounts not contained in the other classifications.

The System's policy is to apply expenditures against nonspendable fund balances, restricted fund balances, committed fund balances, assigned fund balances, and unassigned fund balances, in that order.

### **NOTE 2 Capital Assets**

A summary of Green Gold Library System's capital assets at September 30, 2024 follows:

	Balance 10/1/2023	Additions	Retirements	Balance 9/30/2024
Government Activities				
Capital Assets, being depreciated				
Vehicle	\$ 21,893	\$ -	\$ -	\$ 21,893
Total Capital Assets, being depreciated	21,893	-	-	21,893
Less accumulated depreciation	(21,893)	-	-	(21,893)
Total Accumulated Depreciation	(21,893)	-	-	(21,893)
Total Capital Assets, being depreciated	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

### **3. Subsequent Events**

Management has evaluated subsequent events through May 17, 2025, the date the financial statements were available to be distributed, and determined no additional disclosures are warranted.

# GREEN GOLD LIBRARY SYSTEM

## Budgetary Comparison Schedule - Governmental Fund - General Fund

For the Year Ended September 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental	\$ 36,600	\$ 36,600	\$ 31,600	\$ (5,000)
Fees & Charges for Library Services	617,000	674,500	595,199	(79,301)
Donations	4,100	4,100	-	(4,100)
Interest	-	-	16	16
Miscellaneous	700	700	946	246
Total Revenues	<u>658,400</u>	<u>715,900</u>	<u>627,761</u>	<u>(88,139)</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	16,550	16,550	17,423	(873)
Operating Services	13,200	13,200	15,481	(2,281)
Online Data Base	615,000	672,500	573,764	98,736
Miscellaneous	10,200	10,200	8,056	2,144
Capital Outlay	-	-	-	-
Total Expenditures	<u>654,950</u>	<u>712,450</u>	<u>614,724</u>	<u>97,726</u>
Excess (deficiency) of revenues over expenditures	<u>3,450</u>	<u>3,450</u>	<u>13,037</u>	<u>9,587</u>
<b>FUND BALANCES</b>				
Beginning of year	<u>193,674</u>	<u>193,674</u>	<u>193,674</u>	<u>-</u>
End of year	<u>\$ 197,124</u>	<u>\$ 197,124</u>	<u>\$ 206,711</u>	<u>\$ 9,587</u>

**GREEN GOLD LIBRARY SYSTEM**  
Schedule of Compensation, Reimbursements, Benefits, and Other Payments  
to Agency Head  
For the Year Ended September 30, 2024

Agency Head: Executive Director

	<u>Caleb Sheaffer</u>	<u>Jim Pelton</u>
Salary	\$ 675	\$ 2,883
Payroll Taxes	\$ 52	\$ 221
Reimbursements	\$ -	\$ 140





# 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

Board of Commissioners  
Green Gold Library System  
Shreveport, 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 Green Gold Library System as of September 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued my report thereon dated May 17, 2025.

## Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Green Gold Library System'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 District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District's internal control.

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

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. I identified a certain deficiency in internal control, described in the accompanying Schedule of Findings as Finding #2024-1, that I consider to be a material weaknesses.

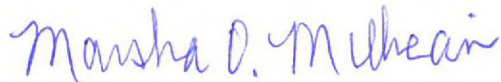
## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Green Gold Library System'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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and are described in the accompanying Schedule of Findings as Finding #2024-2 and Finding #2024-3.

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 System'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 System'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  
May 17, 2025

## **GREEN GOLD LIBRARY SYSTEM**

### **Schedule of Findings**

For the Year Ended September 30, 2024

#### **Summary of Audit Results**

1. The auditor's report expresses an unmodified opinion on the financial statements.
2. One significant deficiency in internal control over financial reporting, which is a material weakness, was disclosed during the audit of the financial statements.
3. Two instances of noncompliance material to the financial statements were disclosed during the audit.

#### **Finding # 2024-1**

##### **Criteria:**

Effective internal control requires the segregation of duties.

##### **Condition:**

Employees perform interrelated duties.

##### **Cause:**

The condition is due to economic and space limitations.

##### **Effect:**

Unknown.

##### **Recommendation:**

Whether or not it would be cost effective to correct a condition 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 conditions 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 condition described above is cost effective or practical, and, accordingly, do not believe that any corrective action is necessary.

##### **Management's Response and Corrective Action Plan:**

We agree with the finding. We will segregate duties as allowed by space and economic limitations.

## GREEN GOLD LIBRARY SYSTEM

### Schedule of Findings (Continued)

For the Year Ended September 30, 2024

#### **Finding # 2024-2**

##### **Criteria:**

State Law requires the System to file its financial statements with the Louisiana Legislative Auditor (LLA) within six months of year end.

##### **Condition:**

The System did not file its financial statements with the LLA within six months of year end.

##### **Cause:**

The long time executive director became ill during the year. More time was needed by the new executive director to locate, access, and process the information needed for the audit.

##### **Effect:**

Unknown.

##### **Recommendation:**

I recommend the System file its financial statements with the LLA within the time frame required by state law.

##### **Management's Response and Corrective Action Plan:**

We agree with the finding. In the future, financial statements will be filed within the time frame required by state law.

#### **Finding # 2024-3**

##### **Criteria:**

State law requires the budget to be amended whenever actual revenues fail to meet budgeted amounts by 5 percent or more.

##### **Condition:**

Although the budget was amended, actual revenues failed to meet budgeted amounts by 5 percent or more.

##### **Cause:**

Unknown.

##### **Effect:**

Unknown.

##### **Recommendation:**

I recommend the System comply with the state budget law.

##### **Management's Response and Corrective Action Plan:**

We agree with the finding. In the future, we will comply with the state budget law.



**GREEN GOLD LIBRARY SYSTEM**

Corrective Action Taken on Prior Year Findings

For the Year Ended September 30, 2024

Finding 2023-1: The segregation of duties is inadequate to provide effective internal control.

Status: Unresolved.



**Marsha O. Millican**

**A PROFESSIONAL ACCOUNTING CORPORATION**

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

To the Board of Directors  
Green Gold Library System  
Shreveport, 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 October 1, 2023 through September 30, 2024. Management of Green Gold Library System is responsible for those C/C areas identified in the SAUPS.

The Board of Directors of Green Gold Library System (the System) has agreed to and acknowledged that 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 October 1, 2023 through September 30, 2024. 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 - No exceptions were noted as a result of this procedure.*

## 2) Board or Finance Committee

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- 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 - The minutes do not reflect budget-to-actual comparisons.***

## 3) Bank Reconciliations

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- 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 (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 - Bank reconciliations do not include evidence that a member of management/board member has reviewed the bank reconciliation.***

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

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- 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:

***Procedure Results - Only one employee is involved in the above functions. The System does not have an insurance policy for employee theft.***



- 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 as a result of this procedure.*

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

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- 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.



- 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 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 - Only one employee is involved in the above functions.*

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

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- 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 select 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 - Supporting documents were not received or approved in writing by someone other than the authorized card holder.*

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

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- 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](http://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 - Reimbursements were not reviewed and approved, in writing, by someone other than the person receiving the reimbursement.*

#### **8) Contracts**

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- 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. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
- ii. Observe 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), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment was approval documented).
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

***Procedure Results - No exceptions were noted as a result of this procedure.***

## **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 - Supervisors do not approve the attendance of the selected employees. Employees are not compensated for absence from work.*

#### **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 as a result of this procedure.*

#### **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 - This procedure is not applicable as the System has no debt.*

## **12) Fraud Notice**

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- 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 as a result of this procedure.*

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

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

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

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- 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.

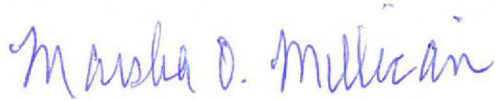
***No exceptions were noted as a result of this procedure.***



I was engaged by the System 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 System 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.



Certified Public Accountant  
May 17, 2025



# Green Gold Library System

885 Bert Kouns Industrial Loop  
Shreveport, Louisiana 71118

318.226.5870  
318.226.4780 (fax)

May 17, 2025

*Serving Northwest Louisiana since 1971*

Marsha O. Millican, APAC  
810 Wilkinson  
Shreveport, Louisiana 71104

Re: Management's Response to Agreed-Upon Procedures

The management of Green Gold Library System has reviewed the Independent Accountant's Report on Applying Statewide Agreed-Upon Procedures. We are in agreement with the report as provided by Marsha O. Millican, APAC.

The following exceptions are due to the lack of segregation of duties:

Bank reconciliations do not include evidence that a member of management/board member has reviewed the bank reconciliation.

Only one employee is involved in collections and disbursements.

Supporting documents for credit cards were not received or approved in writing by someone other than the authorized card holder.

Reimbursements were not reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Supervisors do not approve the attendance of the selected employees.

Both management and the independent accountant do not believe that correcting the lack of segregation of duties is cost effective or practical.

We will implement changes or additions to policies and procedures where necessary to meet the expectations identified in the report and future agreed-upon procedures engagements.

Very truly yours,

Caleb Sheaffer