

TOWN OF MANGHAM, LOUISIANA

*Financial Statements
For the Year Ended June 30, 2024*

TOWN OF MANGHAM, LOUISIANA

Annual Financial Statements
As of and for the Year Ended June 30, 2024
With Supplemental Information Schedules

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TOWN OF MANGHAM, LOUISIANA

Annual Financial Statements
As of and for the Year Ended June 30, 2024
With Supplemental Information Schedules

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Board of Aldermen of
The Town of Mangham, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, business type activities, each major fund and the aggregate remaining fund information of the Town of Mangham, Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business type activities, each major fund and the aggregate remaining fund information of the Town of Mangham, Louisiana, as of June 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 Opinions

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

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of 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 Mangham, Louisiana's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Honorable Mayor and Board of Aldermen of
The Town of Mangham, Louisiana

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess 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 of the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Mangham, Louisiana's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

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

Honorable Mayor and Board of Aldermen of
The Town of Mangham, Louisiana

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during the audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurances.

Other Information

The Schedule of Compensation, Benefits and Other Payments to Agency Head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024 on our consideration of the Town of Mangham, Louisiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Mangham, Louisiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the Town of Mangham, Louisiana's internal control over financial reporting and compliance.

David M. Naud, CPA (APAC)

West Monroe, Louisiana
December 19, 2024

REQUIRED SUPPLEMENTAL INFORMATION (PART A)
MANAGEMENT'S DISCUSSION AND ANALYSIS

TOWN OF MANGHAM, LOUISIANA
Management Discussion and Analysis
As of and for the Year Ended June 30, 2024

Management's Discussion and Analysis is a fact-based analysis of the Town's financial activities during the fiscal year ended June 30, 2024. Its purpose is to provide an overview of activities within the Town based on currently known facts, decision, and conditions.

The Management's Discussion and Analysis (MD&A) is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Government issued June 2001. Certain comparative information between the current year and the prior year is required to be presented in the MD&A. The Town of Mangham has adopted the GASB 68 reporting requirements concerning retirements.

As with other sections of the financial report, the information contained within the MD&A should be considered only a part of the greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the footnotes and the other Required Supplementary Information ("RSI") that is provided in addition to this Management Discussion and Analysis.

Financial Highlights

- The assets of the Town exceeded its liabilities at the close of the fiscal year by \$4,068,730 (net position). Of this amount, \$1,810,624 (unrestricted net position) represents the portion of net position that is not invested in capital assets or otherwise restricted.
- The government's total net position increased by \$21,595.
- As of the close of the current fiscal year, the Town's governmental activities reported combined ending net position of \$2,767,782, an increase of \$124,952 in comparison with the prior year. Of this total amount, \$1,559,651 is available for spending at the government's discretion (unassigned fund balance).
- The Town's total debt decreased by approximately \$9,865 during the current fiscal year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of Mangham's basic financial statements. The Town of Mangham's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government Wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town of Mangham's finances, in a manner similar to a private-sector business. The statement of net position presents information on all of the Town of Mangham's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town of Mangham is improving or deteriorating.

The statement of activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses

Town of Mangham, Louisiana
Management Discussion and Analysis (continued)

are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

Both of the government-wide financial statements distinguish functions of the Town of Mangham that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town of Mangham include general government, public safety, sanitation, public works and Community Center. The business-type activities of the Town of Mangham include water and sewer.

The government-wide financial statements can be found on pages 11 and 12 of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Mangham like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town of Mangham can be divided into two categories: governmental funds and proprietary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Town's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town of Mangham maintains 2 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund and Sales Tax Fund all of which are considered to be major funds.

The Town of Mangham adopts an annual appropriated budget for its general fund and special revenue funds. A budgetary comparison statement has been provided for those funds to demonstrate compliance with this budget.

Proprietary funds. The Town of Mangham maintains two types of proprietary funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Proprietary funds provide the same type of information the government-wide financial statements, only in more detail.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Town of Mangham, Louisiana
Management Discussion and Analysis (continued)

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Town of Mangham's compliance with budgets for its major funds.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Mangham, assets exceeded liabilities by approximately \$4,068,730 at the close of the most recent fiscal year.

By far the largest amount of the Town of Mangham's net assets (\$2,216,814) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The Town of Mangham uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town of Mangham's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

	Governmental Activities		Business-Type Activities		Totals	
	6/30/2024	6/30/2023	6/30/2024	6/30/2023	6/30/2024	6/30/2023
Current & other assets	\$1,601,540	\$1,507,798	\$332,086	\$403,356	\$1,933,626	\$1,911,154
Capital assets	1,208,131	1,255,389	1,412,951	1,460,769	2,621,082	2,716,158
Total assets	<u>\$2,809,671</u>	<u>\$2,763,187</u>	<u>\$1,745,037</u>	<u>\$1,864,125</u>	<u>\$4,554,708</u>	<u>\$4,627,312</u>
Deferred Outflows	\$10,257	\$9,185	\$0	\$0	\$10,257	\$9,185
Current & other liabilities	\$19,831	\$76,591	\$39,821	\$45,687	\$59,652	\$122,278
Net pension liability	22,368	28,830	\$0	\$0	22,368	28,830
Long-term liabilities	0	0	404,268	414,133	404,268	414,133
Total liabilities	<u>\$42,199</u>	<u>\$105,421</u>	<u>\$444,089</u>	<u>\$459,820</u>	<u>\$486,288</u>	<u>\$565,241</u>
Deferred Inflows	\$9,947	\$15,071	\$0	\$0	\$9,947	\$15,071
Net Position:						
Invested in Capital Assets						
net of related debt	\$1,208,131	\$1,255,389	\$1,008,683	\$1,046,636	\$2,216,814	\$2,302,025
Restricted	0	0	41,292	38,628	41,292	38,628
Unrestricted	1,559,651	1,396,491	250,973	319,041	1,810,624	1,715,532
Total net position	<u>\$2,767,782</u>	<u>\$2,651,880</u>	<u>\$1,300,948</u>	<u>\$1,404,305</u>	<u>\$4,068,730</u>	<u>\$4,056,185</u>

The balance of \$1,559,651 in unrestricted net position in the governmental activities represents the accumulated results of all past year's operations. Net position increased by \$115,902 overall from the prior year. The changes in net position are discussed later in this MD&A.

Governmental activities. Governmental activities increased the Town of Mangham's net position by \$126,478. Key elements of the changes in net position are as follows:

Town of Mangham, Louisiana
Management Discussion and Analysis (continued)

TOWN OF MANGHAM CHANGES IN NET POSITION
06/30/2024 and 2023

	Governmental Activities		Business-Type Activities		Totals	
	6/30/2024	6/30/2023	6/30/2024	6/30/2023	6/30/2024	6/30/2023
Revenues:						
Program Revenues:						
Charges for services	142,795	159,591	\$158,806	\$149,307	\$301,601	\$308,898
Operating grants & contributions	10,000	118,429	0	0	10,000	118,429
Capital grants & contributions	31,131	952,069	87,002	0	118,133	952,069
General Revenues:					0	0
Property taxes	55,362	54,155	9,756	10,020	65,118	64,175
Sales taxes	125,441	126,481			125,441	126,481
Other taxes	72,101	19,879			72,101	19,879
Other general revenues	243,385	60,488	5,998	1,699	249,383	62,187
Total revenues	<u>680,215</u>	<u>1,491,092</u>	<u>261,562</u>	<u>161,026</u>	<u>941,777</u>	<u>1,652,118</u>
Expenses:						
General Government	110,586	135,291			110,586	135,291
Public Safety and Protection	278,327	235,586			278,327	235,586
Public Works	39,477	43,677			39,477	43,677
Sanitation	49,738	75,702			49,738	75,702
Culture and Recreation	75,609	70,318			75,609	70,318
Water			272,034	223,391	272,034	223,391
Sewer			75,891	61,739	75,891	61,739
Interest on long term debt			16,994	17,692	16,994	17,692
Total expenses	<u>553,737</u>	<u>560,574</u>	<u>364,919</u>	<u>302,822</u>	<u>918,656</u>	<u>863,396</u>
Increase (decrease) in net position before transfers	126,478	930,518	(103,357)	(141,796)	23,121	788,722
Transfers	0	0	0	0	0	0
Increase (decrease) in net position	<u>\$126,478</u>	<u>\$930,518</u>	<u>(\$103,357)</u>	<u>(\$141,796)</u>	<u>\$23,121</u>	<u>\$788,722</u>

Expenses are classified by functions/programs. General government accounts for approximately \$110,586 while public safety, public works, sanitation, and community center\recreation accounts for approximately \$443,151 for the fiscal year 2024. The related program revenues for fiscal 2024 directly related to these expenses totaled \$143,000 which resulted in net program revenues of \$124,952. The remaining balance of expenses represents the cost to the taxpayers. The costs of governmental activities exceeding restricted state and federal grants are paid primarily from the following sources:

- Sales tax revenues are the largest and most significant source of revenue for the Town of Mangham. It provides approximately \$126,000 of general fund revenue.
- Insurance premium taxes are the second largest revenue source to the Town, generating approximately \$35,000 of general fund revenue.

Business-type activities. Business-type activities decreased the Town of Mangham's net position by approximately (\$104,000). Key elements of this decrease are as follows.

- Water Fund activities decreased net position by approximately \$82,000.
- Sewer Fund activities decreased net position by approximately \$22,000.

Town of Mangham, Louisiana
Management Discussion and Analysis (continued)

Financial Analysis of the Government's Funds

As noted earlier, the Town of Mangham uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the Town of Mangham's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town of Mangham's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Town of Mangham's governmental funds reported combined ending fund balances of \$1,581,709 an increase of \$161,078 in comparison with the prior year. All of this total amount (\$1,581,709) constitutes unreserved fund balance, which is available for spending at the Town's discretion.

General Fund Budgetary Highlights

In accordance with Louisiana Revised Statutes Title 39, Chapter 9, Louisiana Local Government Budget Act (LSA- R.S 39:1301 et seq), the Town of Mangham must adopt a budget for the General Fund and all Special Revenue funds prior to June 30. The original budget for the Town was adopted in June 2023 with one amendment for the year.

Revenues: Overall revenues for the General Fund were projected to decrease during FY 2024 by \$881,697 from the previous year. All other revenues were expected to remain the same for 2024.

Expenditures: General governmental expenditures comprise 22% of the General Funds Appropriations.

Capital Asset and Debt Administration

Capital assets. The Town of Mangham's investment in capital assets for its governmental and business type activities as of June 30, 2024, amounts to \$2,621,082 (net of accumulated depreciation). This investment in capital assets includes land, buildings and system improvements, machinery and equipment and street improvements.

The Sewer Fund purchased pumps with flanges, gratings, and two more pumps with grant funds. The Water Fund purchased a new pump and monitoring system, loader for tractor, mosquito sprayer with grant funds and also a new truck. Police department purchased (2) laptops, storage container, radio, radar detector, and a security system, some with grant funds. The administration fund purchased a laptop and air purifier. The Street Fund purchased street lights and a mower with grant funds.

Town of Mangham, Louisiana
 Management Discussion and Analysis (continued)

Town of Mangham Capital Assets

	<u>6/30/2024</u>	<u>6/30/2023</u>
Land	\$43,750	\$43,750
Building & Improvements	1,312,138	1,312,138
Machines & Equipment	169,972	117,856
Vehicles	88,008	88,008
Infrastructure	257,233	257,233
Construction in Progress	0	0
Sewer System	1,136,517	1,118,346
Water System	<u>2,432,615</u>	<u>2,365,176</u>
Total	5,440,233	5,302,507
Less Accumulated Depreciation	<u>(2,819,151)</u>	<u>(2,586,349)</u>
Total Capital Assets	<u>\$2,621,082</u>	<u>\$2,716,158</u>

Town of Mangham Outstanding Debt

Water Notes	\$404,268	\$414,133
Sewer Notes	<u>0</u>	<u>0</u>
	<u>\$404,268</u>	<u>\$414,133</u>

Economic Factors and Next Year's Budgets and Rates

Factors considered in preparing the Town of Mangham's budget for the 2024 fiscal year included the impact that the Meta Traffic income will provide and determining the amount of revenue that will be generated from sales tax. Sales taxes account for approximately 8% of the Town's total revenue. With current economic conditions, sales tax revenue is projected to remain flat for the next fiscal year. All other revenues are expected to remain constant.

Requests for Information

This financial report is designed to provide a general overview of the Town of Mangham's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Clerk, Post Office 94 Mangham, Louisiana 71295.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

TOWN OF MANGHAM, LOUISIANA

Statement of Net Position

June 30, 2024

	PRIMARY GOVERNMENT		TOTAL
	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	
ASSETS			
Cash and cash equivalents	\$626,934	\$1,179,580	\$1,806,514
Receivables (net of allowances for uncollectibles)	110,511	16,601	127,112
Internal balances	864,095	(864,095)	0
Capital assets (net)	1,208,131	1,412,951	2,621,082
TOTAL ASSETS	2,809,671	1,745,037	4,554,708
DEFERRED OUTFLOWS OF RESOURCES			
Pension	10,257	0	10,257
TOTAL DEFERRED OUTFLOWS OF RESOURCES	10,257	0	10,257
LIABILITIES			
Accounts, salaries, and other payables	19,831	39,821	59,652
Capital leases payable	-	-	-
Loans payable	-	404,268	404,268
Net pension liability	22,368	-	22,368
TOTAL LIABILITIES	42,199	444,089	486,288
DEFERRED INFLOWS OF RESOURCES			
Pension	9,947	0	9,947
TOTAL DEFERRED INFLOWS OF RESOURCES	9,947	0	9,947
NET POSITION			
Net investment in capital assets	1,208,131	1,008,683	2,216,814
Restricted for debt service	-	41,292	41,292
Unrestricted	1,559,651	250,973	1,810,624
TOTAL NET POSITION	2,767,782	1,300,948	\$4,068,730

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

TOWN OF MANGHAM, LOUISIANA

Statement of Activities

For the Year Ended June 30, 2024

	Program Revenues				Net (Expenses)/ Revenue	Net (Expenses) Revenues and Changes of Primary Government		
	Expenses	Charges for Services	Operating			Governmental Activities	Business-type Activities	Total
			Grants and Contributions	Capital Grants & Contributions				
Governmental Activities								
General government	\$110,586		\$10,000		(\$100,586)	(\$100,586)	(\$100,586)	
Public safety and protection	278,327	77,247		3,768	(\$197,312)	(197,312)	(197,312)	
Public works	39,477			22,999	(\$16,478)	(16,478)	(16,478)	
Sanitation	49,738	41,898			(\$7,840)	(7,840)	(7,840)	
Culture & Recreation	75,609	23,650		4,364	(\$47,595)	(47,595)	(47,595)	
Total Governmental Activities	<u>553,737</u>	<u>142,795</u>	<u>10,000</u>	<u>31,131</u>	<u>(369,811)</u>	<u>(369,811)</u>	<u>(369,811)</u>	
Business-type Activities								
Water	289,028	125,708		67,355	(\$95,965)	(95,965)	(95,965)	
Sewer	75,891	33,098		19,647	(\$23,146)	(23,146)	(23,146)	
Total Business-type Activities	<u>364,919</u>	<u>158,806</u>	<u>0</u>	<u>87,002</u>	<u>(119,111)</u>	<u>(119,111)</u>	<u>(119,111)</u>	
Total Primary Government	<u>\$918,656</u>	<u>\$301,601</u>	<u>\$10,000</u>	<u>\$118,133</u>	<u>(\$488,922)</u>	<u>(\$369,811)</u>	<u>(\$119,111)</u>	<u>(\$488,922)</u>

General Revenues:				
Property taxes		\$55,362	\$9,756	\$65,118
Sales taxes		125,441		125,441
Franchise taxes		16,083		16,083
Occupational licenses		21,373		21,373
Insurance premium tax		34,645		34,645
Investment earnings		2,796	5,998	8,794
Meta revenues		227,753		227,753
Other general revenues		12,836		12,836
Transfers				0
Total general revenues and transfers		<u>496,289</u>	<u>15,754</u>	<u>512,043</u>
Change in Net Position		<u>126,478</u>	<u>(103,357)</u>	<u>23,121</u>
Net position-beginning		2,651,880	1,404,305	4,056,185
Prior period adjustment		(10,576)	0	(10,576)
Net position-ending		<u>\$2,767,782</u>	<u>\$1,300,948</u>	<u>\$4,068,730</u>

Statement B

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

FUND FINANCIAL STATEMENTS

TOWN OF MANGHAM, LOUISIANA
Balance Sheet, Governmental Funds

June 30, 2024

	GENERAL FUND	MAJOR FUNDS SALES TAX FUNDS	TOTAL GOVERNMENTAL FUNDS
ASSETS			
Cash and cash equivalents	\$578,784	\$48,150	\$626,934
Receivables (net of allowances for uncollectibles)	103,095	7,416	110,511
Due from other funds	864,095	40,016	904,111
TOTAL ASSETS	\$1,545,974	\$95,582	\$1,641,556
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts, salaries, and other payables	19,831	0	19,831
Due to other funds	40,016	0	40,016
Total Liabilities	59,847	0	59,847
Fund balances:			
Assigned		95,582	95,582
Unassigned	1,486,127		1,486,127
Total Fund Balances	1,486,127	95,582	1,581,709
TOTAL LIABILITIES AND FUND BALANCES	\$1,545,974	\$95,582	\$1,641,556

**Reconciliation of The Governmental Fund Balance Sheet
to The Government-Wide Financial Statement of Net Position, June 30, 2024**

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund Balances, Total Governmental Funds:	\$1,581,709
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	
Governmental assets	1,871,101
Less Accumulated Depreciation	<u>(662,970)</u>
	1,208,131
Retirement payments are reported as expenditures in the governmental funds. In the government-wide statements the payments and other state retirement system deferrals are reported as Deferred Outflows-Pension	10,257
Government-wide statements report the Town's share of state retirement system deferrals as Deferred Inflows-Pension	(9,947)
Long-term liabilities, including bonds payable are not due and payable in the current period and therefore are not reported in the governmental funds:	
Net Pension Liability	<u>(22,368)</u>
Net Position of Governmental Activities (Statement A)	<u>\$2,767,782</u>

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

TOWN OF MANGHAM, LOUISIANA
Statement of Revenues, Expenditures
and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2024

	GENERAL FUND	MAJOR FUNDS SALES TAX FUND	TOTAL GOVERNMENTAL FUNDS
REVENUES			
Taxes:			
Sales and use	\$ -	\$125,441	\$125,441
Franchise tax	16,083		16,083
Ad valorem tax	55,362		55,362
Licenses and permits	56,203		56,203
Intergovernmental revenues:			
State funds:			
Grant	41,131		41,131
Charges for services	41,898		41,898
Fines and forfeitures	77,247		77,247
Meta revenues	227,753		227,753
Investment earnings	1,445	1,351	2,796
Other revenues	33,919		33,919
Total Revenues	<u>551,041</u>	<u>126,792</u>	<u>677,833</u>
EXPENDITURES			
General government	117,063	806	117,869
Public safety and protection	260,657		260,657
Public works	18,136		18,136
Sanitation	49,738		49,738
Culture and recreation	18,243		18,243
Capital outlay	52,112		52,112
Total Expenditures	<u>515,949</u>	<u>806</u>	<u>516,755</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	35,092	125,986	161,078
OTHER FINANCING SOURCES (USES)			
Transfers in	120,453		120,453
Transfers out	0	(120,453)	(120,453)
Total Other Financing Sources and Uses	<u>120,453</u>	<u>(120,453)</u>	<u>0</u>
Net Change in Fund Balance	155,545	5,533	161,078
Fund balances -- beginning (restated)	1,330,582	90,049	1,420,631
Fund balances -- ending	<u>\$1,486,127</u>	<u>\$95,582</u>	<u>\$1,581,709</u>

**Reconciliation of The Statement of Revenues, Expenditures,
and Changes in Fund Balances of Governmental Fund
To the Statement of Activities**

For the Year Ended June 30, 2024

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Change in Fund Balances, Total Governmental Funds \$161,078

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 outlays exceeded depreciation in the current period.

Capital Outlay	52,112	
Depreciation Expense	<u>(101,709)</u>	(49,597)

Governmental funds report retirement expenditures as a payment when remitted to the retirement system. However, in the government-wide statement of activities, retirement is reported based on the allocation stated in the retirement system report.

14,141

Government-wide statement of activities reports the Town's share of Non-employers pension contribution as part of general revenue.

856

Change in Net Position of Governmental Activities, Statement B

\$126,478

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

TOWN OF MANGHAM, LOUISIANA

Statement of Net Position, Proprietary Funds

June 30, 2024

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS		
	(Major Enterprise Funds)		TOTAL
	WATER FUND	SEWER FUND	ENTERPRISE FUNDS
ASSETS			
Current Assets:			
Cash and cash equivalents	\$1,027,991	\$151,589	\$1,179,580
Receivables (net of allowances for uncollectibles)	12,905	3,696	16,601
Total Current Assets	<u>1,040,896</u>	<u>155,285</u>	<u>1,196,181</u>
Non-Current Assets:			
Capital assets (net of accumulated depreciation)	1,008,441	404,510	1,412,951
Total Non-Current Assets	<u>1,008,441</u>	<u>404,510</u>	<u>1,412,951</u>
TOTAL ASSETS	<u><u>\$2,049,337</u></u>	<u><u>\$559,795</u></u>	<u><u>\$2,609,132</u></u>
LIABILITIES			
Current Liabilities:			
Accounts, salaries, and other payables	\$14,411	\$840	\$15,251
Customer Deposits Refundable	24,570	0	24,570
Due to other funds	436,278	427,817	864,095
Total Current Liabilities	<u>475,259</u>	<u>428,657</u>	<u>903,916</u>
Non Current Liabilities:			
Notes Payable-USDA	404,268	0	404,268
Total Non-Current Liabilities	<u>404,268</u>	<u>0</u>	<u>404,268</u>
NET POSITION			
Invested in capital assets, net of related debt	604,173	404,510	1,008,683
Restricted for debt service	41,292	0	41,292
Unrestricted	524,345	(273,372)	250,973
TOTAL NET POSITION	<u><u>\$1,169,810</u></u>	<u><u>\$131,138</u></u>	<u><u>\$1,300,948</u></u>

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

TOWN OF MANGHAM, LOUISIANA

Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds

For the Year Ended June 30, 2024

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS		
	(Major Enterprise Funds)		TOTAL
	WATER FUND	SEWER FUND	ENTERPRISE FUNDS
Operating Revenues			
Charges for services:			
Water sales	\$125,698	\$0	\$125,698
Sewer charges	0	33,098	33,098
Other services	10	0	10
Total Operating Revenues	<u>125,708</u>	<u>33,098</u>	<u>158,806</u>
Operating Expenses			
Salaries and wages	10,560	10,560	21,120
Materials and supplies	76,794	3,932	80,726
Other services and charges	85,355	27,292	112,647
Depreciation	99,325	34,108	133,433
Total Operating Expenses	<u>272,034</u>	<u>75,892</u>	<u>347,926</u>
Operating Income (Loss)	<u>(146,326)</u>	<u>(42,794)</u>	<u>(189,120)</u>
Nonoperating Revenues (Expenses)			
Property Taxes	9,756	0	9,756
Grant	67,355	19,647	87,002
Interest earnings	4,509	1,490	5,999
Interest expense	(16,994)	0	(16,994)
Total Nonoperating Revenues (Expenses)	<u>64,626</u>	<u>21,137</u>	<u>85,763</u>
Income (Loss) Before Contributions and Transfers	<u>(81,700)</u>	<u>(21,657)</u>	<u>(103,357)</u>
Capital Contributions	0	0	0
Transfers In	0	0	0
Transfer Out	0	0	0
Change in Net Position	<u>(81,700)</u>	<u>(21,657)</u>	<u>(103,357)</u>
Total Net Position-Beginning (Restated)	<u>1,251,510</u>	<u>152,795</u>	<u>1,404,305</u>
Total Net Position-Ending	<u>\$1,169,810</u>	<u>\$131,138</u>	<u>\$1,300,948</u>
Reconciliation			
Changes in Net Position Above			<u>(\$103,357)</u>
Adjustment to consolidate internal service activities related to enterprise activities			<u>0</u>
Changes in Net Position of Business-type Activities, Statement B			<u>(\$103,357)</u>

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

TOWN OF MANGHAM, LOUISIANA
Statement of Cash Flows, Proprietary Funds
For the Year Ended June 30, 2024

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS		
	(Major Enterprise Funds) WATER FUND	SEWER FUND	TOTAL ENTERPRISE FUNDS
Cash Flows From Operating Activities			
Receipts from customers and users	\$125,698	\$33,098	\$158,796
Payments to suppliers	(115,158)	(9,935)	(125,093)
Payments to employees	(10,560)	(10,560)	(21,120)
Net Cash Provided by Operating Activities	<u>(20)</u>	<u>12,603</u>	<u>12,583</u>
Cash Flows From NonCapital Financing Activities			
Property Taxes	9,756	0	9,756
Miscellaneous	0	0	0
Transfers to/from other funds	0	0	0
Net Cash Provided (used) by Noncapital Financing Activities	<u>9,756</u>	<u>0</u>	<u>9,756</u>
Cash Flows From Capital and Related Financing Activities			
Purchases of capital assets	(67,438)	(18,171)	(85,609)
Proceeds from grant	67,355	19,647	87,002
Proceeds from sale of capital assets	0	0	0
Principal paid on capital debt	(9,865)	0	(9,865)
Interest paid on capital debt	(16,994)	0	(16,994)
Net Cash Provided (used) by Capital and Related Financing Activities	<u>(26,942)</u>	<u>1,476</u>	<u>(25,466)</u>
Cash Flows From Investing Activities			
Interest and dividends received	4,508	1,490	5,998
Net Cash Provided (used) by Investing Activities	<u>4,508</u>	<u>1,490</u>	<u>5,998</u>
Net Increase in Cash and Cash Equivalents	(12,698)	15,569	2,871
Cash and Cash Equivalents, Beginning of Year	1,040,689	136,020	1,176,709
Cash and Cash Equivalents, End of Year	<u>\$1,027,991</u>	<u>\$151,589</u>	<u>\$1,179,580</u>

Reconciliation of Operating Income to Net Cash Provided (used) by Operating Activities

Operating income	(\$146,326)	(\$42,794)	(\$189,120)
Depreciation expense	99,325	34,108	133,433
(Increase) decrease in accounts receivable	39	23	62
(Increase) decrease in due from other funds	913	0	913
Increase (decrease) in allowance for uncollectible accounts	0	0	0
Increase (decrease) in customer deposits	(965)	0	(965)
Increase (decrease) in accounts payable	(5,231)	330	(4,901)
Increase (decrease) in due to other funds	52,225	20,936	73,161
Total Adjustments	<u>146,306</u>	<u>55,397</u>	<u>201,703</u>
Net Cash Provided by Operating Activities	<u>(\$20)</u>	<u>\$12,603</u>	<u>\$12,583</u>

Reconciliation of cash and restricted cash reported within the balance sheet that sum to the total of the same such amounts in the statements of cash flows:

Cash and Cash Equivalents	\$	1,079,898
Restricted Cash - Customer Deposits		58,390
Restricted Cash - Debt Service Reserve		41,292
Total Cash and Restricted Cash	<u>\$</u>	<u>1,179,580</u>

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

TOWN OF MANGHAM, LOUISIANA

Notes to the Financial Statements As of and for the Year Ended June 30, 2024

INTRODUCTION

The Town of Mangham, Louisiana was incorporated March 4, 1907, under the provisions of the Lawrason Act. The Town operates under a Board of Aldermen-Mayor form of government and provides the following services as authorized by its charter: public safety, highways and streets, sanitation, public improvements and general administrative services. The Town has a population of approximately 650 people and employs seven people excluding the mayor and the five aldermen.

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Town 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 the Town 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 bonded debt. The Town has oversight of other component units that are, either, blended into the Town's basic financial statements or discretely presented in a separate column in the government-wide financial statements. The Town of Mangham has no component units as of June 30, 2024.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Government-Wide and Fund Financial Statements

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

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

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

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and 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.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when the government receives cash.

The Town reports the following major governmental funds:

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

The Town reports the following major proprietary funds:

The Water Fund provides water services to the citizens inside the Town's boundaries. It accounts for all revenues and expenses associated with providing water service.

The Sewer Fund provides sewer services to the citizens inside the Town's boundaries. It accounts for all revenues and expenses associated with providing sewer service.

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

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

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principle operating revenues derived from the proprietary funds include water and sewer fees along with new installation fees. Operating expenses for enterprise funds and internal service 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.

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

C. Deposits and Investments

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

Investments for the Town, as well as for its component units, are reported at fair value. The state investment pool (LAMP) operates in accordance with state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

D. Receivables and Payables

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

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

All trade and property tax receivables are shown net of an allowance for uncollectibles. The Town uses the allowance method for uncollectible water fees and writes off accounts when it deems them to be totally uncollectible.

E. Property Taxes

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

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Taxes due for:			
General Alimony	8.62	8.62	2028
Water Plant Fund	3.35	3.35	
Street Maintenance	2.24	2.24	
General fund	7.85	7.85	

Sales Taxes The Town of Mangham collects a 1% sales tax, which is not designated for a specific purpose at this time. The tax may be used for any expenditure necessary.

F. Restricted Assets

The Town's Water Fund has restricted assets in accordance with the loan agreement in the amount of \$41,292. An amount of \$222 per month is deposited into a reserve account per the agreement. This is to cover the loan in case of default.

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Town maintains a threshold level of \$2,500 or more for capitalizing capital assets.

As permitted by GASB 34, the Town has elected not to report infrastructure assets retroactively.

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

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. The Town had no interest to capitalize under construction.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and building improvements	40 Years
Furniture and fixtures	5 – 10 Years
Vehicles	5 Years
Equipment	7 – 15 Years
Sewer system	20 – 40 Years
Water system	20 – 40 Years

H. Compensated Absences

Full time employees of the Town earn 5/6 working days per year of 30 days for each month worked for annual leave. Annual leave cannot be accumulated therefore no accrual has been made.

Employees can earn up to 15 days of sick leave each year. Employees are not paid for accumulated sick leave upon termination, therefore, no accrual has been made.

I. Long-Term Obligations

In the government-wide financial statements, and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

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

J. Fund Equity

GASB Statement No. 54 establishes standards for five fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in government funds. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned.

Restricted Fund Balance – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the town aldermen – the government's highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the town aldermen remove the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

Assigned Fund Balance – This classification reflects the amounts constrained by the town’s “intent” to be used for specific purposes, but are neither restricted nor committed. The town aldermen and management have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned Fund Balance – This fund balance is the residual classification for the general fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the town’s policy to use externally restricted resources first, then unrestricted resources – committed, assigned and unassigned – in order as needed.

K. Estimates

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

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

BUDGET INFORMATION. The Town uses the following budget practices:

Preliminary budgets for the ensuing fiscal year are prepared by the Town Clerk during May of each year. Prior to June 15, the Mayor submits to the Board of Aldermen, a proposed budget for the fiscal year commencing the following July 1. The availability of the proposed budget for public inspection and the date of the next meeting on the budget are then advertised in the official journal. The budget is then adopted during the meeting prior to June 30. All annual appropriations lapse at year-end.

The budget comparison statements included in the accompanying financial statements reflect the original adopted budget and all amendments made. Accounting principles applied for purposes of developing data on a budgetary basis and those used to present financial statements in conformity with generally accepted accounting principles are the same and no adjustment is necessary to convert the actual GAAP data to the budgetary basis.

3. CASH AND CASH EQUIVALENTS

At June 30, 2024 the Town has cash and cash equivalents (book balances) totaling \$1,806,514 as follows:

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

	<u>General Fund</u>	<u>Sales Tax Fund</u>	<u>Proprietary Funds</u>	<u>Totals</u>
Demand deposits	\$519,621		\$958,410	\$1,478,031
Interest-bearing demand deposits	5,729			5,729
Time deposits	53,434	48,150	221,170	322,754
Other				
	<u>\$578,784</u>	<u>\$48,150</u>	<u>\$1,179,580</u>	<u>\$1,806,514</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2024, the Town has \$1,837,418 in deposits (collected bank balances). These deposits are secured from risk by \$250,000 of federal deposit insurance and \$1,729,304 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, RS 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the municipality that the fiscal agent has failed to pay deposited funds upon demand.

4. RECEIVABLES

The receivables of \$127,112 at June 30, 2024 are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Proprietary Funds</u>	<u>Total</u>
Services	\$4,159	\$	\$13,448	\$17,607
Fines	62,591			62,591
Accrued Interest	410	84	3,153	3,647
Sales Tax		7,332		7,332
Meta	35,935			35,935
Total	<u>\$103,095</u>	<u>\$7,416</u>	<u>\$16,601</u>	<u>\$127,112</u>

The proprietary funds have an allowance account of \$550 and used the direct write-off method when an account is deemed uncollectible.

5. INTERFUND RECEIVABLES/PAYABLES

Short-term cash loans between funds are considered temporary in nature. These amounts are reported as "due from/to other funds." Any residual balances outstanding between the governmental activities

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

and business-type activities are reported in the government-wide financial statements as "internal balances."

6. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2024 for the primary government is as follows:

	Balance 6/30/2023	Additions	Retirements	Balance 6/30/2024
Governmental Activities:				
Nondepreciable assets:				
Land	\$43,750			\$43,750
Depreciable assets:				
Buildings & improvements	1,312,144			1,312,144
Construction in progress	0			0
Equipment	117,855	52,111		169,966
Vehicles	88,008			88,008
Street Improvements	257,233			257,233
Total capital assets being depreciated	1,775,240	52,111	0	1,827,351
Less accumulated depreciation	(561,261)	(101,709)		(662,970)
Total capital assets being depreciated, net	1,213,979	(49,598)	0	1,164,381
Total governmental activities capital assets, net	<u>\$1,257,729</u>	<u>(\$49,598)</u>	<u>\$0</u>	<u>\$1,208,131</u>
Business-type activities:				
Nondepreciable assets:				
Land	\$10,450			\$10,450
Depreciable assets:				
Structures & Sewer System	1,113,161			1,113,161
Water Plant & Distribution	2,215,464			2,215,464
Furniture & Equipment	123,285	41,259		164,544
Construction in Progress	0			0
Vehicles	21,162	44,350		65,512
Total capital assets being depreciated	3,473,072	85,609	0	3,558,681
Less accumulated depreciation	(2,022,753)	(133,427)	0	(2,156,180)
Total capital assets being depreciated, net	1,450,319	(47,818)	0	1,402,501
Total business-type activities capital assets, net	<u>\$1,460,769</u>	<u>(\$47,818)</u>	<u>\$0</u>	<u>\$1,412,951</u>

Depreciation expense is charges to functions of the governmental and business-type activities as follows:

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

<u>Governmental Activities:</u>		<u>Business-Type Activities:</u>	
General Government	5,333	Sewer	34,102
Public safety and protection	17,670	Water	99,325
Public works	21,341		
Sanitation	0		
Culture and recreation	57,365		
Totals	<u>101,709</u>		<u>133,427</u>

7. INTERFUND RECEIVABLES, PAYABLE, AND TRANSFERS

The composition of interfund balances as of June 30, 2024 is as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
Sewer Fund	General Fund	\$425,803
Water Fund	General Fund	438,291
Special Revenues	General Fund	(40,016)
Sales Tax Fund	General Fund	40,016
Water Fund	Sewer Fund	2,014
Sewer Fund	Water Fund	(2,014)
		<u>\$864,094</u>

8. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$59,652 at June 30, 2024 are as follows:

	General Fund	Proprietary Funds	Total
Accounts	\$ 19,831	\$ 15,251	\$ 35,082
Other		24,570	24,570
	<u>\$19,831</u>	<u>\$39,821</u>	<u>\$59,652</u>

9. LEASES

The Town records items under capital leases as an asset and an obligation in the accompanying financial statements. All leases have been paid in full as of June 30, 2024.

10. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended June 30, 2024:

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

	Bonded Debt	USDA	Total
Long-term Obligations at Beginning of Year	\$0	\$414,133	\$414,133
Additions	0	0	0
Deductions	0	9,865	9,865
Long-term Obligations at End of Year	<u>\$0</u>	<u>\$404,268</u>	<u>\$404,268</u>

<u>Year Ending June 30, 2024</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total</u>
2025	10,283	16,465	26,748
2026	10,429	16,319	26,748
2027	11,315	15,433	26,748
2028	11,613	15,135	26,748
2029	12,344	14,404	26,748
2030-2049	<u>348,284</u>	<u>168,982</u>	<u>517,266</u>
Total	<u>\$404,268</u>	<u>\$246,738</u>	<u>\$651,006</u>

The water fund accounts for the USDA funding and the general fund has no long-term debt as of June 30, 2024.

A water project loan from the USDA originated on 05/09/08 at 4.125 percent interest. This loan was granted to make major improvements to the water system lines and water plant. At completion, a payment of \$16,494 was made which consisted of accrued interest to date and \$584 of principal. The monthly payments of \$2,229 began 05/09/09 for a period of 40 years.

11. RETIREMENT SYSTEMS

A. Municipal Employees' Retirement System of Louisiana (System)

Plan Description

The Town of Mangham contributes to the Municipal Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the municipality are members of Plan B.

All permanent employees working at least 35 hours per week who are not covered by another pension plan and are paid wholly or in part from municipal funds and all elected municipal officials are eligible to participate in the System.

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

1. Any age with 30 years of creditable service.

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

2. Age 60 with a minimum of ten or more years of creditable service.

Generally, the monthly amount of the retirement allowance for any member of Plan B shall consist of an amount equal to 2% of the employee's final compensation multiplied by his or her years of creditable service. Final compensation is the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Any member of Plan B Tier 2 shall be eligible for retirement if he/she meets one of the following criteria:

1. Age 67 with seven years of creditable service.
2. Age 62 with ten years of creditable service.
3. Age 55 with 30 years of creditable service.
4. Any age with 25 years of creditable service, exclusive of military service and unused annual and sick leave, with an actuarially reduced early benefit.

The monthly amount of retirement allowance for any member of Plan B Tier 2 shall consist of an amount equal to 2% of the member's final compensation multiplied by his/her years of creditable service. Final compensation is the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

For the year ended June 30, 2024, the Town's total payroll for all employees was \$172,553. Total covered payroll was \$46,143. Covered payroll refers to all compensation paid by the Town to active employees covered by the Plan.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 925-4810, or by visiting the System's website www.mersla.com.

Contributions

Contributions for all members are established by statute. For the year ended June 30, 2024, member contributions were 5.00% of earnable compensation for Plan B. The contributions are deducted from the employee's wages or salary and remitted by the Town of Mangham to the System monthly.

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended June 30, 2024, the actual employer contribution rate was 15.50% for Plan B, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Town of Mangham's contributions to the System under Plan B for the year ending June 30, 2024, were \$7,152. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations.

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

At June 30, 2024, the Town reported a liability of \$22,368 for its proportionate share of the Net Pension

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

Liability. The Net Pension Liability was measured as of June 30, 2023, and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Town of Mangham's proportion of the Net Pension Liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023, the Town's proportion was 0.026880%, which was a decrease of 0.005957% from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the Town of Mangham recognized a system pension expense of \$3,582 plus employer's amortization of change in proportionate share, differences between employer contributions and proportionate share of contributions, and current year contributions, which was (\$16,197). Total pension expense for the Town of Mangham for the year ended June 30, 2024, was (\$12,615).

At June 30, 2024, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	310	8
Changes in assumptions	0	0
Net difference between projected and actual earnings on pension plan	2795	0
Changes in employer's proportion of beginning net pension liability	0	9935
Differences between employer and proportionate share of contributions	0	4
Subsequent measurement contributions	7152	0
Total	10257	9947

The \$7,152 reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended June 30:	
2024	(7,628)
2025	(922)
2026	1,828
2027	(119)

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

Actuarial Assumptions

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

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal
Expected remaining service lives	3 years
Investment Rate of Return	6.85%, net of pension plan investment expense, including inflation
Inflation Rate	2.50%
Salary increases, including inflation and merit increases	1 to 4 years of service - 7.4% More than 4 years of service – 4.9%
Annuitant and beneficiary mortality	PubG-2010(B) Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.
Employee mortality	PubG-2010(B) Employee Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.
Disabled lives mortality	PUBNE-2010(B) Disabled Retiree Table set equal to 120% for males and females with full generational MP2018 scale

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

The target allocation and best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2023 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Public equity	56%	2.44%
Public fixed income	29%	1.26%
Alternatives	15%	0.65%
Totals	100%	4.35%
Inflation		2.50%
Expected arithmetic nominal return		6.85%

Discount Rate

TOWN OF MANGHAM, Louisiana
Notes to the Financial Statements (Continued)

The discount rate used to measure the total pension liability was 6.85% for the years ended June 30, 2023. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from participating employers will be made at the actuarially determined rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payment to determine the total pension liability.

Sensitivity of the Town of Mangham's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.85%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.85%) or one percentage-point higher (7.85%) than the current rate:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Employer's proportionate share of net pension liability	30,456	21,554	14,024

Payables to the Pension Plan

These financial statements include a payable to the pension plan of \$22,368, which is the legally required contribution due at June 30, 2024. This amount is recorded in accrued expenses.

Plan Fiduciary Net Position

Detailed information about the Plan's fiduciary net position is available in the separately issued Municipal Employees' Retirement System of Louisiana Audit Report at www.mersla.com.

12. RISK MANAGEMENT

The Town is exposed to a variety of risks that may result in losses. These risks include possible losses from acts of God, injury to employees, property damage, or breach of contract. The Town manages these potential losses through purchasing insurance from several commercial insurance companies. The level of coverage has remained constant. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. The Town is not a member of a risk pool.

13. POST EMPLOYMENT BENEFITS

The Town does not provide health care, life insurance, or any other post employment benefits for its retirees.

14. SUBSEQUENT EVENTS

Subsequent events have been evaluated through December 19, 2024, which is the day the financial statements were available to be issued, and it has been determined that no other significant events have occurred for disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

15. PRIOR PERIOD ADJUSTMENT

During the audit, it was noted that the accounts receivable set up in the Sales Tax Fund was not actually owed to the Town until the current year. An adjustment was made to beginning fund balance to adjust for this error. The adjustment resulted in a decrease in fund balance of \$10,576.

REQUIRED SUPPLEMENTAL INFORMATION (PART B)
BUDGETARY COMPARISON SCHEDULES

TOWN OF MANGHAM, LOUISIANA

**Statement of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual (GAAP Basis)
General Fund (and all major governmental funds)
For the Year Ended June 30, 2024**

Required Supplemental Information

	<u>Budgeted Amounts</u>		Actual Amounts Budgetary Basis	Variance With Final Budget Over(Under)
	<u>Original</u>	<u>Final</u>		
Revenues				
Taxes:				
Sales and use	\$112,000	\$112,000	\$125,441	\$13,441
Franchise tax	19,000	17,000	16,083	(917)
Ad valorem tax	54,500	54,800	55,362	562
Other taxes, penalties, interest, etc.	0	0	0	0
Licenses and permits	40,100	41,500	56,203	14,703
Intergovernmental revenues:				
State funds:				
State revenue sharing (net)	0	0	0	0
Grant	560,000	100,268	41,131	(59,137)
Charges for services	36,000	41,000	41,898	898
Fines and forfeitures	120,000	80,000	77,247	(2,753)
Investment earnings	300	310	2,796	2,486
Meta revenues	0	170,000	227,753	57,753
Other revenues	28,400	31,600	33,919	2,319
Total Revenues	<u>970,300</u>	<u>648,478</u>	<u>677,833</u>	<u>29,355</u>
Expenditures				
General Government	111,050	130,310	117,869	12,441
Public safety and protection	193,610	282,060	260,657	21,403
Public works	25,850	18,775	18,136	639
Sanitation	33,250	46,250	49,738	(3,488)
Culture and recreation	9,300	20,250	18,243	2,007
Capital Outlay	560,000	107,050	52,112	54,938
Total Expenditures	<u>933,060</u>	<u>604,695</u>	<u>516,755</u>	<u>87,940</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	37,240	43,783	161,078	(58,585)
OTHER FINANCING SOURCES (USES)				
Transfers In	110,900	110,900	120,453	(9,553)
Transfers Out	(110,900)	(110,900)	(120,453)	9,553
Total Other Financing Sources and Uses	0	0	0	0
Net Change in Fund Balance	37,240	43,783	161,078	(58,585)
Fund Balance (Deficit) at Beginning of Year	<u>1,420,631</u>	<u>1,420,631</u>	<u>1,420,631</u>	<u>0</u>
Fund Balance (Deficit) at End of Year	<u>\$1,457,871</u>	<u>\$1,464,414</u>	<u>\$1,581,709</u>	<u>\$117,295</u>

Preliminary budgets for the ensuing fiscal year are prepared by the Town Clerk during May of each year. Prior to June 15, the Mayor submits to the Board of Aldermen, a proposed budget for the fiscal year commencing the following July 1. The availability of the proposed budget for public inspection and the date of the next meeting on the budget are then advertised in the official journal. The budget is then adopted during the meeting prior to June 30. All annual appropriations lapse at year-end.

The budget comparison statements reflect the original adopted budget and all amendments made. Accounting principles applied for purposes of developing data on a budgetary basis and those used to present financial statements in conformity with generally accepted accounting principles are the same and no adjustment is necessary to convert the actual GAAP data to the budgetary basis.

OTHER SUPPLEMENTAL SCHEDULES

TOWN OF MANGHAM, LOUISIANA

Schedule of Compensation, Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the Year Ended June 30, 2024

<u>Chief Executive Office: Anthony Killian, Mayor</u>	<u>Amount</u>
Salary (Gross)	\$6,000
Benefits:	
Social Security & Medicare	459
Health Insurance	
Car Allowance	
Pension	
Total Employer Cost	<u>6,459</u>
Travel expenditures (Conferences, etc)	
Conferences	
Refund Property Tax-Mortgage Paid	<u>158</u>
Grand Total	<u><u>\$6,617</u></u>

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

TOWN OF MANGHAM, LOUISIANA

Schedule of Compensation Paid Board of Aldermen
For the Year Ended June 30, 2024

<u>Board of Aldermen</u>	<u>Amount</u>
Pam Vaughn	550
Wanda Romero	450
Courtney Brunson, Resigned	250
Brandy Dannehl, Resigned	200
Charlotte Boone, Mayor ProTem	550
Eddie Rhymes	250
Total	<u><u>\$2,250</u></u>

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

TOWN OF MANGHAM, LOUISIANA

**Schedule of Employer's Proportionate Share of Net Pension Liability
For the Year Ended June 30, 2024**

Fiscal Year*	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a percentage of its Covered Payroll	Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability
2014	0.02823%	13,255	102,248	13.00%	73.99% July 1-June 30 2014
2015	0.02899%	19,704	16,795	117.00%	66.18% July 1-June 30 2015
2016	0.02999%	24,856	22,491	111.00%	63.34% July 1-June 30 2016
2017	0.03036%	26,270	22,473	117.00%	63.49% July 1-June 30 2017
2018	0.03093%	26,161	22,922	114.00%	65.60% July 1-June 30 2018
2019	0.03637%	31,813	27,800	114.00%	66.14% July 1-June 30 2019
2020	0.06364%	57,675	49,322	117.00%	66.26% July 1-June 30 2020
2021	0.06169%	35,740	47,412	75.00%	79.14% July 1-June 30 2021
2022	0.03284%	28,830	26,400	109%	69.56% July 1-June 30 2022
2023	0.02688%	21,554	23,072	93%	73.25% July 1-June 30 2023

*Amounts presented were determined as of the measurement date (previous fiscal year end).

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

TOWN OF MANGHAM, LOUISIANA

**Schedule of Employer Contributions
For the Year Ended June 30, 2024**

Fiscal Year*	Statutorily Required Contributions	Contributions in Relation to Statutorily Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a Percentage of Covered Employee Payroll
2014	8,947	8,947	0	102,248	8.75%
2015	1,596	1,596	0	16,795	9.50%
2016	2,102	2,102	0	22,491	9.35%
2017	2,479	2,479	0	22,473	11.03%
2018	3,037	3,037	0	22,922	13.25%
2019	3,892	3,892	0	27,800	14.00%
2020	6,905	6,905	0	49,322	14.00%
2021	7,349	7,349	0	47,412	15.50%
2022	4,092	4,092	0	26,400	15.50%
2023	3,576	3,576	0	23,072	15.50%
2024	7,152	7,152	0	46,143	15.50%

*Amounts presented were determined as of the end of the fiscal year.

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

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**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 Honorable Mayor and Board of Aldermen of
The Town of Mangham, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business type activities, each major fund and the aggregate remaining fund information of the Town of Mangham, Louisiana as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated December 19, 2024.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we 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 *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 24-1, 24-2 and 24-3 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

Town of Mangham's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Town's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Town's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. The purpose of this report is for the information of management and the Legislative Auditor and is not intended to be or should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is to be distributed by the Legislative Auditor as a public document.

David M. Nault, CPA (APAC)

West Monroe, Louisiana
December 19, 2024

TOWN OF MANGHAM, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024

Honorable Mayor and Board of Aldermen of the
Town of Mangham, Louisiana

We have audited the financial statements of the Town of Mangham, Louisiana as of and for the year ended June 30, 2024, and have issued our report thereon dated December 19, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2024, resulted in an unqualified opinion.

Section I- Summary of Auditor's Results

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weakness ___ yes X no

Significant Deficiencies not considered to be
Material Weaknesses X yes ___ no

Compliance

Compliance Material to Financial Statements ___ yes X no

B. Federal Awards – N/A

Material Weakness Identified ___ yes ___ no

Significant Deficiencies not considered to be
Material Weaknesses ___ yes ___ no

Type of Opinion on Compliance For Major Programs (No Major Programs)

Unqualified ___ Qualified ___

Disclaimer ___ Adverse ___

Are their findings required to be reported in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)?
N/A

C. Identification of Major Programs: N/A

Name of Federal Program (or cluster)

CFDA Number(s)

Dollar threshold used to distinguish between Type A and Type B Programs. N/A

Is the auditee a “low-risk” auditee, as defined by the Uniform Guidance? N/A

TOWN OF MANGHAM, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024 (continued)

24-1 Improving Segregation of Cash Duties

Condition:

At present, the Town Clerk of Mangham, Louisiana handles all aspects of the accounting system. She is responsible for, or has access to, the handling, recording and mailing of cash disbursements and receipts. Currently, she is the only person that is trained to do this job.

Criteria & Effect:

A fundamental concept in a good system of internal control is the segregation of duties.

Recommendation:

Although the size of the Town's accounting staff prohibits complete adherence to this concept, we believe the following practices could be implemented to improve existing internal control without impairing efficiency.

- Mail should be opened by an employee not responsible for accounting, such as the mayor or an alderman. Cash receipts could be recorded and the deposit prepared by this person.
- Cash receipts should be deposited intact daily. Holding receipts exposes the Town to loss.
- Bank statements, cancelled checks, etc. should be received by someone other than the employee maintaining cash records. Such items could be periodically reviewed prior to turning them over for reconciliation. Unusual items noted during the review should be investigated promptly.
- Signed checks should be also mailed without allowing them to be returned to the employee responsible for accounts payable.
- Management should review supporting documents for normal recurring disbursements (not usually reviewed) on a spot-check basis. Nonroutine testing would aid in ensuring compliance with Town policy for all disbursements.
- Credit card statements should be reviewed monthly by the mayor or an alderman.

Also, the Town should consider hiring another person to train to help the Town Clerk and assist her in her daily duties.

Response:

The Town has hired an assistant Town clerk. Mail is opened by the assistant clerk, except for bank statements, which are opened by the mayor and reviewed before being sent for reconciliation. The Town's Council has the opportunity to review the bank statements and reconciliations at each monthly Council meeting. The cash receipts are recorded daily by the assistant clerk and deposits are made daily. The mayor reviews invoices before signature and the checks are prepared by the town clerk and signed by the mayor. Checks are mailed by the assistance town clerk. The mayor signs all checks, unless the check is written to the mayor, then a Council member signs the check.

TOWN OF MANGHAM, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024 (continued)

24-2 Centralized Location for Cash and Check Collections

Condition: During the audit it was noted that the Police Department takes cash for criminal fines and speeding tickets. The police department collections are remitted to the Town Clerk, but there is no supporting documentation given to support the amounts collected.

Also, no documentation is given to the Mayor or council supporting the amounts received from the collection agency for amounts collected from automated traffic enforcement devices (META). The META collection agency collects the payments by mail and remits 60% of the collections to the Town. The police department receives the META check payments monthly and remits the check to the Town Clerk, but no accompanying supporting documentation for the amounts collected is given. META does not provide a list of the tickets collected on the Town's behalf each month so there is no way to see what offenders still owe the Town for speeding tickets.

Currently, the Town does not receive from the police department a list of citations written or paid each month. Criminal citation payments received by the police department are also remitted to the Clerk without supporting documentation as to what makes up the deposit amounts. Unpaid fines and tickets are not being reconciled each month by the Town Clerk. Currently, META follows up on unpaid tickets. Unpaid tickets go to collection enforcement, but the Town has no way of knowing who owes unpaid tickets.

Criteria: Another fundamental concept in a good system of internal controls is limiting the amount of cash received for any of the Town's services, including fines and tickets. Unpaid fines and tickets should be reconciled at least monthly to determine what exactly the Town is owed each month and can be able to take remedial action against offenders who haven't paid their fines by the Court date.

Effect: Errors or irregularities, whether intentional or unintentional, could occur and not be detected by management when taking cash payments. Also, by centralizing all collections at Town Hall would allow for timely bank deposits. Without proper support for amounts collected, the uncollected amounts can't be reconciled timely.

Recommendation: The Mayor, Police Chief and Council should consider centralizing all collections, including those received for criminal fines and speeding tickets, at one location in Town Hall. Also, the Town should consider taking only checks, credit cards or money orders as forms of payment for fines and tickets paid at Town Hall. If META is not sending documentation of the monthly check amount to the Town, the Town or Police Department should request it. Also, the police department should reconcile regularly the fines collected and delinquent fines and present to the Mayor and Council each month so it can be determined what course of action should be taken for delinquent amounts.

Management's Response: The Town will centralize all collections of Town funds, including criminal fines and tickets. The Town takes payments in checks, money orders or credit cards only.

The Council will require the police department to remit documentation to support the fines and tickets written to be collected by the Town. The Council will require the police department to reconcile collected and uncollected criminal fines and tickets monthly. The Council will require the police department to present the uncollected fines to the Council monthly to determine what course of action should be taken for delinquent amounts.

TOWN OF MANGHAM, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024 (continued)

24-3 Writing off of Monthly Water Bills

Condition: During the audit it was noted that the Town Clerk can authorize adjustments to water customer accounts without the approval of the Mayor or Council.

Criteria: Another fundamental concept in a good system of internal control is that the person collecting payments should not also be able to authorize the write off of some accounts. Adjustments to water customer accounts should be presented to the Mayor and Council each month and they authorize the account write off.

Effect: Errors or irregularities, whether intentional or unintentional, could occur and not be detected by management.

Recommendation: Adjustments to water customer accounts should be presented to the mayor for approval.

Management Response: The practice of adjusting water accounts was updated when the new Town clerk took over early in the fiscal year. Adjustments to water customer accounts are presented to the mayor for approval and a policy was put in place by the current mayor. Writing off of accounts is approved by the Council and the mayor. The Town will review customer water bill accounts to ensure adjustments and write offs were applied properly for the Council to review and approve. A formal policy will be put in place for this practice.

TOWN OF MANGHAM, LOUISIANA
STATUS OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2024

23-1 Improving Segregation of Cash Duties

Condition:

At present, the Town Clerk of Mangham, Louisiana handles all aspects of the accounting system. She is responsible for, or has access to, the handling, recording and mailing of cash disbursements.

Recommendation:

Although the size of the Company's accounting staff prohibits complete adherence to this concept, we believe the following practices could be implemented to improve existing internal control without impairing efficiency.

- Mail should be opened by an employee not responsible for accounting, such as the mayor or an alderman. Cash receipts could be recorded and the deposit prepared by this person.
- Cash receipts should be deposited intact daily. Holding receipts exposes the Town to loss.
- Bank statements, cancelled checks, etc. should be received by someone other than the employee maintaining cash records. Such items could be periodically reviewed prior to turning them over for reconciliation. Unusual items noted during the review should be investigated promptly.
- Signed checks should be also mailed without allowing them to be returned to the employee responsible for accounts payable.
- Management should review supporting documents for normal recurring disbursements (not usually reviewed) on a spot-check basis. Nonroutine testing would aid in ensuring compliance with Town policy for all disbursements.
- Credit card statements should be reviewed monthly by the mayor or an alderman.

Action Taken:

See response to current year finding 24-1.

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Town of Mangham, Louisiana and the Louisiana Legislative Auditor:

I have performed the procedures enumerated below, which were agreed to by the Town of Mangham, Louisiana (the Entity) and the Louisiana Legislative Auditor (LLA), on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Entity's management is responsible for those C/C areas identified in the SAUPs.

Town of Mangham, Louisiana has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 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 related exceptions obtained are described in the attachment to this report.

I was engaged by the Town of Mangham, Louisiana 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 of Mangham, Louisiana 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.

David M. Hartt, CPA (NASAC)

West Monroe, Louisiana
December 19, 2024

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 the 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 Reimbursement***, 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 prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
 - 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 the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

- 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.

Exceptions

The Town does not have written policies or procedures regarding Contracting or Disaster Recovery/Business Continuity.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
 - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
 - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

No exceptions noted in the above procedures.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank

- reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Exception

No exceptions noted in the above procedures.

4) Collections (excluding electronic funds transfers)

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
 - i. Employees responsible for cash collections do not share cash drawers/registers;
 - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
 - 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 custodial 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. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and
 - i. Observe that receipts are sequentially pre-numbered.
 - 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.

Exceptions

No exceptions noted in the above procedures.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
 - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
 - 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 employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
 - 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 #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

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

Exceptions

No exceptions noted in the above procedures.

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

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - ii. Observe 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, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Exceptions

No exceptions noted in the above procedures.

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

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

Exceptions

For the five travel reimbursements tested, two did not have an itemized receipt, three did not have the business purpose and none of the five showed they were reviewed and approved.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
- 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 whether 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, the documented approval); and
 - 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.

Exceptions

No exceptions noted in the above procedures.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Exceptions

No exceptions noted in the above procedures.

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 agency has appointed an ethics designee as required by R.S. 42:1170.

Exceptions

No exceptions noted in the above procedures.

11) Debt Service

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

This section not applicable.

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions

No exceptions noted.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel 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, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
 - Hired before June 9, 2020 - completed the training; and
 - Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

We performed the procedure and discussed the results with management. No exceptions were noted.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
 - i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - 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.

Exceptions

There were no exceptions noted in the above procedures.