

TOWN OF GLENMORA

**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2023**



TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditors' Report.....	1-3
Independent Auditors' Report on Compliance and On Internal Control Over Financial Reporting Based On an Audit of Financial Statements Performed In Accordance With <i>Government Auditing Standards</i>	4-5
Required Supplemental Information (Part I) Management's Discussion and Analysis	6-9
Government-Wide Financial Statements Statement of Net Position.....	10
Statement of Activities	11-12
Fund Financial Statements	
Governmental Funds	
Balance Sheet.....	13
Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position	14
Statement of Revenues, Expenditures and Changes in Fund Balance.....	15
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities.....	16
Proprietary Funds	
Statement of Net Position.....	17
Statement of Revenues, Expenditures and Changes in Fund Net Position	18
Statement of Cash Flows	19-20
Notes to Financial Statements.....	21-33
Required Supplemental Information (Part II)	
Statement of Revenues, Expenditures and Changes in Fund Balances (Budget and Actual)	
General Fund	34
Schedule of Net Pension Liability Data	35
Schedule of Employer Contributions.....	36
Other Supplemental Information	
Other (Non-Major) Governmental Funds – Combining Balance Sheet.....	37
Other (Non-Major) Governmental Funds – Combining Statement of Revenues Expenditures, and Changes in Fund Balance.....	38
Schedule of Per Diem Paid to Board Members	39
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer.....	40
Justice System Funding Schedule – Collecting/Disbursing Entity	41
Schedule of Findings and Responses	42
Management's Corrective Action Plan.....	43
Summary of Prior Year Findings	44
Statewide Agreed-Upon Procedures	Appendix A



November 16, 2023

Independent Auditors' Report

To the Honorable Mayor and Board of Aldermen
Town of Glenmora, Louisiana

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Glenmora, as of and for the year ended June 30, 2023, 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, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Glenmora, as of June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Glenmora 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's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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



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Town of Glenmora

a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the 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'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 the information listed below to supplement the basic financial statements.

- Management's Discussion and Analysis
- Budgetary Comparison Information
- Schedule of Net Pension Liability Data
- Schedule of Employer Contributions

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The other supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Town of Glenmora

The additional information is the responsibility of management and was derived from and relate 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 additional 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 November 16, 2023 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town's internal control over financial reporting and compliance.



Rozier, McKay & Willis
Certified Public Accountants
Alexandria, LA



November 16, 2023

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
Town of Glenmora, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Glenmora, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated November 16, 2023.

INTERNAL CONTROL OVER FINANCIAL REPORTING

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Town of Glenmora's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or matters that are required to be reported under Government Auditing Standards and which are described in the accompanying schedule of findings and as item 2023-001.



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Town of Glenmora

TOWN OF GLENMORA'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.



Rozier, McKay & Willis
Certified Public Accountants

Town of Glenmora

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2023

This section of the Town of Glenmora's annual financial report presents our discussion and analysis of the Town's financial performance during the fiscal year ended June 30, 2023.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Town's financial position and results of operations from differing perspectives which are described as follows:

Government –Wide Financial Statements

The government-wide financial statements report information about the Town as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Town's assets (including infrastructure acquired after July 1, 1980) and all of the Town's liabilities (including long-term debt).

The government-wide financial statements are divided into two categories, which are described as follows:

- **Governmental Activities** – Expenses incurred in connection with providing basic services including public safety, recreation, sanitation, public works and general administration are reported as governmental activities. The governmental activities are financed by taxes, license and permit fees, fines and forfeitures, and intergovernmental sources.
- **Business-Type Activities** – Expenses associated with providing utility services are recovered through fees paid by the customers that utilize these services. These activities are operated in a manner similar to commercial enterprises. Accordingly, activities associated with these services are reported as business type activities.

Fund Financial Statements

Fund financial statements provide detailed information regarding the Town's most significant activities and are not intended to provide information for the Town as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Town has two types of funds that are described as follows:

- **Governmental Funds** – These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Town's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.
- **Proprietary Fund** – These funds are used to account for activities that function in a manner similar to commercial enterprises, including activities associated with the Town's utility services. Proprietary fund financial statements typically provide a more detail presentation of the information reported in the business-type activities portion of the government-wide financial statements.

FINANCIAL ANALYSIS OF THE TOWN AS A WHOLE

A comparative analysis of government-wide financial data is presented as follows:

Town of Glenmora

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2023

Net Position

A condensed version of the government-wide Statement of Net Position is presented as follows:

	For the Year Ended June 30, 2023			For the Year Ended June 30, 2022
	Govern- mental Activities	Business- Type Activities	Total	
<u>Assets:</u>				
Current and Other Assets	\$ 342,319	\$ 665,648	\$ 1,007,967	\$ 848,604
Internal Balances	77,783	(77,783)	----	----
Capital Assets	1,453,265	2,539,284	3,992,549	4,028,814
Total Assets	<u>1,873,367</u>	<u>3,127,149</u>	<u>5,000,516</u>	<u>4,877,418</u>
Deferred Outflows	<u>34,743</u>	<u>42,752</u>	<u>77,495</u>	<u>34,026</u>
<u>Liabilities:</u>				
Current and Other Liabilities	114,292	165,078	279,370	294,080
Delayed Revenues	----	338,233	338,233	209,723
Long-term Liabilities	97,450	1,908,983	2,006,433	2,022,979
Total Liabilities	<u>211,742</u>	<u>2,412,294</u>	<u>2,624,036</u>	<u>2,526,782</u>
Deferred Inflows	<u>2,817</u>	<u>4,369</u>	<u>7,186</u>	<u>47,738</u>
<u>Net Position:</u>				
Invested in Capital Assets (Net)	1,435,778	754,284	2,190,062	2,128,994
Restricted	90,078	----	90,078	96,794
Unrestricted	167,695	(1,046)	166,649	111,136
Total Net Position	<u>\$ 1,693,551</u>	<u>\$ 753,238</u>	<u>\$ 2,446,789</u>	<u>\$ 2,336,924</u>

As the presentation appearing above demonstrates, the largest portion of the Town's net position (89.5%) are invested in capital assets. Net position invested in capital assets consist of land, buildings, equipment, and infrastructure less any debt used to acquire the assets that remain outstanding. The Town uses these capital assets to provide services to its citizens; consequently, these amounts are not available for future spending.

An additional portion of the net position represent resources that are subject to restrictions that are imposed by agreements with the Town's bondholders or requirements imposed by various revenue sources.

The remaining resources are unrestricted and may be used at the Town's discretion.

Town of Glenmora

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2023

Changes in Net Position

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	For the Year Ended June 30, 2023			For the Year Ended June 30, 2022
	Govern- mental Activities	Business- Type Activities	Total	
<u>Revenues:</u>				
Program Revenue:				
Charges for Services	\$ 446,647	\$ 615,720	\$ 1,062,367	\$ 970,841
Operating Grants and Contributions	83,953	----	83,953	501,424
Capital Grants and Contributions	----	114,508	114,508	----
General Revenue:				
Property Taxes	19,986	----	19,986	21,923
Sales Taxes	562,836	----	562,836	573,462
Franchise Taxes	81,290	----	81,290	77,152
Licenses and Permits	68,967	----	68,967	75,009
Sale of Assets	----	----	----	87,395
Insurance Proceeds	23,413	----	23,413	43,322
Other	26,142	880	27,022	32,848
Total Revenue	<u>1,313,234</u>	<u>731,108</u>	<u>2,044,342</u>	<u>2,383,376</u>
<u>Program Expenses:</u>				
General Government	305,318	----	305,318	440,007
Public Safety				
Police Department	397,552	----	397,552	395,752
Fire Department	136,345	----	136,345	152,026
Public Works				
Streets & Public Facilities	347,205	----	347,205	714,465
Sanitation	91,302	----	91,302	89,828
Culture and Recreation	6,672	----	6,672	6,672
Utility Service	----	650,083	650,083	895,683
Total Expenses	<u>1,284,394</u>	<u>650,083</u>	<u>1,934,477</u>	<u>2,694,433</u>
Increase in Net Position Before				
Transfers	28,840	81,025	109,865	(311,057)
Transfers	35,148	(35,148)	----	----
Change in Net Position	<u>63,988</u>	<u>45,877</u>	<u>109,865</u>	<u>(311,057)</u>
Net Position Beginning	<u>1,629,563</u>	<u>707,361</u>	<u>2,336,924</u>	<u>2,647,981</u>
Net Position Ending	<u>\$ 1,693,551</u>	<u>\$ 753,238</u>	<u>\$ 2,446,789</u>	<u>\$ 2,336,924</u>

Governmental activities increased the Town's net position by \$63,988. This decrease is not only due to transfers from the utility fund but due to prudent use of the Town's resources.

Town of Glenmora

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2023

Business-type activities, excluding transfers, increased the Town's net position by \$81,025. The increase is attributable to grant revenues from the American Rescue Plan.

FINANCIAL ANALYSIS OF THE TOWN'S FUNDS

An analysis of significant matters affecting the Town's funds is presented as follows:

- The Town's governmental funds reported combined fund balances of \$305,810, which represents an increase of \$99,684. The general fund has an unassigned fund balance of \$215,732.
- Amounts reported for business-type activities in the Town's individual funds are identical to the business-type activities reported in the government-wide presentation.

GENERAL FUND BUDGET HIGHLIGHTS

The general fund original budget was adopted as required. The budget was amended to address actual experiences that deviated from expectations that existed when the original budget was adopted.

CAPITAL ASSET ADMINISTRATION

Highlights of the Town's capital asset administration are presented as follows:

- Construction commenced on the new water well.
- Jaws of Life for the fire department
- A fuel tank at the shop
- An excavator.

DEBT ADMINISTRATION

Debt activity was limited to paying required installments on existing obligations.

FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

There are no events or conditions that are expected to have significant influence on future operations.

Town of Glenmora

STATEMENT OF NET POSITION

June 30, 2023

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<u>ASSETS</u>			
Cash and cash equivalents	\$ 214,060	\$ 595,140	\$ 809,200
Receivables (net)	128,259	70,508	198,767
Internal balances	77,783	(77,783)	-
Capital assets			
Non depreciable capital assets	214,545	-	214,545
Depreciable capital assets, net	<u>1,238,720</u>	<u>2,539,284</u>	<u>3,778,004</u>
Total assets	<u>1,873,367</u>	<u>3,127,149</u>	<u>5,000,516</u>
<u>DEFERRED OUTFLOWS</u>			
Pension funding deferrals	<u>34,743</u>	<u>42,752</u>	<u>77,495</u>
<u>LIABILITIES</u>			
Accounts and other payables	114,292	30,890	145,182
Delayed Revenues	-	338,233	338,233
Deposits due others	-	134,188	134,188
Long-term liabilities			
Long-Term Debt			
Due within one year	17,487	80,000	97,487
Due in more than one year	-	1,705,000	1,705,000
Net pension liability	<u>79,963</u>	<u>123,983</u>	<u>203,946</u>
Total liabilities	<u>211,742</u>	<u>2,412,294</u>	<u>2,624,036</u>
<u>DEFERRED INFLOWS</u>			
Pension funding deferrals	<u>2,817</u>	<u>4,369</u>	<u>7,186</u>
<u>NET POSITION</u>			
Invested in capital assets, net of related debt	1,435,778	754,284	2,190,062
Restricted For:			
Economic Development	24,694	-	24,694
Fire Department	65,384	-	65,384
Unrestricted	<u>167,695</u>	<u>(1,046)</u>	<u>166,649</u>
Total net position (deficit)	<u>\$ 1,693,551</u>	<u>\$ 753,238</u>	<u>\$ 2,446,789</u>

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

Town of Glenmora

STATEMENT OF ACTIVITIES

Year Ended June 30, 2023

		Program Revenues			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants & Contributions	Net (Expenses) Revenue
<u>Governmental Activities:</u>					
General Government	\$ 305,318	\$ -	\$ -	\$ -	\$ (305,318)
Public Safety					
Police Department	397,552	345,167	20,770	-	(31,615)
Fire Department	136,345	-	14,894	-	(121,451)
Public Works					
Streets and Public Facilities	347,205	-	48,289	-	(298,916)
Sanitation	91,302	91,530	-	-	228
Culture and Recreation	6,672	9,950	-	-	3,278
Total Governmental Activities	<u>1,284,394</u>	<u>446,647</u>	<u>83,953</u>	<u>-</u>	<u>(753,794)</u>
<u>Business-Type Activities:</u>					
Utility System	650,083	615,720	-	114,508	80,145
Total Business-Type Activities	<u>650,083</u>	<u>615,720</u>	<u>-</u>	<u>114,508</u>	<u>80,145</u>
Total	<u>\$ 1,934,477</u>	<u>\$ 1,062,367</u>	<u>\$ 83,953</u>	<u>\$ 114,508</u>	<u>\$ (673,649)</u>

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

Town of Glenmora

STATEMENT OF ACTIVITIES (Continued) **Year Ended June 30, 2023**

	<u>Governmental Activities</u>	<u>Business- Type Activities</u>	<u>Total</u>
Net (Expense) Revenue (Continued From Previous Page)	\$ (753,794)	\$ 80,145	\$ (673,649)
<u>General Revenues:</u>			
Taxes:			
Ad Valorem	19,986	-	19,986
Sales	562,836	-	562,836
Franchise	81,290	-	81,290
Licenses & Permits	68,967	-	68,967
Insurance proceeds	23,413	-	23,413
Other	26,142	880	27,022
Transfers	35,148	(35,148)	-
Total General Revenues, Special Items and Transfers	<u>817,782</u>	<u>(34,268)</u>	<u>783,514</u>
Change in Net Position	63,988	45,877	109,865
Net Position Beginning	<u>1,629,563</u>	<u>707,361</u>	<u>2,336,924</u>
Net Position Ending	<u>\$ 1,693,551</u>	<u>\$ 753,238</u>	<u>\$ 2,446,789</u>

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

Town of Glenmora

Balance Sheet

Governmental Funds - June 30, 2023

	General Fund	Other Governmental Funds	Total Governmental Funds
Assets			
Cash and Cash Equivalents	\$ 154,435	\$ 59,625	\$ 214,060
Receivables (net)	99,372	28,887	128,259
Interfund Receivables	4,607	73,176	77,783
Total assets	<u>\$ 258,414</u>	<u>\$ 161,688</u>	<u>\$ 420,102</u>
Liabilities and Fund Balance			
Liabilities			
Accounts and Other Payable	\$ 42,682	\$ 71,610	\$ 114,292
Interfund Payables	-	-	-
Total liabilities	<u>42,682</u>	<u>71,610</u>	<u>114,292</u>
Fund Balance			
Restricted for			
Economic Development	-	24,694	24,694
Fire Department	-	65,384	65,384
Unassigned	215,732	-	215,732
Total Fund Balances	<u>215,732</u>	<u>90,078</u>	<u>305,810</u>
Total Liabilities and Fund Balance	<u>\$ 258,414</u>	<u>\$ 161,688</u>	<u>\$ 420,102</u>

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

Town of Glenmora

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

Year Ended June 30, 2023

Total Fund Balances - Governmental Funds		\$	305,810
Amounts reported for governmental activities in the statement of net position are different because:			
Liabilities not due and payable in the current period are excluded from the Governmental Fund Balance Sheet			
Net Pension Liability	(79,963)		
Capital Lease Obligation	<u>(17,487)</u>	(97,450)	
Deferred Inflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet		(2,817)	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		1,453,265	
Deferred outflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet		<u>34,743</u>	
Net Position of Governmental Activities		\$	<u>1,693,551</u>

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

Town of Glenmora

Statement of Revenues, Expenditures and Changes in Fund Balance **Governmental Funds - Year Ended June 30, 2023**

	General	Other	Total
	Fund	Governmental	Governmental
	Fund	Funds	Funds
Revenues:			
Taxes:			
Ad Valorem	\$ 19,986	\$ -	\$ 19,986
Sales	483,141	79,695	562,836
Franchise	81,290	-	81,290
Licenses & Permits	68,967	-	68,967
Charges for Services	91,530	-	91,530
Intergovernmental			
Rapides Parish Police Jury	48,289	-	48,289
Other	23,544	14,894	38,438
Fines and Forfeitures	345,167	-	345,167
Insurance Refunds	23,413	-	23,413
Other	30,275	3,043	33,318
Total Revenues	<u>1,215,602</u>	<u>97,632</u>	<u>1,313,234</u>
Expenditures:			
Current:			
General Government	267,796	-	267,796
Public Safety			
Police Department	386,483	-	386,483
Fire Department	133,837	-	133,837
Public Works			
Streets and Public Facilities	281,060	-	281,060
Sanitation	91,302	-	91,302
Economic Development	-	-	-
Capital Expenditures	70,136	-	70,136
Debt Service	18,084	-	18,084
Total Expenditures	<u>1,248,698</u>	<u>-</u>	<u>1,248,698</u>
Excess (Deficiency) of Revenue Over			
Expenditures	(33,096)	97,632	64,536
Other Financing Sources (Uses):			
Proceeds from debt	-	-	-
Operating Transfers In (Out)	139,496	(104,348)	35,148
Excess (Deficiency) of Revenues and			
Other Sources Over Expenditures			
and Other Uses	106,400	(6,716)	99,684
Fund Balance (Deficit) - Beginning of Year	<u>109,332</u>	<u>96,794</u>	<u>206,126</u>
Fund Balance (Deficit) - End of Year	<u>\$ 215,732</u>	<u>\$ 90,078</u>	<u>\$ 305,810</u>

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

Town of Glenmora

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

Year Ended June 30, 2023

Net change in fund balances of Governmental Funds			\$	99,684
Amounts reported for governmental activities in the statement of activities are different because:				
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays in the current period exceeded depreciation.				
	Capital Expenditures	70,136		
	Depreciation	<u>(104,584)</u>		(34,448)
Governmental funds report pension expense based on contributions required for the current year; however, pension expense reported on the government wide basis is influenced by actuarial considerations.				(18,581)
Repayment of long-term debt and lease obligations is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.				<u>17,333</u>
Change in net position of governmental activities			\$	<u>63,988</u>

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

Town of Glenmora

Statement of Net Position Proprietary Funds - June 30, 2023

	<u>Total Utility System</u>
<u>ASSETS:</u>	
Current Assets:	
Cash and cash equivalents	\$ 595,140
Receivables (net)	<u>70,508</u>
Total current assets	665,648
Noncurrent Assets:	
Depreciable capital assets, net	<u>2,539,284</u>
Total assets	<u>3,204,932</u>
<u>DEFERRED OUTFLOWS:</u>	
Employer contributions to pension plan	<u>42,752</u>
<u>LIABILITIES:</u>	
Current Liabilities:	
Accounts and other payables	30,890
Delayed Revenues	338,233
Interfund payables	77,783
Deposits due others	134,188
Current portion of long-term debt	<u>80,000</u>
Total current liabilities	661,094
Noncurrent Liabilities:	
Long-term debt	1,705,000
Net pension liability	<u>123,983</u>
Total liabilities	<u>2,490,077</u>
<u>DEFERRED INFLOWS:</u>	
Pension funding deferrals	<u>4,369</u>
<u>NET POSITION:</u>	
Invested in capital assets, net of related debt	754,284
Unrestricted	<u>(1,046)</u>
Total net position (deficit)	<u>\$ 753,238</u>

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

Town of Glenmora

Statement of Revenues, Expenses and Changes in Fund Net Position Proprietary Funds - June 30, 2023

	Total Utility System
<u>Operating Revenues:</u>	
Service Fees	\$ 606,833
Other	8,887
Total Operating Revenues	<u>615,720</u>
<u>Operating Expenses:</u>	
Salaries and Benefits	111,293
Legal and Professional	20,482
Repairs & Maintenance	94,887
Supplies & Chemicals	22,454
Utilities	82,946
Insurance	25,218
Consultants	81,384
Depreciation	116,325
Other	49,307
Total Operating Expenses	<u>604,296</u>
Operating Income (Loss)	11,424
<u>Nonoperating Revenues (Expenses):</u>	
Interest Revenue	880
Intergovernmental Grants	114,508
Interest Expense	<u>(45,787)</u>
Change in Net Position Before	
Operating Transfers	81,025
Operating transfers in (out)	<u>(35,148)</u>
Change in net position	45,877
Total net position - beginning	<u>707,361</u>
Total net position - ending	<u>\$ 753,238</u>

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

Town of Glenmora

Statement of Cash Flows

Proprietary Funds - Year Ended June 30, 2023

	Total Utility System
<u>Cash flow from operating activities:</u>	
Cash received from customers	\$ 613,962
Cash payments to suppliers of goods and services	(425,473)
Cash payments to employees for services	<u>(109,383)</u>
Net cash provided (used) by operating activities	<u>79,106</u>
<u>Cash flows from non-capital financing activities:</u>	
Change in Interfund Balance	4,198
Transfers in (out)	<u>(35,148)</u>
Net cash provided (used) by non-capital financing activities	<u>(30,950)</u>
<u>Cash flows from capital and related financing activities:</u>	
Assets Acquired	(104,111)
Delayed Revenues	243,018
Principle paid on revenue bonds	(80,000)
Interest paid on debt instruments	<u>(45,787)</u>
Net cash provided (used) by capital and related financing activities	<u>13,120</u>
<u>Cash flows from investing activities:</u>	
Interest and other income	<u>880</u>
Net cash provided (used) by investing activities	<u>880</u>
Net increase (decrease) in cash	62,156
Beginning cash balance	<u>532,984</u>
Ending cash balance	<u><u>\$ 595,140</u></u>

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

Town of Glenmora

Statement of Cash Flows (Continued) **Proprietary Funds - Year Ended June 30, 2023**

	Total Utility System
<u>Reconciliation of operating income (loss)</u>	
<u>to net cash provided (used) by operating</u>	
<u>activities</u>	
Operating income (loss)	\$ 11,424
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	116,325
(Increase) decrease in accounts receivable	(4,021)
(Decrease) increase in accounts and other payables	(26,980)
(Decrease) increase in meter deposits	2,263
(Decrease) increase in net pension liability	(21,815)
(Decrease) increase in accrued payroll	<u>1,910</u>
 Net cash provided (used) by operating activities	 <u>\$ 79,106</u>

Supplemental disclosures of cash flow information:

During the year ended June 30, 2023, there were no operating, financing, or investing activities that did not result in cash receipts or payments.

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

Town of Glenmora

Notes To Financial Statements

June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Town of Glenmora (the Town) was incorporated under the provisions of the Lawrason Act. The Town is governed by a Mayor and a Board of Alderman consisting of five (5) members. Services provided by the Town include police protection, fire protection, street maintenance, recreation and sanitation. The Town also operates a water distribution system and a sewer system.

The accompanying policies conform to generally accepted accounting principles for governmental units.

Financial Reporting Entity

As the municipal governing authority, for reporting purposes, the Town is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the Town), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards establish criteria for determining which component units should be considered part of the Town of Glenmora for financial reporting purposes. Based on these criteria the Town has no potential component units. The criteria considered are listed as follows:

1. Appointing a voting majority of an organization's governing body, and
 - a) The ability of the Town to impose its will on that organization and/or
 - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Town.
2. Organizations for which the Town does not appoint a voting majority but are fiscally dependent on the Town.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Basic Financial Statements

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize activities as either governmental activities or business-type activities, which are described as follows:

- Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues.
- Business-type activities rely on fees and charges for support and operate in a manner similar to private sector enterprises.

The government-wide and fund financial statements present the Town's financial position and results of operations from differing perspectives which are described as follows:

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the Town as a whole. The effect of most interfund activity is eliminated from these financial statements. Furthermore,

Town of Glenmora

Notes To Financial Statements

June 30, 2023

government-wide financial statements exclude fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service or business-type activity. Program revenues include charges for services, fines, court cost, contributions associated with a particular function and most grants.

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Separate financial statements are provided for governmental funds and business-type (enterprise) funds. In addition, separate financial statements are presented for any fiduciary activities. Major individual funds are reported as separate columns in the fund financial statements. The Town's major funds are described as follows:

Major Governmental Funds

General Fund – The general fund is the primary operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

Major Business-Type Funds

Utility System – Used to account for activities associated with providing water, and sewer service to the citizens of Glenmora and customers residing in the surrounding area.

Business-Type funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing goods and services in connection with the funds ongoing operations. Principal operating revenues are charges to customers for water and sewer service.

Basis of Accounting and Measurement Focus

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<u>Financial Statement Presentation</u>	<u>Basis of Accounting</u>	<u>Measurement Focus</u>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements:		
Governmental Funds	Modified Accrual Basis	Current Financial Resources
Proprietary Funds	Accrual Basis	Economic Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end or due under a cost reimbursement arrangement. In addition, expenses are generally recorded when a liability has been incurred; however, debt service, compensated absences, claims and judgments are recorded as expenses when payment is made. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, long-term debts are excluded from amounts reported

Town of Glenmora

Notes To Financial Statements

June 30, 2023

as liabilities. Proceeds from issuing long-term debt are as reported as other financing sources and repayment of long-term debt is reported as an expenditure.

Use of Estimates

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

Restricted Assets:

Restricted assets represent resources that must be expended in a specific manner. Restrictions of this nature are imposed by various contractual obligations including grant agreements and bond covenants. Whenever restricted assets can be used to satisfy an obligation, the restricted assets are typically consumed before utilizing any unrestricted resources.

Budget Practices:

Budgets including any amendments are prepared in the manner prescribed by Louisiana revised statutes. Town budgets present revenue and expenditures on a basis which is consistent with generally accepted accounting principles. Budgets are adopted annually for the general fund and each special revenue fund. The remaining funds are not required to adopt budgets.

Capital Assets

Capital assets, which include property, equipment and infrastructure, are reported as assets in the applicable governmental or business-type columns in the government-wide financial statements and in the fund financial statements for proprietary funds. Assets reported in the fund financial statements for governmental funds exclude capital assets. Instead, the governmental funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their fair market value when received by the Town. Capital assets are depreciated using the straight-line method and estimated useful lives ranging from 4 to 50 years. Useful lives are selected depending on the expected durability of the particular asset.

Cash and Cash Equivalents:

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts and certificates of deposit. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law. Furthermore, interest rate risk associated with certificates of deposits is typically mitigated by purchasing instruments that mature in one year or less.

Internal Activity:

Resources belonging to particular funds are commonly shared with other funds that need access to additional resources. When resources are provided without expectation of repayment, the transaction is reported as a transfer. Transfers are treated as a source of income by the recipient and as an expense or expenditure by the provider. If repayment is eventually expected to occur, interfund receivables and payables are recorded.

In preparing the government-wide financial statements, transfers are eliminated to present net transfers for governmental activities and business-type activities. In addition, interfund receivables and payables are eliminated to present a net internal balance for each type of activity.

Town of Glenmora

Notes To Financial Statements

June 30, 2023

Compensated Absences

Employees have limited ability to accumulate unused leave and do not have a vested interest in unused leave. Accordingly, there are no liabilities associated with compensated absences.

Delayed Revenues

Amounts collected from funding sources before the receipts are reported as delayed revenues. Revenues is reported when the earnings process is completed.

Fund Balance Classification:

Approval of the majority of the Board of Aldermen is required to approve the commitment of fund balances. In situations where it is permissible to spend restricted or committed resources, the Town typically depletes the available restricted or committed resources before consuming unrestricted resources.

NOTE 2 - CASH AND CASH EQUIVALENTS

At June 30, 2023, cash and cash equivalents included the following amounts:

	Governmental Activities	Business-Type Activities	Total
Cash Deposited in Banks	\$ 213,820	\$ 594,965	\$ 808,785
Cash on Hand	240	175	415
Cash and Cash Equivalents	<u>\$ 214,060</u>	<u>\$ 595,140</u>	<u>\$ 809,200</u>

Cash deposited in banks is stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. 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, 2023, the Town has \$840,628 in deposits (collected bank balance). These deposits are protected by FDIC insurance in the amount of \$250,000 and pledged securities with a market value of \$788,525. The pledged securities are held by the custodial bank in the name of the fiscal agent bank.

Even though the pledged securities are considered uncollateralized, State law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable for the year ended June 30, 2023 are summarized as follows:

	Governmental Activities	Business-Type Activities	Total
<u>Accounts Receivable</u>			
Charges for Services	\$ ----	\$ 110,508	\$ 110,508
Franchise Fees	11,896	----	11,896
Other	399	----	399
Allowance for Doubtful Accounts	----	(40,000)	(40,000)
Total Accounts Receivable	<u>12,295</u>	<u>70,508</u>	<u>82,803</u>

Town of Glenmora

Notes To Financial Statements

June 30, 2023

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<u>Due From Other Governmental Units</u>			
Sales Taxes	94,534	---	94,534
Insurance Fees	19,613	---	19,613
Rapides Parish Police Jury	1,817	---	1,817
Total Due From Other Governments	<u>115,964</u>	<u>---</u>	<u>115,964</u>
Total Receivables	<u>\$ 128,259</u>	<u>\$ 70,508</u>	<u>\$ 198,767</u>

NOTE 4 – CAPITAL ASSETS

Changes in governmental and business-type capital assets are presented as follows:

	<u>Governmental Activities</u>			
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<u>Non Depreciable Capital Assets</u>				
Land	\$ 214,545	\$ ---	\$ ---	\$ 214,545
Total Non-Depreciable Assets	<u>214,545</u>	<u>---</u>	<u>---</u>	<u>214,545</u>
<u>Depreciable Capital Assets</u>				
Equipment	793,458	70,137	16,011	847,584
Buildings	1,368,602	---	---	1,368,602
Infrastructure	748,750	---	---	748,750
Accumulated Depreciation	<u>(1,637,642)</u>	<u>(104,585)</u>	<u>(16,011)</u>	<u>(1,726,216)</u>
Total Depreciable Capital Assets	<u>1,273,168</u>	<u>(34,448)</u>	<u>---</u>	<u>1,238,720</u>
Total Capital Assets	<u>\$ 1,487,713</u>	<u>\$ (34,448)</u>	<u>\$ ---</u>	<u>\$ 1,453,265</u>
<u>Business-Type Activities</u>				
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<u>Depreciable Capital Assets</u>				
<u>Sewer System</u>				
Equipment	\$ 74,622	\$ ---	\$ ---	\$ 74,622
Buildings	19,294	---	---	19,294
Infrastructure	3,813,320	---	---	3,813,320
Accumulated Depreciation	<u>(2,307,697)</u>	<u>(76,987)</u>	<u>---</u>	<u>(2,384,684)</u>
Total Sewer System	<u>1,599,539</u>	<u>(76,987)</u>	<u>---</u>	<u>1,522,552</u>
<u>Water System</u>				
Construction In Process	---	114,508	---	114,508
Equipment	274,727	---	---	274,727
Buildings	8,486	---	---	8,486
Infrastructure	1,899,172	---	---	1,899,172
Accumulated Depreciation	<u>(1,240,823)</u>	<u>(39,338)</u>	<u>---</u>	<u>(1,280,161)</u>
Total Water System	<u>941,562</u>	<u>75,170</u>	<u>---</u>	<u>1,016,732</u>
Total Business-type	<u>\$ 2,541,101</u>	<u>\$ (1,817)</u>	<u>\$ ---</u>	<u>\$ 2,539,284</u>

Town of Glenmora

Notes To Financial Statements

June 30, 2023

Depreciation expense charged to various functions presented on the statement of activities is presented as follows:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Police Department	\$ 10,318	\$ ----	\$ 10,318
Fire Department	2,508	----	2,508
Streets and Public Facilities	59,294	----	59,294
General Government	25,793	----	25,792
Culture and Recreation	6,672	----	6,672
Sewer System	----	76,987	76,987
Water System	----	39,338	39,338
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Total Depreciation Expense	\$ 104,585	\$ 116,325	\$ 220,909

NOTE 5 – ACCOUNTS AND OTHER PAYABLE

Amounts reported as accounts and other payables are summarized as follows:

	<u>Governmental Activities</u>	<u>Business- Type Activities</u>	<u>Total</u>
Payments Due Vendors	\$ 28,042	\$ 27,698	\$ 55,740
Accrued Wages	8,104	3,192	11,296
Payroll Withholdings	6,536	----	6,536
Obligations Related to Furnishing Economic Development Loans	71,610	----	71,610
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Total	\$ 114,292	\$ 30,890	\$ 145,182

NOTE 6 - LONG-TERM LIABILITIES

The Town's long-term liabilities are summarized as follows:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<u>Long-Term Liabilities</u>			
Lease Obligations	\$ 17,487	\$ ----	\$ 17,487
Revenue Bonds	----	1,785,000	1,785,000
Net Pension liability	79,963	123,983	203,946
Total Long-Term Liabilities	<u>97,450</u>	<u>1,908,983</u>	<u>2,006,433</u>

Long-term liabilities attributable to the acquisition of the Town's utility system and the operation of the utility system are reported as an obligation of the Town's business-type enterprise funds. Any remaining long-term liabilities are reported as governmental activities. The Town's long-term liabilities are summarized as follows:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<u>Long-Term Liabilities</u>			
Revenue Bonds	\$ ----	\$ 1,785,000	\$ 1,785,000

Town of Glenmora

Notes To Financial Statements

June 30, 2023

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
Due Within One Year	----	80,000	80,000
Due in More Than One Year	\$ ----	\$ 1,705,000	\$ 1,705,000

Debt Instruments

Long-term liabilities include debt instruments that are summarized as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
<u>Business-Type Activities</u>				
Revenue Bonds	\$ 1,865,000	\$ ----	\$ 80,000	\$ 1,785,000

A description of the various debt instruments is presented as follows:

Revenue Bonds

\$1,945,000 Utility Revenue Bond Series 2021, bearing interest at a rate ranging from .99% to 3.00%, payable in annual installments of ranging from \$80,000 to \$125,000 with the final installment due in 2041. \$ 1,785,000

A schedule of maturities of debt instruments excluding capital leases is presented as follows:

<u>Year Ended June 30th</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
<u>Business-Type Activities</u>			
2024	\$ 80,000	\$ 44,955	\$ 124,955
2025	85,000	44,019	129,019
2026	85,000	42,889	127,889
2027	85,000	41,597	126,597
2028	85,000	40,152	125,152
2029-2033	470,000	172,682	642,682
2034-2038	535,000	103,200	638,200
2039-2041	360,000	21,900	381,900
Total Business-Type	<u>\$1,785,000</u>	<u>\$ 511,394</u>	<u>\$ 2,296,394</u>

Lease Obligation

The Town has entered into a leasing arrangement to acquire a police vehicle necessary to conduct operations. Under the terms of the agreements, the Town is obligated to make fixed payments over a 3 year period. Details regarding the lease obligations are presented as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>	
					<u>Principle</u>	<u>Interest</u>
Lease Obligations	\$ 34,820	\$ ----	\$ 17,333	\$ 17,487	\$ 17,487	\$ 597

Town of Glenmora

Notes To Financial Statements

June 30, 2023

The vehicle acquired under the leasing arrangement is included in the capital assets described in Note 4. The leased asset is recorded at the present value of the lease obligation and depreciated on a straight-line basis.

NOTE 7 – TAXES:

Ad Valorem Taxes:

The Town bills and collects its own property taxes using the assessed values determined by the Tax Assessor of Rapides Parish. Property taxes are limited to an assessment for general alimony as permitted by State Law. Ad valorem taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from ad valorem taxes are recognized as revenue in the year billed by the Town's General Fund.

Sales Taxes:

Sales taxes are collected by the Parish of Rapides and remitted to the Town on a monthly basis. For the year ended June 30, 2023 the Town has levied sales taxes described as follows:

- A 1.0% sales tax available for the general operations of the Town.
- A 0.5% sales tax dedicated to the operations and maintenance of the Town's Fire Department.
- The Town is also entitled to receive a portion of a parish-wide sales tax that is shared with other government agencies. The proceeds of this tax are unrestricted. Accordingly, the tax is deposited in the general fund and expended at the Town's discretion.

NOTE 8- RISK MANAGEMENT

The Town is exposed to various risk of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town insures against these risks by participation in public entity risk pools that operate as common insurance programs and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 9 – RESTRICTIONS AND COMMITMENTS

Details regarding limitations imposed on the use of various resources are summarized as follows:

Fire Protection

The Town has collected taxes that are dedicated to providing Fire Protection. Amounts that are subject to this dedication are reported as restricted.

Economic Development

A revolving loan fund established by a grant dedicated to Economic Development is considered restricted.

NOTE 10 – PENSION PLANS

The Town's employees are eligible to be members of a statewide retirement system. This system is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. A summary of amounts reported in connection with participation in this plan is summarized as follows:

Town of Glenmora

Notes To Financial Statements

June 30, 2023

	Net Pension Liability	Deferred Outflows of Resources	Deferred Inflows of Resources
Municipal Employees' Retirement System	\$ 203,946	\$ 77,495	\$ 7,186
Portion Applicable to Business Type Activities	<u>123,983</u>	<u>42,752</u>	<u>4,369</u>
Portion Applicable to Government Type Activities	<u>\$ 79,963</u>	<u>\$ 34,743</u>	<u>\$ 2,817</u>

Municipal Employees' Retirement System of Louisiana:

Plan Description - 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. Under Plan B, employees who retire at or after age 60 with at least 10 years of creditable service at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 2 percent of their final average monthly salary in excess of \$100 for each year of creditable service. Furthermore, employees with at least 10 years of creditable service, but less than 30 years, may take early retirement benefits commencing at or after age 60, with the basic benefit reduced 3 percent for each year retirement precedes age 62, unless he has at least 30 years of creditable service. In any case, monthly retirement benefits paid under Plan B cannot exceed 100 percent of final average salary. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

Funding Policy - Under Plan B, members are required by state statute to contribute 5.0 percent of their annual covered salary and the Town of New Llano is required to contribute at an actuarially determined rate. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Town of New Llano are established and may be amended by state statute.

As provided by State Law, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Town's contributions to the plan were equal to the required contributions for the year.

Financial Summary – The plan description, funding policies and financial information provides a summary of the Plan provisions and finances. For additional details, the System issues an annual publicly available stand alone financial report. The financial report includes information about the plan's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fiduciary net position. The report can be obtained on the internet at mersla.com. The plans net pension liability was determined at June 30, 2022 (measurement date and actuarial valuation date) and details are provided as follows:

Total Pension Liability	\$ 288,388,827
Plan Fiduciary Net Pension	200,590,478
Employer's net pension liability	<u>87,798,349</u>
Town's Proportionate Share (Percentage)	0.232292%
Town's Proportionate Share (Amount)	<u>\$ 203,946</u>

Town of Glenmora

Notes To Financial Statements

June 30, 2023

The net pension liability presented above was not affected by any special funding situations. Changes in the Town's proportionate share of Plan's net pension liability during the measurement period ending June 30, 2022 are provided as follows:

Beginning Net Pension Liability		\$	123,159
Employer Contributions			(29,013)
<u>Pension Expense</u>			
Proportionate Share of Plan Pension Expense	31,576		
Changes in Proportion	52		
Employee Contributions	(6,750)		24,878
Deferred Outflows of Resources			44,371
Deferred Inflows of Resources			40,551
Ending Net Pension Liability		\$	<u>203,946</u>

There were no changes between June 30, 2022 and the Plan's measurement date that are expected to have a significant effect on the Town's proportionate share of the collective net pension liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net
Differences Between Expected and Actual Experience	\$ ----	\$ 2,596	\$ (2,596)
Net Difference Between Projected and Actual Investment			
Earnings on Pension Plan Investments	37,507	----	37,507
Changes of Assumptions	2,181	----	2,181
Changes in Proportion	9,667	4,591	5,076
Employer Contributions Made After the Measurement Date	<u>28,140</u>	----	<u>28,140</u>
Total Deferrals	77,495	7,187	70,308
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	<u>28,140</u>	----	<u>28,140</u>
Deferrals Subject to Amortization	<u>\$ 49,355</u>	<u>\$ 7,187</u>	<u>\$ 42,168</u>

Deferrals that will be amortized as a component of pension expense in future periods are summarized as follows:

<u>For the Year Ending:</u>	
June 30, 2023	\$ 9,143
June 30, 2024	12,159
June 30, 2025	4,044
June 30, 2026	<u>16,822</u>
Total	<u>\$ 42,168</u>

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the measurement date are as follows:

Town of Glenmora

Notes To Financial Statements

June 30, 2023

Valuation Date	June 30, 2022
Actuarial Cost Method	Entry Age Normal Cost
Investment Rate of Return	6.85%, net of pension plan investment expense, including inflation
Projected Salary Increases	1 to 4 years of service – 7.4% More than 4 years of service – 4.9%
Inflation Rate of Return	2.5%
Expected Remaining Service Lives	3 years
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 MP 2018 scales.
Employee mortality	PubG-2010(B) Employee Table set equal to 120% for males and females, each adjusted using their respective male and female MP 2018 scales.
Disabled lives mortality	PubNS-2010(B) Disabled Retiree Table set equal to 120% for males and females with the full generational MP 2018 scales.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimated 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, 2022 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Public equity	53%	2.31%
Public fixed income	38%	1.65%
Alternatives	9%	0.39%
Totals	100%	4.35%
Inflation		2.60%
Expected Arithmetic Nominal Return		6.95%

The discount rate used to measure the total pension liability was 6.85% for the year ended June 30, 2022. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates 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

Town of Glenmora

Notes To Financial Statements

June 30, 2023

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 payments to determine the total pension liability.

Sensitivity to changes in the discount has been determined by measuring net pension liability at a discount rate that is one percentage point lower and one percentage point higher than the current rate. The results are presented as follows:

	1% Decrease 5.85% Discount Rate	Current Discount Rate 6.85%	1% Increase 7.85% Discount
Net Pension Liability	\$ 278,021	\$ 203,946	\$ 141,301

NOTE 11 – INTERNAL BALANCES

In some cases resources available in particular funds have been used to supplement the operations of other funds. Internal receivables and payables have arisen as a result of these transactions. These internal balances are summarized as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>	<u>Net</u>
<u>Governmental Funds</u>			
General Fund	\$ 4,607	\$ ----	\$ 4,607
Non Major Fund	73,176	----	73,176
Total Governmental Funds	<u>77,783</u>	<u>----</u>	<u>77,783</u>
<u>Business Type Funds</u>			
Utility System	----	77,783	(77,783)
Total	<u>\$ 77,783</u>	<u>\$ 77,783</u>	<u>\$ ----</u>

NOTE 12 - TRANSFERS

In the ordinary course of business, the Town routinely transfers resources between its funds to utilize resources where needed. Transfers during the year ended June 30, 2023 are summarized as follows:

	<u>Operating Transfers In/(Out)</u>
<u>Governmental Funds</u>	
General Fund	\$ 139,496
Non Major	(104,348)
	<u>35,148</u>
<u>Business-Type Funds</u>	
Utility System	(35,148)
Total Business-Type	<u>(35,148)</u>
Net Transfers	<u>\$ ----</u>

Town of Glenmora

Notes To Financial Statements

June 30, 2023

NOTE 13 – CONTINGENCIES:

Existing conditions that may have financial consequences are referred to as contingencies. Contingencies existing at June 30, 2023 are described as follows:

Litigation

Like most governmental units with extensive and diverse operations, the Town is occasionally named as a defendant in litigation. Based on analysis of pending and threatened matters, exposure to loss is limited to paying deductibles necessary to utilize insurance coverage.

Grant Compliance

The Town receives state and federal assistance through various grant programs. Management is confident that all significant grant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

Economic Development Grant

The Town received a grant for economic development several decades ago. Due to a lack of records and no guidance from the original grantor agency, the remaining grant funds are maintained in a special revenue fund. Due to the lack of information, management has elected to allow the funds to remain in a separate account until a reimbursement is requested by the granting agency.

NOTE 14 – ON BEHALF PAYMENTS

The State of Louisiana provides supplemental pay for public safety employees that meet certain requirements. Amounts reported as revenue and expenditures in connection with State Supplemental Pay are presented as follows:

Police Department	\$ 20,770
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NOTE 15 – DELAYED REVENUES

Funding has been received from the American Rescue Plan Act (ARPA) in the amount of \$338,233. Management does not consider these amounts to be earned until expenditures meeting certain requirements have been completed. Accordingly, the amount collected has been reported as delayed revenues.

Plans are currently being finalized to spend the funds in a manner consistent with the terms of the ARPA program. Upon completion of these expenditures, revenue will be recognized and delayed revenues will be eliminated.

Town of Glenmora

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances

Budget and Actual - Year Ended June 30, 2023

	Budget Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
Total Revenues	<u>\$ 1,692,500</u>	<u>\$ 1,138,462</u>	<u>\$ 1,215,602</u>	<u>\$ 77,140</u>
<u>Expenditures:</u>				
Current:				
General Government	450,000	401,524	267,796	133,728
Public Safety				
Police Department	348,000	381,944	386,483	(4,539)
Fire Department	80,000	131,616	133,837	(2,221)
Public Works				
Streets and Drainage	650,000	267,639	281,060	(13,421)
Sanitation	100,000	86,841	91,302	(4,461)
Recreation	60,000	-	-	-
Capital Expenditures	-	-	70,136	(70,136)
Debt Service	-	-	18,084	(18,084)
Total Expenditures	<u>1,688,000</u>	<u>1,269,564</u>	<u>1,248,698</u>	<u>20,866</u>
Excess (Deficiency) of Revenue Over Expenditures	4,500	(131,102)	(33,096)	98,006
<u>Other Financing Sources (Uses):</u>				
Proceeds from Debt	-	-	-	-
Operating Transfers In (Out)	-	30,000	139,496	109,496
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	4,500	(101,102)	106,400	207,502
Fund Balance (Deficit) - Beginning of Year	<u>109,332</u>	<u>109,332</u>	<u>109,332</u>	<u>-</u>
Fund Balance (Deficit) - End of Year	<u>\$ 113,832</u>	<u>\$ 8,230</u>	<u>\$ 215,732</u>	<u>\$ 207,502</u>

Town of Glenmora

Schedule of Net Pension Liability Data Cost Sharing Retirement Systems

Retirement System / Measurement Date	Share of Collective Net Pension Liability		Covered Payroll	Net Pension	Plans
	Percent	Amount		Liability as a Percentage of Covered Payroll	Fiduciary Net Position as a Percentage of Total
Municipal Employees' Retirement System					
June 30, 2014	0.14%	63,445	102,891	61.7%	76.9%
June 30, 2015	0.16%	109,396	91,909	119.0%	68.7%
June 30, 2016	0.20%	166,513	149,606	111.3%	63.3%
June 30, 2017	0.26%	225,029	193,049	116.6%	62.5%
June 30, 2018	0.22%	182,651	193,049	94.6%	65.6%
June 30, 2019	0.23%	201,787	159,858	126.2%	66.1%
June 30, 2020	0.23%	208,362	178,185	116.9%	66.2%
June 30, 2021	0.21%	123,159	160,721	76.6%	79.1%
June 30, 2022	0.23%	203,946	179,400	113.7%	69.6%

Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Town of Glenmora

Schedule of Employer Contributions Cost Sharing Retirement Systems

Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Municipal Employees' Retirement System					
June 30, 2014	9,003	9,003	-	102,891	8.75%
June 30, 2015	8,042	14,212	(6,170)	91,909	15.46%
June 30, 2016	10,607	14,020	(3,413)	149,606	9.37%
June 30, 2017	21,235	21,294	(59)	193,049	11.03%
June 30, 2018	21,235	21,329	(94)	193,049	11.05%
June 30, 2019	21,181	24,687	(3,506)	159,858	15.44%
June 30, 2020	24,667	24,946	(279)	178,185	14.00%
June 30, 2021	24,665	25,325	(660)	160,721	15.76%
June 30, 2022	27,807	28,947	(1,140)	179,400	16.14%

Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

TOWN OF GLENMORA

Combining Balance Sheet Non Major Governmental Funds June 30, 2023

	Economic Development	Fire	Total
Assets			
Cash and Cash Equivalents	\$ 24,739	\$ 34,886	\$ 59,625
Receivables (net)	-	28,887	28,887
Interfund Receivables	71,565	1,611	73,176
Total assets	\$ 96,304	\$ 65,384	\$ 161,688
Liabilities and Fund Balance			
Liabilities			
Accounts and Other Payable	\$ 71,610	\$ -	\$ 71,610
Total liabilities	71,610	-	71,610
Fund Balance			
Restricted for			
Economic Development	24,694	-	24,694
Fire Department	-	65,384	65,384
Unassigned	-	-	-
Total Fund Balances	24,694	65,384	90,078
Total Liabilities and Fund Balance	\$ 96,304	\$ 65,384	\$ 161,688

TOWN OF GLENMORA

***Combining Statement of Revenues, Expenditures, and Changes in Fund Balance
Non Major Governmental Funds
Year Ended June 30, 2023***

	Economic Development	Fire	Other Governmental Funds
<u>Revenues:</u>			
Taxes:			
Sales	\$ -	\$ 79,695	\$ 79,695
Intergovernmental			
Other	-	14,894	14,894
Other	-	3,043	3,043
Total Revenues	<u>-</u>	<u>97,632</u>	<u>97,632</u>
<u>Expenditures:</u>			
Current:			
Public Safety			
Fire Department	-	-	-
Economic Development	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenue Over Expenditures	-	97,632	97,632
<u>Other Financing Sources (Uses):</u>			
Operating Transfers In (Out)	-	(104,348)	(104,348)
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	-	(6,716)	(6,716)
Fund Balance (Deficit) - Beginning of Year	<u>24,694</u>	<u>72,100</u>	<u>96,794</u>
Fund Balance (Deficit) - End of Year	<u>\$ 24,694</u>	<u>\$ 65,384</u>	<u>\$ 90,078</u>

Town of Glenmora

Schedule of Compensation Paid to Elected Officials

For the year ended June 30, 2023

Joseph Mott	\$ 10,800
Brian Goree	12,900
Donna Doyle	4,200
Glynn Dixon	2,100
Tina Johnson	2,100
Willie Moore	4,200
Clyde Myers	4,200
Alexa Ashworth	<u>2,100</u>
Total Compensation	<u><u>\$ 42,600</u></u>

Town of Glenmora

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer Year Ended June 30, 2023

Agency Head (Mayor)

	<u>Joseph Mott</u>	<u>Brian Goree</u>
Compensation	\$ 10,800	\$ 10,800
Benefits	-	-
Reimbursements	<u>149</u>	<u>166</u>
	<u>\$ 10,949</u>	<u>\$ 10,966</u>

Joseph Mott was Mayor from July 1, 2022 through December 31, 2022.
Brian Goree assumed office January 1, 2023.

Town of Glenmora

**Justice System Funding Schedule - Collecting / Disbursing Entity as Required by Act 87 of the
2020 Regular Legislative Session
For the Year Ended June 30, 2023**

Cash Basis Presentation	First Six Month Period Ended December 31, 2022	Second Six Month Period Ended June 30, 2023
Beginning Balance of Amounts Collected	<u>\$ -</u>	<u>\$ -</u>
Add: Collections		
Criminal Court Costs/Fees	<u>165,256</u>	<u>184,138</u>
Subtotal Collections	<u>165,256</u>	<u>184,138</u>
Less: Disbursements to Governments & Nonprofits		
Criminal Court Cost / Fees		
Louisiana Commission on Law Enforcement	1,127	1,370
CMIS Trial Court Case Management System	574	713
Crime Stoppers of Cenla, Inc.	1,124	1,354
Louisiana Department of Health and Hospitals	2,882	3,568
North Louisiana Crime Lab	660	1,150
Louisiana Judicial college	206	400
Less: Amounts Retained by Town		
Self Disbursed Court Costs	<u>158,683</u>	<u>175,583</u>
Subtotal Disbursements / Retainage	<u>165,256</u>	<u>184,138</u>
Ending Balance of Amounts Collected but not Disbursed	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
Other Information:		
Total Waivers During the Fiscal Period	-	-

TOWN OF GLENMORA

Summary of Findings and Responses

June 30, 2023

PART I - SUMMARY OF AUDITOR'S RESULTS

- The Independent Auditor's Report on the financial statements for the Town of Glenmora as of June 30, 2023 and for the year then ended expressed a unmodified opinion.
- No control deficiencies were disclosed during the audit of the financial statements. Accordingly there were no material weaknesses.
- Noncompliance material to the financial statements was reported, see Part II for details.

PART II - FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS:

2023-001: Non Compliance with Bond Covenants

- Criteria: In exchange for fees, the Town provides residents with utility service including water and sewage disposal.
- Condition: Operation of the utility system has not produced sufficient income to cover the bond covenant requirements.
- Cause: Failure to properly increase rates as costs have increased.
- Effect: Without an adequate rate structure, the Town is not in compliance with debt covenants.
- Recommendation: In order to provide income necessary to sustain operations and repay creditors, we suggest altering the Town's utility rate structure to provide additional revenue needed to meet the utility system's obligations.

TOWN OF GLENMORA

Management's Corrective Action Plan

June 30, 2023

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
<u>FINDINGS</u>	<u>RESPONSE</u>
<u>2023-001: Non Compliance with Bond Covenants</u> In exchange for fees, the Town provides residents with utility service including water and sewage disposal. Operation of the utility system has not produced sufficient income to cover the bond covenant requirements.	<u>Response:</u> We have increased rates and cut costs. We will continue to monitor our rate structure in order to comply with the bond covenants.

SECTION III MANAGEMENT LETTER	
<u>FINDINGS</u>	<u>RESPONSE</u>
No Findings of this nature were reported.	No response necessary

TOWN OF GLENMORA

Summary of Prior Year Findings

June 30, 2023

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
<u>FINDINGS</u>	<u>RESPONSE</u>
<p><u>2022-001: Non Compliance with Bond Covenants</u> In exchange for fees, the Town provides residents with utility service including water and sewage disposal. Operation of the utility system has not produced sufficient income to recover the costs of operations and service debt incurred to construct the utility system.</p> <p><u>2022-002: Budget Violation</u> The Town’s General Fund budgeted revenues exceeded actual revenues by more than the variances allowed by law. This variance occurred due to management failing to properly budget salaries, related expenses, and other various operating expenditures. Management should review the budget to actual expenditures each month and amend the budget when actual expenditures exceed budgeted expenditures by more than 5%. This will allow management to closely monitor the Town’s expenditures and reduce the risk of purchases that were not properly authorized.</p>	<p><u>Unresolved:</u> See Finding 2023-001.</p> <p><u>Resolved:</u> Management properly reviewed and amended the budget as necessary.</p>

SECTION III MANAGEMENT LETTER	
<u>FINDINGS</u>	<u>RESPONSE</u>
<p><u>No Findings of this nature.</u></p>	<p><u>No response necessary</u></p>

APPENDIX A
Statewide Agreed-Upon Procedures



Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Town of Glenmora and
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Town of Glenmora (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, 2022 through June 30, 2023. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The entity 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 described above. 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.

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

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

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

A handwritten signature in blue ink that reads 'Rozier, McKay & Willis'.

Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana
November 16, 2023



Rozier, McKay & Willis
Certified Public Accountants
Voice: 318.442.1608

1407 Peterman Drive
Alexandria, Louisiana 71301
Online: CenlaCPAs.com

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
<p>1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.</p> <ul style="list-style-type: none"> • Budgeting • Purchasing • Disbursements • Receipts • Payroll/Personnel • Contracting • Credit Cards • Travel and expense reimbursements • Ethics • Debt Service • Disaster Recovery / Business Continuity • Sexual Harassment 	<p>The Town maintains a comprehensive personnel policy which includes sexual harassment.</p> <p>Exceptions are listed as follows:</p> <ul style="list-style-type: none"> • Budgeting • Purchasing • Disbursements • Receipts • Contracting • Credit Cards • Travel • Ethics • Debt Service • Information Technology 	<p>Despite the absence of formal written procedures we have an established process for addressing the relevant matters and we will consider documenting the process as part of our written procedures.</p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>2 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:</p> <p>a) 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.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-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.</i></p>	<p>Meetings were held with the necessary frequency.</p> <p>The Council is presented a monthly financial report. No budget-to-actual comparisons are presented to the council.</p>	<p><i>No findings or criticisms were reported.</i></p> <p>We began providing budget-to-actual comparisons in the subsequent period.</p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.</p> <p>d) 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.</p>	<p>For the previous year the general fund reported a positive unrestricted fund balance.</p> <p>No updates were reported in the minutes.</p>	<p><i>No findings or criticisms were reported.</i></p> <p><i>In the future, we intend to include resolution of audit findings as part of the regular agenda.</i></p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Bank Reconciliations		
Agreed-Upon Procedure	Results	Managements' Response
<p>3 Obtain a listing of client 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 selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>The list was provided.</p> <p>Reconciliations were not completed within two months of the closing date.</p> <p>No evidence of review by an appropriate party was present.</p> <p>There is no evidence of research on reconciling items outstanding more than 12 months.</p>	<p><i>No findings or criticisms were reported.</i></p> <p>The Town was short on staff during the current year which delayed some months financial reporting.</p> <p>We will have an appropriate party review and sign each bank statement.</p> <p>We will review the bank statements and determine the best course of action for each of the reconciling items.</p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
<p>4 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).</p> <p>5 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 (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:</p> <p>a) Employees that are responsible for cash collections do not share cash drawers/registers.</p>	<p>The list was provided and deposits were selected.</p> <p>There is only one cash drawer for the limited amounts of cash collected.</p>	<p><i>No findings or criticisms were reported.</i></p> <p>The Town collects very little cash related to the utility system. We will review the feasibility of separate cash drawers for each clerk.</p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	Duties are appropriately segregated.	<i>No findings or criticisms were reported.</i>
c) Each employee responsible for collecting cash is not 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.	Duties are appropriately segregated.	<i>No findings or criticisms were reported.</i>
d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.	Duties are appropriately segregated.	<i>No findings or criticisms were reported.</i>
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	Appropriate coverage has been maintained.	<i>No findings or criticisms were reported.</i>
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (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) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and: a. Observe that receipts are sequentially pre-numbered. b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip. c. Trace the deposit slip total to the actual deposit per the bank statement. d. 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). e. Trace the actual deposit per the bank statement to the general ledger.	Prenumbered receipts are issued as applicable. Receipts and system reports agree with the deposit slip. Deposit slips agreed with the bank statements. Deposits were remitted within a single business day. Deposits appearing on the bank statement agree with the general ledger.	<i>No findings or criticisms were reported.</i> <i>No findings or criticisms were reported.</i> <i>No findings or criticisms were reported.</i> <i>No findings or criticisms were reported.</i> <i>No findings or criticisms were reported.</i>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>8 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).</p>	<p>All transactions are processed at the Town's Municipal Complex.</p>	<p><i>No findings or criticisms were reported.</i></p>
<p>9 For each location selected under #8 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, inquire of employees about their job duties), and observe that job duties are properly segregated such that:</p>		
<p>a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.</p>	<p>Multiple employees are involved.</p>	<p><i>No findings or criticisms were reported.</i></p>
<p>b) At least two employees are involved in processing and approving payments to vendors.</p>	<p>Multiple employees are involved.</p>	<p><i>No findings or criticisms were reported.</i></p>
<p>c) 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.</p>	<p>Due to the nature of the accounting system, it is not practical to limit access to particular components.</p>	<p>This limitation is mitigated by requiring each check to be signed by two parties.</p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>d) 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.</p> <p>10 For each location selected under #8 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:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p> <p>11. 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</p>	<p>The employee with signature responsibility is also responsible for mailing payment.</p> <p>Disbursements selected were supported by documentation.</p> <p>Evidence of segregation of duties was present.</p> <p>Evidence of approval was provided.</p>	<p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
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.		

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
<p>12 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.</p>	<p>The requested information was provided.</p>	<p><i>No findings or criticisms were reported.</i></p>
<p>13 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:</p> <p>a. Observe that 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) was reviewed and approved, in writing, by someone other than the authorized card holder.</p>	<p>The monthly statements are reviewed and approved by a council member.</p>	<p><i>No findings or criticisms were reported.</i></p>
<p>b. Observe that finance charges and late fees were not assessed on the selected statements.</p>	<p>No finance charges or late fees were assessed.</p>	<p><i>No findings or criticisms were reported.</i></p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
14 Using the monthly statements or combined statements selected under #12 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 (i.e. each card should have 10 transactions subject to testing). 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).	Some of the purchases were not supported by an itemized receipt. Some of the missing invoices are related to monthly or annual subscriptions that have an apparent business purpose. There were three purchases that no itemized receipt is available. None of the purchases were for meals.	We will ensure that itemized invoices are maintained in the future. Furthermore, we have limited the departments that have access to the Town's credit card.

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
<p>15 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, 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:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. 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 policy (procedure #1h).</p>	<p>Per diem rates agreed with the U.S. General Services Administration.</p> <p>N/A – None of the reimbursements were for actual costs.</p> <p>Each reimbursement is supported by documentation of a public purpose.</p>	<p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.	Reimbursements are reviewed by someone other than the person receiving the reimbursement.	<i>No findings or criticisms were reported.</i>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
<p>16 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. Alternately, 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:</p> <p>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</p> <p>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).</p> <p>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</p> <p>d. 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.</p>	<p>The list was provided.</p> <p>Bids were awarded based on a tabulation of responses performed by consulting engineers</p> <p>The governing body approved the contract.</p> <p>N/A – No amendments were present</p> <p>Documentation agreed with contract terms.</p>	<p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
<p>17 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.</p>	<p>The list was provided and a selection has been performed.</p>	<p><i>No findings or criticisms were reported.</i></p>
<p>18 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:</p> <p>a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).</p> <p>b. Observe that supervisors approved the attendance and leave of the selected employees/officials.</p> <p>c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.</p> <p>d. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.</p>	<p>Attendance was properly documented.</p> <p>There were no supervisor approval on the timesheets.</p> <p>Leave taken was properly reported in the accounting records.</p> <p>Rates of pay were consistent with documentation.</p>	<p><i>No findings or criticisms were reported.</i></p> <p>We utilize a finger print identification system for time and attendance. We believe this system is sufficient for documenting employee time and attendance.</p> <p><i>No findings or criticisms were reported.</i></p> <p><i>No findings or criticisms were reported.</i></p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
19 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.	N/A - Employees are not allowed to accumulate significant amounts of time.	<i>No findings or criticisms were reported.</i>
20 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management has represented that all relevant payments have been made.	<i>No findings or criticisms were reported.</i>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Ethics		
Agreed-Upon Procedure	Results	Managements' Response
<p>21 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:</p> <p>a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.</p> <p>b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.</p> <p>22 Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.</p>	<p>One of the five employees did not have documentation of the ethics training.</p> <p>Signature verification was available for all but one of the employees.</p> <p>An appropriate appointment was made.</p>	<p>We will begin requiring every employee to take the ethics training.</p> <p>We will begin requiring every employee to read and sign the ethics policy annually.</p> <p><i>No findings or criticisms were reported.</i></p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Debt Service		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	No new debt was issued during the period.	<i>No findings or criticisms were reported.</i>
24 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.	N/A – covenants do not include reserve requirements.	<i>No findings or criticisms were reported.</i>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Fraud Notice		
Agreed-Upon Procedure	Results	Managements' Response
25 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.	No misappropriations were reported.	<i>No findings or criticisms were reported.</i>
26 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.	The necessary postings were present physically.	<i>No findings or criticisms were reported.</i>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
<p>27 Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</p> <p>a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.</p> <p>b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.</p> <p>c. 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.</p>	<p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
28 Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.	We performed the procedure and discussed the results with management.	N/A

Town of Glenmora

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Sexual Harassment		
Agreed-Upon Procedure	Results	Managements' Response
<p>29 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.</p>	<p>One of the five employees did not have the sexual harassment training.</p>	<p>We will require each employee to take the required training.</p>
<p>30 Observe 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).</p>	<p>No policy was posted.</p>	<p>We will post the policy as required.</p>
<p>31 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 it includes the applicable requirements of R.S. 42:344:</p> <ul style="list-style-type: none"> a. Number and percentage of public servants in the agency who have completed the training requirements; b. Number of sexual harassment complaints received by the agency; c. Number of complaints which resulted in a finding that sexual harassment occurred; d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and e. Amount of time it took to resolve each complaint. 	<p>The report is completed and dated November 24, 2022.</p>	<p>We will complete the report timely next year.</p>