

**VILLAGE OF CREOLA**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED JUNE 30, 2024**



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December 23, 2024

Independent Auditors' Report

To the Mayor and Board of Aldermen  
Village of Creola, 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, and each major fund of the Village of Creola, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Village'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, and each major fund of the Village of Creola, as of June 30, 2024, 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 Village of Creola and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Responsibilities of Management for the Financial Statements**

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village of Creola'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 a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards*



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## ***Village of Creola***

### ***December 23, 2024***

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village of Creola's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village of Creola's ability to continue as a going concern for a reasonable period of time.

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

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information described in the accompanying table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide 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 Village of Creola's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to the Agency Head or Chief Executive Officer, the Schedule of Per Diem Paid to Board Members, and the Justice System Funding Schedule, described as additional information in the accompanying table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Louisiana Community Development Block Grant Supplemental Schedule is presented for purposes of additional analysis of grant funds used to construct utility system improvements as requested by Louisiana Division of Administration, Office of Community Development, and is also not a required part of the basic financial statements.

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



***Village of Creola***  
***December 23, 2024***

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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 December 23, 2024 on our consideration of the Village of Creola'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 Village of Creola's internal control over financial reporting and compliance.



Rozier, McKay & Willis  
Certified Public Accountants  
December 23, 2024

# **Village of Creola**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**June 30, 2024**

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This section of the annual financial report presents our discussion and analysis of the Village's financial performance during the fiscal year ended June 30, 2024.

### **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 Village'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 Village as a whole using accounting methods similar to those used by private-sector companies. These financial statements report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Village's assets and all of the Village's liabilities.

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 police protection and general governmental operations are reported as governmental activities. The governmental activities are financed by taxes, license fees, fines, court cost, interest, grants and contributions.
- **Business-Type Activities** – Expenses associated with providing sewer 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 sewer services are reported as business type activities.

#### **Fund Financial Statements**

Fund financial statements provide detailed information regarding the Village's most significant activities and are not intended to provide information for the Village as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Village 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 Village'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 Village's sewer services. Proprietary fund financial statements typically provide a more

# **Village of Creola**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**June 30, 2024**

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detail presentation of the information reported in the business-type activities portion of the government-wide financial statements.

### **FINANCIAL ANALYSIS OF THE VILLAGE**

A comparative analysis of the government-wide data for the current and previous year is presented as follows:

#### **Net Position**

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

	<b>June 30, 2024</b>			
	<b>Govern- mental Activities</b>	<b>Business- Type Activities</b>	<b>Total</b>	<b>June 30, 2023</b>
<b><u>Assets:</u></b>				
Current and Other Assets	\$ 595,301	\$ 61,106	\$ 656,407	\$ 650,287
Capital Assets	1,041,062	909,512	1,950,574	1,616,751
Total Assets	<u>1,636,363</u>	<u>970,618</u>	<u>2,606,981</u>	<u>2,267,038</u>
<b><u>Deferred Outflows:</u></b>	<u>246,182</u>	<u>----</u>	<u>246,182</u>	<u>----</u>
<b><u>Liabilities:</u></b>				
Current and Other Liabilities	33,407	29,274	62,681	422,951
Long-term Liabilities	828,459	----	828,459	287,410
Total Liabilities	<u>861,866</u>	<u>29,274</u>	<u>891,140</u>	<u>710,361</u>
<b><u>Deferred Inflows:</u></b>	<u>90</u>	<u>----</u>	<u>90</u>	<u>----</u>
<b><u>Net Position:</u></b>				
Invested in Capital Assets (Net)	426,828	909,512	1,336,340	1,329,341
Unrestricted	593,761	31,832	625,593	227,336
Total Net Position	<u>\$1,020,589</u>	<u>\$ 941,344</u>	<u>\$ 1,961,933</u>	<u>\$ 1,556,677</u>

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

# **Village of Creola**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS** **June 30, 2024**

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### **Changes in Net Position**

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

	<b>For the Year Ended June 30, 2024</b>			<b>For the Year Ended June 30, 2023</b>
	<b>Govern- mental Activities</b>	<b>Business- Type Activities</b>	<b>Total</b>	
<b><u>Revenues:</u></b>				
Program Revenue:				
Charges for Services	\$ 941,251	\$ 13,200	\$ 954,451	\$ 494,722
Operating Grants and Contributions	32,430	----	32,430	176,513
Capital Grant and Contributions	----	122,452	122,452	150,684
General Revenue:				
Property Taxes	9,682	----	9,682	9,898
Sales Taxes	222,759	----	222,759	186,798
Franchise Taxes	4,846	----	4,846	7,276
Gain/Loss on Sale of Fixed Assets	4,337	----	4,337	(18,469)
Miscellaneous	17,740	42,379	60,119	11,815
Total Revenue	<u>1,233,045</u>	<u>178,031</u>	<u>1,411,076</u>	<u>1,019,237</u>
<b><u>Program Expenses:</u></b>				
General Government	561,791	----	561,791	320,445
Public Safety				
Police Department	408,194	----	408,194	357,054
Sewer	----	13,083	13,083	12,725
Interest on Long-Term Debt	22,752	----	22,752	----
Total Expenses	<u>992,737</u>	<u>13,083</u>	<u>1,005,820</u>	<u>690,224</u>
Increase in Net Position Before Transfers	240,308	164,948	405,256	329,013
Transfers	(6,941)	6,941	----	----
Change in Net Position	<u>233,367</u>	<u>171,889</u>	<u>405,256</u>	<u>329,013</u>
Net Position Beginning	<u>787,222</u>	<u>769,455</u>	<u>1,556,677</u>	<u>1,227,664</u>
Net Position Ending	<u>\$ 1,020,589</u>	<u>\$ 941,344</u>	<u>\$ 1,961,933</u>	<u>\$ 1,556,677</u>

Governmental activities increased the Village's net position, before transfers, by \$240,308. This increase is attributable to efficient utilization of the Village's resources.

Business-type activities increased the Village's net position, before transfers, by \$164,948. This increase is attributable to the Village receiving monies for the ongoing sewer improvement project in the current year.

# **Village of Creola**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS June 30, 2024**

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

For the year ended June 30, 2024, activity in governmental funds was limited to the general fund. The only differences between amounts reported by the general fund and governmental activities reported in the government-wide financial statements are attributable to including fixed assets and long-term liabilities in the government-wide presentation.

Amounts reported for business-type activities in the Village's individual fund are identical to the business-type activities reported in the government-wide presentation.

### **BUDGET HIGHLIGHTS**

The general fund is required to adopt budgets. Budgets were amended to address actual experiences that deviated from expectations that existed when the original budget was adopted.

### **CAPITAL ASSET ADMINISTRATION**

For the year ended June 30, 2024, capital asset activity includes Construction in Progress for continued work on the Sewer System Improvements project, the completed Municipal Building, the purchase of a new camera system, the purchase of new Police vehicles and depreciating assets acquired during previous years.

### **DEBT ADMINISTRATION**

For the year ended June 30, 2024, the Village issues Sales Tax Bonds for construction of the Village municipal building. Additionally, Creola acquired new Police Department vehicles with an installment purchase agreement. Other activity related to debt was limited to making scheduled payments due on existing obligations.

### **FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS**

At the present time, management is not aware of any matters expected to have a substantial impact on future operations.

# **VILLAGE OF CREOLA**

## **STATEMENT OF NET POSITION**

**June 30, 2024**

	Governmental Activities	Business-Type Activities	Total
<b><u>ASSETS</u></b>			
Cash and cash equivalents	\$ 558,768	\$ 30,762	\$ 589,530
Receivables (net)	36,533	30,344	66,877
Land	9,700	20,000	29,700
Construction In Progress	-	791,248	791,248
Depreciable capital assets, net	1,031,362	98,264	1,129,626
<b>Total assets</b>	<b>1,636,363</b>	<b>970,618</b>	<b>2,606,981</b>
<b><u>DEFERRED OUTFLOWS</u></b>			
Pension Funding Deferrals	246,182	-	246,182
<b><u>LIABILITIES</u></b>			
Accounts payable	26,598	750	27,348
Accrued expenses	6,809	-	6,809
Unearned Revenue	-	28,524	28,524
Long-Term Liabilities			
Net Pension Liability	214,225	-	214,225
Notes Payable			
Due Within One Year	75,987	-	75,987
Due in More Than One Year	538,247	-	538,247
<b>Total liabilities</b>	<b>861,866</b>	<b>29,274</b>	<b>891,140</b>
<b><u>DEFERRED INFLOWS</u></b>			
Pension Funding Deferrals	90	-	90
<b><u>NET POSITION</u></b>			
Invested in capital assets, net of related debt	426,828	909,512	1,336,340
Unrestricted	593,761	31,832	625,593
<b>Total net position (deficit)</b>	<b>\$ 1,020,589</b>	<b>\$ 941,344</b>	<b>\$ 1,961,933</b>

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



# **VILLAGE OF CREOLA**

## **STATEMENT OF ACTIVITIES**

**Year Ended June 30, 2024**

		Program Revenues			Net (Expense) Revenue and Changes in Net Assets		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants & Contributions	Governmental Activities	Business- Type Activities	Total
<b><u>Governmental Activities:</u></b>							
General Government	\$ 561,791	\$ -	\$ 2,490	\$ -	\$ (559,301)	\$ -	\$ (559,301)
Public Safety							
Law Enforcement	408,194	941,251	29,940	-	562,997	-	562,997
Interest on Long-Term Debt	22,752	-	-	-	(22,752)	-	(22,752)
Total Governmental Activities	992,737	941,251	32,430	-	(19,056)	-	(19,056)
<b><u>Business-Type Activities:</u></b>							
Sewer	13,083	13,200	-	122,452	-	122,569	122,569
Total Business-Type Activities	13,083	13,200	-	122,452	-	122,569	122,569
Total Primary Government	\$ 1,005,820	\$ 954,451	\$ 32,430	\$ 122,452	(19,056)	122,569	103,513
<b><u>General Revenues:</u></b>							
Taxes:							
Ad Valorem					9,682	-	9,682
Sales Tax					222,759	-	222,759
Franchise					4,846	-	4,846
Gain/Loss on Sale of Fixed Assets					4,337	-	4,337
Miscellaneous					17,740	42,379	60,119
Transfers					(6,941)	6,941	-
Total General Revenues and Transfers					252,423	49,320	301,743
Change in Net Position					233,367	171,889	405,256
Net Position - Beginning:					787,222	769,455	1,556,677
Net Position - Ending					\$ 1,020,589	\$ 941,344	\$ 1,961,933

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

# **VILLAGE OF CREOLA**

## **BALANCE SHEET**

### **GOVERNMENTAL FUNDS**

**June 30, 2024**

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	<u>Governmental Funds</u>
<b>Assets</b>	
Cash and cash equivalents	\$ 558,768
Accounts receivable	<u>36,533</u>
<b>Total assets</b>	<u><u>\$ 595,301</u></u>
<b>Liabilities and Fund Balance</b>	
<b><u>Liabilities</u></b>	
Accounts payable	\$ 26,598
Accrued expenses	<u>6,809</u>
<b>Total liabilities</b>	<u>33,407</u>
<b><u>Fund Balance</u></b>	
Unassigned	<u>561,894</u>
<b>Total Fund Balances</b>	<u>561,894</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 595,301</u></u>

### **Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position**

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Total Fund Balances - Governmental Funds	\$ 561,894
Amounts reported for governmental activities in the statement of net position are different because:	
Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet	(614,234)
Pension related deferred outflows and deferred inflows are not due and payable in the current period and therefore they are not reported in the Government Fund Balance Sheet	31,867
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	<u>1,041,062</u>
Net Position of Governmental Activities	<u>\$ 1,020,589</u>
The accompanying notes are an integral part of the financial statements.	

# **VILLAGE OF CREOLA**

## **Statement of Revenue, Expenditures and Changes in Fund Balance Governmental Funds**

**Year Ended June 30, 2024**

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	<u>Governmental Funds</u>
<b><u>Revenues:</u></b>	
Taxes:	
Ad valorem	\$ 9,682
Sales Tax	222,759
Franchise	4,846
Fines and Court Cost	941,251
Intergovernmental	29,940
Grants and Contributions	2,490
Miscellaneous	<u>40,862</u>
<b>Total revenues</b>	<u>1,251,830</u>
<b><u>Expenditures:</u></b>	
Current	
General government	556,382
Public Safety	
Law Enforcement	389,318
Capital Outlay	244,871
Debt Service	<u>81,777</u>
<b>Total expenditures</b>	<u>1,272,348</u>
<b>Excess (deficiency) of revenues over expenditures</b>	(20,518)
<b>Other financing sources (uses)</b>	
Debt Proceeds	385,849
Operating transfers in (out)	<u>(6,941)</u>
<b>Total other financing sources (uses)</b>	378,908
<b>Excess (deficiency) of revenues and other resources     over expenditures and other uses</b>	358,390
<b>Fund balance - beginning of year</b>	<u>203,504</u>
<b>Fund balance - end of year</b>	<u>\$ 561,894</u>

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

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Net change in fund balances of Governmental Funds	\$ 358,390
Amounts reported for governmental activities in the statement of activities are different because:	
Activity related to postemployment benefits reported in the statement of activities that does not require the use of current financial resources and therefore is not reported by governmental funds.	31,867
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 outlay exceeded depreciation in the current period	169,935
Repayment of capital lease obligations are an expenditure in the governmental funds, but the repayment reduces long-term liabilities on the statement of net position.	<u>(326,825)</u>
Change in net assets of governmental activities	<u>\$ 233,367</u>

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

# **VILLAGE OF CREOLA**

## ***Statement of Net Position***

### ***Proprietary Funds***

***June 30, 2024***

	Business-Type Activities	Enterprise Funds
<b><u>ASSETS:</u></b>		
Current Assets:		
Cash and cash equivalents	\$	30,762
Receivables (net)		<u>30,344</u>
Total current assets		<u>61,106</u>
Noncurrent Assets:		
Capital Assets:		
Land		20,000
Construction in Progress		791,248
Depreciable capital assets, net		<u>98,264</u>
Total noncurrent assets		<u>909,512</u>
<b>Total assets</b>		<u>970,618</u>
<b><u>LIABILITIES:</u></b>		
Current Liabilities:		
Accounts payable		750
Unearned Revenue		<u>28,524</u>
Total current liabilities		<u>29,274</u>
<b>Total liabilities</b>		<u>29,274</u>
<b><u>NET POSITION:</u></b>		
Invested in capital assets, net of related debt		909,512
Unrestricted		<u>31,832</u>
<b>Total net position (deficit)</b>	\$	<u><u>941,344</u></u>

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

# **VILLAGE OF CREOLA**

## ***Statement of Revenues, Expenses and Changes in Fund Net Position Proprietary Funds Year Ended June 30, 2024***

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	Business-Type Activities	Enterprise Funds
<b><u>Operating Revenues:</u></b>		
Charges for Services	\$ 13,200	
Miscellaneous Income	42,379	
<b>Total Operating Revenues</b>		<u>55,579</u>
<b><u>Operating Expenses:</u></b>		
Professional Fees	9,308	
Depreciation	3,775	
<b>Total Operating Expenses</b>		<u>13,083</u>
<b>Operating Income (Loss)</b>	42,496	
<b><u>Transfers and Contributions:</u></b>		
Other Sources - Grant Proceeds	122,452	
Other Sources (Uses) - Operating Transfers In (Out)	6,941	
<b>Change in Net Position</b>	171,889	
<b>Total Net Position - Beginning</b>	769,455	
<b>Total Net Position - Ending</b>	\$ 941,344	

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

# **VILLAGE OF CREOLA**

## **Statement of Cash Flows**

### **Proprietary Funds**

**Year Ended June 30, 2024**

	Business-Type Activities
	Enterprise Funds
<b><u>Cash flow from operating activities:</u></b>	
Cash received from customers	\$ 55,579
Cash payments to suppliers of goods and services	(199,655)
Net cash provided (used) by operating activities	(144,076)
<b><u>Cash flows from non-capital financing activities:</u></b>	
Operating transfers	6,941
Net cash provided (used) by non-capital financing activities	6,941
<b><u>Cash flows from capital and related financing activities:</u></b>	
Capital Grants	122,452
Construction in Progress	(167,664)
Capital Expenditures	-
Net cash provided (used) by capital and related financing activities	(45,212)
Net increase (decrease) in cash	(182,347)
Beginning cash balance	213,109
Ending cash balance	\$ 30,762
<b><u>Reconciliation of operating income (loss) to net cash</u></b>	
Operating income (loss)	\$ 42,496
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	3,775
(Increase) decrease in accounts receivable	(29,144)
(Decrease) increase in accounts payable	(158,684)
(Decrease) increase in unearned revenue	(2,519)
Net cash provided (used) by operating activities	\$ (144,076)

#### **Supplemental disclosures of cash flow information:**

For the year ended June 30, 2024, 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.



# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Village of Creola (the Village) was incorporated under the provisions of the Lawrason Act. The Village is governed by a Mayor and a Board of Aldermen consisting of three (3) members. Services provided by the Village include police protection and general administrative functions. The Village also operates 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 Village is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the Village), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the 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 Board establishes criteria for determining which component units should be considered part of the Village of Creola for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criterion includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the Village 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 Village.
2. Organizations for which the Village does not appoint a voting majority but are fiscally dependent on the Village.
3. Organizations for which the Village's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon application of these criteria, there were no potential component units and all of the Village's activities were included in the primary government reporting entity.

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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### **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 Village'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 Village as a whole. The effect of most interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any 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 governmental service or business-type activity. Program revenues include any 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 proprietary 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 Village's major funds are described as follows:

- Governmental Funds – The general fund is the Village's only active major governmental fund. The general fund is the primary operating fund and is used to account for all governmental activities except those required to be reported in another fund.
- Proprietary Funds – Are used to account for business type activities. The operations of the Village's Sewer System utilize a proprietary fund. Revenue earned in exchange for providing services is reported as operating income and revenue from other sources is reported as non-operating. Since proprietary funds operate in a manner similar to business enterprises, these funds follow certain

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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pronouncements that are developed by the Financial Accounting Standards Board (FASB) for business enterprises. However, the Village only applies those FASB pronouncements that were issued on or before November 30, 1989.

### **Measurement Focus and Basis of Accounting**

Basis of accounting refers to when revenues and expenditures 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:

<b><u>Financial Statement Presentation</u></b>	<b><u>Basis of Accounting</u></b>	<b><u>Measurement Focus</u></b>
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
Fiduciary 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. In addition, expenses are generally recorded when a liability has been incurred. 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 as liabilities. Proceeds from issuing long-term debt are reported as another financing source and repayment of long-term debt is reported as an expenditure.

### **Non-Exchange Transactions**

Revenue from certain non-exchange transactions cannot be properly measured prior to collection. Furthermore, it is not practical to determine the probability of collection resulting from certain non-exchange transactions such as traffic citations. Consequently, revenue from franchise taxes, fines and court cost is not recognized until it is collected.

### **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.

### **Budget Practices**

The Mayor prepares annual budgets for the Village's general fund. The budget is submitted to the Board of Aldermen and the approved budget is adopted before the beginning of each fiscal year. Amended

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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budgets are prepared prior to the conclusion of each fiscal year. The amended budgets are prepared and approved in the same manner as the original budget.

The general fund budget presents revenue and expenditures on a basis which is consistent with generally accepted accounting principles. No annual budget is required for the Village's Sewer Fund.

### **Capital Assets**

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. Useful lives typically range from five to forty years.

### **Cash and Cash Equivalents**

Amounts reported as cash and cash equivalents include all cash on hand, cash in bank accounts, certificates of deposit, and highly liquid investments. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law.

### **Internal Balances:**

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.

### **NOTE 2-CASH AND CASH EQUIVALENTS**

Deposits are stated at cost, which approximates market value. 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, 2024, the Village has \$708,131 in deposits (collected bank balance). These deposits are secured from risk by \$480,653 of federal deposit insurance and \$627,405 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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

### **NOTE 3 - TAXES**

#### **Ad Valorem Taxes**

The Village bills and collects its own property taxes using the assessed property values determined by the Parish Tax Assessor. 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. For the year ended June 30, 2024, the Village levied 6.69 mills. Revenues from ad valorem taxes are recognized as revenue in the year billed.

#### **Sales Taxes**

Sales and use taxes are collected on behalf of the Village by the Grant Parish and Rapides Parish Sheriff's Offices and remitted the month subsequent to collection. Revenues from sales taxes are reported on the accrual basis. For the year ended June 30, 2024, the Village sales tax rate is two percent. The sales tax rate has no expiration date.

### **NOTE 4 - RECEIVABLES**

Receivables at June 30, 2024, are summarized as follows:

	Governmental Activities	Business- Type	Total
Sales Tax	\$ 34,043	\$ ----	\$ 34,043
Grants	2,490	29,144	31,634
Utilities Income	----	1,200	1,200
Total Receivables	<u>\$ 36,533</u>	<u>\$ 30,344</u>	<u>\$ 66,877</u>

### **NOTE 5 – CAPITAL ASSETS**

A summary of the Village's capital assets is provided as follows:

	Non-Depreciable Capital Assets			
	Beginning Balance	Additions	Disposals	Ending Balance
<b><u>Governmental Activities</u></b>				
Construction in Progress	\$ 795,006	\$ 42,598	\$ (837,604)	\$ ----
Land	9,700	----	----	9,700
Total Governmental Activities	<u>804,706</u>	<u>42,598</u>	<u>(837,604)</u>	<u>9,700</u>

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

### **Business-Type Activities**

Construction in Progress	623,584	167,664	----	791,248
Land	20,000	----	----	20,000
Total Business-Type Activities	643,584	167,664	----	811,248
Total	\$ 1,448,290	\$ 210,262	\$ (837,604)	\$ 820,948

### **Depreciable Capital Assets**

<b><u>Governmental Activities</u></b>	<b><u>Beginning Balance</u></b>	<b><u>Additions</u></b>	<b><u>Disposals</u></b>	<b><u>Ending Balance</u></b>
Building	\$ ----	\$ 837,604	\$ ----	\$ 837,604
Equipment	210,930	197,054	(88,659)	319,325
Furniture & Fixtures	1,860	5,220	----	7,080
Accumulated Depreciation	(146,368)	(56,153)	69,874	(132,647)
Total Governmental Activities	66,422	983,725	(18,785)	1,031,362

### **Business-Type Activities**

Sewer System	151,003	----	----	151,003
Accumulated Depreciation	(48,964)	(3,775)	----	(52,739)
Total Business-Type Activities	102,039	(3,775)	----	98,264
Total	\$ 168,461	\$ 979,950	\$ (18,785)	\$ 1,129,626

## **NOTE 6 - LONG-TERM LIABILITIES**

The Village's long-term debt is summarized as follows:

	<b><u>Governmental Activities</u></b>	<b><u>Business-Type Activities</u></b>	<b><u>Total</u></b>
Total long-term debt	\$ 614,234	\$ ----	\$ 614,234
Due within one year	(75,987)	----	(75,987)
Due in more than one year	\$ 538,247	\$ ----	\$ 538,247

The following changes occurred in liabilities reported in the Governmental Activities during the year ended June 30, 2024:

	<b><u>Beginning Balance</u></b>	<b><u>Additions</u></b>	<b><u>Reductions</u></b>	<b><u>Ending Balance</u></b>
<b><u>Governmental Activities</u></b>				
Installment Purchase Agreements	\$ 25,436	\$ 159,167	\$ 35,369	\$ 149,234
Long-Term Debt	261,974	215,432	477,406	----
Sales Tax Bond	----	465,000	----	465,000
Total Long-Term Debt	\$ 287,410	\$ 839,599	\$ 512,775	\$ 614,234

### **Installment Purchase Agreements**

Details regarding installment purchase agreements outstanding at June 30, 2024 are as follows:



## **Village of Creola**

### **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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An installment purchase agreement in the amount of \$38,395 for the purchase of a new Police vehicle. The agreement has an interest rate of 3.67% and is due in 48 monthly installments of \$861 with the final payment due March of 2026.

\$ 15,875

An installment purchase agreement in the amount of \$159,167 for the purchase of three new Police vehicles. The agreement has an interest rate of 7.35% and is due in 60 monthly installments of \$3,159 with the final payment due August of 2028.

133,359

Total Installment Purchase Agreements

\$ 149,234

#### **Sales Tax Bond**

Details regarding Sales Tax Bonds outstanding at June 30, 2024 are as follows:

\$465,000 Sales Tax Bond Series 2024, bearing interest at a rate of 5.25%, payable in annual principal installments ranging from \$37,000 to \$58,000 with the final installment due in June 2034.

\$ 465,000

Long-term debt maturities are scheduled as follows:

<b><u>Year Ended</u></b> <b><u>June 30</u></b>	<b><u>Installment Purchase</u></b>		<b><u>Sales Tax Bond</u></b>		<b><u>Total</u></b>	
	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>
2025	38,987	9,253	37,000	24,277	75,987	33,530
2026	37,236	6,699	38,000	22,470	75,236	29,169
2027	33,657	4,247	40,000	20,475	73,657	24,722
2028	36,216	1,689	43,000	18,375	79,216	20,064
2029	3,138	19	45,000	16,117	48,138	16,136
2030-2034	----	----	262,000	42,683	262,000	42,683
Total	<u>\$ 149,234</u>	<u>\$ 21,907</u>	<u>\$ 465,000</u>	<u>\$ 144,397</u>	<u>\$ 614,234</u>	<u>\$ 166,304</u>

#### **NOTE 7 – ACCOUNTS PAYABLE**

Accounts payable at June 30, 2024 consists of the following:

	<b><u>Governmental</u></b> <b><u>Activities</u></b>	<b><u>Business-</u></b> <b><u>Type</u></b>	<b><u>Total</u></b>
Payable to Vendors	26,598	750	27,348
Total Accounts Payable	<u>\$ 26,598</u>	<u>\$ 750</u>	<u>\$ 27,348</u>

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS** **June 30, 2024**

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### **NOTE 8 – ACCRUED EXPENSES**

Accrued expenses at June 30, 2024 consist of payroll liabilities of \$2,594 and accrued payroll of \$4,215.

### **NOTE 9 – UNEARNED REVENUE**

Funding was received in the current year from the Louisiana Division of Administration, Office of Community Development for a Louisiana Community Development Block Grant for a continued sewer improvement project. Due to the contractor defaulting on the project, a portion of the funding received was paid to subcontractors for outstanding liens. Management does not consider the excess funding to be earned until expenditures meeting certain requirements have been completed. Accordingly, the remaining amount collected of \$28,524 has been reported as unearned revenue.

### **NOTE 10 – INTERFUND TRANSFERS**

In the ordinary course of business, the Village routinely transfers resources between its funds to utilize resources where needed. These amounts are reported in the financial statements as operating transfers.

### **NOTE 11 - RISK AND CONTINGENCIES**

The Village is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; and natural disasters.

The Village insures against these risks by participating in a public entity risk pool that operates as a common insurance program and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage.

### **NOTE 12- 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	\$	29,940
-------------------	----	--------

### **NOTE 13- PENSION PLANS**

Substantially all Village police officers are members of statewide retirement systems. These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Information regarding each plan is presented as follows:

#### **Municipal Police Employees' Retirement System of Louisiana**

**Plan Description** - All full-time police department employees engaged in law enforcement are eligible to participate in the System. Employees who retire at or after age 50 with at least 20 years

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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of creditable service or at or after age 55 with at least 12 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of creditable service. 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 previously 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** - Plan members are required by state statute to contribute 7.5 percent of their annual covered salary and the Town is required to contribute at an actuarially determined rate. The contribution requirements of plan members and the Town are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, 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 each of the past three years.

**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 [lampers.org](http://lampers.org). The plans net pension liability was determined at June 30, 2023 (measurement date and actuarial valuation date) and details are provided as follows:

Total Pension Liability	\$ 3,681,557,278
Plan Fiduciary Net Position	<u>2,625,060,377</u>
Net Pension Liability	1,056,496,901
Town's Proportionate Share (Percentage)	<u>0.020277%</u>
Town's Proportionate Share (Amount)	\$ 214,225

The Town's proportionate share has been determined based on employer contributions received by the plan. 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, 2023 are provided as follows:

Beginning Net Pension Liability	\$	----
Employer Contributions		(21,504)
<u>Pension Expense</u>		
Proportionate Share of Plan Pension Expense	74,713	
Employee Contributions	<u>(4,677)</u>	70,036
Change in Deferred Outflows of Resources		165,783

## **Village of Creola**

### **NOTES TO FINANCIAL STATEMENTS** **June 30, 2024**

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Change in Deferred Inflows of Resources	(90)
Ending Net Pension Liability	\$ 214,225

There were no changes between June 30, 2023 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 Deferred Resources
Differences Between Expected and Actual Experience	\$ 15,090	\$ (90)	\$ 15,000
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	23,127	----	23,127
Changes of Assumptions	3,575	----	3,575
Changes in Proportion	123,991	----	123,991
Employer Contributions Made After the Measurement Date	80,399	----	80,399
Total Deferrals	246,182	(90)	246,092
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(80,399)	----	(80,399)
Deferrals Subject to Amortization	\$ 165,783	\$ (90)	\$ 165,693

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

For the Year Ending:

June 30, 2024	\$ 55,102
June 30, 2025	47,348
June 30, 2026	64,394
June 30, 2027	(1,151)
Total	\$ 165,693

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

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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Expected Remaining Service 4 Years  
Lives

Inflation Rate 2.5% per annum

Projected Salary Increases Including Inflation and Merit	<u>Years of Service</u> 1 - 2 Above 2	<u>Salary Growth Rate</u> 12.30% 4.70%
---	---	--

Mortality Rates

- For annuitants and beneficiaries, the Pub-2010 Public Retirement Plan Mortality Table for Safety Below-Median Healthy Retirees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 scale was used.
- For disabled lives, the Pub-2010 Public Retirement Plans Mortality Table for Safety Disable Retirees multiplied by 105% for males and 115% for females, each with full generational projection using the MP2019 scale was used.
- For employees, the Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 scale was used.

Cost-of-Living Adjustments

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

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

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long Term Expected Portfolio Real Rate of Return</b>
Equity	52.00%	3.29%
Fixed Income	34.00%	1.12%
Alternatives	14.00%	0.95%
Totals	100.00%	5.36%
Inflation		2.54%
Expected Arithmetic Nominal Return		7.90%

## **Village of Creola**

### **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2024**

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The discount rate used to measure the total pension liability was 6.750%. 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 approved by PRSAC taking into consideration the recommendation of the System's actuary. 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.

The mortality rate assumption used was set based upon an experience study performed by the prior actuary on plan data for the period of July 1, 2014 through June 30, 2019, and review of similar law enforcement mortality. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a set-back of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

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 Discount Rate 5.75%	Current Discount Rate 6.750%	1% Increase Discount Rate 7.75%
Net Pension Liability	\$ 301,433	\$ 214,225	\$ 141,376



# **VILLAGE OF CREOLA**

## ***Statement of Revenue, Expenditures and Changes in Fund Balance - General Fund Budget and Actual Year Ended June 30, 2024***

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
<b><u>Revenues:</u></b>				
Taxes:				
Ad Valorem	\$ 10,000	\$ 12,000	\$ 9,682	\$ (2,318)
Sales Tax	185,000	230,000	222,759	(7,241)
Franchise	5,000	3,000	4,846	1,846
Fines and Court Cost	600,000	850,000	941,251	91,251
Intergovernmental	2,500	4,800	29,940	25,140
Miscellaneous	16,000	24,000	40,862	16,862
State Grants	-	-	2,490	2,490
<b>Total revenues</b>	<u>818,500</u>	<u>1,123,800</u>	<u>1,251,830</u>	<u>128,030</u>
<b><u>Expenditures:</u></b>				
Current				
General Government	308,100	526,000	556,382	(30,382)
Public Safety				
Law Enforcement	379,732	709,085	389,318	319,767
Capital Outlay	48,000	88,000	244,871	(156,871)
Debt Service	51,512	83,099	81,777	1,322
<b>Total expenditures</b>	<u>787,344</u>	<u>1,406,184</u>	<u>1,272,348</u>	<u>133,836</u>
<b>Excess (deficiency) of revenues over expenditures</b>	31,156	(282,384)	(20,518)	261,866
<b><u>Other Sources (Uses)</u></b>				
Operating Transfers In (Out)	(100,000)	(50,000)	(6,941)	43,059
Proceeds from Debt	-	159,167	385,849	226,682
<b>Total Other Sources (Uses)</b>	<u>(100,000)</u>	<u>109,167</u>	<u>378,908</u>	<u>269,741</u>
<b>Excess (Deficiency) of Revenues and Other Resources Over Expenditures and Other Uses</b>	(68,844)	(173,217)	358,390	531,607
<b>Fund Balance - Beginning of Year</b>	<u>203,504</u>	<u>203,504</u>	<u>203,504</u>	<u>-</u>
<b>Fund Balance - End of Year</b>	<u>\$ 134,660</u>	<u>\$ 30,287</u>	<u>\$ 561,894</u>	<u>\$ 531,607</u>

# **VILLAGE OF CREOLA**

## ***Schedule of Per Diem Paid to Board Members For the year ended June 30, 2024***

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Aimee White, Mayor	14,300
Brandon Randall, Mayor Pro-Temp	7,200
Alyssa Carbo, Alderman	5,000
Brian Edwards, Alderman	3,500
Arick Slayton, Alderman	<u>1,000</u>
Total	<u><u>\$ 31,000</u></u>

# **VILLAGE OF CREOLA**

## ***Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer For the year ended June 30, 2024***

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### **Agency Head (Mayor) - Aimee White**

Compensation	\$	14,300
Benefits		-
Reimbursements		-
Total	\$	<u>14,300</u>

# **VILLAGE OF CREOLA**

***Justice System Funding Schedule - Collecting / Disbursing Entity***  
***As Required by Act 87 of the 2020 Regular Legislative Session -***  
***Cash Basis Presentation***  
***For the Year Ended June 30, 2024***

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	<b>First Six Month Period Ended December 31, 2023</b>	<b>Second Six Month Period Ended June 30, 2024</b>
<b>Beginning Balance of Amounts Collected</b>	<b>\$ -</b>	<b>\$ -</b>
Add: Collections		
Criminal/Costs/Fees	458,005	483,246
Subtotal Collections	<u>458,005</u>	<u>483,246</u>
Less: Disbursements to Governments & Nonprofits		
Criminal Court Costs / Fees		
Central Louisiana Juvenile Detention Facility	14,325	16,849
CMIS Collections	1,926	1,999
DHH- TH/SCI T.F.	6,610	5,405
Louisiana Commission On Law Enforcement	14,641	12,975
Louisiana Supreme Court	963	999
North Louisiana Crime Laboratory	49,451	47,298
Less: Amounts Retained by the Village of Creola		
Criminal Court Costs / Fees	<u>370,089</u>	<u>397,721</u>
Subtotal Disbursements / Retainage	<u>458,005</u>	<u>483,246</u>
<b>Ending Balance of Amounts Collected but not Disbursed</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

# **VILLAGE OF CREOLA**

## **Louisiana Community Development Block Grant Supplemental Schedule**

### **Statement of Net Position - Community Development Block Grant - Regulatory Basis (Included in Proprietary Fund) - June 30, 2024**

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#### **ASSETS:**

##### Current Assets:

Cash	\$	-
Grant Revenue Receivable		-
Due from Other Funds		-
<b>Total assets</b>		<u>-</u>

#### **LIABILITIES:**

##### Current Liabilities:

Accounts Payable		-
Contracts Payable		-
Due to Other Funds		-
Retainage Payable		-
<b>Total liabilities</b>		<u>-</u>

#### **NET POSITION:**

Unrestricted		-
<b>Total net position</b>	\$	<u>-</u>

### **Statement of Revenues, Expenses and Changes in Net Position - Regulatory Basis Community Development Block Grant (Included in Proprietary Funds) - June 30, 2024**

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#### **REVENUES:**

Intergovernmental Revenues	\$	-
LCDBG Program Revenue		164,831
Local Revenue		-
<b>Total Revenues</b>		<u>164,831</u>

#### **EXPENDITURES:**

Administration		-
Acquisition		-
Engineering		-
Construction		164,831
Clearance/Demolition		-
Planning		-
<b>Total Expenditures</b>		<u>164,831</u>

<b>Excess (Deficiency) of Revenues over Expenditures</b>	\$	<u>-</u>
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The schedules appearing above are presented to comply with the Division of Administration's requirements for the Louisiana Community Development Block Grant Program. The figures are presented on a regulatory basis of accounting prescribed by the Division of Administration for this program.



December 23, 2024

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

To the Mayor and Board of Aldermen  
Village of Creola, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Village of Creola's basic financial statements, and have issued our report thereon dated December 23, 2024.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Village of Creola'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 Village of Creola's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Creola'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.

**REPORT ON COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the Village of Creola'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



Rozier, McKay & Willis  
Certified Public Accountants  
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160 Browns Bend Road  
Alexandria, Louisiana 71303  
Online: CenlaCPAs.com

**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  
December 23, 2024

# **Village of Creola**

## **SCHEDULE OF FINDINGS AND RESPONSES**

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

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### **PART I - SUMMARY OF AUDITOR'S RESULTS:**

- The Independent Auditors' Report on the financial statements of the Village of Creola as of June 30, 2024 and for the year then ended expressed an unmodified opinion.
- No deficiencies in internal control over financial reporting were reported in connection with the audit.
- No instances of noncompliance material to the financial statements were detected.

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

- None



# **Village of Creola**

## **Management's Corrective Action Plan**

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

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<b>SECTION I</b> <b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
No findings of this nature.	Response – N/A
<b>SECTION II</b> <b>MANAGEMENT LETTER</b>	
No findings of this nature.	Response – N/A

# **Village of Creola**

## ***Schedule of Prior Year Findings For the Year Ended June 30, 2024***

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<b>SECTION I</b> <b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
<b><u>2023-001: Noncompliance with Louisiana Bond Commission Approval</u></b> The Village entered into a long-term debt agreement without the approval of the State Bond Commission. The Louisiana Constitution prohibits municipalities from incurring any long-term indebtedness without the approval of the State Bond Commission.	<b><u>Resolved</u></b>
<b><u>2023-002: Budget Violation</u></b> The General Fund reported unfavorable budget variances that exceeded the 5% permitted by State Law. In the future, we suggest enhanced monitoring to prevent excessive budget variances.	<b><u>Resolved</u></b>
<b>SECTION II</b> <b>MANAGEMENT LETTER</b>	
No management letter was issued.	Response – N/A

# **APPENDIX A**

## **Statewide Agreed-Upon Procedures**



Independent Accountant's Report  
On Applying Agreed-Upon Procedures

To the Village of Creola and  
the Louisiana Legislative Auditor:

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

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.

Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana  
December 23, 2024



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## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

---

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.  <ul style="list-style-type: none"><li>• Budgeting</li><li>• Purchasing</li><li>• Disbursements</li><li>• Receipts</li><li>• Payroll/Personnel</li><li>• Contracting</li><li>• Credit Cards</li><li>• Travel and expense reimbursements</li><li>• Ethics</li><li>• Debt Service</li><li>• Disaster Recovery / Business Continuity</li><li>• Sexual Harassment</li></ul>	The Village does not have any written procedures regarding the following functions: <ul style="list-style-type: none"><li>• Disaster Recovery / Business Continuity</li></ul>	<b><i>Due to the small size operation &amp; limited staff, job duties are clearly understood despite the absence of written details. We will consider whether adopting formal written procedures would be beneficial.</i></b>

## **Village of Creola**

### **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>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</p>	<p>The Board did not meet during one month of the year.</p> <p>The necessary budget to actual comparisons were included.</p> <p>The general fund reported a positive unrestricted fund balance in the prior year.</p>	<p><b><i>The meeting was cancelled due to a lack of a quorum. All documents and reports for this meeting were readily available at the Municipal Complex during this month.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

---

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
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.  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.	Actions to correct the prior year findings were taken and communicated in the board minutes.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **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 written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and</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>Reconciliations were completed within a 2-month period.</p> <p>Evidence of review by an appropriate party was present.</p> <p>No items were outstanding for more than 12 months.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p>



## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

---

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
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).	The list was provided and deposits were selected.	<b>No findings or criticisms were reported.</b>
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:  a) Employees that are responsible for cash collections do not share cash drawers/registers.	There is no cash register or drawer at the Municipal Complex because currency is not accepted. Collections are limited primarily to checks, credit cards, and money orders.	

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

<b>Collections (excluding EFTs)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
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.	The Clerk collects and prepares deposits, but the absence of segregation is mitigated by the non-acceptance of cash.	<b><i>No findings or criticisms were reported.</i></b>
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.	The Clerk posts collection entries to the general ledger and reconciles postings; however, this risk is mitigated by review of the financial statements by the mayor and their no-cash policy.	<b><i>No findings or criticisms were reported.</i></b>
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.	The Clerk reconciles collections; however, this risk is mitigated by review of the financial statements by the mayor and their no-cash policy.	<b><i>No findings or criticisms were reported.</i></b>
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.	<b><i>No findings or criticisms were reported.</i></b>
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	RMW randomly selected two deposit dates for each of the accounts tested.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **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.	N/A – The Village does not accept currency as a form of payment and typical collections arrive by mail or through electronic forms of payment.	<b><i>No findings or criticisms were reported.</i></b>
b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.	Collection documentation agreed to the deposit slip where applicable.	<b><i>No findings or criticisms were reported.</i></b>
c. Trace the deposit slip total to the actual deposit per the bank statement.	Deposits on the bank statement agreed with the deposit slip or remote-capture details for direct deposit.	<b><i>No findings or criticisms were reported.</i></b>
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).	Deposits were remitted within a single business day.	<b><i>No findings or criticisms were reported.</i></b>
e. Trace the actual deposit per the bank statement to the general ledger.	Deposits appearing on the bank statement agree with the general ledger.	<b><i>No findings or criticisms were reported.</i></b>

# **Village of Creola**

## **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
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).	All transactions are processed at the Village's Municipal Complex.	<b><i>No findings or criticisms were reported.</i></b>
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:		
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	At least two employees are involved.	<b><i>No findings or criticisms were reported.</i></b>
b) At least two employees are involved in processing and approving payments to vendors.	At least two employees are involved.	<b><i>No findings or criticisms were reported.</i></b>
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.	Due to the nature of the accounting system and the size of the operation, it is not practical to limit access to particular components. This limitation is mitigated by requiring each check to be signed by two parties.	<b><i>No findings or criticisms were reported.</i></b>
d) Either the employee/official responsible for signing checks mails the payment or gives	Due to the limited size of staff, it is not practical to limit mailing duties.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

<b>Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>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 authorized signers per the entity's policy. Note: If no</p>	<p>Disbursements selected were supported by documentation.</p> <p>Evidence of segregation of duties was present.</p> <p>Invoices were available for each electronic disbursement tested; however, there was no indication of approval by an authorized signer.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>Non-payroll electronic disbursements are limited to automatic subscription-based purchases. In the future, we will document that these payments were approved.</i></b></p>

**Village of Creola****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
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.		

## **Village of Creola**

### **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
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.	The requested information was provided.	<b><i>No findings or criticisms were reported.</i></b>
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:  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.	Evidence of review and approval was present.	<b><i>No findings or criticisms were reported.</i></b>
b. Observe that finance charges and late fees were not assessed on the selected statements.	No finance charges or late fees were assessed.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **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).	All transactions selected were supported by invoices and were evident of business purposes. Individuals participating in meals were not documented.	<b><i>We will ensure all documentation including individuals participating in meals is maintained in the future.</i></b>



## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

<b>Travel and Expense Reimbursement</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<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 (<a href="http://www.gsa.gov">www.gsa.gov</a>).</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>d. Observe that each reimbursement was reviewed and approved, in writing, by</p>	<p>None of the transactions selected used the per diem rate.</p> <p>Supporting documentation was not available for the three out of the five transactions that were reimbursed using actual cost.</p> <p>Of the \$786.88 tested, 26.5% had supporting documentation for business purposes.</p> <p>Approval by someone other than the recipient was evident on the documentation available.</p>	<p><b>No findings or criticisms were reported.</b></p> <p><b>Documentation for all reimbursements will be maintained in the future. We will review our policies on recordkeeping with the appropriate personnel.</b></p> <p><b>See above.</b></p> <p><b>See above.</b></p>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

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Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
someone other than the person receiving reimbursement.		

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
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:	Management has provided a list.	<b><i>No findings or criticisms were reported.</i></b>
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.	Contracts did not require a public bid.	<b><i>No findings or criticisms were reported.</i></b>
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).	Documentation was sufficient.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

---

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.	Contracts were not amended.	<b><i>No findings or criticisms were reported.</i></b>
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.	Documentation was sufficient.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
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.	The list was provided.	<b><i>No findings or criticisms were reported.</i></b>
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:  a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).  b. Observe that supervisors approved the attendance and leave of the selected employees/officials.  c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.	Attendance was properly documented.  N/A – There is no policy for annual leave.  N/A – There is no policy for annual leave.	<b><i>No findings or criticisms were reported.</i></b>  <b><i>No findings or criticisms were reported.</i></b>  <b><i>No findings or criticisms were reported.</i></b>
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	N/A – There is no policy for annual leave.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

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Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
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.		
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 asserted that all relevant payments have been made and forms filed.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

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<b>Ethics</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
21 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:  a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.  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.	No documentation was available for the selected employees during the fiscal period.  No documentation was available for the selected employees during the fiscal period.	<b><i>We will review files to ensure that all employees complete the ethics training during the fiscal year.</i></b>  <b><i>We believe that all employees are familiar with the ethics policies, but we will review files to ensure that signature verification is provided by every member of the staff.</i></b>
22 Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.	The Clerk serves as the ethics designee.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

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<b>Debt Service</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
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.	State Bond Commission approval was obtained for the long-term debt incurred in the current year for construction of the municipal building.	<b><i>No findings or criticisms were reported.</i></b>
25 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 – Debt was limited to agreements with no significant covenants.	<b><i>No findings or criticisms were reported.</i></b>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

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Fraud Notice		
Agreed-Upon Procedure	Results	Managements' Response
23 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.	<b><i>No findings or criticisms were reported.</i></b>
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.	<b><i>No findings or criticisms were reported.</i></b>



## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
27 Perform the following procedures, <b>verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</b>		
a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.	We performed the procedure and discussed the results with management.	<b>No findings or criticisms were reported.</b>
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.	We performed the procedure and discussed the results with management.	<b>No findings or criticisms were reported.</b>
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.	We performed the procedure and discussed the results with management.	<b>No findings or criticisms were reported.</b>
28 Randomly select 5 terminated employees (or all terminated employees if less than 5) using	We performed the procedure and discussed the results with management.	<b>No findings or criticisms were reported.</b>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

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Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
<p>the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.</p> <p>29 Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267 . The requirements are as follows:</p> <ol style="list-style-type: none"><li>1. Hired before June 9, 2020 - completed the training; and</li><li>2. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.</li></ol>	<p>Cybersecurity training documentation was available for the employee selected that has access to the agency's technology assets.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>

## **Village of Creola**

### **Statewide Agreed-Upon Procedures**

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

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<b>Sexual Harassment</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
30 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.	No evidence for sexual harassment training was available for the employees selected during the current fiscal period.	<b><i>We will review files to ensure that all employees complete the sexual harassment training during the fiscal year.</i></b>
31 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).	The policy is included in the Policies and Procedures Manual, but not posted on the premises.	<b><i>We will consider posting the sexual harassment policy and complaint procedures on our premises.</i></b>
32 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:  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.	A report was not completed the fiscal year.	<b><i>We will consider completing an annual sexual harassment report in the future.</i></b>