

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

FINANCIAL STATEMENTS

December 31, 2023

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

TABLE OF CONTENTS

December 31, 2023

	<u>Exhibit</u>	<u>Page</u>
INDEPENDENT AUDITORS' REPORT		1
FINANCIAL STATEMENTS		
Statement of Net Position	A	4
Statement of Revenues, Expenses, and Changes in Net Position	B	5
Statement of Cash Flows	C	6
Notes to Financial Statements	D	7
REQUIRED SUPPLEMENTARY INFORMATION	<u>Schedule</u>	
Schedule of Changes in Net Other Post-Employment Benefits Liability and Related Ratios	1	22
OTHER SUPPLEMENTARY INFORMATION		
Schedule of Compensation, Benefits, and Other Payments to Agency Head	2	23
INDEPENDENT AUDITORS' REPORT REQUIRED BY <i>GOVERNMENTAL AUDITING STANDARDS</i>		
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 <i>Governmental Auditing Standards</i>		24
Schedule of Findings and Recommendations		26
Summary of Findings and Recommendations		27
Summary of Prior Year Findings and Recommendations		31



INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
Louisiana Naval War Memorial Commission
Baton Rouge, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the business-type activities of the **LOUISIANA NAVAL WAR MEMORIAL COMMISSION** (the Commission), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Commission'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 business-type activities of the Commission, as of December 31, 2023, and the respective changes in financial position, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the *Louisiana Governmental Audit Guide*, 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission 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 opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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 Commission'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.

Auditors' 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 auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, the *Louisiana Governmental Audit Guide*, and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, the *Louisiana Governmental Audit Guide*, 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 Commission's internal control. Accordingly, no such opinion is expressed.
- We 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 Commission'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 schedule of changes in net other post-employment benefits liability and related ratios 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 in 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.

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

Other Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Commission’s basic financial statements. The schedule of compensation, benefits, and other payments to agency head is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits, and other payments to agency head is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have issued our report dated June 17, 2024, on our consideration of the Commission’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Commission’s internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission’s internal control over financial reporting and compliance.



Certified Public Accountants

Baton Rouge, Louisiana
June 17, 2024

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

STATEMENT OF NET POSITION

December 31, 2023

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

ASSETS

Current assets:

Cash	\$ 529,489
Inventory	58,471
Prepaid insurance	34,806
	622,766
Total current assets	622,766
RIGHT-OF-USE ASSET - operating lease	104,611
RIGHT-OF-USE ASSET - finance lease	6,104
CAPITAL ASSETS, NET	1,582,607
	2,316,088

DEFERRED OUTFLOWS OF RESOURCES

Other post-employment benefits	14,737
	14,737
Total assets and deferred outflows of resources	\$ 2,330,825

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

LIABILITIES

Current liabilities:

Accounts payable	\$ 20,388
Accrued payroll	21,845
Unearned revenue	27,508
Operating lease liability - current portion	56,127
Finance lease liability - current portion	1,305
	127,173
Total current liabilities	127,173
Noncurrent liabilities:	
Other post-employment benefits	73,488
Operating lease liability - long-term, net	48,902
Finance lease liability - long-term, net	4,867
	127,257
Total noncurrent liabilities	127,257
Total liabilities	254,430

DEFERRED INFLOWS OF RESOURCES

Other post-employment benefits	15,402
	15,402

NET POSITION

Net investment in capital assets	1,582,121
Unrestricted	478,872
	2,060,993
Total net position	2,060,993
Total liabilities, deferred inflows of resources, and net position	\$ 2,330,825

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

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

For the year ended December 31, 2023

OPERATING REVENUES

Charges for services:

Admissions	\$ 453,490
Gift shop	168,736
Site rental	29,775
Special events	2,250
	654,251

Total operating revenues	654,251
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OPERATING EXPENSES

Salaries and related benefits	491,850
Administrative	248,496
Depreciation and amortization	118,660
Cost of sales	80,322
Maintenance and supplies	164,065
Special events	13,514
	1,116,907

Total operating expenses	1,116,907
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Operating loss	(462,656)
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NONOPERATING REVENUES (EXPENSES)

City/Parish of East Baton Rouge grant	397,080
Net other postemployment benefit revenue	70,656
Annual fund donations and memberships	37,098
Other grants and contributions	100,241
Sponsorships	500
Miscellaneous income	13,867
Interest expense	(151)
Loss on disposal of capital assets	(1,598)
	617,693

Total nonoperating revenues (expenses)	617,693
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Change in net position	155,037
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NET POSITION

Beginning of year	1,905,956
End of year	\$ 2,060,993

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

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

STATEMENT OF CASH FLOWS

For the year ended December 31, 2023

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from customers	\$ 673,789
Payments to suppliers	(519,106)
Payments to employees	<u>(485,738)</u>
Net cash used for operating activities	<u>(331,055)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Operating grants	497,321
Memberships, sponsorships and donations	51,465
Interest expense	<u>(151)</u>
Net cash provided by noncapital financing activities	<u>548,635</u>

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES

Purchase of capital assets	(31,911)
Payments on right-of-use finance lease asset	<u>(738)</u>
Cash used by capital financing activities	<u>(32,649)</u>
Net increase in cash	184,931

CASH

Beginning of period	<u>344,558</u>
End of period	<u><u>\$ 529,489</u></u>

RECONCILIATION OF OPERATING LOSS TO NET CASH

USED FOR OPERATING ACTIVITIES:

Operating loss	\$ (462,656)
Adjustments to reconcile net loss to net cash used by operating activities:	
Depreciation and amortization	118,660
Change in operating assets and liabilities:	
Inventory	(11,831)
Prepaid insurance	(4,194)
Operating assets - right-of-use	9,510
Operating lease liability	(9,092)
Accounts payable and accrued payroll	9,010
Deferred revenue	<u>19,538</u>

Net cash used for operating activities	<u><u>\$ (331,055)</u></u>
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The accompanying notes to the financial statements
are an integral part of this statement.

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Introduction

The Louisiana Naval War Memorial Commission (the Commission) is a related organization for the State of Louisiana as provided by Louisiana Revised Statutes (LRS) 38:3301:3309 and was created within the Louisiana Department of Culture, Recreation, and Tourism as provided by LRS 25:1000:1003. The Commission was given the authority to acquire, transport, berth, renovate, equip, operate, maintain, and exhibit the destroyer U.S.S. KIDD and other property acquired for use as a permanent public Armed Forces memorial. The U.S.S. KIDD and museum are located in Baton Rouge, Louisiana. The Commission's primary revenues include admission fees, gift shop sales, donations, and grants.

The Commission is composed of 16 members, one of whom is the Secretary of the Department of Culture, Recreation, and Tourism or their designee, the Director of Veterans Affairs or their designee, and 14 members appointed by the Governor of the State of Louisiana. The commissioners are not paid for their service.

The accounting and reporting practices of the Commission conforms to generally accepted accounting principles (GAAP) as applicable to governments. Such accounting and reporting procedures also conform to the requirements of LRS 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide, *Audits of State and Local Governments*.

Financial Reporting Entity

As required by Governmental Accounting Standards Board (GASB) Statement No. 61, *The Financial Reporting Entity - an amendment of GASB Statements No. 14 and No. 34*, The Commission is considered an affiliated organization of the State of Louisiana. The accompanying financial Statements present information only on the funds maintained by the Commission and do not present information on the State of Louisiana, the general government services provided by that government unit, or the other governmental units that comprise the financial reporting entity.

(Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Proprietary Fund Accounting

The accounts of the Commission are organized on the basis of proprietary fund accounting used by governmental entities. The proprietary fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided the periodic determination of revenues earned, expenses incurred, and change in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The proprietary fund is accounted for on a flow of economic resources measurement focus and a determination of change in net position and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of this fund are included on the statement of net position. The proprietary fund uses the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Cash

Cash includes amounts of interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. The Commission had no cash equivalents at December 31, 2023.

Inventory

Inventory consists of merchandise for resale and is recorded at lower of cost or market. The Commission does not have an allowance for obsolete items. The Commission uses the first-in-first-out (FIFO) method to account for its inventory.

(Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Prepaid Insurance

Prepaid insurance is recorded at cost. The Commission's insurance policy has a fiscal year of July to June. The amount is incurred due to expenses paid during the current year that are attributable to the next fiscal year. Payment for policy coverage from July to December of each year will be expensed. Payment for coverage from January to June will be recognized as prepaid insurance as the payment is benefit for a future fiscal year.

Capital Assets

Assets used in operations with useful life that extends beyond one year are capitalized. Buildings, equipment, furniture and fixtures, and infrastructure (including the U.S.S. KIDD destroyer) are depreciated over their estimated useful lives. Capital assets are reported net of accumulated depreciation in the statement of net position.

Property and equipment are recorded at cost, if purchased or constructed. Assets acquired through contributions are capitalized at their estimated fair value, if available, or at estimated fair value or cost to construct at the date of the contribution. All items purchased or donated that are valued above \$1,000 are capitalized.

Assets are depreciated using the straight-line method over the useful lives of the assets as follows:

<u>Description</u>	<u>Estimated Useful Lives</u>
Land	-
Furniture and Equipment	5-7 years
Vehicles	5-10 years
U.S.S. KIDD (destroyer)	45 years
Museum and Improvements	15-45 years

Right-of-Use Assets

Right-of-use assets are a result of leases in which the Commission has entered into a contract with a lessor that conveys control of the right-to-use the lessor's nonfinancial asset as specified by the contract for a period of time (in excess of twelve months) in an exchange-like transaction. As lessee, the Commission recognizes a lease liability and an intangible right-to-use lease asset in the statement of net position and recognizes lease liabilities with an initial, individual value of \$1,000 or more.

At the commencement of the lease, the Commission initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured at the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Right-of-Use Assets (Continued)

Key estimates and judgments related to leases include how the Commission determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

The Commission uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Commission uses its estimated incremental borrowing rate at the discount rate for leases. The Commission's estimated incremental borrowing rate is based on historical market data and credit spread based on market data points compared to the lease commencement date.

The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the Commission is reasonably certain to exercise.

The Commission monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Lease assets are reported with other capital assets and lease liabilities are reported within non-current liabilities on the statement of net position.

Subscription-Based Information Technology Arrangements

Subscription-based information technology arrangements (SBITA) are contracts that convey control of the right to use another party's information technology software, alone or in combination with tangible capital assets, as specified in the contract for a period of time in an exchange or exchange-like transaction. Such assets are reported on the statement of net position, net of amortization. SBITAs are amortized during the extent of the agreement. The Commission has not entered into any agreements gaining control of the right to use another party's information technology as described above at December 31, 2023.

Unearned Revenue

The Commission records unearned revenue when deposits are collected in advance of a customer's event. These revenues are recognized at the point in time the event takes place, at which time these funds become earned and available. These revenues are shown as site rental revenues on the statement of revenues, expenses, and changes in net position.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Inflows and Outflows of Resources

In addition to assets and liabilities, the statement of net position will sometimes report separate sections for deferred outflows of resources and deferred inflows of resources. These separate financial statement elements, deferred outflows of resources and deferred inflows of resources, represent a consumption or acquisition of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expense) or inflow of resources (revenue) until that time. The statement of net position has deferred inflows and outflows of resources related to the actuarial changes in assumptions and experience used in the measurement of the Commission's other post-employment benefits obligation.

Compensated Absences

Employees accumulate annual and sick leave at various rates based on their years of service. The amount of annual sick leave that may be accumulated by each employee is limited to 300 hours per year. Any unused leave at year-end is not subject to rollover or payment to the employee. There was no liability for compensated absences at December 31, 2023.

Net Position

Net position is classified in the following categories:

- Net investment in capital assets - consists of all capital assets, net of accumulated depreciation and reduced by outstanding balances of borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted net position - consists of net position with constraints placed on use either by external groups or through constitutional provisions or enabling legislation.
- Unrestricted net position - consists of all other net position that is not included in the other categories.

When both restricted and unrestricted resources are available for use, the Commission's policy is to use restricted resources first.

Operating Revenues and Expenses

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Commission's proprietary fund are revenues from transactions relating to the operation of the ship and museum. Operating expenses from the proprietary fund include cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results differ from those estimates. Estimates are used primarily when accounting for other postemployment benefits, right-of-use assets, lease liabilities, prepaid insurance, and depreciation.

Current Accounting Standards Implemented

During the year, the Commission implemented policies established under GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The objective of this Statement is to better meet the information needs of the financial statement users by improving the accounting and financial reporting for leases of technology by governments. The Statement requires all leases of technological assets (contracts that conveys control of the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange-like transaction) to be reporting under a single account model for both lessors and lessees. Certain leases that were previously classified as operating leases are to be recognized as lease assets and liabilities. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflows of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The adoption of this statement did not materially impact the Commission's proprietary activities for the year ended December 31, 2023.

Additionally, during the year, the Commission implemented policies established under GASB Statement No. 94, *Public-Private and Public Partnerships and Availability Arrangements*. The primary objective of the Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). A PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right-to-operate or use a nonfinancial asset, such as an infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which GASB defines as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. The adoption of this statement did not materially impact the Commission's business-type activities for the year ended December 31 2023.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Subsequent Events

In preparing the financial statements, the Commission has evaluated subsequent events and transactions for potential recognition or disclosure through June 17, 2024, which was the date the financial statements were available to be issued. See Note 9.

NOTE 2 - CAPITAL ASSETS

The Commission reports capital assets at cost. The following changes in capital assets were reported for the year ended December 31, 2023:

	Balance			Balance
	December 31,			December 31,
	2022	Increases	Decreases	2023
Land	\$ 268,500	\$ -	\$ -	\$ 268,500
Buildings and improvements	2,819,335	-	-	2,819,335
Furniture and equipment	100,663	3,087	(13,766)	89,984
Vehicles	-	28,824	-	28,824
USS KIDD	1,905,725	-	-	1,905,725
Less: accumulated depreciation	<u>(3,424,075)</u>	<u>(117,854)</u>	<u>12,168</u>	<u>(3,529,761)</u>
Capital assets, net				
of accumulated depreciation	<u>\$ 1,670,148</u>	<u>\$ (85,943)</u>	<u>\$ (1,598)</u>	<u>\$ 1,582,607</u>

Depreciation expense was \$117,854 for 2023.

NOTE 3 - LEASES

Operating lease

The Commission incurred \$10,418 of operating lease costs in the year ended December 31, 2023.

The Commission has a right-of-use leased assets for a building through an operating lease. The lease is paid in monthly installments of \$5,000. The carrying liability is recorded at the present value of the future lease payments using a weighted-average discount rate equal to the U.S. Treasury Rate (4.87%) as of the respective date in which the initial valuation of the liabilities were recorded. The lease is set to mature October 2025. The lease contains a renewal option for one additional year. This renewal is not considered reasonably certain.

The Commission has an operating lease liability of \$105,029 as of December 31, 2023, with \$56,127 maturing within the next year.

NOTE 3 - LEASES (CONTINUED)

Current year expenses for the operating lease are as follows:

	<u>Year ending December 31, 2023</u>
Amortization expense by class of underlying asset	
Building	\$ 9,510
Interest on lease liabilities	<u>908</u>
Total	<u>\$ 10,418</u>

Future maturities of the operating lease liability as of December 31, 2023 is as follows:

<u>Year ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total payments</u>
2024	\$ 56,127	\$ 3,873	\$ 60,000
2025	<u>48,902</u>	<u>1,098</u>	<u>50,000</u>
Total	<u>\$ 105,029</u>	<u>\$ 4,971</u>	<u>\$ 110,000</u>

Finance lease

The Commission has a right-of-use lease asset for a copier through a financing lease. The lease is paid in monthly installments of \$127 which includes interest payments at a rate of 3.92%. The lease is set to mature in May 2028. The lease does not contain an option for renewal.

Amortization expense for the year ending December 31, 2023 was \$806. The finance lease asset was acquired for \$6,910. The Commission has a financing lease liability of \$6,172 as of December 31, 2023, with \$1,305 maturing in the next year.

Current year expenses for the financing lease are as follows:

	<u>Year ending December 31, 2023</u>
Amortization expense by class of underlying asset	
Copy machine	\$ 806
Interest on lease liabilities	<u>151</u>
Total	<u>\$ 957</u>

NOTE 3 - LEASES (CONTINUED)

Future maturities of the financing lease liability as of December 31, 2023 are as follows:

Year ending December 31,	Principal	Interest	Total payments
2024	\$ 1,305	\$ 219	\$ 1,524
2025	1,357	167	1,524
2026	1,412	112	1,524
2027	1,468	56	1,524
2028	<u>630</u>	<u>6</u>	<u>636</u>
Total	<u>\$ 6,172</u>	<u>\$ 560</u>	<u>\$ 6,732</u>

NOTE 4 - DEFERRED COMPENSATION PLAN

Full-time employees are eligible to participate in Louisiana Public Employees Deferred Compensation Program adopted under the provisions of the Internal Revenue Code Section 457. Complete disclosures relating to the plan are included in the separately issued audit report for the plan, available from the Louisiana Legislative Auditor, P.O. Box 94397, Baton Rouge, Louisiana 70804-9397.

Employees/participants are able to contribute a percentage of their salary with the Commission matching up to 5% of gross salaries for each employee. Total contributions were not allowed to exceed the amount determined under IRS regulations, which was \$22,500 for 2023. All contributions are immediately vested. During the year ended December 31, 2023, the Commission made employer contributions on behalf of employees/participants totaling \$10,750, and it included in salaries and related benefits in the statement of changes in revenues, expenses, and changes in net position.

NOTE 5 - OTHER POST-EMPLOYMENT BENEFITS

The Commission's employees may participate in the State's Other Postemployment Benefit Plan (OPEB Plan), an agent multiple-employer benefit OPEB Plan that provides medical and life insurance to eligible active employees, retirees, and their beneficiaries. The Office of Group Benefits (OGB) administers the plan - a multiple-employer defined benefit other post-employment benefit plan. There are no assets accumulated in a trust that meets the criteria of paragraph 4 of GASB Statement No. 75.

LRS 42:801-883 assigns the authority to establish and amend benefit provisions of the plan to the state legislature. The Office of Group Benefits does not issue a publicly available financial report of the OPEB Plan; however, it is included in Louisiana Annual Comprehensive Financial Report (ACFR). The ACFR may be obtained from the Office of Statewide Reporting and Accounting Policy's website at www.doa.la.gov/osrap, writing to P.O. Box 94095, Baton Rouge, LA 70804-9095 or by calling 225-342-0708.

NOTE 5 - OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Funding Plan

The plan is currently financed on a pay-as-you-go basis. The contribution requirements of plan members and the Commission were established and may be amended by the LRS 42:801-883. Employees did not contribute to their postemployment benefits cost until they became retirees and began receiving these benefits. The retirees contribute to the cost of retiree healthcare based on a service schedule. Contribution amounts vary depending on what healthcare provider is selected from the plan and if the member has Medicare coverage.

Funding Status and Funding Progress

As of December 31, 2023, the Commission had not made any contributions to its postemployment benefits trust plan. Thus, it has no plan assets and a funding ratio of zero.

Actuarial Methods and Assumptions

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point.

The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities consistent with the long-term perspective of the calculations.

(Continued)

NOTE 5 - OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Actuarial Methods and Assumptions (Continued)

The total OPEB liability in the July 1, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.40 percent
Salary increases	Consistent with the State's pension valuation assumptions.
Discount rate	4.09 percent based on the June 30, 2022 S&P 20-year municipal bond index rate
Healthcare cost trend rates	<p>Post-Medicare: 5.50 percent for 2022-2023, thereafter decreasing 0.10 percent per year through 2032, to an ultimate rate of 4.5 percent for 2033 and later years</p> <p>Pre-Medicare: 7.00 percent for 2022-2023, thereafter decreasing 0.25 percent per year through 2032, to an ultimate rate of 4.5 percent</p>
Healthcare claims costs	Per capita costs for the self-insured plans administered by Blue Cross Blue Shield were based on prescription drug claims for retired participants for the period January 1, 2021 through December 31, 2022. Claims experience was trended to the valuation date. Per capita costs for the fully insured HMO and Medicare Advantage plans were based on calendar year 2022 premiums adjusted to the valuation date using the trend assumptions above. Per capita costs were adjusted for expected age-related differences in morbidity applicable to retirees, except for costs for the Via Benefits HRA plan,
Actuarial cost method	Entry Age Normal, level percentage of pay
Estimated Remaining Service Lives	4.5 years

The actuarial assumptions used by the pension plans covering the same participants were used for the retirement, termination, disability, and salary scale assumptions.

NOTE 5 - OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Actuarial Methods and Assumptions (Continued)

Mortality assumptions are consistent with the pension plans' assumptions. Rates are shown by group, as follows:

LASERS

For active lives: the RP-2014 Blue Collar Employee Table, adjusted by 0.978 for males and 1.144 for females, and then projected on a fully generational basis by Mortality Improvement Scale MP-2018. For healthy retiree lives: the RP-2014 Blue Collar Healthy Annuitant Table, adjusted by 1.280 for males and RP-2014 White Collar Healthy Annuitant Table, adjusted by 1.417 for females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2018. For disabled retiree lives: the RP-2000 Disabled Retiree Morality Table, adjusted by 1.009 for males and 1.043 for females, not projected with mortality improvement.

TRSL

For active lives: the RP-2014 White Collar Employee Table, adjusted by 1.010 for males and by 0.997 for females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017. For healthy retiree lives: the RP-2014 White Collar Healthy Annuitant Table, adjusted by 1.366 for males and by 1.189 for females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017. For disabled retiree lives: the RP-2014 Disabled Retiree Mortality Table, adjusted by 1.111 for males and 1.134 for females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017.

LSERS

For active lives: 130% of the RP-2014 Employee Table with Blue Collar Adjustment for males and 115% of the RP-2014 Employee Table with Blue Collar Adjustment for females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017. For healthy retiree lives: 130% of the RP-2014 Healthy Annuitant Table with Blue Collar Adjustment for males and 115% of the RP-2014 Healthy Annuitant Table with Blue Collar Adjustment for females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017. For disabled retiree lives: RP-2014 Disabled Tables for Males and Females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017.

LSPRS

For active lives: the RP-2014 Combined Healthy Mortality Table, adjusted by 1.10 for males and by 1.05 for females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017. For healthy retiree lives: the RP-2014 Combined Healthy Mortality Table, adjusted by 1.10 for males and by 1.05 for females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017. For disabled retiree lives: RP-2014 Disabled Tables for Males and Females, projected from 2014 on a fully generational basis by Mortality Improvement Scale MP-2017.

NOTE 5 - OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Actuarial Methods and Assumptions (Continued)

Changes of assumptions and other inputs reflect a change in the discount rate from 2.18 percent in 2021 to 4.09 percent in 2022, the current valuation.

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the OGB Plan, as well as what the total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.09 percent) or 1-percentage-point higher (5.09 percent) than the current discount rate.

Discount Rate		
1% Decrease	(4.09%)	1% Increase
<u>\$ 78,576</u>	<u>\$ 73,488</u>	<u>\$ 68,935</u>

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates – The following presents the total OPEB liability of the OGB Plan, as well as what the total OPEB liability would be if it were calculated using health care cost trend rates that are 1-percentage-point lower (6.00 percent decreasing to 3.50 percent) or 1-percentage-point higher (8.00 percent decreasing to 5.50 percent) than the current healthcare cost trend rates:

Healthcare Rate		
1% Decrease	(4.50%)	1% Increase
<u>\$ 69,491</u>	<u>\$ 73,488</u>	<u>\$ 77,855</u>

Pension Liabilities and Expenses and Deferred Outflows and Inflows of Resources

The Commission’s OPEB obligation for the year ended December 31, 2023 is as follows:

Beginning Net OPEB Obligation January 1, 2023	\$	87,396
Interest on net OPEB obligations		1,822
Effect of economic/demographic gains or losses		4,711
Changes of assumption		(12,754)
Benefit payments (direct premiums paid)		<u>(7,687)</u>
Ending Net OPEB Obligation December 31,2023	\$	<u>73,488</u>

(Continued)

NOTE 5 - OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

**Pension Liabilities and Expenses and Deferred Outflows and Inflows of Resources
(Continued)**

For the year ended December 31, 2023, the Commission recognized pension benefit of \$71,149.

At December 31, 2023, the Commission reported the deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 6,688	\$ -
Changes of assumptions	855	15,402
Net difference between projected and actual earnings on other post-employment benefit plan investments	-	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	-
Differences between allocated and actual contributions	-	-
Employer contributions subsequent to the measurement date	<u>7,194</u>	<u>-</u>
Total	<u>\$ 14,737</u>	<u>\$ 15,402</u>

The Commission reported \$7,194 as deferred outflows of resources related to pensions resulting from Commission contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported by the State deferred outflows of resources and deferred inflows of resources related to OPEB benefit are as follows:

<u>Year ended June 30:</u>	<u>Net Amount Recognized in OPEB Benefit</u>
2024	\$ (4,299)
2025	(1,108)
2026	(1,111)
2027	<u>(1,341)</u>
Total deferred inflows of resources	<u>\$ (7,859)</u>

NOTE 6 - PER DIEM PAID TO COMMISSIONERS

The Commission members are not paid for their services.

NOTE 7 - RELATED PARTY

The Commission receives support during the year from the Louisiana Veterans Museum Foundation (the Foundation). The Foundation's purpose is to support the operations and programs of the Commission and ship restoration. As funding becomes available, the Foundation makes a grant to the Commission. For the year ended December 31, 2023, the Commission received grants from the Foundation in the amount of \$65,543. This amount is reflected within other grants and contributions on the statement of revenues, expenses, and changes in net position.

NOTE 8 - CONCENTRATION OF CREDIT RISK

Custodial credit risk is the risk that, in the event of a bank failure, the Commission's deposits may not be recovered. Under state law, deposits must be secured by Federal Deposit Insurance Corporation (FDIC) or the pledge of securities owned by the fiscal agent bank. The Commission's exposure in excess of FDIC limits and uncovered by pledged securities as of December 31, 2023 is \$277,304.

NOTE 9 - SUBSEQUENT EVENT

On April 24, 2024, the Commission's ship, the "USS KIDD," began its temporary relocation voyage to Houma, Louisiana. The ship will remain in Houma for an undetermined period of time while repairs and upgrades are made to the hull and other areas of the ship. The State of Louisiana has appropriated \$10 million for this project and will administer the funds on behalf of the Commission. While the ship is dry-docked for repairs, the museum in Baton Rouge will remain open for a reduced admission fee. The Commission is currently undergoing discussions regarding the feasibility of ship tours while it is dry-docked. The effect of this event on the Commission's financial position for future periods is unable to be determined. However, the Commission has requested additional funding from the City of Baton Rouge to assist in funding operations.

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

SCHEDULE OF CHANGES IN NET
OTHER POST-EMPLOYMENT BENEFITS LIABILITY AND RELATED RATIOS

December 31, 2023

LAST TEN FISCAL YEARS (1)

	<u>2023</u>	<u>2022</u>	<u>2021</u>
Total OPEB Liability			
Interest	\$ 1,822	\$ 2,272	\$ 2,534
Differences between expected and actual experience	4,711	1,921	3,606
Changes of assumptions	(12,754)	1,465	(4,434)
Benefit payments	(7,687)	(7,305)	(6,944)
Net change in total OPEB liability	<u>(13,908)</u>	<u>(1,647)</u>	<u>(5,238)</u>
Total OPEB liability - beginning	<u>87,396</u>	<u>89,043</u>	<u>94,281</u>
Total OPEB liability - ending	<u>\$ 73,488</u>	<u>\$ 87,396</u>	<u>\$ 89,043</u>
Covered employee payroll	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net OPEB liability as a percentage of covered payroll	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB Liability			
Interest	\$ 3,375	\$ 12,186	\$ 11,648
Differences between expected and actual experience	2,914	(265,256)	-
Changes of assumptions	(21,852)	(4,144)	(21,424)
Benefit payments	(6,775)	(30,744)	(30,744)
Net change in total OPEB liability	<u>(22,338)</u>	<u>(287,958)</u>	<u>(40,520)</u>
Total OPEB liability - beginning	<u>116,619</u>	<u>404,577</u>	<u>445,097</u>
Total OPEB liability - ending	<u>\$ 94,281</u>	<u>\$ 116,619</u>	<u>\$ 404,577</u>
Covered employee payroll	<u>\$ -</u>	<u>-</u>	<u>-</u>
Net OPEB liability as a percentage of covered payroll	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>

Notes to Schedule:

No assets are accumulated in a trust to pay related benefits.

Changes of assumptions

Changes of assumptions and other inputs reflect the effects of changes in the discount rate each period. The discount rate changes from 2.18% as of July 1, 2021 to 4.09% as of July 1, 2022. Under GASB 75, unfunded plans are required to use a discount rate that reflects the 20-year tax-exempt municipal bond yield or index rate. Thus, the discount rates of 2.18% and 4.09% are based on the S&P Municipal Bond 20-Year High Grade Rate Index as of June 30, 2022.

(1) Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

LOUISIANA NAVAL WAR MEMORIAL COMMISSION
Baton Rouge, Louisiana

**SCHEDULE OF COMPENSATION, BENEFITS, AND
OTHER PAYMENTS TO AGENCY HEAD**

For the year ended December 31, 2023

Agency Head: Parks Stephenson III, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 78,000
Benefits - retirement	<u>3,750</u>
Total	<u>\$ 81,750</u>

**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 Board of Commissioners
Louisiana Naval War Memorial Commission
State of Louisiana
Baton Rouge, 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, and the *Louisiana Governmental Audit Guide*, the financial statements of the business-type activities, of the **LOUISIANA NAVAL WAR MEMORIAL COMMISSION (the Commission)**, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements and have issued our report thereon dated June 17, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission'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 Commission'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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified deficiencies in internal control, described in the accompanying schedule of findings and recommendations as items 2023-001 and 2023-004 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission'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 statement. 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 three instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* as items 2023-001, 2023-002, and 2023-003.

The Commission's Response to Findings

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission'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 Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the Board of Commissioners and management, the Louisiana Legislative Auditor, and federal and state agencies, and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statutes 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.


Faulk & Winkler, LLC
Certified Public Accountants

Baton Rouge, Louisiana
June 17, 2024

LOUISIANA NAVAL WAR MEMORIAL COMMISSION
Baton Rouge, Louisiana

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

For the year ended December 31, 2023

1) Summary of Auditors' Results:

- A) The type of report issued on the financial statements: **Unmodified opinion.**
- B) Significant deficiencies in internal control were disclosed by the audit of financial statements: **None reported.**

Material weaknesses: **2023-001** and **2023-004.**

- C) Noncompliance that is material to the financial statements: **2023-001, 2023-002, and 2023-003.**
- 2) Findings relating to the financial statements reported in accordance with *Government Auditing Standards*: **2023-001, 2023-002, and 2023-003.**
 - 3) Noncompliance with state laws and regulations: **2023-001, 2023-002, and 2023-003.**

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

SUMMARY OF FINDINGS AND RECOMMENDATIONS

For the year ended December 31, 2023

4) FINDINGS - COMPLIANCE

2023-001 Collateralized Pledged Securities in Excess of Federal Deposit Insurance Company Limits

Year Finding Originated: 2022

Criteria: Cash in bank deposits must be secured by the Federal Deposit Insurance Company (FDIC) or the pledge of securities owned by the fiscal agent bank. R.S. 39:1225 provides the amount of the security shall at all times be equal to 100% of the amount on deposit to the credit of each depositing authority, except the portion of the deposits insured by the United States.

Condition: The Commission maintained cash balances within one financial institution greater than FDIC coverage as of December 31, 2023, and did not have sufficient pledged securities to collateralize the uninsured portion.

Cause: The Commission did not adhere to the State of Louisiana's collateralized deposit requirements during the year 2023.

Effect: The Commission has deposit balances that are unsecured in the event the financial institution becomes insolvent.

Recommendation: The Commission should adhere to the State of Louisiana's policy for maintaining collateral for deposits in excess of FDIC limits or consider utilizing another FDIC insured financial institution for amounts in excess of coverage.

Views of responsible officials and planned corrective action: Management of the Commission concurs with the recommendation mentioned above and will ensure that all cash accounts are adequately collateralized in future periods.

2023-002 Misappropriation of Assets Due to Fraudulent Checks

Year Finding Originated: 2023

Criteria: Louisiana R.S. 24:253 requires any auditee who has actual knowledge of or reasonable cause to believe that there has been a misappropriation of the public funds or assts of the agency shall immediately notify, in writing, the legislative auditor and the district attorney of the parish in which the agency is domiciled of such misappropriation. Additionally, the Louisiana Legislative Auditor quantifies this statue by requiring all instances of misappropriation in excess of \$1,000 be reported to the Louisiana Legislative Auditor and local law enforcement agency.

Condition: In June 2023, the Commission was involved in a situation in which an unaffiliated individual forged copies of Commission checks. This individual created seven fraudulent checks payable to four fictitious vendors totaling approximately \$15,673. The Commission promptly identified this fraudulent activity during its monthly bank reconciliation process. The theft was appropriately communicated to the Louisiana Legislative Auditor and East Baton Rouge Parish Sheriff's Office of Baton Rouge, Louisiana upon discovery.

Cause: Direct cause is unknown. The Commission's bank account information may have become compromised.

Effect: The Commission's financial institution made retribution by refunding the Commission for all funds illegitimately disbursed. The financial institution, ultimately, incurred this loss due to its inability to timely respond and provide appropriate documentation to the East Baton Rouge Parish Sheriff's Office. The case is closed unless new information or evidence becomes available.

Recommendation: The Commission should continue to actively monitor banking activity on a weekly basis. Additionally, the Commission should consider the use of "Positive Pay" service with its financial institution.

Views of responsible officials and planned corrective action: Management of the Commission concurs with the recommendation mentioned above.

2023-003 Misappropriation of Assets Due to Employee Theft

Year Finding Originated: 2023

Criteria: Louisiana R.S. 24:253 requires any auditee who has actual knowledge of or reasonable cause to believe that there has been a misappropriation of the public funds or assts of the agency shall immediately notify, in writing, the legislative auditor and the district attorney of the parish in which the agency is domiciled of such misappropriation. Additionally, the Louisiana Legislative Auditor quantifies this statue by requiring all instances of misappropriation in excess of \$1,000 be reported to the Louisiana Legislative Auditor and local law enforcement agency.

Condition: In March 2023, the Commission terminated an employee who was suspected of stealing gift shop merchandise, supplies, and equipment from its location in Baton Rouge, Louisiana. This fraud is suspected to have occurred throughout the duration of the former employee's five-month employment period. The fraud was originally identified during the monthly and subsequent year-end inventory count and reconciliation process.

Cause: The Commission did not report the theft to the Louisiana Legislative Auditor or local law enforcement agency after discovery. The lack of reporting is due to the Commission's inability to provide physical evidence of theft perpetrated by the former employee. The exact value of stolen items remains unknown, however, the Commission estimates the value of items to be approximately \$2,000.

Effect: The Commission may not be in compliance with Louisiana R.S. 24:253.

Recommendation: The Commission should ensure all future misappropriations of assets are appropriately communicated to the proper authorities, as defined in Louisiana R.S. 24:253, on a consistent basis.

Views of responsible officials and planned corrective action: Management of the Commission concurs with the recommendation mentioned above and will strengthen its oversight regarding the hiring and monitoring of employee actions.

5) FINDINGS - FINANCIAL STATEMENTS

2023-004 Contributed Assets

Year Finding Originated: 2023

Criteria: The Commission is required to maintain financial and nonfinancial records for all transactions.

Condition: In 2023, the Louisiana Veterans Memorial Foundation paid expenses on behalf of the Commission totaling \$65,543 for various repairs and maintenance services and supplies. This is considered a contribution from the Foundation to the Commission.

Cause: As the Commission did not directly incur the expenses for such supplies and services, the Commission did not record the related benefit received or expense paid on its behalf.

Effect: While these transactions do not affect the change in net position of the Commission, the absence of these transactions within the accounting records caused revenues and expenses to be materially misstated for the year ending December 31, 2023, and required material adjusting entries to fairly present the financial statements.

Recommendation: The Commission should maintain a record of all transactions, financial and nonfinancial, within the accounting system in order to properly present the financial statements each year.

Views of responsible officials and planned corrective action: Management of the Commission concurs with the recommendation mentioned above and will maintain records for all transactions involving the Commission, directly and indirectly.

LOUISIANA NAVAL WAR MEMORIAL COMMISSION
Baton Rouge, Louisiana

SUMMARY OF PRIOR YEAR FINDINGS AND RECOMMENDATIONS

For the year ended December 31, 2023

6) FINDINGS - COMPLIANCE

**2022-001 Collateralized Pledged Securities in Excess of Federal Deposit Insurance
Company Limits**

This matter has been reclassified as 2023-001.

Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures

LOUISIANA NAVAL WAR MEMORIAL COMMISSION

Baton Rouge, Louisiana

For the year ended December 31, 2023

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Commissioner of Louisiana
Naval War Memorial Commission and
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by **LOUISIANA NAVAL WAR MEMORIAL COMMISSION** (Commission) 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 January 1, 2023 through December 31, 2023. The Commission's management is responsible for those C/C areas identified in the SAUPs.

The Commission 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 January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and schedule of associated findings are as follows:

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - ii. ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
 - iii. ***Disbursements***, including processing, reviewing, and approving.
 - iv. ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
 - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.
 - iii. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- iv. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- v. 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.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and
 - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

4) Collections (excluding electronic funds transfers)

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
 - i. Employees responsible for cash collections do not share cash drawers/registers;
 - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
 - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and
 - i. Observe that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - v. Trace the actual deposit per the bank statement to the general ledger.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
 - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
 - ii. At least two employees are involved in processing and approving payments to vendors;
 - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
 - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

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

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
 - i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

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

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
 - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
 - iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
 - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management’s representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner’s contract, and
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
 - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

9) Payroll and Personnel

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

10) Ethics

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

- ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
23. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

11) Debt Service

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

12) Fraud Notice

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

13) Information Technology Disaster Recovery/Business Continuity

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

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

14) Prevention of Sexual Harassment

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

LOUISIANA NAVAL WAR MEMORIAL COMMISSION
Baton Rouge, Louisiana

SCHEDULE OF ASSOCIATED FINDINGS

For the year ended December 31, 2023

Associated findings:

No associated findings were found as a result of applying the procedures listed above, except as follows:

1. Written Policies and Procedures:

A (xii) The Commission has policies in place regarding sexual harassment. However, they do not meet the minimum requirements of the Statewide Agreed Upon Procedures which adhere to R.S. 42:342-344.

2. Board or Finance Committee:

A (i) The Board of Commissioners did not meet quorum for one of the three meetings during the year.

3. Bank Reconciliations:

A (ii) (iii) Bank reconciliations lacked documentation indicating the date of management's review. Additionally, management lacked documentation reflecting it has researched a reconciling item outstanding for more than 12 months.

5. Non-Payroll Disbursements:

C (ii) Of the five disbursements reviewed, three non-payroll disbursements tested lacked appropriate documentation of segregation of duties.

6. Credit Cards/Debit Cards/Fuel Cards/P-Cards:

B (i) Of the 13 transactions reviewed, one transaction lacked evidence of review and approval by someone other than the cardholder.

7. Travel and Travel-Related Expense Reimbursements:

A (iv) Of the three travel reimbursements reviewed, one reimbursement did not include evidence of written review and approval.

8. Contracts:

(A) The Commission was unable to provide contracts for three of the five selected agreements. Thus, contracts could not be compared to payments made to respective vendors.

9. Payroll and Personnel:

B (i) Of the five employees select for review, the Commission did not have documentation for the attendance and leave of the two salaried full-time employees.

10. Ethics:

A (ii) The Commission did not have documentation indicating that employees reviewed and verified the ethics policy.

12. Fraud Notice:

A During 2023, the Commission experienced two instances of asset misappropriation. One instance was not reported to the Louisiana Legislative Auditor and local law enforcement as required by R.S. 24:523.1.

13. Information Technology Disaster Recovery/Business Continuity:

A (i) (ii) (iii) We performed the procedure and discussed the results with management.

C The Commission did not have documentation indicating that employees completed cybersecurity training.

Management's Response:

1 (A) (xii): The Commission will update its policies and procedures to comply with sexual harassment procedures required by R.S. 42:342-344.

2 (A) (i): The Commission will ensure each Board of Commissioners' meeting is held in accordance with quorum requirements as stated in its policies and procedures.

3 (A) (ii) (iii): The Commission will ensure bank reconciliations contain written evidence of review with initials and a date. Documentation reflecting research on outstanding reconciling items will also be retained.

5 (C) (ii): The Commission will ensure disbursements contain appropriate documentation of review as it relates to segregation of duties.

6 (B) (i): The Commission will ensure credit card statements and support contain appropriate documentation of review and approval.

7 (A) (iv): The Commission will ensure travel reimbursements contain appropriate written documentation of review and approval.

8 (A): The Commission will retain its contracts that were initiated or renewed during the fiscal period.

9 (B) (i): The Commission will maintain documentation of attendance and leave records for all employees, full-time and part-time.

10 (A) (ii): The Commission will require all employees to attest through signature that they read the Commission’s ethics policy during the year.


12 (A): The Commission will report all misappropriations to the Louisiana Legislative Auditor and local law enforcement.

13 (C): The Commission will ensure each employee completes cybersecurity training annually as required by R.S. 42:1267.

We were engaged by the **LOUISIANA NAVAL WAR MEMORIAL COMMISSION** 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 **LOUISIANA NAVAL WAR MEMORIAL COMMISSION** 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.


Faulk & Winkler, LLC
Certified Public Accountants

Baton Rouge, Louisiana
June 17, 2024