



# **RAPIDES PARISH LIBRARY**

**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2022**



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June 6, 2023

Independent Auditors' Report

To the Board of Control  
Rapides Parish Library

**REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS**

**Opinions**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Rapides Parish Library, a component unit of the Rapides Parish Police Jury, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Rapides Parish Library's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Rapides Parish Library as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinions**

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

**Responsibilities of Management for the Financial Statements**

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Rapides Parish Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

**Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards 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



Rozier, McKay & Willis  
Certified Public Accountants  
Voice: 318.442.1608

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

***Rapides Parish Library***  
***June 6, 2023***

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resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

- Management's Discussion and Analysis
- Statements of Revenue, Expenditures and Changes in Fund Balances (Budget vs Actual)
- Schedule of Changes in Net OPEB Liability
- Schedule of Net Pension Liability Data – Cost Sharing Retirement Systems
- Schedule of Employer Contributions – Cost Sharing Retirement Systems

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

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Rapides Parish Library's basic financial statements. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our

***Rapides Parish Library***  
***June 6, 2023***

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opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated June 6, 2023, on our consideration of the Rapides Parish Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Rapides Parish Library's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Rapides Parish Library's internal control over financial reporting and compliance.



Rozier, McKay & Willis  
Certified Public Accountants

# ***RAPIDES PARISH LIBRARY***

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

***December 31, 2022***

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This section of the annual financial report presents our discussion and analysis of the Rapides Parish Library's financial performance during the fiscal year ended December 31, 2022.

### **OVERVIEW OF FINANCIAL STATEMENTS**

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

#### **Government –Wide Financial Statements**

The government-wide financial statements report information about the Rapides Parish Library as a whole using accounting methods similar to those used by private-sector companies. The government-wide financial statements report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Rapides Parish Library's assets and all of its liabilities. All of the Library's activities are classified as governmental activities in the government-wide financial statements. The governmental activities are financed primarily by property taxes, grants, and investment income.

#### **Fund Financial Statements**

Fund financial statements provide detailed information regarding the Rapides Parish Library's most significant activities and are not intended to provide information for the Library as a whole. Funds are accounting devices that are used to account for specific sources of funds. All of the Rapides Parish Library's funds are Governmental Funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Rapides Parish Library's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

### **FINANCIAL ANALYSIS OF THE RAPIDES PARISH LIBRARY AS A WHOLE**

An analysis of the government-wide Statement of Net Position is presented as follows:

# **RAPIDES PARISH LIBRARY**

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

**December 31, 2022**

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	<b>December 31,</b>	
	<b>2022</b>	<b>2021</b>
<b><u>Assets:</u></b>		
Cash and Cash Equivalents	\$ 5,672,863	\$ 4,570,726
Receivables	7,344,325	7,048,339
Other Assets	77,322	2,500
Capital Assets	8,565,645	8,911,134
Net Pension Asset	1,675,732	650,071
Total Assets	<u>23,335,887</u>	<u>21,182,770</u>
Deferred Outflow of Resources	<u>474,342</u>	<u>670,326</u>
<b><u>Liabilities:</u></b>		
Accounts Payable	188,539	131,197
Accrued Interest	6,379	10,307
Accrued Leave	113,105	117,236
Net Other Post Employment Benefits	1,961,429	1,984,389
Net Pension Liability	----	----
Long Term Debt		
Due Within One Year	375,000	365,000
Due In More Than One Year	260,000	635,000
Total Liabilities	<u>2,904,452</u>	<u>3,243,129</u>
Deferred Inflow of Resources	<u>1,581,271</u>	<u>1,347,282</u>
<b><u>Net Position:</u></b>		
Invested in Capital Assets	7,930,645	7,911,134
Restricted For:		
Permanent Endowment Fund	72,336	71,807
Library Collection Acquisition	19,944	19,571
Unrestricted	11,301,581	9,260,173
Total Net Position	<u>\$ 19,324,506</u>	<u>\$ 17,262,685</u>

As the presentation appearing above demonstrates, a substantial portion of the Rapides Parish Library's net position (58.5%) is unrestricted and may be used to meet the Rapides Parish Library's ongoing obligations. In addition, a large portion of the net position (41.0%) is invested in capital assets. The remaining net position is restricted as described below:

### **Permanent Endowment Fund:**

A portion of the Library's net position (0.4%), is subject to permanent restrictions imposed by the donors that provided the resources. The permanently restricted net position is held in an endowment fund. The original contributions to the endowment fund must be maintained perpetually and only the investment income from the endowment fund is available for expenditures. Investment income from the endowment is used to finance the acquisition of library collection items.

### **Library Collection Acquisition:**

A portion of the net position (0.2%) is attributable to investment income earned by the endowment fund. These resources are available for the future acquisition of library collection items.

# **RAPIDES PARISH LIBRARY**

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

**December 31, 2022**

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An analysis of the government-wide Statement of Activities is presented as follows:

	<b>For the Year Ended December 31,</b>	
	<b>2022</b>	<b>2021</b>
<b><u>Revenues:</u></b>		
Program Revenue:		
Charges for Services	\$ 29,020	\$ 20,581
Operating Grants and Contributions	189,106	168,153
Capital Grants and Contributions	----	----
General Revenue:		
Property Taxes	7,216,919	6,901,799
Revenue Sharing	172,895	172,748
Investment Income	35,356	37,075
Total Revenue	<u>7,643,296</u>	<u>7,300,356</u>
<b><u>Program Expenses:</u></b>		
Library Services	5,561,930	5,771,400
Interest on Long Term Debt	19,545	30,179
Total Expenses	<u>5,581,475</u>	<u>5,801,579</u>
Change in Net Position	2,061,821	1,498,777
Net Position Beginning	<u>17,262,685</u>	<u>15,763,908</u>
Net Position Ending	<u>\$ 19,324,506</u>	<u>\$ 17,262,685</u>

As the accompanying presentation demonstrates, the Library has experienced favorable financial trends. Net Position has changed by \$2,061,821 representing accumulation of resources to provide reserves need to ensure consistent operations. The favorable experience was accomplished by carefully managing the Library's resources with the intention of providing reserves and establishing financial security.

### **FINANCIAL ANALYSIS OF THE RAPIDES PARISH LIBRARY'S FUNDS**

For the year ended December 31, 2022, governmental fund balances increased by \$1,415,603. The increase is attributable to the same process resulting in the favorable experience described above.

### **BUDGET HIGHLIGHTS**

For the year ended December 31, 2022, budget variances were favorable and no amendments were needed.

### **CAPITAL ASSET ADMINISTRATION**

Capital asset acquisitions were limited to maintaining the library collection and completing construction on a new branch location for the Boyce community.

# ***RAPIDES PARISH LIBRARY***

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

***December 31, 2022***

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### **DEBT ADMINISTRATION**

Long term debt activity was limited to payment of installments due on existing obligations.

### **FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS**

At the present time, no factors have been identified that are expected to have a significant effect on future operations.

# **Rapides Parish Library**

## **Statement of Net Position**

**December 31, 2022**

	<u>Governmental Activities</u>
<b><u>ASSETS</u></b>	
Cash and Cash Equivalents	\$ 5,672,863
Receivables (net)	7,344,325
Other	77,322
Capital Assets	
Land	879,762
Depreciable Capital Assets	7,685,883
Net Pension Asset	1,675,732
<b>Total Assets</b>	<u>23,335,887</u>
 <b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>	
Pension Funding Deferrals	<u>474,342</u>
 <b><u>LIABILITIES</u></b>	
Accounts Payable	188,539
Accrued Interest	6,379
Long-Term Liabilities	
Accrued Leave	113,105
Net Other Post Employment Benefits	1,961,429
Net Pension Liability	-
Long-Term Debt	
Due Within One Year	375,000
Due In More Than One Year	260,000
<b>Total Liabilities</b>	<u>2,904,452</u>
 <b><u>DEFERRED INFLOWS OF RESOURCES</u></b>	
Pension Funding Deferrals	<u>1,581,271</u>
 <b><u>NET POSITION</u></b>	
Investment in Capital Assets, Net of Related Debt	7,930,645
Restricted for:	
Permanent Endowment Fund (Nonexpendable)	72,336
Library Collection Acquisitions (Expendable)	19,944
Unrestricted (deficit)	11,301,581
<b>Total Net Position</b>	<u>\$ 19,324,506</u>

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

# **Rapides Parish Library**

## **Statement of Activities**

**December 31, 2022**

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	<u>Governmental Activities</u>
Expenses:	
Library Services	
Payroll and Benefits	\$ 3,438,091
Insurance	70,032
Materials and Supplies	436,599
Rent and Lease Expense	48,163
Repairs and Maintenance	365,734
Utilities and Telephone	327,452
Depreciation	615,986
Other Expenses	259,873
Interest on Long Term Debt	<u>19,545</u>
Total Expenses	5,581,475
Program Revenues:	
Charges for Services	29,020
Operating Grants and Contributions	189,106
Capital Grants and Contributions	<u>-</u>
Net Expenses	<u>5,363,349</u>
General Revenues:	
Property Taxes (net)	7,216,919
Revenue Sharing	172,895
Other Income	<u>35,356</u>
Total General Revenues	<u>7,425,170</u>
Change in Net Position	2,061,821
Net Position - Beginning	<u>17,262,685</u>
Net Position - Ending	<u><u>\$ 19,324,506</u></u>

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

# **Rapides Parish Library**

## **Balance Sheet - Governmental Funds**

**December 31, 2022**

	General Fund	Other Governmental Funds	Total Governmental Funds
<b><u>Assets</u></b>			
Cash and Cash Equivalents	\$ 5,580,583	\$ 92,280	\$ 5,672,863
Receivables (net)	7,344,325	-	7,344,325
Other Assets	77,322	-	77,322
<b>Total assets</b>	<b><u>\$ 13,002,230</u></b>	<b><u>\$ 92,280</u></b>	<b><u>\$ 13,094,510</u></b>
<b><u>Liabilities and Fund Balance</u></b>			
<b><u>Liabilities</u></b>			
Accounts Payable	\$ 188,539	\$ -	\$ 188,539
Delayed Revenue	-	-	-
<b>Total liabilities</b>	<b><u>188,539</u></b>	<b><u>-</u></b>	<b><u>188,539</u></b>
<b><u>Fund Balance</u></b>			
Non Spendable	-	72,336	72,336
Restricted For Acquisition of Library Collection	-	19,944	19,944
Committed To:			
HVAC Replacement	63,862	-	63,862
Vehicle Replacement	155,094	-	155,094
Automation	693,363	-	693,363
Unassigned	11,901,372	-	11,901,372
<b>Total Fund Balances</b>	<b><u>12,813,691</u></b>	<b><u>92,280</u></b>	<b><u>12,905,971</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 13,002,230</u></b>	<b><u>\$ 92,280</u></b>	<b><u>\$ 13,094,510</u></b>

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

# **Rapides Parish Library**

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

**Year Ended December 31, 2022**

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Total Fund Balances - Governmental Funds	\$ 12,905,971
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore the following amounts are not reported in the funds.	
Land	879,762
Depreciable Capital Assets	7,685,883
Net pension assets are not reportable at the fund level	1,675,732
Deferred inflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet	474,342
Long term debt and related accruals are not due and payable in the current period and are not reported in the funds.	(2,715,913)
Deferred outflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet	<u>(1,581,271)</u>
Net Position of Governmental Activities	<u>\$ 19,324,506</u>

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

# **Rapides Parish Library**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Funds For the Year Ended December 31, 2022**

	General Fund	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>			
Property Taxes (net)	\$ 7,216,919		\$ 7,216,919
Revenue Sharing	172,895		172,895
Investment Income	34,435	902	35,337
Other	218,145		218,145
	<u>7,642,394</u>	<u>902</u>	<u>7,643,296</u>
<b>Expenditures:</b>			
Library Services (Current)			
Payroll	2,788,248	-	2,788,248
Benefits	1,272,622	-	1,272,622
Insurance	70,032	-	70,032
Materials and Supplies	436,600	-	436,600
Rent and Lease Expense	48,163	-	48,163
Repairs and Maintenance	365,734	-	365,734
Utilities and Telephone	327,452	-	327,452
Other Expenses	259,873	-	259,873
Capital Expenditures			
Land, Buildings and Equipment	89,678	-	89,678
Library Collection	180,819	-	180,819
Debt Service	388,473	-	388,473
	<u>6,227,694</u>	<u>-</u>	<u>6,227,694</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	1,414,701	902	1,415,603
<b>Other Sources (Uses):</b>			
Operating Transfers	-	-	-
<b>Net Change in Fund Balance</b>	1,414,701	902	1,415,603
<b>Fund balance - Beginning of Year</b>	<u>11,398,990</u>	<u>91,378</u>	<u>11,490,368</u>
<b>Fund balance - End of Year</b>	<u>\$ 12,813,691</u>	<u>\$ 92,280</u>	<u>\$ 12,905,971</u>

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

# **Rapides Parish Library**

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

**Year Ended December 31, 2022**

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Net change in fund balances of Governmental Funds	\$ 1,415,603
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense.	
Capital Expenditures	270,497
Depreciation	(615,986)
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	365,000
Governmental funds report pension expense based on contributions required for the current year; however, pension expense reported on the government wide basis is influenced by actuarial considerations	595,688
Governmental fund report the cost on post retirement benefits based on amounts paid in the current year; however, expenses reported on the government wide basis is influenced by actuarial considerations	22,960
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures by governmental funds.	<u>8,059</u>
Change in net position of governmental activities	<u>\$ 2,061,821</u>

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

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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

The Rapides Parish Library has been established under Louisiana Law in order to maintain a collection of books, periodicals, audio recordings, video recordings, and other media for the benefit of the Parish's citizens. The collection is made available to the public at branches located throughout Rapides Parish. In addition, bookmobile and red carpet services are provided for patrons that do not have convenient access to the branch network. The Rapides Parish Library is governed by the Board of Control, which is appointed by the Rapides Parish Police Jury.

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

#### **Financial Reporting Entity**

The Governmental Accounting Standards Board (GASB) established criteria for determining which component units should be considered part of a financial reporting entity. The basic criterion for including a potential component unit within a reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. The criteria include:

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

Based on the previous criteria, the Rapides Parish Library is a component unit of the Rapides Parish Police Jury. The accompanying component unit financial statements present information only on the funds maintained by the Rapides Parish Library and do not present information on the police jury, the general government service provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

#### **Basic Financial Statements**

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize all of the Rapides Parish Library's operations as governmental activities. Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues.

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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

### **Government-Wide Financial Statements**

The Statement of Net Position and the Statement of Activities display information about the Rapides Parish Library as a whole. The effect of most interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, contributions to specific programs, and most grants.

### **Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Rapides Parish Library's major funds are limited to its general fund. The general fund is the primary operating fund and it is used to account for all resources, except those required to be accounted for in other funds.

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

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

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

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

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is generally considered available if it is collected within 60 days of year end or may otherwise be available to finance current expenditures. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as other financing sources and repayment of long-term debt is reported as an expenditure.

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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### **Use of Estimates**

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

### **Budget Practices**

The Board of Control adopts annual budgets for the general fund and each special revenue fund in the manner prescribed by State Law. These budgets present revenue and expenditures on a basis consistent with generally accepted accounting principles.

### **Capital Assets**

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

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. Useful lives range from 5 to 40 years depending on the nature of the capital asset.

### **Cash**

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments.

### **Delayed Revenues**

Amounts received from grants and other sources that do not currently meet criteria for recognition as revenue are reported as delayed revenues. These amounts remain in delayed revenues until revenue recognition criteria are met or the funds are returned to the source.

### **Accrued Leave**

The Library's employees earn from 80 to 160 hours of vacation pay annually depending upon job classification and length of employment. Unused vacation time that an employee may carry forward to the next year is limited to the amount that the employee is eligible to earn in a single year.

### **Internal Balances**

Internal balances arise from transactions between funds. When resources are provided without expectation of repayment, the transaction is reported as a transfer. Transfers are treated as a source of income by the recipient and as an expense or expenditure by the provider. If repayment is eventually expected to occur, interfund receivables and payables are recorded. Internal balances are eliminated in preparing government-wide financial statements.

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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### **Fund Balance Classifications**

Commitment or assignment of fund balances requires approval of a majority of the Library's Governing Board based on a vote conducted in an open meeting. When expenditures comply with the necessary provisions restricted, committed or assigned amounts are generally consumed rather than utilizing unassigned funds.

### **NOTE 2 – PROPERTY TAXES**

Property taxes are assessed based on values determined by the Rapides Parish Tax Assessor. These taxes are billed and collected on behalf of the Library by the Rapides Parish Sheriff's Office. For the year ended December 31, 2022, the Library has levied property taxes as follows:

	<u>Millage</u>	<u>Expiration</u>
Parish-wide Tax for improving, constructing, maintaining and operating public libraries in the Parish	7.08	2033

Ad valorem taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from ad valorem taxes are recognized as revenue in the year billed.

### **NOTE 3 - CASH AND CASH EQUIVALENTS**

The Rapides Parish Library's cash balances at December 31, 2022 are summarized as follows:

	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>
Petty Cash	\$ 1,040	\$ ----	\$ 1,040
Demand Deposits	4,655,925	19,944	4,675,869
Certificates of Deposit	923,618	72,336	995,954
Total	<u>\$ 5,580,583</u>	<u>\$ 92,280</u>	<u>\$ 5,672,863</u>

Deposits in financial institutions totaled \$5,784,113 (collected bank balance). These deposits are secured from risk by \$501,500 in Federal Deposit Insurance, pledged securities with a market value of 6,555,119. The pledged securities are held by a custodial bank in the name of the pledging institution (fiscal agent). However, State Law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten (10) days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

The Rapides Parish Library limits credit risk by requiring pledged securities in the manner described above. In addition, interest rate risk is minimized by acquiring only those certificates of deposit that have an original maturity of two years or less.

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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### **NOTE 4 - RECEIVABLES**

Receivables are reported net of fees and other statutory amounts withheld by agencies responsible for collecting taxes. In addition, property taxes receivable has been reported net of a reserve for uncollectible taxes. The reserve balance of \$100,000 was determined by management based on collection experience. Receivables at year end are summarized as follows:

Property Taxes (Net)	\$ 7,171,172
Revenue Sharing	<u>173,153</u>
Total (Due from Governmental Units)	<u>\$ 7,344,325</u>

### **NOTE 5 – CAPITAL ASSETS**

A summary of the Rapides Parish Library's capital assets is provided as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Land	\$ 839,762	\$ ----	\$ ----	\$ 879,762
<u>Capital Assets Subject to Depreciation:</u>				
Buildings and Improvements	8,742,133	89,678	----	8,831,811
Equipment	1,435,099	---	----	1,435,099
Vehicles	383,593	----	----	383,593
Library Collection	4,274,478	180,820	395,686	4,059,612
Less Accumulated Depreciation	(6,803,931)	(615,987)	(395,686)	(7,024,232)
Total Subject to Depreciation	<u>8,031,372</u>	<u>(345,489)</u>	<u>----</u>	<u>7,685,883</u>
Total Net of Depreciation	<u>\$ 8,911,134</u>	<u>\$ (345,489)</u>	<u>\$ ----</u>	<u>\$ 8,565,645</u>

### **NOTE 6 – PAYABLES**

Accounts payable at year end are summarized as follows:

Accounts Payable to Venders	\$ 60,201
Credit Card Payable	18,468
Accrued Wages	<u>109,870</u>
Total Payables	<u>\$ 188,539</u>

### **NOTE 7 – ACCRUED LEAVE**

Resources provided by the general fund are used to liquidate the accrued leave balances. Accrued leave balances and activity are presented as follows:

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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Beginning Balance	\$ 117,236
Net Increase (Decrease)	<u>(4,131)</u>
Ending Balance	<u>\$ 113,105</u>

### **NOTE 8 – DONOR RESTRICTED ENDOWMENTS**

The Rapides Parish Library has been awarded funds that are subject to permanent restrictions imposed by donors. Under these arrangements, the original contributions must be maintained perpetually and income earned from the investment of the endowment may be used to acquire library collection items. Accordingly, a permanent fund has been established to account for the original endowment and a special revenue fund has been established to account for investment income attributable to the endowment. Details related to each fund are provided as follows:

	<u>Endowment Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
Cash and Cash Equivalents	\$ 72,336	\$ 19,571	\$ 91,907
Receivables (Accrued Interest)	----	----	----
Fund Balance	<u>\$ 72,336</u>	<u>\$ 19,571</u>	<u>\$ 91,907</u>

The endowment fund is invested in certificates of deposit and interest earned by the certificates is recorded as income by the special revenue fund.

### **NOTE 9 - RISK MANAGEMENT**

The Rapides Parish Library is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Rapides Parish Library insures against these risks by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

### **NOTE 10 – RETIREMENT PLAN**

**Plan Description** - Substantially all employees of the Rapides Parish Library are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All participating employees of the library are members of Plan A

All permanent employees working at least 28 hours per week who are paid wholly or in part from Library funds are eligible to participate in the System. Employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

**Funding Policy** - Members are required by state statute to contribute 9.5% of their annual covered salary and the library is required to contribute at an actuarially determined rate. Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the library are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The library's contributions to the System for the years ending 2022, 2021 and 2020 were consistent with the required contributions for each of those years.

**Financial Summary** - The plan description, funding policies and financial information provides a summary of the Plan provisions and finances. For additional details the System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained at [persla.org](http://persla.org).

Plan A's net pension liability was determined at December 31, 2021 (measurement date and actuarial valuation date) and details are provided as follows:

Net Pension Liability (Asset)	\$ (471,043,411)
Library's Proportionate Share (Percentage)	0.3557%
Library's Proportionate Share (Amount)	<u>\$ (1,675,732)</u>

The net pension liability presented above was not affected by any special funding situations. Changes in the Library's proportionate share of Plan A's net pension liability during the measurement period ending December 31, 2021 are provided as follows:

Beginning Net Pension Liability (Asset)	\$ (650,071)
Employer Contributions	(292,692)
Pension Expense	(312,236)
Change in Deferred Outflows of Resources	(186,744)
Change in Deferred Inflows of Resources	<u>(233,989)</u>
Ending Net Pension Liability (Asset)	<u>\$ (1,675,732)</u>

There were no changes between December 31, 2021 and the Plan A's measurement date that are expected to have a significant effect on the Library's proportionate share of the collective net pension liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>Total (Net)</b>
Differences Between Expected and Actual Experience	\$ 101,245	\$ 121,452	\$ (20,207)
Net Difference Between Projected and Actual			
Investment Earnings on Pension Plan Investments	----	1,449,480	(1,449,480)
Changes of Assumptions	87,393	----	87,393
Changes in Proportion	2,617	10,339	(7,722)
Employer Contributions Made After the Measurement Date	283,087	----	283,087
	<u>474,342</u>	<u>1,581,271</u>	<u>(1,106,929)</u>
Total Deferrals			
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(283,087)	----	(283,087)
	<u>\$ 191,255</u>	<u>\$ 1,581,271</u>	<u>\$ (1,390,016)</u>
Deferrals Subject to Amortization			

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

<u>For the Year Ending:</u>	
December 31, 2022	\$ (275,011)
December 31, 2023	(573,319)
December 31, 2024	(386,320)
December 31, 2025	<u>(155,366)</u>
Total	<u>\$ (1,390,016)</u>

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

Valuation Date	December 31, 2021
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.40% (Net of Investment Expense)
Projected Salary Increases	4.75%
Expected Remaining Service Lives	4 Years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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Mortality Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.

Inflation Rate 2.30%

The discount rate used to measure the total pension liability was 6.40% for Plan A and 6.40% for Plan B. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.00% for the year ended December 31, 2021.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2021 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Portfolio Real Rate of Return</u>
Fixed Income	33%	0.85%
Equity	51%	3.23%
Alternatives	14%	0.71%
Real Assets	2%	0.11%
Total	100%	4.90%

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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Inflation	2.10%
Expected Arithmetic Nominal Return	7.00%

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale.

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

	1% Decrease 5.40% Discount Rate	Current Discount Rate 6.40%	1% Increase 7.40% Discount
Net Pension Liability	\$ 973,081	\$1,675,428	\$(10,845,457)

### **NOTE 11 – POST EMPLOYMENT BENEFITS**

Details regarding other post employment benefits that the Library provides for its workforce are provided as follows:

#### **Plan Description**

The Library's established policies and procedures include providing certain healthcare benefits for retirees. This policy amounts to a single-employer defined benefit healthcare plan (the Plan) administered by the Library. The Plan provides medical benefits through the Library's group health insurance plan which covers both active and retired members. Benefits under the plan are made available to employees upon actual retirement. The Plan does not issue a publicly available financial report. Plan participants are typically eligible for healthcare benefits when they become eligible for benefits from the Parochial Employees' Retirement System of Louisiana.

#### **Funding Policy**

Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The Library has not established a trust fund to finance the cost of benefits and the Plan has no assets.

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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### **Net Other Post Employment Liability**

The liability has been determined using the Alternative Measurement Method permitted by Generally Accepted Accounting Standards in place of an actuarial valuation. The measurement date for the alternative measurement method calculation is June 30, 2022. Changes in the liability are presented as follows:

	Total OPEB Liability	Fiduciary Net Position	Net OPEB Liability
Service Cost	\$ 36,561	\$ ----	\$ 36,561
Interest	59,886		59,886
Effect of Economic / Demographic Gains or Losses	<u>(69,563)</u>	<u>----</u>	<u>(69,563)</u>
OPEB Expense	26,884	----	26,884
Employer Contributions	----	49,844	(49,844)
Benefit Payments	<u>(49,844)</u>	<u>(49,844)</u>	<u>----</u>
Net Change	(22,960)	----	(22,960)
Beginning Balance	<u>1,984,389</u>	<u>----</u>	<u>1,984,389</u>
Ending Balance	<u>\$ 1,961,429</u>	<u>\$ ----</u>	<u>\$ 1,961,429</u>

Covered employees consist of 67 active subscribers and 13 inactive subscribers. All eligible inactive subscribers are currently receiving benefits.

### **Valuation Methods and Assumptions**

Significant assumptions and other inputs used to measure the total OPEB liability are summarized as follows:

<b>Title</b>	<b>Description</b>
Age Adjustment Factor	2.043032
Average Retirement Age	65
Employer Future Premium Contribution	Remain a level % of the total cost over time.
Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll
Plan Asset Return	0.000%
Bond Yield	3.000%
Discount Rate	3.000%

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

<b>Title</b>	<b>Description</b>
Measurement Date	12/31/2022
Prior Measurement Date	12/31/2021
Prior Discount Rate	3.000%
Projected Salary Increases	3.00%
Amortization Period	20
Percentage Participation	50%
Net OPEB Liability and Actuarially Determined Contribution	Calculated using the Alternative Measurement Method in accordance with GASB methodology.
Mortality Table	Pub-2010 Public Retirement Plans Mortality Tables, with mortality improvement projected for 10 years.
Turnover Assumption	Derived from data maintained by the U.S. Office of Personnel Management regarding the most recent experience of the employee group covered by the Federal Employees Retirement system.
Medical Cost Trend Rates	Ranging from 4.7% in the initial year down to 4.2% beginning in year 8.
Pharmacy Trend Cost Rates	Ranging from 5.2% in the initial year down to 4.2% beginning in year 8.
Dental Cost Trend Rates	Ranging from 3.5% in the initial year down to 3.0% beginning in year 3.
Vision Cost Trend Rates	3.0%

### **Sensitivity to Rates**

Net OPEB liability calculations are impacted by various rate assumptions. An analysis of how the liability would be effected by changes in various rate assumptions is presented as follows:

	<b>Healthcare Cost Trend Rate</b>		
	<b>Baseline Trend Less 1%</b>	<b>Baseline Trend</b>	<b>Baseline Trend Plus 1%</b>
Net OPEB Liability	\$ 1,730,732	\$ 1,961,429	\$ 2,249,572
	<b>Discount Rate</b>		
	<b>Baseline Less 1% 2.000%</b>	<b>Baseline 3.000%</b>	<b>Baseline Plus 1% 4.000%</b>
Net OPEB Liability	\$ 2,215,982	\$ 1,961,429	\$ 1,750,730

### **NOTE 12 – LONG-TERM DEBT**

The following is a summary of transactions involving long-term debt for the year ended December 31, 2022:

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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Bonds payable, January 1, 2021	\$ 1,000,000
New issues	----
Retirements	365,000
Bonds payable, December 31, 2021	<u>635,000</u>
Due within one year	375,000
Due in more than one year	<u>\$ 260,000</u>

Details regarding long-term debt issues outstanding at year end are provided as follows:

Limited Tax Certificates, Series 2013 issued in the original amount of \$1,000,000. The certificates feature interest computed at a rates ranging from 0.6% to 3.5%. The bonds mature serially with the initial principal payment due March 1, 2015 and the final payment due March 1, 2023. The certificates are secured by and payable from an irrevocable pledge and dedication of the Libraries property tax revenue. \$ 120,000

Limited Tax Certificates, Series 2015 issued in the original amount of \$1,000,000. The certificates feature interest computed at a rates ranging from 0.25% to 3.40%. The bonds mature serially with the initial principal payment due March 1, 2016 and the final payment due March 1, 2024. The certificates are secured by and payable from an irrevocable pledge and dedication of the Libraries property tax revenue. 245,000

Limited Tax Certificates, Series 2016 issued in the original amount of \$1,000,000. The certificates feature interest computed at a rates ranging from 0.1% to 2.75%. The bonds mature serially with the initial principal payment due March 1, 2017 and the final payment due March 1, 2024. The certificates are secured by and payable from an irrevocable pledge and dedication of the Libraries property tax revenue. 270,000

Total \$ 635,000

A schedule of maturities for these bonds is presented as follows:

<u>Year Ended December 31<sup>st</sup></u>	<u>Principal</u>	<u>Interest</u>
2023	\$ 375,000	\$ 13,550
2024	<u>260,000</u>	<u>3,981</u>
Total	<u>\$ 635,000</u>	<u>\$ 17,531</u>

All interest incurred during the year was reported as an expense and no capitalizations were necessary.

### **NOTE 13 – FUND BALANCES**

Portions of the Governmental Fund Balances are subject to requirements that limit how the resources may be utilized. A detailed description of these limitations is presented as follows:

# **RAPIDES PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2022**

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	Non Spendable	Restricted	Committed
As discussed in Note 8, the Library's endowment fund is subject to permanent restrictions imposed by donors.	\$ 72,336	\$ ----	\$ ----
Income from the Library's endowment fund is available only for additions to the Library collection.	----	19,571	----
The Governing Board has designated a portion of the general fund balance for improving heating, ventilation and air conditioning components.	----	----	63,862
The Governing Board has designated a portion of the general fund balance for the eventual replacement of vehicles in the Library's fleet.	----	----	155,094
The Governing Board has designated a portion of the general fund balance for automation of Library activities.	----	----	693,363
	<hr/>	<hr/>	<hr/>
Total	\$ 72,336	\$ 19,571	\$ 912,319

# **Rapides Parish Library**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - General Fund Budget and Actual For the Year Ended December 31, 2022**

	Budget Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
<b>Revenues:</b>				
Property Taxes	\$ 6,615,900	\$ 6,615,900	\$ 7,216,919	\$ 601,019
Revenue Sharing	189,728	189,728	172,895	(16,833)
Investment Income	50,000	50,000	34,435	(15,565)
Other	115,907	115,907	218,145	102,238
<b>Total revenues</b>	<u>6,971,535</u>	<u>6,971,535</u>	<u>7,642,394</u>	<u>670,859</u>
<b>Expenditures:</b>				
Library Services				
Payroll	3,087,447	3,087,447	2,788,248	299,199
Benefits	1,629,000	1,629,000	1,272,622	356,378
Insurance	58,000	58,000	70,032	(12,032)
Materials and Supplies	322,500	322,500	436,599	(114,099)
Rent and Lease Expense	36,800	36,800	48,163	(11,363)
Repairs and Maintenance	391,256	391,256	365,734	25,522
Utilities and Telephone	411,100	411,100	327,452	83,648
Other Expenses	204,182	204,182	259,873	(55,691)
Capital Expenditures				
Building and Equipment	-	-	89,678	(89,678)
Library Collection	443,500	443,500	180,819	262,681
Debt Service	388,500	388,500	388,473	27
<b>Total expenditures</b>	<u>6,972,285</u>	<u>6,972,285</u>	<u>6,227,693</u>	<u>744,592</u>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	(750)	(750)	1,414,701	1,415,451
<b>Other Sources (Uses):</b>				
Operating Transfers	-	-	-	-
<b>Net Change in Fund Balance</b>	(750)	(750)	1,414,701	1,415,451
<b>Fund Balance - Beginning of Year</b>	<u>10,413,586</u>	<u>10,413,586</u>	<u>11,398,990</u>	<u>985,404</u>
<b>Fund Balance - End of Year</b>	<u>\$ 10,412,836</u>	<u>\$ 10,412,836</u>	<u>\$ 12,813,691</u>	<u>\$ 2,400,855</u>

# **Rapides Parish Library**

## **Schedule of Changes in Net OPEB Liability** **Retiree Healthcare Plan**

	For the Year Ended December 31st			
	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
<b><u>Total OPEB Liability</u></b>				
Beginning Balance	\$ 1,984,389	\$ 1,615,200	\$ 918,033	\$ 867,585
Service Cost	36,561	31,892	35,691	34,520
Interest	59,886	48,786	28,259	26,759
Effect of Economic / Demographic				
Gains or Losses	(69,563)	330,600	656,907	9,610
Benefit Payments	<u>(49,844)</u>	<u>(42,089)</u>	<u>(23,690)</u>	<u>(20,440)</u>
Ending Balance	<u>1,961,429</u>	<u>1,984,389</u>	<u>1,615,200</u>	<u>918,034</u>
<b><u>Fiduciary Net Position</u></b>				
Beginning Balance	-	-	-	-
Employer Contributions	49,844	42,089	23,690	20,440
Benefit Payments	<u>(49,844)</u>	<u>(42,089)</u>	<u>(23,690)</u>	<u>(20,440)</u>
Ending Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net OPEB Liability</b>	<b>\$ 1,961,429</b>	<b>\$ 1,984,389</b>	<b>\$ 1,615,200</b>	<b>\$ 918,034</b>
Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.0%	0.0%	0.0%	0.0%
Covered Payroll	2,461,626	2,386,341	2,476,230	2,329,758
Net OPEB Liability as a Percentage of Covered Payroll	79.7%	83.2%	65.2%	39.4%

This schedule is intended to fulfill requirements to present information for a period of 10 years. However, until a full 10 year trend has been compiled, information is presented only for the years for which the required information is available.

There are no assets accumulated in a trust that meets criteria established by Governmental Accounting Standards to pay related benefits. In addition, there are no known factors that can be expected to significantly effect the amounts reported.

# **Rapides Parish Library**

## **Schedule of Net Pension Liability Data** **Cost Sharing Retirement Systems**

Retirement System / Measurement Date	Share of Collective Net Pension Liability		Covered Payroll	Net Pension Liability as a Percentage of Covered Payroll	Pension Plans Fiduciary Net Position as a Percentage of Total Pension Liability
	Percent	Amount			
Parochial Employees' Retirement System					
December 31, 2015	0.3604%	948,659	2,066,345	45.9%	92.2%
December 31, 2016	0.3432%	706,819	2,035,346	34.7%	94.1%
December 31, 2017	0.3445%	(255,720)	2,120,585	-12.1%	102.0%
December 31, 2018	0.3680%	1,636,441	2,329,758	70.2%	88.9%
December 31, 2019	0.3674%	17,296	2,476,230	0.7%	99.9%
December 31, 2020	0.3707%	(650,071)	2,386,341	-27.2%	104.0%
December 31, 2021	0.3557%	(1,675,732)	2,461,626	-68.1%	110.5%

Notes to Schedule:

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

# **Rapides Parish Library**

## **Schedule of Employer Contributions Cost Sharing Retirement Systems**

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Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Parochial Employees' Retirement System					
December 31, 2015	299,620	301,759	(2,139)	2,066,345	14.60%
December 31, 2016	264,595	265,742	(1,147)	2,035,346	13.06%
December 31, 2017	265,073	265,383	(310)	2,120,585	12.51%
December 31, 2018	254,909	254,463	446	2,216,603	11.48%
December 31, 2019	303,338	268,164	35,174	2,476,230	10.83%
December 31, 2020	292,327	303,472	(11,145)	2,386,341	12.72%
December 31, 2021	283,087	292,692	(9,605)	2,461,626	11.89%

Notes to Schedule:

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

# **Rapides Parish Library**

## ***Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer For the Year Ended December 31, 2022***

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	<u>Celise Reech-Harper</u>
<b><u>Purpose</u></b>	
Salary	\$ 99,569
Benefits-Insurance	\$ 12,185
Benefits-Retirement	\$ 13,326
Reimbursements	\$ 413

Louisiana Law requires reporting compensation, benefits and reimbursements provided for the Agency Head or Chief Executive Officer. The Director of the Rapides Parish Library serves as the Chief Executive Officer.



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

June 6, 2023

To the Board of Control  
Rapides Parish Library

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Rapides Parish Library, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Rapides Parish Library's basic financial statements, and have issued our report thereon dated June 6, 2023.

**INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Rapides Parish Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Rapides Parish Library's internal control.

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

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

**COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the Rapides Parish Library'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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



Rozier, McKay & Willis  
Certified Public Accountants  
Voice: 318.442.1608

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

**PURPOSE OF THIS REPORT**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rozier, McKay & Willis  
Certified Public Accountants

# **RAPIDES PARISH LIBRARY**

## **SCHEDULE OF FINDINGS AND RESPONSES**

**For the Year Ended December 31, 2022**

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

- The Independent Auditors' Report on the basic financial statements of the Rapides Parish Library as of December 31, 2022 and for the year then ended expressed an unmodified opinion.
- The audit did not disclose any audit findings which are considered to be significant control deficiencies or material weaknesses.
- The results of the audit disclosed no instances of noncompliance required to be reported in the Schedule of Findings.

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

There were no findings of this nature.

# **RAPIDES PARISH LIBRARY**

## **MANAGEMENT'S CORRECTIVE ACTION PLAN**

***For the Year Ended December 31, 2022***

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<b>SECTION I</b> <b>Internal Control And Compliance Material To The Financial Statements.</b>	
No findings were reported in the schedule of findings.	Response – N/A
<b>SECTION II</b> <b>Internal Control and Compliance Material to Federal Awards</b>	
No findings were reported in the schedule of findings.	Response – N/A
<b>SECTION III</b> <b>Management Letter</b>	
No management letter was issued with this report.	Response – N/A

# **RAPIDES PARISH LIBRARY**

## **SCHEDULE OF PRIOR YEAR FINDINGS**

***For the Year Ended December 31, 2022***

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<b>SECTION I</b> <b>Internal Control And Compliance Material To The Financial Statements.</b>	
No findings were reported in the schedule of findings.	Response – N/A
<b>SECTION II</b> <b>Internal Control and Compliance Material to Federal Awards</b>	
No findings of this nature were reported as a result of the previous audit.	Response – N/A
<b>SECTION III</b> <b>Management Letter</b>	
No management letter was issued with the previous audit.	Response – N/A

**APPENDIX A**  
**Statewide Agreed-Upon Procedures**



Independent Accountant's Report  
On Applying Agreed-Upon Procedures

To the Rapides Parish Library and  
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Rapides Parish Library (the Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2022 through December 31, 2022. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The entity has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period described above. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

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

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

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

Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana  
June 8, 2023



Rozier, McKay & Willis  
Certified Public Accountants  
Voice: 318.442.1608

1407 Peterman Drive  
Alexandria, Louisiana 71301  
Online: [CenlaCPAs.com](http://CenlaCPAs.com)

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

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<b>Written Policies and Procedures</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.  <ul style="list-style-type: none"><li>• Budgeting</li><li>• Purchasing</li><li>• Disbursements</li><li>• Receipts</li><li>• Payroll/Personnel</li><li>• Contracting</li><li>• Credit Cards</li><li>• Travel and expense reimbursements</li><li>• Ethics</li><li>• Debt Service</li><li>• Disaster Recovery / Business Continuity</li><li>• Sexual Harassment</li></ul>	The Rapides Parish Library has adopted a set of comprehensive policies and procedures.	The results did not include findings or criticisms.

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:</p> <p>a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.</i></p> <p>c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes</p>	<p>The Board met with sufficient frequency</p> <p>Sufficient financial information was presented as part of the regular meeting.</p> <p>A positive unrestricted fund balance was reported.</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>The results did not include findings or criticisms.</i></b></p>

**Rapides Parish Library**

**Statewide Agreed-Upon Procedures**

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

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<b>Board (or Finance Committee)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.  d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.	Audit did not disclose any need for corrective action.	<b><i>The results did not include findings or criticisms.</i></b>

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

<b>Bank Reconciliations</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>Evidence of reconciliation within 2 months was present.</p> <p>Evidence of a review of bank reconciliations was present</p> <p>Items outstanding more than 12 months were limited to 11 items with a combined value of 212.73. No evidence of research was present.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p>Due to the limited volume and amount of outstanding items, no research was considered necessary.</p>



***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

<b>Collections (excluding EFTs)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	All cash collections are performed by employees who play no role in preparing deposits.	<b><i>The results did not include findings or criticisms.</i></b>
c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.	All cash collections are performed by employees who play no role in posting transactions.	<b><i>The results did not include findings or criticisms.</i></b>
d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.	Responsibility for collections is segregated from collections.	<b><i>The results did not include findings or criticisms.</i></b>
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	Blanket coverage applies to the Library's entire workforce	<b><i>The results did not include findings or criticisms.</i></b>
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

<b>Collections (excluding EFTs)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p>	<p>The computer system assigns sequential transaction numbers.</p> <p>Documentation was consistent with deposit slips.</p> <p>The deposit slip matched the actual deposit per the bank statement.</p> <p>Collections in branch locations are deposited bi- monthly.</p> <p>The bank statement is consistent with the general ledger</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>The results did not include findings or criticisms.</i></b></p> <p>The Library has many branches disbursed throughout Rapides Parish. In addition, each branch handles a very limited amount of money. Due to the distance and the minor nature of the amounts involved, it is not practical to deposit more frequently.</p> <p><b><i>The results did not include findings or criticisms.</i></b></p>

**Rapides Parish Library**

**Statewide Agreed-Upon Procedures**

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

<b>Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).	A single location is used for all processing.	<i>The results did not include findings or criticisms.</i>
9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:		
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	Multiple employees are involved in the process	<i>The results did not include findings or criticisms.</i>
b) At least two employees are involved in processing and approving payments to vendors.	Multiple employees are involved in the process	<i>The results did not include findings or criticisms.</i>
c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.	Employees responsible for signing checks do not have access to vendor files.	<i>The results did not include findings or criticisms.</i>
d) Either the employee/official responsible for signing checks mails the payment or gives	Mailing is segregated form processing	<i>The results did not include findings or criticisms.</i>



**Rapides Parish Library**

**Statewide Agreed-Upon Procedures**

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

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<b>Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.		

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

<b>Credit Cards/Debit Cards/Fuel Cards/P-Cards</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>12 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.</p>	<p>Management provided the list as requested.</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p>
<p>13 Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:</p> <p>a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.</p>	<p>Evidence of review and approval was present</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p>
<p>b. Observe that finance charges and late fees were not assessed on the selected statements.</p>	<p>No finance charges or late fees were present</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p>

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

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<b>Credit Cards/Debit Cards/Fuel Cards/P-Cards</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
14 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	Each transaction selected was adequately documented.	<b><i>The results did not include findings or criticisms.</i></b>

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

<b>Travel and Expense Reimbursement</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>15 Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (<a href="http://www.gsa.gov">www.gsa.gov</a>).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).</p> <p>d. Observe that each reimbursement was reviewed and approved, in writing, by</p>	<p>Reimbursements were consistent with per diem rates for mileage.</p> <p>Actual cost were adequately documented</p> <p>Business purposed were documented.</p> <p>Evidence of review was present.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms</i></p>

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

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

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

<b>Contracts</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>16 Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:</p> <p>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</p> <p>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).</p> <p>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</p> <p>d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment</p>	<p>No contract were renewed or initiated during the year</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>N/A</i></b></p> <p><b><i>N/A</i></b></p> <p><b><i>N/A</i></b></p> <p><b><i>N/A</i></b></p>

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

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<b>Contracts</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
agreed to the terms and conditions of the contract.		

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>17 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.</p>	<p>Management provided copies of W-2s.</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p>
<p>18 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:</p> <p>a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).</p> <p>b. Observe that supervisors approved the attendance and leave of the selected employees/officials.</p> <p>c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.</p>	<p>Attendance was adequately documented.</p> <p>Evidence of appropriate approval was present</p> <p>Leave records reflected amounts paid.</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>The results did not include findings or criticisms.</i></b></p>
<p>19 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination</p>	<p>Amounts and rates were appropriated for each of the employees selected.</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p>

**Rapides Parish Library**

**Statewide Agreed-Upon Procedures**

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

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<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
20 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management has provided the applicable representations.	<b><i>The results did not include findings or criticisms.</i></b>

**Rapides Parish Library**

**Statewide Agreed-Upon Procedures**

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

<b>Ethics</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>21 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:</p> <p>a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.</p> <p>b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.</p>	<p>Ethics training was documented for each employee selected.</p> <p>An attestation was provided by each employee selected.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p>
<p>22 Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.</p>	<p>The Library has appointed an ethics designee.</p>	<p><i>The results did not include findings or criticisms.</i></p>

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

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<b>Debt Service</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
23 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	No new debt was issued during the period.	<b><i>The results did not include findings or criticisms.</i></b>
25 Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.	Debt was limited to general obligations that did not require reserve balances	<b><i>The results did not include findings or criticisms.</i></b>

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

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<b>Fraud Notice</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	No misappropriations were reported.	<b><i>The results did not include findings or criticisms.</i></b>
26 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	The notices were posted on the premises and the website.	<b><i>The results did not include findings or criticisms.</i></b>

***Rapides Parish Library***

***Statewide Agreed-Upon Procedures***

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

<b>Information Technology Disaster Recovery /Business Continuity</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>27 Perform the following procedures, <b>verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</b></p> <p>a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.</p> <p>b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.</p> <p>c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.</p>	<p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>The results did not include findings or criticisms.</i></b></p> <p><b><i>The results did not include findings or criticisms.</i></b></p>
<p>28 Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in</p>	<p>We performed the procedure and discussed the results with management.</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p>

**Rapides Parish Library**

**Statewide Agreed-Upon Procedures**

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

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<b>Information Technology Disaster Recovery /Business Continuity</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.		

**Rapides Parish Library**

**Statewide Agreed-Upon Procedures**

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

Sexual Harassment		
Agreed-Upon Procedure	Results	Managements' Response
<p>29 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.</p>	<p>Sexual harassment training was documented for each employee selected.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>30 Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).</p>	<p>The personnel policy appears on the website</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>31 Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:</p> <ul style="list-style-type: none"> <li>a. Number and percentage of public servants in the agency who have completed the training requirements;</li> <li>b. Number of sexual harassment complaints received by the agency;</li> <li>c. Number of complaints which resulted in a finding that sexual harassment occurred;</li> <li>d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and</li> <li>e. Amount of time it took to resolve each complaint.</li> </ul>	<p>An annual report has not been completed.</p>	<p>We will become familiar with the requirements to ensure compliance for the next reporting cycle.</p>