

**Town of Blanchard
Blanchard, Louisiana**

Financial Statement with Auditors' Report

As of and For the Year Ended June 30, 2022

Town of Blanchard
Blanchard, Louisiana

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Blanchard, Louisiana
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COOK & MOREHART

Certified Public Accountants

1215 HAWN AVENUE • SHREVEPORT, LOUISIANA 71107 • P.O. BOX 78240 • SHREVEPORT, LOUISIANA 71137-8240

TRAVIS H. MOREHART, CPA
VICKIE D. CASE, CPA

TELEPHONE (318) 222-5415

FAX (318) 222-5441

STUART L. REEKS, CPA
J. PRESTON DELAUNE, CPA

MEMBER
AMERICAN INSTITUTE
CERTIFIED PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditors' Report

The Honorable Jim Galambos, Mayor
and Members of the Town Council
Town of Blanchard
Blanchard, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Blanchard, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town of Blanchard's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town of Blanchard, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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 GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgement 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 Town of Blanchard'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 Town of Blanchard's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 – 11 and 47, the schedule of proportionate share of net pension liability on page 48, and the schedule of contributions on page 49 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Blanchard's basic financial statements. The accompanying other supplementary information listed in the table of contents and shown on pages 50 - 54 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 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 GAAS. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. As disclosed in Note 1 to the financial statements, the Town of Blanchard prepares its financial statements in accordance with accounting principles generally accepted in the United States of America. The other supplementary information schedule, Justice System Funding Schedule, shown on page 55, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. This schedule is presented to satisfy the requirements of Act 87 of the 2020 Regular Legislative Session (R.S. 24:515.2) and must be presented on the cash basis of accounting which differs significantly from those principles used to present financial statements in accordance with GAAS. 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 GAAS. In our opinion the Justice System Funding Schedule, shown on page 55, is fairly stated in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2022, on our consideration of the Town of Blanchard's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Blanchard'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 Town of Blanchard's internal control over financial reporting and compliance.



Cook & Morehart
Certified Public Accountants
December 22, 2022

TOWN OF BLANCHARD

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Town of Blanchard's financial performance provides an overview of the Town of Blanchard's financial activities for the fiscal year ended June 30, 2022. Please read it in conjunction with the Town's financial statements, which begin on page 12.

FINANCIAL HIGHLIGHTS

- The Town of Blanchard's net position of our governmental activities increased by \$244,415 or 74%. The Town of Blanchard's net position of our business-type activities increased by \$1,773,554 or 23%.
- In the Town's governmental activities, total general and program revenues were \$1,392,618 in 2022 compared to \$1,415,241 in 2021. Total expenses, excluding depreciation, totaled \$1,086,708 for the year ended June 30, 2022, compared to \$1,103,138 for 2021.
- In the Town's business-type activities, revenues decreased by \$533,225, while expenses decreased by \$484,007.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 12 and 13) provide information about the activities of the Town of Blanchard as a whole and present a longer-term view of the Town's finances. Fund financial statements start on page 14. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Town of Blanchard's operations in more detail than the government-wide statements by providing information about the Town of Blanchard's most significant funds.

Reporting the Town of Blanchard, Louisiana as a Whole

Our analysis of the Town of Blanchard as a whole begins on page 12. One of the most important questions asked about the Town of Blanchard's finances is "Is the Town of Blanchard as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the funds maintained by the Town of Blanchard as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Town of Blanchard's *net position* and changes in it. You can think of the Town of Blanchard's net position – as the difference between assets and liabilities – as one way to measure the Town of Blanchard's financial health, or *financial position*. Over time, *increases* or *decreases* in the Town of Blanchard's net position is one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Town's property tax base, to assess the overall health of the Town.

In the Statement of Net Position and the Statement of Activities, we divide the Town into two kinds of activities:

Governmental activities – Most of the Town's basic services are reported here, including the police, public works, and general administration. Property taxes, franchise fees, sales taxes, and police department fines, and various other revenues finance most of these activities.

Business-type activities – The Town charges a fee to customers to help it cover all or most of the cost of certain services it provides. The Town's water and sewer system are reported here.

Reporting the Town's Most Significant Funds

Our analysis of the major funds maintained by the Town of Blanchard begins on page 14. The fund financial statements begin on page 14 and provide detailed information about the most significant funds maintained by the Town of Blanchard – not the Town of Blanchard as a whole. The Town of Blanchard's two kinds of funds – *governmental* and *proprietary* – use different accounting approaches.

Governmental funds – Most of the Town of Blanchard's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Town of Blanchard's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain Town of Blanchard's expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* in reconciliation at the bottom of the fund financial statements.

Proprietary funds – When the Town charges customers for the services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Town's enterprise funds (a component of proprietary funds) are the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows, for proprietary funds.

THE TOWN OF BLANCHARD AS A WHOLE

The Town of Blanchard's combined net position changed from a year ago, increasing from \$8,068,884 to \$10,086,853. A comparative analysis of the funds maintained by the Town of Blanchard is presented below.

**Table 1
Net Position**

	Governmental Activities		Business-type Activities		Total	
	2022	2021	2022	2021	2022	2021
Current and other assets	\$ 670,784	\$ 520,062	\$ 6,086,837	\$ 5,554,697	\$ 6,757,621	\$ 6,074,759
Capital assets	325,284	334,721	18,868,374	18,674,596	19,193,658	19,009,317
Total assets	<u>996,068</u>	<u>854,783</u>	<u>24,955,211</u>	<u>24,229,293</u>	<u>25,951,279</u>	<u>25,084,076</u>
Deferred outflows of resources	<u>153,578</u>	<u>166,850</u>		<u>10,347</u>	<u>153,578</u>	<u>177,197</u>
Current Liabilities	58,704	106,900	1,505,573	1,613,979	1,564,277	1,720,879
Long-term liabilities	<u>318,748</u>	<u>490,996</u>	<u>13,937,142</u>	<u>14,886,719</u>	<u>14,255,890</u>	<u>15,377,715</u>
Total liabilities	<u>377,452</u>	<u>597,896</u>	<u>15,442,715</u>	<u>16,500,698</u>	<u>15,820,167</u>	<u>17,098,594</u>
Deferred inflows of resources	<u>197,837</u>	<u>93,795</u>			<u>197,837</u>	<u>93,795</u>
Net position:						
Net investment in capital assets	322,142	287,621	5,179,535	3,244,404	5,501,677	3,532,025
Restricted			543,023	207,547	543,023	207,547
Unrestricted	<u>252,215</u>	<u>42,321</u>	<u>3,789,938</u>	<u>4,286,991</u>	<u>4,042,153</u>	<u>4,329,312</u>
Total net position	<u>\$ 574,357</u>	<u>\$ 329,942</u>	<u>\$ 9,512,496</u>	<u>\$ 7,738,942</u>	<u>\$10,086,853</u>	<u>\$ 8,068,884</u>

Net position of the Town of Blanchard's governmental activities increased by \$244,415 or 74%. Net position of the Town of Blanchard's business-type activities increased by \$1,773,554 or 23%.

Table 2
Change in Net Position

	Governmental Activities		Business-type Activities		Totals	
	2022	2021	2022	2021	2022	2021
Revenues:						
Program revenues:						
Charges for services	\$ 265,762	\$ 345,597	\$ 4,548,316	\$ 4,268,789	\$ 4,814,078	\$ 4,614,386
Capital grants and contributions		116,077	1,159,208	2,006,231	1,159,208	2,122,308
Operating grants and contributions	118,500	49,985			118,500	49,985
General revenues:						
Ad valorem taxes	165,189	151,969	112,451	105,111	277,640	257,080
Sales taxes	512,221	451,625			512,221	451,625
Licenses and permits	100,156	102,108			100,156	102,108
Franchise taxes	209,963	182,212			209,963	182,212
Investment earnings	133		1,653	1,806	1,786	1,806
Miscellaneous	20,694	15,668	54,947	27,863	75,641	43,531
Total Revenues	<u>1,392,618</u>	<u>1,415,241</u>	<u>5,876,575</u>	<u>6,409,800</u>	<u>7,269,193</u>	<u>7,825,041</u>
Expenses:						
General government	91,026	74,614			91,026	74,614
Public safety	729,474	746,110			729,474	746,110
Public works	296,207	278,627			296,207	278,627
Culture and Recreation	31,496	24,073			31,496	24,073
Water and Sewer Utility			4,103,021	4,587,028	4,103,021	4,587,028
Total expenses	<u>1,148,203</u>	<u>1,123,424</u>	<u>4,103,021</u>	<u>4,587,028</u>	<u>5,251,224</u>	<u>5,710,452</u>
Increases (decreases) in net position	<u>\$ 244,415</u>	<u>\$ 291,817</u>	<u>\$ 1,773,554</u>	<u>\$ 1,822,772</u>	<u>\$ 2,017,969</u>	<u>\$ 2,114,589</u>

The Town's total revenues decreased by 7% or \$555,848. The Town's total expenditures decreased by 9% or \$459,228. Our analysis below separately considers the operations of the governmental and business-type activities.

Governmental Activities

Total revenues for the governmental activities decreased \$22,623, from total revenues in the year ended June 30, 2021 of \$1,415,241 to total revenues of \$1,392,618, in the year ended June 30, 2022.

The cost of all governmental activities this year was \$1,148,203. These costs were covered by \$384,262 of program revenues, with the remaining costs covered by property taxes, sales taxes, and other general revenues.

Business-type Activities

Total revenues for the business-type activities decreased \$533,225, from total revenues in the year ended June 30, 2021 of \$6,409,800 to total revenues of \$5,876,575, in the year ended June 30, 2022, due to a decrease in capital grants and contributions.

The cost of all business-type activities this year was \$4,103,021. These costs were covered largely by program revenues of \$5,707,524, consisting of charges for services assessed to users and capital grants and contributions.

THE TOWN'S FUNDS

As the Town completed the year, its governmental funds (as presented in the balance sheet on page 14) reported a *combined* fund balance of \$560,383, which is more than last year's fund balance of \$398,085.

General Fund Budgetary Highlights

The Town adopted a budget for its General Fund for the year ended June 30, 2022. There was one amendment to the budget during the year. The Town's budgetary comparison is presented as required supplementary information and shown on page 47. Highlights for the year are as follows:

- Final actual revenues were more than budgeted revenues in the amount of \$39,781.
- Actual expenditures were less than final budget expenditures in the amount of \$6,915.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of June 30, 2022 and 2021, the Town of Blanchard had invested \$19,193,658 and \$19,009,317, respectively in capital assets. (see table 3 below)

Table 3
Capital Assets At Year End
(Net of Depreciation)

	Governmental Activities		Business-type Activities		Totals	
	2022	2021	2022	2021	2022	2021
Construction in Progress	\$ 2,550	\$ 2,550	\$ 2,598,861	\$ 1,930,673	\$ 2,601,411	\$ 1,933,223
Land	49,426	2,000	145,049	145,049	194,475	147,049
Buildings	61,847	71,326			61,847	71,326
Improvements	117,834	127,494			117,834	127,494
Vehicles and equipment	90,500	131,351			90,500	131,351
Leased assets	3,127		49,326		52,453	
Administration			180,102	208,370	180,102	208,370
Water equipment			14,050,772	14,398,291	14,050,772	14,398,291
Sewer equipment			1,844,264	1,992,213	1,844,264	1,992,213
Total assets (net)	<u>\$ 325,284</u>	<u>\$ 334,721</u>	<u>\$ 18,868,374</u>	<u>\$ 18,674,596</u>	<u>\$ 19,193,658</u>	<u>\$ 19,009,317</u>

This year's major additions included:

Construction in progress	\$	\$ 668,188
Water equipment		493,115
Administration		
Land	47,426	
Leased Assets	4,632	49,887
	<u>\$ 52,058</u>	<u>\$ 1,211,190</u>

More detailed information about the capital assets are presented in Note 7 to the financial statements.

Debt

At year-end, the Town had \$14,255,890 in bonds, notes, and other long-term liabilities outstanding, versus \$15,377,715 last year, as described below.

**Table 4
Outstanding Debt At Year End**

	Governmental Activities		Business-type Activities		Total	Total
	2022	2021	2022	2021	2022	2021
Water Revenue Bonds	\$	\$	\$ 12,450,993	\$ 13,313,735	\$ 12,450,993	\$ 13,313,735
Sewer Revenue Bonds			1,188,162	1,281,162	1,188,162	1,281,162
Net Pension Liability	307,397	481,137			307,397	481,137
Compensated absences	8,209	9,859			8,209	9,859
Leased assets	3,142		49,685		52,827	
URAF Agreement			248,302	291,822	248,302	291,822
Totals	\$ 318,748	\$ 490,996	\$ 13,937,142	\$ 14,886,719	\$ 14,255,890	\$ 15,377,715

More detailed information about the debt is presented in Note 11 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Town of Blanchard's management considered many factors when setting a fiscal year June 30, 2023 budget. Amounts available for appropriation in the governmental funds are expected to remain substantially the same. Expenditures for 2023 are expected to remain substantially the same.

CONTACTING THE TOWN'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the Town of Blanchard and to show the Town of Blanchard's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Mayor at P.O. Box 428, Blanchard, LA 71009.

Town of Blanchard
Blanchard, Louisiana
Statement of Net Position
June 30, 2022

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and cash equivalents	\$ 802,099	\$ 3,849,656	\$ 4,651,755
Receivables	116,593	623,724	740,317
Prepaid expenses	51,697	98,797	150,494
Restricted assets:			
Cash and cash equivalents		1,215,055	1,215,055
Capital assets not being depreciated	51,976	2,743,910	2,795,886
Capital assets, net	273,308	16,124,464	16,397,772
Internal balances	(299,605)	299,605	
Total assets	<u>996,068</u>	<u>24,955,211</u>	<u>25,951,279</u>
Deferred Outflows of Resources			
Pension related	<u>153,578</u>		<u>153,578</u>
Total deferred outflows of resources	<u>153,578</u>		<u>153,578</u>
Liabilities			
Accounts payable and accrued expenses	58,704	251,927	310,631
Payable from restricted assets:			
Customer deposits		672,032	672,032
Unearned revenue		581,614	581,614
Non-current liabilities:			
Due within one year	9,729	1,199,147	1,208,876
Due in more than one year	309,019	12,737,995	13,047,014
Total liabilities	<u>377,452</u>	<u>15,442,715</u>	<u>15,820,167</u>
Deferred Inflows of Resources			
Pension related	<u>197,837</u>		<u>197,837</u>
Net Position			
Net investment in capital assets	322,142	5,179,535	5,501,677
Restricted:			
Debt service		543,023	543,023
Unrestricted	252,215	3,789,938	4,042,153
Total net position	<u>\$ 574,357</u>	<u>\$ 9,512,496</u>	<u>\$ 10,086,853</u>

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Statement of Activities
For the Year Ended June 30, 2022

	Program Revenues			Net (Expense) Revenue and Changes in Net Position			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Functions / Programs:							
Governmental Activities							
General government	\$ 91,026	\$ 7,825	\$	\$	\$ (83,201)	\$	\$ (83,201)
Public safety	729,474		108,708		(620,766)		(620,766)
Public works	296,207	257,937			(38,270)		(38,270)
Culture and recreation	31,496		9,792		(21,704)		(21,704)
Total governmental activities	1,148,203	265,762	118,500		(763,941)		(763,941)
Business-type Activities							
Water	3,541,884	4,152,387		1,159,208		1,769,711	1,769,711
Sewer	561,137	395,929				(165,208)	(165,208)
Total business-type activities	4,103,021	4,548,316		1,159,208		1,604,503	1,604,503
Total Government	\$ 5,251,224	\$ 4,814,078	\$ 118,500	\$ 1,159,208	(763,941)	1,604,503	840,562
General revenues:							
					165,189	112,451	277,640
					512,221		512,221
					100,156		100,156
					209,963		209,963
					133	1,653	1,786
					20,694	54,947	75,641
					<u>1,008,356</u>	<u>169,051</u>	<u>1,177,407</u>
					244,415	1,773,554	2,017,969
					<u>329,942</u>	<u>7,738,942</u>	<u>8,068,884</u>
					<u>\$ 574,357</u>	<u>\$ 9,512,496</u>	<u>\$ 10,086,853</u>

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Balance Sheet
Governmental Fund
June 30, 2022

	General Fund
Assets	
Cash and cash equivalents	\$ 802,099
Receivables	116,593
Total assets	\$ 918,692
 Liabilities and Fund Balance	
Liabilities:	
Accounts payable and accrued expenses	\$ 58,704
Due to other funds	299,605
Total liabilities	358,309
 Fund balance:	
Unassigned	560,383
Total fund balance	560,383
Total liabilities and fund balance	\$ 918,692

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Reconciliation of the Balance Sheet of Governmental Fund
to the Statement of Net Position
June 30, 2022

Fund balance - total governmental fund	\$	560,383
<p>Amounts reported for governmental activities in the statement of net position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds</p>		325,284
<p>Other long-term assets are not available to pay for current-period expenditures and therefore are unavailable in the funds</p>		
Prepaid insurance		51,697
Deferred outflows - pension related		153,578
<p>Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.</p>		
Compensated absences		(8,209)
Long term liability - leased asset		(3,142)
Net pension liability		(307,397)
Deferred inflows - pension related		(197,837)
		(516,575)
Net position of governmental activities	\$	574,357

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund
For the Year Ended June 30, 2022

	General Fund
Revenues:	
Ad valorem taxes	\$ 165,189
Sales taxes	512,221
Licenses and permits	100,156
Charges for services	265,762
Fines and forfeitures	59,821
Franchise taxes	209,963
Intergovernmental	45,792
Miscellaneous	20,827
Total revenues	1,379,731
Expenditures:	
Current:	
General government	82,125
Public safety	773,360
Public works	296,208
Culture and recreation	18,314
Capital Outlay	52,058
Total expenditures	1,222,065
Excess (deficiency) of revenues over expenditures	157,666
Other financing sources:	
Debt proceeds - lease	4,632
Total other financing sources	4,632
Net change in fund balance	162,298
Fund balance at beginning of year	398,085
Fund balance at end of year	\$ 560,383

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balance of Governmental Fund to the Statement of Activities
For the Year Ended June 30, 2022

Net change in fund balance - total governmental fund \$ 162,298

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 their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$61,495) exceeded capital outlays (\$52,058) in the current period. (9,437)

The repayment of principal of long-term debt consumes current financial resources of governmental funds. 1,490

Revenues that are not available to pay current obligations are not reported in the fund financial statements, but they are presented as revenues in the statement of activities

Non-employer contributions to cost-sharing pension plan 12,887

Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets.

Lease liability (4,632)

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.

Pension expense 43,539

Prepaid insurance 36,620

Other 1,650

Change in net position of governmental activities \$ 244,415

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Statement of Net Position
Proprietary Fund
June 30, 2022

	<u>Business-Type Activities- Enterprise Fund</u>
Assets	
Current assets:	
Cash and cash equivalents	\$ 3,849,656
Restricted cash and cash equivalents	672,032
Receivables charges for service (net of allowance for uncollectibles)	623,724
Receivables grants	
Prepaid expenses	98,797
Due from other funds	299,605
Total current assets	<u>5,543,814</u>
Noncurrent assets:	
Restricted cash and cash equivalents	543,023
Capital assets:	
Land	145,049
Construction in progress	2,598,861
Plant and equipment	32,771,625
Less: accumulated depreciation	<u>(16,647,161)</u>
Total noncurrent assets	<u>19,411,397</u>
Total assets	<u>24,955,211</u>
Liabilities	
Current liabilities:	
Accounts payable and accrued expenses	251,927
Water revenue bonds	1,033,249
Sewer revenue bonds	94,000
Current portion of other long term debt	71,898
Unearned revenue	581,614
Payable from restricted assets:	
Customer deposits	672,032
Total current liabilities	<u>2,704,720</u>
Noncurrent liabilities:	
Water revenue bonds	11,417,744
Sewer revenue bonds	1,094,162
Other long-term debt	226,089
Total noncurrent liabilities	<u>12,737,995</u>
Total liabilities	<u>15,442,715</u>
Net Position	
Net investment in capital assets	5,179,535
Restricted for debt service	543,023
Unrestricted	3,789,938
Total net position	<u>\$ 9,512,496</u>

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Statement of Revenues, Expenses, and Changes in Fund Net Position
Proprietary Fund
For the Year Ended June 30, 2022

	<u>Business-type Activities- Enterprise Fund</u>
Operating revenues:	
Water sales	\$ 4,152,387
Sewerage service charges	395,929
Miscellaneous revenues	54,947
Total operating revenues	<u>4,603,263</u>
Operating expenses:	
Water department expenses	2,411,323
Sewer department expenses	407,679
Depreciation expense	1,017,412
Total operating expenses	<u>3,836,414</u>
Operating income (loss)	<u>766,849</u>
Non-operating revenues (expenses):	
Ad valorem taxes	112,451
Interest income	1,653
Interest expense	(266,607)
Total non-operating revenues (expenses)	<u>(152,503)</u>
Change in net position before contributions	614,346
Capital contributions	<u>1,159,208</u>
Change in net position	1,773,554
Net position - beginning of year	<u>7,738,942</u>
Net position - end of year	<u>\$ 9,512,496</u>

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Statement of Cash Flows
Proprietary Fund
For the Year Ended June 30, 2022

	<u>Business-type Activities- Enterprise Fund</u>
Cash Flows From Operating Activities	
Receipts from customers	\$ 3,840,086
Cash payments to suppliers for goods and services	(1,816,983)
Cash payments to employees for services	(1,179,211)
Other receipts (payments)	636,561
Net Cash from Operating Activities	<u>1,480,453</u>
Cash Flows From Non-Capital Financing Activities	
Ad valorem taxes	112,451
Grant Income - ARPA	581,614
Net Cash from Non-capital Financing Activities	<u>694,065</u>
Cash Flows From Capital and Related Financing Activities	
Acquisition/construction of capital assets	(1,551,945)
Principal paid on other debt	(43,520)
Principal paid on capital debt	(930,001)
Interest paid on capital debt	(226,754)
Capital contributions	1,124,396
Other receipts (payments)	7,441
Net Cash (used in) Capital and Related Financing Activities	<u>(1,620,383)</u>
Cash Flow From Investing Activities	
Interest income	1,653
Net Cash from Investing Activities	<u>1,653</u>
Net increase in cash and cash equivalents	555,788
Cash, Beginning of year	<u>4,508,923</u>
Cash, End of year	<u><u>\$ 5,064,711</u></u>
Cash and cash equivalents are reflected on the Statement of Net Position as follows:	
Cash and cash equivalents	\$ 3,849,656
Cash and cash equivalents - restricted	1,215,055
Total	<u><u>\$ 5,064,711</u></u>
Reconciliation of Operating Loss to Net Cash provided (Used) by Operating Activities	
Operating income (loss)	\$ 766,849
Adjustments to reconcile operating loss to net cash provided (used) by operating activities:	
Depreciation expense	1,017,412
Accounts receivable	(172,442)
Accounts payable and accrued expenses	54,548
Due to and from other funds	(170,223)
Prepaid expenses	(53,875)
Customer deposits	38,184
Net Cash Flows From Operating Activities	<u><u>\$ 1,480,453</u></u>
Noncash Capital Financing Activities:	
Acquisition of property	
Acquisition/construction of capital assets	\$ 2,056,832
Lease liability	(49,887)
Donated assets	(455,000)
Cash used to acquire/construct capital assets	<u><u>\$ 1,551,945</u></u>

The accompanying notes are an integral part of this statement.

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022

INTRODUCTION

The Town of Blanchard was incorporated under the provisions of the Lawrason Act. The Town operates under a Mayor–Board of Aldermen form of government.

(1) Summary of Significant Accounting Policies

The Town of Blanchard's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Town of Blanchard are discussed below.

A. Reporting Entity

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

GASB established criteria for determining which component units should be considered part of the Town of Blanchard for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

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

In addition, the GASB states that a legally separate, tax-exempt organization should be reported as a component unit of a reporting entity if *all* of the following criteria are met:

1. The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

2. The primary government is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
3. The economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government.

In addition, other organizations should be evaluated as potential component units if they are closely related to, or financially integrated with, the primary government. There were no entities that were determined to be component units of the Town of Blanchard.

B. Basic Financial Statements – Government-Wide Statements

The Town of Blanchard's basic financial statements include both government-wide (reporting the funds maintained by the Town of Blanchard as a whole) and fund financial statements (reporting the Town of Blanchard's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Town's general fund is classified as governmental activities, and the Town's utility fund is classified as business-type activities.

In the government-wide Statement of Net Position, both the governmental activities and business-type activities columns are presented on a consolidated basis by column and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables, as well as long-term debt and obligations. The Town of Blanchard's net position is reported in three parts – invested in capital assets, net of related debt; restricted net position; and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Town of Blanchard's functions. The functions are also supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating, and capital grants. Program revenues must be directly associated with the function.

Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary fund's principal ongoing operations of providing water and sewer services. The net costs (by function) are normally covered by general revenue (property, sales and use taxes, certain intergovernmental revenues, interest income, etc.).

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

This government-wide focus is more on the sustainability of the Town of Blanchard as an entity and the change in the Town of Blanchard's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Town of Blanchard are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Town of Blanchard:

1. Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the Town of Blanchard:
 - a. General fund is the general operating fund of the Town of Blanchard. It is used to account for all financial resources except those required to be accounted for in another fund.
2. Proprietary Funds – the focus of proprietary fund measurement is upon determination of operating income, changes in net assets, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The following is a description of the proprietary fund of the Town:
 - a. Enterprise funds are required to be used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges, or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

The emphasis in fund financial statements is on the major funds in either the governmental or business-type activities categories. Non-major funds by category are summarized into a single column. GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of fund category) for the determination of major funds.

The following major funds are presented in the fund financial statements:

General Fund – accounts for all financial resources except those required to be accounted for in another fund.

Enterprise Fund – accounts for the provision of water and sewer services of the Town.

There are no non-major funds for the Town.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual:

Both governmental and business-type activities in the government-wide financial statements and the proprietary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

E. Budget and Budgetary Accounting

The Town follows these procedures in establishing the budgetary data reflected in these financial statements:

1. The Mayor prepares a proposed budget and submits to the Board of Aldermen no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
5. Budgetary amendments involving the transfer of funds from one department, program or function to another, or involving increases in expenditures resulting from revenues exceeding amounts estimated, require the approval of the Board of Aldermen.
6. All budgetary appropriations lapse at the end of each fiscal year.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

7. The budget for the General fund is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts in the accompanying statements are as originally adopted, or as amended by the Board of Aldermen. There was one amendment to the budget for the year ended June 30, 2022.

F. Cash, Cash Equivalents, and Investments

Cash includes amounts in petty cash, demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Town may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Investments are limited by R.S. 33:2955 and the Town's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

G. Capital Assets

Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Major outlays for capital assets and improvements are capitalized as projects are constructed. Lease assets are measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings & improvements	15–30 years
Equipment	5–30 years
Water and sewer systems	10–50 years

Lease assets are amortized using the straight-line method over the shorter of the lease term or the useful life of the underlying asset. As of June 30, 2022, the Town has two leases which are being amortized over the lease term of the leases.

In accordance with GASB Statement No. 34, because of the costs involved in retroactively capitalizing infrastructure, the Town has elected an exception for local governments with annual revenues of less than \$10 million and will prospectively capitalize infrastructure from the date of implementation of GASB Statement No. 34 forward and will not retroactively capitalize infrastructure.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

H. Revenues

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the Town in September or October and are actually billed to the taxpayers in November. Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are budgeted in the year billed. The Caddo Parish Tax Assessor determines assessed values of property and generates bills for property taxes. The Town mails and collects the taxes. Sales tax revenues are recorded in the period in which the underlying exchange has occurred. Fines, forfeitures, licenses, and permits are recognized in the period they are collected. Interest income on demand and time deposits is recorded when earned. Federal and state grants are recorded when the Town is entitled to the funds.

I. Net Position

Net position represents the difference between assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net position invested in capital assets, net investment in capital assets; consist of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Town's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

J. Fund Balance

GASB has issued standards which define the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be properly reported within one of the fund balance categories listed below.

1. Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid expenses, or (b) legally or contractually required to be maintained intact, such as a trust that must be retained in perpetuity.
2. Restricted fund balances are restricted when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed fund balances include amounts that can be used only for the specific purposes as a result of constraints imposed by the board of alderman (the Town's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the board of aldermen removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

4. Assigned fund balances are amounts that are constrained by the Town's intent to be used for specific purposes, but are neither restricted nor committed. Amounts are assigned through the Town's budgetary process.
5. Unassigned fund balance is the residual classification for the Town's general fund and includes all spendable amounts not contained in the other classifications.

When both restricted and unrestricted fund balances are available for use, it is the Town's policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

K. Sales Taxes

Proceeds of a 1% sales and use tax levied by the Town of Blanchard, with collections for the year ended June 30, 2022 of \$512,221 were dedicated for operations of the Town's police department.

L. Compensated Absences

Employees are allowed to accumulate 1 day of sick leave per month, up to a maximum of 720 hours. Unused sick leave is forfeited upon cessation of employment. Vacation leave is based on the employee's years of service. Employees must use all vacation during the year in which it is earned, based upon the employee's anniversary date. Unused vacation days earned but not taken during the year will be paid to an employee on their anniversary date.

M. Interfund Activity

Interfund activity is reported as loans, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances." Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

N. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

O. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities in the statement of net assets. Bonds payable are reported net of the applicable bond premium or discount.

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

P. Bad Debts

Uncollectible amounts due for ad valorem taxes, customer's utility receivables, and special assessments are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. Accounts receivable for the enterprise fund are shown net of an allowance of \$22,269.

Q. Statement of Cash Flows

For the purposes of the Statement of Cash Flows, the Enterprise Fund consider all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

R. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town currently has deferred outflows of resources related to pensions.

In addition to liabilities, the statement of net position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town currently has deferred inflows of resources related to pensions.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

S. Pension Plan

The Town is a participating employer in a cost-sharing, multiple-employer, defined benefit pension plan as described in Note 12. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plans fiduciary net position have been determined on the same basis as they are reported by the plan.

(2) Levied Taxes

Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. State law requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31.

The following is a summary of authorized and levied ad valorem taxes for the year:

	Authorized Millage	Levied Millage	Expiration Date
General	6.51	6.40	N/A
Sewerage System	4.51	4.43	N/A

Approximately 12% of the Town's ad valorem taxes are derived from 10 tax payers.

(3) Cash and Cash Equivalents

At June 30, 2022, the Town has cash and cash equivalents (book balances), totaling \$5,866,810, as detailed below.

A. Cash and Cash Equivalents

Cash and cash equivalents at June 30, 2022 (book balances) totaled \$5,866,810, of which \$1,215,055 is shown as a restricted asset. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

B. Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of June 30, 2022, \$5,291,152 of the Town's bank balances totaling \$6,041,152 were exposed to custodial credit risk as follows:

Uninsured and collateral held by the pledging bank's trust department not in the Town's name:	
Cash and cash equivalents	\$ 4,942,431
Uninsured – no pledged collateral	<u>348,721</u>
	<u>\$ 5,291,152</u>

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, as amended by GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk that the fiscal agent has failed to pay deposited funds upon demand.

(4) Receivables

The following is a summary of receivables at June 30, 2022:

Class of Receivable		
Governmental activities –		
Property taxes	\$	3,361
Sales taxes		41,143
Franchise taxes		48,269
Licenses and permits		22,520
Other		<u>1,300</u>
Total Governmental Activities	\$	<u>116,593</u>
Business-type activities –		
Accounts receivable – water and sewer charges		<u>623,724</u>
Total Business-type Activities	\$	<u>623,724</u>

(5) Restricted Assets

Restricted assets were applicable to the following at June 30, 2022:

	Enterprise Fund
Customer deposits	\$ 672,032
Debt service	<u>543,023</u>
	<u>\$ 1,215,055</u>

(6) Deferred Compensation Plan

Certain employees of the Town participate in a 457 Deferred Compensation Plan. The amounts contributed by the Town during the years ended June 30, 2022, 2021, and 2020 were \$7,523, \$7,131 and \$7,101 respectively.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

(7) Capital Assets

Capital asset activity for the year ended June 30, 2022, was as follows:

	Balance at 07/01/21	Additions	Deletions	Balance at 6/30/2022
<u>Governmental Activities:</u>				
Capital assets, not being depreciated:				
Land	\$ 2,000	\$ 47,426	\$	\$ 49,426
Construction in progress	2,550			2,550
Total capital assets, not being depreciated	<u>4,550</u>	<u>47,426</u>		<u>51,976</u>
Capital assets, being depreciated:				
Buildings	291,206			291,206
Improvements	624,623			624,623
Vehicles and equipment	335,302		(23,676)	311,626
Total capital assets, being depreciated at historical cost	<u>1,251,131</u>		<u>(23,676)</u>	<u>1,227,455</u>
Less accumulated depreciation:				
Buildings	(219,880)	(9,479)		(229,359)
Improvements	(497,129)	(9,660)		(506,789)
Vehicles and equipment	(203,951)	(40,851)	23,676	(221,126)
Total accumulated depreciation	<u>(920,960)</u>	<u>(59,990)</u>	<u>23,676</u>	<u>(957,274)</u>
Total capital assets, being depreciated, net	<u>330,171</u>	<u>(59,990)</u>		<u>270,181</u>
Leased assets				
Equipment		4,632		4,632
Total leased assets, being amortized		<u>4,632</u>		<u>4,632</u>
Less accumulated amortization for:				
Leased equipment		(1,505)		(1,505)
Total accumulated amortization-leased equipment		<u>(1,505)</u>		<u>(1,505)</u>
Total lease assets being amortized, net		<u>3,127</u>		<u>3,127</u>
Total capital assets/lease assets, being depreciated/amortized, net	<u>330,171</u>	<u>(56,863)</u>		<u>273,308</u>
Governmental activities capital assets, net	<u>\$ 334,721</u>	<u>\$ (9,437)</u>	<u>\$</u>	<u>\$ 325,284</u>

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

	Balance at 07/01/21	Additions	Deletions	Balance at 6/30/2022
<u>Business-type Activities:</u>				
Capital assets, not being depreciated:				
Land	\$ 145,049	\$	\$	\$ 145,049
Construction in progress	1,930,673	668,188		2,598,861
Total capital assets, not being depreciated	<u>2,075,722</u>	<u>668,188</u>		<u>2,743,910</u>
Capital assets, being depreciated:				
Administration	709,916			709,916
Water Equipment	27,318,882	493,115	(15,317)	27,796,680
Sewer Equipment	4,215,142			4,215,142
Total capital assets, being depreciated at historical cost	<u>32,243,940</u>	<u>493,115</u>	<u>(15,317)</u>	<u>32,721,738</u>
Less accumulated depreciation:				
Administration	(501,546)	(28,268)		(529,814)
Water equipment	(12,920,591)	(840,634)	15,317	(13,745,908)
Sewer equipment	(2,222,929)	(147,949)		(2,370,878)
Total accumulated depreciation and amortization	<u>(15,645,066)</u>	<u>(1,016,851)</u>	<u>15,317</u>	<u>(16,646,600)</u>
Total capital assets, being depreciated, net	<u>16,598,874</u>	<u>(523,736)</u>		<u>16,075,138</u>
Leased assets				
Property		49,887		49,887
Total leased assets, being amortized		<u>49,887</u>		<u>49,887</u>
Less accumulated amortization for:				
Leased property		(561)		(561)
Total accumulated amortization-leased equipment		<u>(561)</u>		<u>(561)</u>
Total lease assets being amortized, net		<u>49,326</u>		<u>49,326</u>
Total capital assets/lease assets, being depreciated/amortized, net	<u>16,598,874</u>	<u>(474,410)</u>		<u>16,124,464</u>
Business-type activities capital assets, net	<u>\$ 18,674,596</u>	<u>\$ 193,778</u>	<u>\$</u>	<u>\$ 18,868,374</u>

Depreciation expense was charged to Governmental and Business-type Activities as follows:

	Governmental Activities	Business -type Activities	Total
General Government:			
General Government	\$ 10,984	\$	\$ 10,984
Public Safety	37,329		37,329
Recreation	13,182		13,182
Water and Sewer		1,017,412	1,017,412
	<u>\$ 61,495</u>	<u>\$ 1,017,412</u>	<u>\$ 1,078,907</u>

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

(8) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses at June 30, 2022, consisted of the following:

<u>Class of Payable</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Accounts	\$ 41,341	\$ 89,397	\$ 130,738
Salaries and payroll taxes	15,675	47,965	63,640
Accrued interest		88,839	88,839
Compensated absences	1,688	25,726	27,414
	<u>\$ 58,704</u>	<u>\$ 251,927</u>	<u>\$ 310,631</u>

(9) Customers' Deposits

Deposits held for customers that are currently active on the water system total \$672,032 at June 30, 2022.

(10) Subsequent Events

Subsequent events have been evaluated through December 22, 2022, the date the financial statements were available to be issued.

(11) Long-Term Liabilities

Long-term liability activity for the year ended June 30, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Governmental Activities:					
Other long-term liabilities –					
Lease - copier	\$	\$ 4,632	\$ 1,490	\$ 3,142	\$ 1,520
Net pension liability	481,137		173,740	307,397	
Compensated absences	<u>10,434</u>		<u>537</u>	<u>9,897</u>	<u>9,897</u>
Total-Governmental activities long-term liabilities	<u>\$ 491,571</u>	<u>\$ 4,632</u>	<u>\$ 175,767</u>	<u>320,436</u>	<u>11,417</u>
Less amounts due within period of availability				<u>(1,688)</u>	<u>(1,688)</u>
Total long-term liabilities, government-wide statements				<u>\$ 318,748</u>	<u>\$ 9,729</u>

(Continued)

Town of Blanchard
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Notes to Financial Statements
June 30, 2022
(Continued)

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Business-type Activities:					
Direct borrowings and direct placements:					
Revenue Bonds					
Series 2013	\$ 1,281,162	\$	\$ (93,000)	\$ 1,188,162	\$ 94,000
Excess Revenue Bonds					
Series 2020		256,005	(256,005)		
Excess Revenue Bonds					
Series 2022		296,598	(296,598)		
Series 2015	1,584,000		(242,000)	1,342,000	250,000
Unamortized discount—					
Series 2015	(7,507)		7,507		
Total direct borrowings and direct placements	2,857,655	552,603	(880,096)	2,530,162	344,000
Other Bonds:					
Water Revenue Bonds					
Series 2021	11,305,000		(595,000)	10,710,000	750,000
Unamortized premium—					
Series 2021	432,242		(33,249)	398,993	33,249
Total other bonds	11,737,242		(628,249)	11,108,993	783,249
Total Revenue bonds	14,594,897	552,603	(1,508,345)	13,639,155	1,127,249
Other long-term liabilities –					
Leased property		49,887	(202)	49,685	206
URAF Agreement	291,822		(43,520)	248,302	71,692
Compensated absences	23,369	2,357		25,726	25,726
Total–business-type activities long-term liabilities	<u>\$ 14,910,088</u>	<u>\$ 604,847</u>	<u>\$ (1,552,067)</u>	13,962,868	1,224,873
Less amounts due within period of availability				(25,726)	(25,726)
Total long-term liabilities, government-wide statements				<u>\$ 13,937,142</u>	<u>\$ 1,199,147</u>

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

Payments on water revenue bonds, sewer revenue bonds, and URAF agreement are made from the utility fund. Payments on compensated absences are made by the fund for which the employee worked.

Water Revenue Bonds – Series 2015

\$2,895,000 dated 6/23/2015. Due in annual installments of principal and semi-annual installments of interest through March 2027; interest at 3.5%. Payable from income and revenues derived from the waterworks system.

\$ 1,342,000

Sewer Revenue Bonds – Series 2013

\$2,000,000 dated 8/15/2013. Due in annual installments of principal and semi-annual installments of interest through March 2034; interest at .45%. Payable from income and revenues derived from the waterworks system.

\$ 1,188,162

Water Revenue Refunding Bonds – Series 2021

\$11,305,000 dated 6/9/2021. Due in annual installments of principal and semi-annual installments of interest through March 2034; interest at 2.00%. Payable from income and revenues derived from the waterworks system. Proceeds from the bonds were used to refund outstanding balances in Water Revenue Bonds Series 2012A, Series 2014, and Series 2010B.

\$ 10,710,000

Excess Revenue Bonds – Series 2020

\$2,300,000 dated 11/30/20. Upon the payment of each principal draw by the LDH, without any further action on the part of the department or Town, 100% of the principal amount of each such draw on the loan shall immediately and irrevocably be deemed to be forgiven by the Department, and no interest shall accrue on the principal amount that is so forgiven. Included in capital contributions is \$256,005, the amount drawn down and forgiven during July 1, 2021 to June 30, 2022. Total amount drawn down and forgiven as of June 30, 2022, was \$1,638,805.

\$ _____

Excess Revenue Bonds – Series 2022

\$1,400,00 dated 2/7/22. Upon the payment of each principal draw by the LDH, without any further action on the part of the department or Town, 100% of the principal amount of each such draw on the loan shall immediately and irrevocably be deemed to be forgiven by the Department, and no interest shall accrue on the principal amount that is so forgiven. Included in capital contributions is \$296,598, the amount drawn down and forgiven during July 1, 2021 to June 30, 2022. Total amount drawn down and forgiven as of June 20, 2022, was \$296,598.

\$ _____

(Continued)

Town of Blanchard
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Notes to Financial Statements
June 30, 2022
(Continued)

The annual requirements to amortize all debt outstanding at June 30, 2022 were as follows:

Business-type Activities -- Water Revenue Bonds

<u>Fiscal Year</u>	<u>Direct borrowings and Direct Placements</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 250,000	\$ 46,970
2024	259,000	38,220
2025	268,000	29,155
2026	278,000	19,775
2027	287,000	10,045
	<u>\$ 1,342,000</u>	<u>\$ 144,165</u>

<u>Fiscal Year</u>	<u>Other Bonds</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 750,000	\$ 214,200
2024	765,000	199,200
2025	775,000	183,900
2026	790,000	168,400
2027	705,000	152,600
2028 – 2032	4,800,000	501,300
2033 – 2037	2,125,000	63,900
	<u>\$10,710,000</u>	<u>\$ 1,483,500</u>

Business-type Activities – Sewer Revenue Bonds

<u>Fiscal Year</u>	<u>Direct borrowings and Direct Placements</u>	
	<u>Principal</u>	<u>Interest</u>
2023	\$ 94,000	\$ 5,347
2024	95,000	4,924
2025	96,000	4,496
2026	97,000	4,064
2027	97,000	3,628
2028 – 2032	501,000	11,492
2033 – 2037	208,162	1,405
	<u>\$ 1,188,162</u>	<u>\$ 35,356</u>

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

Business-type Activities – URAF Agreement

The Town entered into an agreement (URAF Agreement dated August 18, 2011) with the Louisiana Department of Transportation and Development (DOTD) related to the relocation of utilities for three state projects that had taken place in 1990, 1993, and 2001. The agreement calls for monthly payments by the Town to DOTD, upon execution of the agreement by both parties, beginning on or before January 15 of each consecutive year until the outstanding debt is paid in full. The Town is obligated to submit to DOTD a minimum of ten (10%) of one outstanding URAF debt per year. The 10% shall be calculated on the oldest debt first. Subsequent payments applied to each debt in chronological order. The annual requirements to amortize the URAF debt outstanding at June 30, 2022 were as follows:

<u>Fiscal Year</u>	
2023	\$ 28,171
2024	28,171
2025	28,171
2026	28,171
2027	28,171
2028 – 2032	76,746
2033 – 2037	<u>30,701</u>
	<u>\$ 248,302</u>

Lease - Copier

During 2022, the Town entered into a lease agreement to lease a copier. The equipment is included in governmental activities capital assets at a cost of \$4,632, with accumulated amortization totaling \$1,505 as of June 30, 2022. Interest has been imputed at a rate of 2.0%, and the Town will make monthly payments through July 2025. The following lease payments under lease agreements are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2023	\$ 1,520	\$ 63
2024	1,550	32
2025	<u>72</u>	<u>1</u>
	<u>\$ 3,142</u>	<u>\$ 96</u>

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

Leased Property

During 2011, the Town entered into a lease agreement to lease certain property right of way. The property is included in business-type activities capital assets at a cost of \$49,887, with accumulated amortization totaling \$561 as of June 30, 2022. Interest has been imputed at a rate of 2.0%, and the Town will make monthly payments through July 2111. The debt service requirements to maturity are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 206	\$ 994	\$ 1,200
2024	210	994	1,204
2025	215	990	1,205
2026	219	985	1,204
2027	223	981	1,204
2028-2032	1,185	4,815	6,000
2033-2037	1,309	4,691	6,000
2038-2042	1,445	4,555	6,000
2043-2047	1,595	4,405	6,000
2048-2052	1,761	4,239	6,000
2053-2057	1,945	4,055	6,000
2058-2062	2,147	3,853	6,000
2063-2067	2,371	3,629	6,000
2068-2072	2,617	3,383	6,000
2073-2077	2,890	3,110	6,000
2078-2082	3,191	2,809	6,000
2083-2087	3,523	2,477	6,000
2088-2092	3,889	2,111	6,000
2093-2097	4,294	1,706	6,000
2098-2102	4,741	1,259	6,000
2103-2107	5,234	766	6,000
2108-2111	4,475	223	4,698
	<u>\$ 49,685</u>	<u>\$ 57,030</u>	<u>\$ 106,715</u>

(12) Pension Plan

The Municipal Police Employees' Retirement System (System) is a cost-sharing multiple-employer defined benefit plan administered by a separate board of trustees. 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 by writing to the Municipal Police Employees' Retirement System, 7722 Office Park Boulevard, Suite 200, Baton Rouge, Louisiana, 70809.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

Plan Description

The Municipal Police Employees' Retirement System is the administrator of a cost-sharing multiple-employer plan. Membership in the System is mandatory for any full-time police officer employed by a municipality of the State of Louisiana and engaged in law enforcement, empowered to make arrests, providing he or she does not have to pay social security and providing he or she meets the statutory criteria. The System provides retirement benefits for municipal police officers. The projections of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Benefit provisions are authorized within Act 189 of 1973 and amended by LRS 11:2211-11:2233. The following is a brief description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Membership Prior to January 1, 2013

A member is eligible for regular retirement after he has been a member of the System and has 25 years of creditable service at any age or has 20 years of creditable service and is age 50 or has 12 years creditable service and is age 55. A member is eligible for early retirement after he has been a member of the System for 20 years of creditable service at any age with an actuarially reduced benefit.

Benefit rates are three and one-third percent of average final compensation (average monthly earnings during the highest 36 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary.

Upon the death of an active contributing member, or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from forty to sixty percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives benefits equal to ten percent of the member's average final compensation or \$200.00 per month, whichever is greater.

Membership Commencing January 1, 2013

Member eligibility for regular retirement, early retirement, disability and survivor benefits are based on Hazardous Duty and Non Hazardous Duty sub plans. Under the Hazardous Duty sub plan, a member is eligible for regular retirement after he has been a member of the System and has 25 years of creditable service at any age or has 12 years of creditable service at age 55. Under the Non Hazardous Duty sub plan, a member is eligible for regular retirement after he has been a member of the System and has 30 years of creditable service at any age, 25 years of creditable service at age 55, or 10 years of creditable service at age 60. Under both sub plans, a member is eligible for early retirement after he has been a member of the System for 20 years of creditable service at any age, with an actuarially reduced benefit from age 55.

Under the Hazardous and Non Hazardous Duty sub plans, the benefit rates are three percent (generally) and two and a half percent, respectively, of average final compensation (average monthly earnings during the highest 60 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary.

(Continued)

Town of Blanchard
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Notes to Financial Statements
June 30, 2022
(Continued)

Upon death of an active contributing member, or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from twenty-five to fifty-five percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives ten percent of average final compensation or \$200 per month whichever is greater. If deceased member had less than ten years of service, beneficiary will receive a refund of employee contributions only.

Cost of Living Adjustments

The Board of Trustees is authorized to provide annual cost-of-living adjustments computed on the amount of the current regular retirement, disability, beneficiary or survivor's benefit, not to exceed 3% in any given year. The Board is authorized to provide an additional 2% COLA, computed on the member's original benefit, to all regular retirees, disability, survivors and beneficiaries who are 65 years of age or older on the cut-off date which determines eligibility.

No regular retiree, survivor or beneficiary shall be eligible to receive a cost-of-living adjustment until benefits have been received at least one full fiscal year and the payment of such COLA, when authorized, shall not be effective until the lapse of at least one-half of the fiscal year. Members who elect early retirement are not eligible for a cost of living adjustment until they reach regular retirement age.

A COLA may only be granted if funds are available from interest earnings in excess of normal requirements, as determined by the actuary.

Deferred Retirement Option Plan

A member is eligible to elect to enter the deferred retirement option plan (DROP) when he is eligible for regular retirement based on the members' sub plan participation. Upon filing for the program, the employee's active membership in the System is terminated. At the entry date into the DROP, the employee and employer contributions cease. The amount to be deposited into the DROP account is equal to the benefit computed under the retirement plan elected by the participant at date of application. The duration of participation in the DROP is 36 months or less. If employment is terminated after the three-year period the participant may receive his benefits by lump sum payment or a true annuity. If employment is not terminated, active contributing membership into the System shall resume and upon later termination, he shall receive additional retirement benefit based on the additional services. For those eligible to enter DROP prior to January 1, 2004, DROP accounts shall earn interest subsequent to the termination of DROP participation at a rate of half of one percentage point below the percentage rate of return of the System's investment portfolio as certified by the actuary on an annual basis but will never lose money. For those eligible to enter DROP subsequent to January 1, 2004, an irrevocable election is made to earn interest based on the System's investment portfolio return or a money market investment return. This could result in a negative earnings rate being applied to the account. If the member elects a money market investment return, the funds are transferred to a government money market account and earn interest at the money market rate.

Initial Benefit Option Plan

In 1999, the State Legislature authorized the System to establish an Initial Benefit Option program. Initial Benefit Option is available to members who are eligible for regular retirement and have not participated in DROP. The Initial Benefit Option program provides both a one-time single sum payment of up to 36 months of regular monthly retirement benefit, plus a reduced monthly retirement benefit for life. Interest is computed on the balance based on same criteria as DROP.

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Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

Contributions

Contributions for all members are actuarially determined as required by state law but cannot be less than 9% of the employees' earnable compensation excluding overtime but including state supplemental pay. For the year ended June 30, 2021, total contributions due from employers and employees was 43.75%. The employer and employee contribution rates for all members hired prior to January 1, 2013 and Hazardous Duty members hired after January 1, 2013 were 33.75% and 10%, respectively. The employer and employee contribution rates for all Non-Hazardous Duty members hired after January 1, 2013 were 33.75% and 8%, respectively. The employer and employee contribution rates for all members whose earnable compensation is less than or equal to the poverty guidelines issued by the United States Department of Health and Human Services were 36.25% and 7.5%, respectively. The Town contributions to the System for the years ended June 30, 2022, 2021, and 2020 were \$64,547, \$59,192, and \$57,878, respectively.

Non-Employer Contributions

The System also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions totaling \$12,887 are recognized as revenue during the year ended June 30, 2022, and excluded from pension expense.

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

At June 30, 2022, the Town reported a liability of \$307,397 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportion of the net pension liability was based on the employer's contributions to the System during the year ended June 30, 2021, as compared to the total of all employers' contributions to the System for the year ended June 30, 2021. At June 30, 2021, the Town's proportion was .0576670%, which was an increase of .00561% from its proportion measured as of June 30, 2020.

For the year ended June 30, 2022, the Town recognized pension expense of \$21,109, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, \$(101).

At June 30, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

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Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

	<u>Governmental Activities</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$	\$ 9,467
Changes of assumptions	34,043	8,769
Net difference between projected and actual earnings on pension plan investments		143,530
Changes in proportion and differences between employer contributions and proportionate share of contributions	54,988	36,071
Employer contributions subsequent to the measurement Date	64,547	
Total	<u>\$ 153,578</u>	<u>\$ 197,837</u>

The Town reported a total of \$64,547 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2021, which will be recognized as a reduction in net pension liability in the year ended June 30, 2023.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

<u>Year</u>	<u>Amount</u>
2023	\$ (10,203)
2024	(33,686)
2025	(15,467)
2026	(49,450)
Total	<u>\$ (108,806)</u>

Actuarial Methods and Assumptions

The actuarial assumptions used in the June 30, 2021 valuation were based on the assumptions used in the June 30, 2021 actuarial funding valuation and were based on the results of an actuarial experience study for the period of July 1, 2014 through June 30, 2019. In cases where benefit structures were changed after the study period, assumptions were based on estimates of future experience. A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2021 are as follows:

Valuation Date	June 30, 2021
Actuarial Cost Method	Entry Age Normal Cost
Investment Rate of Return	6.750%, net of investment expense
Expected Remaining Service Lives	4 years
Inflation Rate	2.50%

	<u>Years of Service</u>	<u>Salary Growth Rate</u>
Salary increases, including inflation and merit	1-2	12.3%
	above 2	4.70%

(Continued)

Town of Blanchard
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Notes to Financial Statements
June 30, 2022
(Continued)

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

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

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

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

The mortality rate assumption used was set based upon an experience study performed by the prior actuary on plan data for the period of July 1, 2014 through June 30, 2019, and review of similar law enforcement mortality. A change was made full generational mortality which combines the use of a base mortality table with appropriate mortality improvement scales. In order to set the base mortality table, actual plan mortality experience was assigned a credibility weighting and combined with a standard table to produce current levels of mortality.

Best estimates of arithmetic nominal rates of return for each major asset class included in the System's target allocation as of June 30, 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>
Equity	55.50%	3.47%
Fixed income	30.50%	0.59%
Alternatives	14%	1.02%
Other	<u>0.00%</u>	<u>0.00%</u>
Totals	<u>100.00%</u>	<u>5.08%</u>
Inflation		<u>2.22%</u>
Expected Arithmetic Nominal Return		<u>7.30%</u>

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity to Changes in Discount Rate

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.75%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.75% or one percentage point higher 7.75% than the current rate as of June 30, 2021.

	Changes in Discount Rate		
	1%	Current	1%
	Decrease	Discount	Increase
	<u>5.75%</u>	<u>6.75%</u>	<u>7.75%</u>
Net Pension Liability	\$535,744	\$307,397	\$116,804

Change in Net Pension Liability

The changes in the net pension liability for the year ended June 30, 2022 were recognized in the current reporting period as pension expense except as follows:

Differences between Expected and Actual Experience:

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Differences between Projected and Actual Investment Earnings:

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

Changes of Assumptions or Other Inputs:

Changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Change in Proportion:

Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

Contributions – Proportionate Share

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by the participating employer.

Pension Plans Fiduciary Net Positions

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan.

Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended June 30, 2021. Access to these reports can be found on the Louisiana Legislative Auditor's website, www.lla.la.gov.

(13) Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town.

(14) Commitments

The Town has commitments for signed engineering and construction contracts of approximately \$3,810,848, related to the Bel-Di-Gil water system improvements. As of June 30, 2022, approximately \$2,569,661 had been incurred on those contracts, with the balance remaining in those contracts to be incurred subsequent to June 30, 2022. Funding for this project is to be provided by a grant in the amount of up to \$990,000, and two forgivable loans totaling \$3,700,000, through the State of Louisiana's Drinking Water Revolving Loan Program. The Town also has other signed contracts totaling \$192,051. As of June 30, 2022, no amounts had been incurred under those contracts.

(15) On-behalf Payments

Employees of the Town's police department received a total of \$36,000 in police supplemental from the State of Louisiana. The Town recognizes this supplemental pay received by the employees as revenues and expenditures of the Town. The revenue is reported in the General Fund under intergovernmental revenues and the expenditure is reported as public safety expenditures.

(Continued)

Town of Blanchard
Blanchard, Louisiana
Notes to Financial Statements
June 30, 2022
(Continued)

(16) Interfund Balances

Interfund balances at June 30, 2022 consisted of the following:

	<u>Due From Other Fund</u>	<u>Due To Other Fund</u>	<u>Net</u>
Governmental Funds:			
General Fund	\$ _____	\$(299,605)	\$(299,605)
Total Governmental Funds	<u>_____</u>	<u>(299,605)</u>	<u>(299,605)</u>
Enterprise Funds:			
Enterprise Fund	<u>299,605</u>	_____	<u>299,605</u>
Total Enterprise Funds	<u>299,605</u>	_____	<u>299,605</u>
Total	<u>\$ 299,605</u>	<u>\$(299,605)</u>	<u>\$ _____</u>

The interfund balances are the results of the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

(17) New Accounting Principle

In June, 2017, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 87, *Leases*, which increased the usefulness of government's financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows and resources or outflows or resources based on the payment provisions of the contract. The Statement establishes a single model for lease accounting based on the fundamental principle that leases are financings of the right to use an underlying asset. The provisions of GASB Statement No. 87 are effective for fiscal years beginning after June 15, 2021. The Town implemented this Statement in the current year, with no changes to the prior net position as a result of this implementation.

(18) Unearned Revenue

Unearned revenue at June 30, 2022, consists of funds received under the Coronavirus State and Local Fiscal Recovery Funds which had not yet been used/expended. The Town plans to use those funds in the subsequent year.

Town of Blanchard
Blanchard, Louisiana
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended June 30, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Ad valorem taxes	\$ 180,000	\$ 195,000	\$ 165,189	\$ (29,811)
Sales taxes	453,000	510,000	512,221	2,221
Licenses and permits	86,000	76,000	100,156	24,156
Intergovernmental			45,792	45,792
Charges for services	266,000	267,800	265,762	(2,038)
Fines and forfeitures	58,000	64,000	59,821	(4,179)
Franchise taxes	163,000	200,000	209,963	9,963
Investment earnings		150		(150)
Miscellaneous	9,300	27,000	20,827	(6,173)
Total revenues	1,215,300	1,339,950	1,379,731	39,781
Expenditures:				
Current:				
General government	119,780	79,380	82,125	(2,745)
Public safety	663,054	721,000	773,360	(52,360)
Public works	276,600	299,000	296,208	2,792
Culture and recreation	6,900	19,100	18,314	786
Capital outlay	115,000	110,500	52,058	58,442
Total expenditures	1,181,334	1,228,980	1,222,065	6,915
Excess of revenues over expenditures	33,966	110,970	157,666	46,696
Other financing sources:				
Debt proceeds - copier lease			4,632	4,632
Total other financing sources			4,632	4,632
Excess (deficiency) of revenues and other sources over expenditures and other uses	33,966	110,970	162,298	51,328
Fund balance at beginning of year	333,275	290,734	398,085	107,351
Fund balance at end of year	\$ 367,241	\$ 401,704	\$ 560,383	\$ 158,679

Town of Blanchard
Blanchard, Louisiana
Schedule of Proportionate Share of Net Pension Liability
For the Year Ended June 30, 2022

Municipal Police Employees' Retirement System

<u>Year Ended June 30</u>	<u>Proportion of the net pension liability</u>	<u>Proportionate share of the net pension liability</u>	<u>Covered-employee payroll</u>	<u>Proportionate share of the net pension liability as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2022	0.057667%	\$ 307,397	\$ 175,931	174.73%	84.09%
2021	0.052058%	481,137	178,085	270.17%	70.94%
2020	0.060810%	552,257	185,849	297.15%	71.01%
2019	0.051073%	431,774	149,922	288.00%	71.89%
2018	0.055655%	485,892	166,150	292.44%	70.08%
2017	0.04772%	447,308	133,685	334.60%	66.04%
2016	0.04984%	390,452	133,321	292.87%	70.73%
2015	0.03507%	219,420	133,322	164.58%	75.10%

*Amounts presented were determined as of the measurement date (fiscal year ended June 30).

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

Town of Blanchard
Blanchard, Louisiana
Schedule of Contributions
For the Year Ended June 30, 2022

Municipal Police Employees' Retirement System

Year Ended June 30	Statutorily Required Contribution	Contributions in relation to the statutorily required contribution	Contribution Deficiency (Excess)	Covered-employee payroll	Contributions as a percentage of covered-employee payroll
2022	\$ 64,547	\$ 64,547	\$	\$ 216,967	29.75%
2021	59,192	59,192		175,931	33.65%
2020	57,878	57,878		178,085	32.50%
2019	59,738	59,738		185,849	32.14%
2018	46,101	46,101		149,922	30.75%
2017	52,752	52,752		166,150	31.75%
2016	39,437	39,437		133,684	29.50%
2015	41,996	41,996		133,322	31.50%

*Amounts presented were determined as of the end of the fiscal year (June 30).

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

Town of Blanchard
Blanchard, Louisiana
Schedule of Compensation Paid to Board Members
For the Year Ended June 30, 2022

Mayor - Jim Galambos	\$ 18,000
Aldermen/Alderwomen:	
John Fuller	6,000
Patsy Lee	6,300
Jeffrey Guin	6,000
Judy Presley	6,000
Jimmy Whittington	<u>6,000</u>
	<u>\$ 48,300</u>

Town of Blanchard
Blanchard, Louisiana
Schedule of Rates - User Fees
For the Year Ended June 30, 2022

WATER	Usage	Base	Per Additional 1,000 Gallons	
Residential Inside:	0-2000 Gallons	\$24.16	N/A	
	2,001 Gallons - 10,000		\$4.75	
	10,001 - 20,000		\$6.07	
	over 20,000		\$7.11	
	Residential Outside:	0-2000 Gallons	\$38.53	N/A
		2,001 Gallons - 10,000		\$5.99
		10,001 - 20,000		\$7.51
		over 20,000		\$8.60
	Commercial Inside:	0-2000 Gallons	\$72.54	N/A
		2,001 Gallons - 10,000		\$4.73
		10,001 - 20,000		\$6.07
		over 20,000		\$7.11
	Commercial Outside:	0-2000 Gallons	\$93.69	N/A
		2,001 Gallons - 10,000		\$5.99
		10,001 - 20,000		\$7.51
		over 20,000		\$8.60
Industrial:	0-30,000 Gallons	\$206.08	N/A	
	over 30,001		\$9.27	
SEWER	Residential Inside:	Flat Rate	\$6.94	N/A
		1,000 - 10,000		\$2.10
		10,001 - 20,000		\$2.79
		20,001 - 30,000		\$3.49
		With cap at 30,000		
	Residential Outside:	Flat Rate	\$13.18	N/A
		1,000 - 10,000		\$2.10
		10,001 - 20,000		\$2.79
		20,001 - 30,000		\$3.49
		With cap at 30,000		

(Continued)

Town of Blanchard
Blanchard, Louisiana
Schedule of Rates - User Fees
For the Year Ended June 30, 2022
(Continued)

Commercial Inside:	Flat Rate	\$20.76	N/A
	1,000 - 10,000		\$2.10
	10,001 - 20,000		\$2.79
	over 20,000		\$3.49
Commercial Outside:	Flat Rate	\$110.61	N/A
	1,000 - 10,000		\$2.10
	10,001 - 20,000		\$2.79
	20,001 and above NO CAP		\$3.49
Industrial Inside:	Flat Rate	\$110.61	N/A
	Per 1,000 gallons NO CAP		\$2.79
Industrial Outside:	Flat Rate	\$110.61	N/A
	Per 1,000 gallons NO CAP		\$2.79

System Users

System users at June 30, 2022 was as follows:

	<u>Number of Customers</u>
Water and sewer customers	1,377
Water customers only	<u>3,424</u>
	<u><u>4,801</u></u>

Aggregate Dollar Billed For Services Rendered by the System 7/1/21 - 6/30/22:

Water	\$ 3,998,960
Sewer	<u>382,390</u>
	4,381,350
Users	<u>4,801</u>
Average Monthly Billing Per User:	\$ 76

Town of Blanchard
Blanchard, Louisiana
Schedule of Insurance
June 30, 2022

Company	Type Insurance	Policy Period	Coverage Limits	
LMRMA	Workers Comp	1/01/2021 to 1/01/2022	1,000,000	each accident
Louisiana Municipal Risk Management Agency	Workers Comp	1/01/2022 to 1/01/2023	1,000,000	policy limit
			1,000,000	each employee
The Charter Oak Fire Ins Co	Automobile Liability	6/11/2021 to 6/11/2022	1,000,000	per occurrence
AmGUARD Insurance Co	Automobile Liability	6/11/2022 to 6/11/2023	1,000,000	per occurrence
The Charter Oak Fire Ins Co	Commercial Gen Liability	6/11/2021 to 6/11/2022	1,000,000	per occurrence
AmGUARD Insurance Co	Commercial Gen Liability	6/11/2022 to 6/11/2023	1,000,000	per occurrence
The Charter Oak Fire Ins Co	Law Enforcement Officer	6/11/2021 to 6/11/2022	500,000	
AmGUARD Insurance Co	Law Enforcement Officer	6/11/2022 to 6/11/2023	1,000,000	per occurrence
The Charter Oak Fire Ins Co	Auto Physical Damage	6/11/2021 to 6/11/2022	5,000	each accident
AmGUARD Insurance Co	Auto Physical Damage	6/11/2022 to 6/11/2023	5,000	each accident
EMC Insurance Company	Property, Inland Marine	4/17/2021 to 4/17/2022		
EMC Insurance Company	Commerical Property	4/17/2022 to 4/17/2023	16,846,824	policy limit
EMC Insurance Company	Inland Marine	4/17/2022 to 4/17/2023	683,412	policy limit
EMC Insurance Company	Commercial Crime	4/17/2021 to 4/17/2022	250,000	Blanket per loss
EMC Insurance Company	Commercial Crime	4/17/2022 to 4/17/2023	10,000	Theft of money
			10,000	Outside Premises
			10,000	Computer & funds TNSF fraud
EMC Insurance Company	Cybersolutions	4/17/2021 to 4/17/2022	50,000	Data Compromise,
EMC Insurance Company	Cybersolutions	4/17/2022 to 4/17/2023		Attack, & Recover
C N A	Employee Dishonesty	3/03/2021 to 3/02/2022	60,000	policy limit
C N A	Employee Dishonesty	3/03/2022 to 3/02/2023	60,000	policy limit

Town of Blanchard
Blanchard, Louisiana
Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the Year Ended June 30, 2022

<u>Purpose</u>	<u>Amount</u>
Agency Head: Jim Galambos, Mayor	
Salary	\$ 18,000
Cell Phone	840
Reimbursements - supplies	936

Town of Blanchard
Blanchard, Louisiana
Other Supplementary Information
Justice System Funding Schedule
Collecting/Disbursing Schedule
As Required by Act 87 of the 2020 Regular Legislative Session
For the Year Ended June 30, 2022

	<u>July 2021 - December 2021</u>	<u>January 2022 - June 2022</u>
Cash Basis Presentation		
Beginning Balance of Amounts Collected (i.e. cash on hand)	<u>-</u>	<u>-</u>
Add: Collections		
Criminal Fines - Other	26,367	33,453
Subtotal Collections	<u>26,367</u>	<u>33,453</u>
Less: Disbursements to Governments and Nonprofits		
Louisiana Traumatic Head and Spinal Cord Injury Trust Fund - Criminal Fines - Other	395	425
North Louisiana Criminalistics Laboratory Commission - Criminal Fines - Other	3,700	5,750
State of Louisiana Treasurer - CMIS - Criminal Fines - Other	386	582
Louisiana Supreme Court - Criminal Fines - Other	62	95
Louisiana Commission on Law Enforcement - Criminal Fines - Other	318	557
Louisiana Association of Chiefs of Police - Criminal Fines - Other	94	196
Less: Amounts Retained by Collecting Agency		
Amounts Self-Disbursed to Collecting Agency - Criminal Fines - Other	21,412	25,848
Subtotal Disbursements/Retainage	<u>26,367</u>	<u>33,453</u>
Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)	<u>-</u>	<u>-</u>
Ending Balance of "Partial Payments" Collected but not Disbursed	<u>-</u>	<u>-</u>

Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	<u>-</u>	<u>-</u>
Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	<u>-</u>	<u>-</u>

COOK & MOREHART

Certified Public Accountants

1215 HAWN AVENUE • SHREVEPORT, LOUISIANA 71107 • P.O. BOX 78240 • SHREVEPORT, LOUISIANA 71137-8240

TRAVIS H. MOREHART, CPA
VICKIE D. CASE, CPA

TELEPHONE (318) 222-5415

FAX (318) 222-5441

MEMBER
AMERICAN INSTITUTE
CERTIFIED PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

STUART L. REEKS, CPA
J. PRESTON DELAUNE, CPA

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*

Independent Auditor's Report

The Honorable Jim Galambos, Mayor
and Members of the Town Council
Town of Blanchard
Blanchard, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, business-type activities and each major fund of the Town of Blanchard, Louisiana, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town of Blanchard's basic financial statements, and have issued our report thereon dated December 22, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Blanchard's internal control over financial reporting (internal control) as a basis for designing 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 the Town of Blanchard's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Blanchard's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the 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 the 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.

Report on Compliance and Other Matters

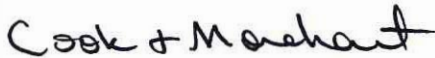
As part of obtaining reasonable assurance about whether Town of Blanchard's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Summary Schedule of Current Year Audit Findings as item 2022-001.

Town of Blanchard's Response to Finding

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

Purpose of this Report

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



Cook & Morehart
Certified Public Accountants
December 22, 2022

Town of Blanchard
Blanchard, Louisiana
Summary Schedule of Prior Audit Findings for Louisiana Legislative Auditor
June 30, 2022

There was one finding for the prior year audit for the year ended June 30, 2021.

2021-001 Finding - Collateral

Finding: During our audit, we noted that the Town had uninsured cash balances at one financial institution totaling approximately \$22,252 as of June 30, 2021.

Recommendation: We recommend that the Town implement procedures for monitoring bank balances at each financial institution to ensure funds are appropriately secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank at all times.

Current Status: See finding in current year audit.

Town of Blanchard
Blanchard, Louisiana
Summary Schedule of Current Year Audit Findings
Schedule For Louisiana Legislative Auditor
December 31, 2022

There is one finding for the current year audit for the year ended June 30, 2022.

2022-001 Finding - Collateral

Finding: During our audit, we noted that the Town had uninsured cash balances at two financial institutions totaling approximately \$348,721 as of June 30, 2022.

Criteria: State law requires that the deposits of the Town (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

Cause: Bank balances at one financial institution increased to over the federal deposit insurance limit during the fiscal year ended June 30, 2022. In addition, the market value of pledged securities at one financial institution decreased to less than par value of the securities, resulting in uninsured balances at that institution as of June 30, 2022.

Effect: Cash balances totaling approximately \$348,721 were insured as of June 30, 2022.

Recommendation: We recommend that the Town implement procedures for monitoring bank balances at each financial institution to ensure funds are appropriately secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank at all times.

Management Response: Management will implement procedures for monitoring bank balances at each financial institution to ensure funds are appropriately secured or collateralized at all times.

COOK & MOREHART

Certified Public Accountants

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TELEPHONE (318) 222-5415

FAX (318) 222-5441

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CERTIFIED PUBLIC ACCOUNTANTS

STUART L. REEKS, CPA
J. PRESTON DELAUNE, CPA

Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Aldermen
Town of Blanchard
Blanchard, Louisiana
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. The Town of Blanchard's (Town) management is responsible for those C/C areas identified in the SAUPs.

The Town of Blanchard has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2021 through June 30, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving
 - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collection for each type of revenue or agency fund additions.
 - e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statutes (R.S.)42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosures/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Management provided written policies and procedures addressing all of the above, as applicable.

Board or Finance Committee

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:
 - 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.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the nonprofit 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.
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Procedures performed. No exceptions noted.

Bank Reconciliations

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:

Management provided the requested information, along with management's representation that the listing is complete.

- 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);
- 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
- 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.

Procedures performed. Noted the following exceptions:

Exception: There was no evidence of approvals noted on four of the five bank reconciliations selected for testing.

Exception: One account selected for testing had six checks totaling \$3,346 that were more than 12 months from the statement closing date.

Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.
- 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.
- 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.
- 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.

Procedures performed. Noted the following exception:

Exception: For one location selected for testing, two employees share a cash drawer.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Procedures performed. No exceptions noted.

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). Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe drawer).
- e) Trace the actual deposit per the bank statement to the general ledger.

Procedures performed. No exceptions noted.

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

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).

Management provided the requested information, along with management's representation that the listing is complete.

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.
- b) At least two employees are involved in processing and approving payments to vendors.
- 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.
- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Procedures performed. No exceptions noted.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation

that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Procedures performed. No exceptions noted.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

Management provided the requested information, along with management's representation that the listing is complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.].
- b) Observe that finance charges and late fees were not assessed on the selected statements.

Procedures performed. Noted the following exception:

Exception: One of the statements selected for testing was not approved by someone other than the authorized card holder.

13. 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)¹⁴. For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny. For each transaction, report whether the transaction is supported by:

- 1) An original itemized receipt (i.e., identifies precisely what was purchased)
- 2) Written documentation of the business/public purpose.

- 3) Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

Procedures performed. No exceptions noted.

Travel and Travel - Related Expense Reimbursement (excluding card transactions)

14. 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:
 - a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe 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).
 - d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedures performed. No exceptions noted.

Contracts

15. 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:
 - a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
 - 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 the invoice and related payment agreed to the terms and conditions of the contract.

Procedures performed. No exceptions noted.

Payroll and Personnel

16. 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.

Management provided the requested information, along with management's representation that the listing is complete.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - b) Observe that supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Procedures performed. Noted the following exception:

Exception: One employee selected for testing did not have the attendance and leave documented on a timesheet.

18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Management provided the requested information, along with management's representation that the listing is complete.

Procedures performed. No exceptions noted.

19. Obtain management's representation that employer and employee portions of third party payroll-related amounts (payroll taxes, retirement contributions, health insurance premiums, garnishments, and workers' compensation premiums, etc.) have been paid, and associated forms have been filed by required deadlines.

Procedures performed. No exceptions noted.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Procedures performed. Noted the following exception:

Exception: Ethics certificates could not be located for four of the five employees selected for testing.

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

Procedures performed. No exceptions noted.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Procedures performed. No exceptions noted.

Fraud Notice

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.

Management provided representation that there were not any misappropriations of public funds and assets during the fiscal period.

24. Observe 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

We observed that the Town 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.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

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.

c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

Sexual Harassment

26. 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.

Procedures performed. Noted the following exception:

Exception: Sexual harassment training documentation could not be located for four of the five employees selected for testing

27. 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).

Procedures performed. No exceptions noted.

28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

a) Number and percentage of public servants in the agency who have completed the training requirements;

b) Number of sexual harassment complaints received by the agency;

c) Number of complaints which resulted in a finding that sexual harassment occurred;

d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

e) Amount of time it took to resolve each complaint.

Procedures performed. Noted the following exception:

Exception: The Town did not complete the required report for the fiscal period.

We were engaged by the Town of Blanchard 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 Town of Blanchard 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.

Cook & Morehart

Cook & Morehart
Certified Public Accountants
December 22, 2022



TOWN OF BLANCHARD

Alder persons

John Fuller
Jeff Guin
Patsy Lee
Judy Prestey
Jimmy Whittington

Jim Galambos, Mayor

110 Main St. P. O. Box 428
Phone 318-929-7593 Fax 318-929-2447
BLANCHARD, LOUISIANA 71009
www.townofblanchard.us

Chief of Police

Gary Presswood

Town Clerk

Candy Foshee

December 22, 2022

Cook & Morehart, CPAs
1215 Hawn Ave
Shreveport, LA 71107

Town of Blanchard submits the following response to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended June 30, 2022:

Exception: There was no evidence of approvals noted on four of the five bank reconciliations selected for testing.

Response: The Town will put a policy in place to ensure bank reconciliations include evidence that a member of management reviewed the bank reconciliation.

Exceptions: For one location selected for testing, two employees share a cash drawer.

Response: The Town will consider alternative procedures for cash drawers.

Exceptions: One of the statements selected for testing was not approved by someone other than the authorized card holder.

Response: The Town will implement additional procedures so that credit card statements are physically approved by someone other than the authorized card holder.

Exception: One employee selected for testing did not have the attendance and leave documented on a timesheet.

Response: The Town will ensure all employees document their attendance and leave on their timesheets in the future.

Exception: Ethics certificates could not be located for four of the five employees selected for testing

Response: The Town will ensure that all employees attend the required ethics training and retain the certificates of completion.

Exception: Sexual harassment training documentation could not be located for four of the five employees selected for testing.

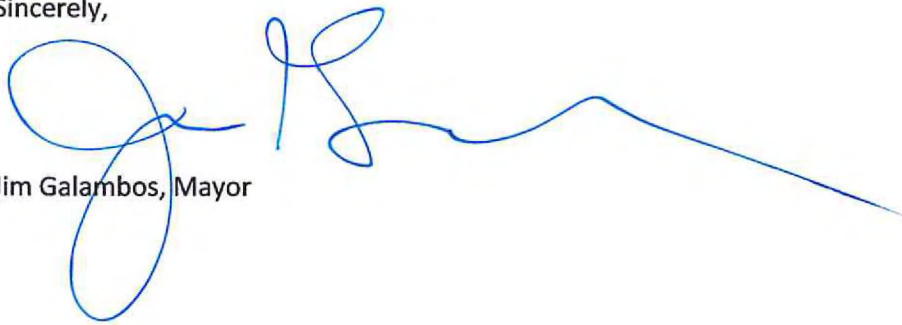
Response: The Town will ensure that all employees attend the required sexual harassment training and maintain documentation of attendance.

Exception: The Town did not complete the required sexual harassment report for the fiscal period.

Response: The Town was unaware of the report requirement, but will ensure the report is completed in the future.

Sincerely,

Jim Galambos, Mayor

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a series of loops and a long horizontal stroke extending to the right.