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**Concordia Parish Police Jury**

***Financial Statements***

**December 31, 2021**

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# Concordia Parish Police Jury

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## Independent Auditor’s Report

To the Police Jurors  
 Concordia Parish Police Jury  
 Vidalia, Louisiana

### Adverse and Unmodified Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Concordia Parish Police Jury (the “Police Jury) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Police Jury’s basic financial statements as listed in the table of contents.

#### Summary of Opinions

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Unmodified
Aggregate Discretely Presented Component Units	Adverse
Governmental Fund – General Fund	Unmodified
Governmental Fund – Highway Maintenance Fund	Unmodified
Governmental Fund – Drainage Fund	Unmodified
Governmental Fund – Solid Waste Disposal Fund	Unmodified
Governmental Fund – Sales Tax Fund	Unmodified
Governmental Fund – Debt Service Fund	Unmodified
Aggregate Remaining Fund Information	Unmodified

#### Adverse Opinion on Aggregate Discretely Presented Component Units

In our opinion, because of the significance of the matter discussed in the Basis for Adverse and Unmodified Opinions section of our report, the financial statements referred to above do not present fairly the financial position of the aggregate discretely presented component units of the Police Jury as of December 31, 2021, or the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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## Unmodified Opinions on the Governmental Activities, Each Major Fund and the Aggregate Remaining Fund Information

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Police Jury as of December 31, 2021 in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Adverse and Unmodified Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Police Jury 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.

### Matters Giving Rise to Adverse Opinion on the Aggregate Discretely Presented Component Units

The financial statements do not include financial data for the Police Jury's legally separate component units. Accounting principles generally accepted in the United States of America require the financial data for those component units to be reported with the financial data of the Police Jury's primary government unless the Police Jury also issues financial statements for the financial reporting entity that include the financial data for its component units. The Police Jury has not issued such reporting entity financial statements. The effects of not including the Police Jury's legally separate component units on the aggregate discretely presented component units have not been determined.

### **Management's Responsibility 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 Police Jury'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.

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the information listed below to supplement the basic financial statements:

- Management's Discussion and Analysis
- Budgetary Comparison Schedules – Major Funds
- Schedules of Employer's Proportionate Share of the Net Pension Asset(Liability)
- Schedules of Employer's Pension Contributions

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

### **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements of the Police Jury. The accompanying combining balances sheet of non-major governmental funds and the combining statement of revenues, expenditures, and changes in fund balances of non-major governmental funds are presented for the purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedules of: compensation paid to police jurors; compensation, benefit, and other payments to the Police Jury President; and schedule of justice system funding receipts are required by the State of Louisiana and presented for the purposes of additional analysis and are not a required part of the basic financial statements.

This information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2022, on our consideration of the Police Jury's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Police Jury's internal control over financial reporting and compliance.



Covington, Louisiana  
October 31, 2022

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*Management's Discussion and Analysis*

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# Concordia Parish Police Jury

## Management's Discussion and Analysis

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### Introduction

As management of the Concordia Parish Police Jury (the "Police Jury"), we offer readers of the Police Jury's financial statements the management's discussion and analysis (the "MD&A") of the financial activities of the Police Jury, as of and for the year ended December 31, 2021. This section is designed to assist the reader in focusing on significant financial issues, provide an overview of the Police Jury's financial activity, identify changes in the Police Jury's financial position (its ability to address the next and subsequent year challenges), and identify individual program issues or concerns.

As with other sections of this financial report, the information contained within this MD&A should be considered only a part of a greater whole. The readers of this statement should take time to read and evaluate all sections of this report, including the footnotes and the other supplementary information that is provided in addition to the MD&A.

### Financial Highlights

- Total assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by approximately \$22.98 million (net position) as of December 31, 2021, an increase of \$3.58 million from the prior year. Of this amount, approximately \$5.09 million (unrestricted net position) may be used to meet ongoing obligations to our creditors and for discretionary purposes.
- The Police Jury's fund balances increased from \$16.69 million at December 31, 2020 to \$19.66 million at December 31, 2021, approximately 18%.
- The Police Jury's bond debt decreased by \$473,814, approximately 8.52%, from December 31, 2020 to December 31, 2021.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Police Jury's basic financial statements, which include three components: 1) government-wide financial statements 2) fund financial statements, and 3) notes to the financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Police Jury's finances, in a manner similar to a private-sector business. The government-wide financial statements outline functions of the Police Jury that are principally supported by property taxes and intergovernmental revenues (governmental activities). Capital assets and related debt are also supported by taxes and intergovernmental revenues.

### *Statement of Net Position*

The statement of net position presents information on all of the Police Jury's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Police Jury is improving or deteriorating.

# Concordia Parish Police Jury

## Management's Discussion and Analysis

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### *Statement of Activities*

The statement of activities presents information showing how the Police Jury's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g., uncollected taxes).

The statement of activities is focused on both the gross and net cost of various activities. This is intended to summarize and simplify the reader's analysis of the revenues and costs of various government activities and the degree to which activities are subsidized by general revenues.

Both of these government-wide financial statements distinguish functions of the Police Jury that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the Police Jury include public safety, public works, health and welfare, culture and recreation, economic development, and general government. The government-wide financial statements can be found on pages 13 – 15 of this report.

### **Fund Financial Statements**

A fund is a group of related accounts used to maintain control over resources that are segregated for specific activities or objectives. The Police Jury, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Police Jury can be divided into two categories: governmental funds and an internal service fund.

### *Governmental Funds*

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on fund balances at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

# **Concordia Parish Police Jury**

## **Management's Discussion and Analysis**

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Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for five major funds and an aggregate total for all non-major funds. The Police Jury's major governmental funds are the: general fund, drainage fund, sales tax fund, debt service fund, and highway maintenance fund. Individual fund data for the Police Jury's non-major governmental funds are provided in the form of combining statements within the supplementary information section of this report. The governmental fund financial statements can be found on pages 16 – 22.

### ***Internal Service Fund***

The Police Jury maintains an internal service fund to account for unemployment self-insurance. Internal service funds represent an accounting device used to accumulate and allocate costs internally among the Police Jury's various functions. Because internal service funds predominately benefit governmental rather than business-type functions, they have been included within governmental activities in the government-wide financial statements. The internal service fund financial statements can be found on pages 23 – 25.

### ***Component Units***

The Police Jury has several component units that are legally separate from the Police Jury and primarily serve or benefit those outside the Police Jury as indicated in note 1 to the financial statements. These component units are not presented within the Police Jury's financial statements as required by *Government Accounting Standards*.

### **Notes to Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 26-55 of this report.

### **Other Information**

In addition to this discussion and analysis, this report also presents required supplementary information on budgetary comparisons and pension plans. Required supplementary information can be found on pages 56 – 66 of this report. The combining statements referred to earlier are presented immediately following the required supplementary information and can be found on pages 67 – 68 of this report with schedules required by the State of Louisiana following at pages 69 – 71.

# Concordia Parish Police Jury Management's Discussion and Analysis

## Financial Analysis of the Police Jury

The condensed statements of net position consisted of the following at December 31:

	2021	2020	Increase (Decrease)	Variance
<b>Assets</b>				
Current assets	\$ 13,054,720	\$ 11,377,522	\$ 1,677,198	14.74%
Restricted assets	7,284,037	6,141,283	1,142,754	18.61%
Capital assets, net	8,077,215	8,460,773	(383,558)	-4.53%
Net pension asset	535,112	156,110	379,002	242.78%
	<u>28,951,084</u>	<u>26,135,688</u>	<u>2,815,396</u>	<u>10.77%</u>
<b>Deferred Outflows of Resources</b>	<u>87,618</u>	<u>153,208</u>	<u>(65,590)</u>	<u>-42.81%</u>
	<u><u>\$ 29,038,702</u></u>	<u><u>\$ 26,288,896</u></u>	<u><u>\$ 2,749,806</u></u>	<u><u>10.46%</u></u>
<b>Liabilities</b>				
Current liabilities	\$ 812,467	\$ 1,252,527	\$ (440,060)	-35.13%
Noncurrent liabilities	4,674,407	5,161,221	(486,814)	-9.43%
	<u>5,486,874</u>	<u>6,413,748</u>	<u>(926,874)</u>	<u>-14.45%</u>
<b>Deferred Inflows of Resources</b>	<u>571,117</u>	<u>470,788</u>	<u>100,329</u>	<u>21.31%</u>
<b>Net Position</b>				
Net investment in capital assets	2,915,993	2,825,737	90,256	3.19%
Restricted	9,149,102	13,617,446	(4,468,344)	-32.81%
Unrestricted	10,915,616	2,961,177	7,954,439	268.62%
	<u>22,980,711</u>	<u>19,404,360</u>	<u>3,576,351</u>	<u>18.43%</u>
	<u><u>\$ 29,038,702</u></u>	<u><u>\$ 26,288,896</u></u>	<u><u>\$ 2,749,806</u></u>	<u><u>10.46%</u></u>

Restricted net position is available only for expenditures that meet legislative requirements. Conversely, unrestricted net position does not have any limitations on how these amounts may be spent.

Current assets increased by \$1,677,198, approximately 14.74%, from December 31, 2020 to December 31, 2021, due primarily to an increase in cash deposits. Restricted assets increased by \$1,142,754, approximately 18.61% from December 31, 2020 to December 31, 2021, due primarily to an increase in cash deposits.

Total liabilities decreased by \$926,874, approximately 14.45%, from December 31, 2020 to December 31, 2021, primarily from a decrease in balances owed to component units and a decrease in bond indebtedness.

## Concordia Parish Police Jury Management's Discussion and Analysis

The condensed statements of revenues, expenses, and changes in net position consisted of the following for the years ended December 31:

	2021	2020	Increase (Decrease)	Variance
<b>Revenues</b>				
Program Revenues				
Charges for services	\$ 389,884	\$ 369,856	\$ 20,028	5.42%
Operating grants	2,204,687	1,397,766	806,921	57.73%
Capital grants	3,483	821,310	(817,827)	-99.58%
General Revenues				
Taxes	5,585,204	4,828,361	756,843	15.67%
Intergovernmental	626,081	614,892	11,189	1.82%
Interest	71,657	110,417	(38,760)	-35.10%
Other general revenues	79,327	54,260	25,067	46.20%
	<u>8,960,323</u>	<u>8,196,862</u>	<u>763,461</u>	9.31%
<b>Expenses</b>				
General government	1,487,572	1,605,812	(118,240)	-7.36%
Public safety	273,952	1,319,309	(1,045,357)	-79.24%
Public works	3,006,900	2,931,734	75,166	2.56%
Health and welfare	376,782	330,665	46,117	13.95%
Culture and recreation	31,915	31,197	718	2.30%
Economic development	83,991	80,569	3,422	4.25%
Interest on long-term debt	122,860	132,403	(9,543)	-7.21%
	<u>5,383,972</u>	<u>6,431,689</u>	<u>(1,047,717)</u>	-16.29%
Change in net position	3,576,351	1,765,173	1,811,178	102.61%
Net position, beginning of year	<u>19,404,360</u>	<u>17,639,187</u>	<u>1,765,173</u>	10.01%
Net position, end of year	<u>\$ 22,980,711</u>	<u>\$ 19,404,360</u>	<u>\$ 3,576,351</u>	18.43%

The Police Jury's revenues increased by \$763,461, approximately 9.31%, from December 31, 2020 to December 31, 2021, due primarily from an increase in tax revenues as the parish economy recovered from the Coronavirus pandemic. Net position increased by \$3,576,351 due from revenues exceeding expenses.

# Concordia Parish Police Jury Management's Discussion and Analysis

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## Financial Analysis of the Police Jury's Funds

As noted earlier, the Police Jury uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The focus of the Police Jury's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Police Jury's financing requirements. In particular, the unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the chief operating fund of the Police Jury. At the end of the current fiscal year, unassigned fund balance of the general fund was approximately \$5.93 million. Total fund balance of the General Fund increased approximately \$1.79 million during 2021.

## Capital Assets

At December 31, 2021 the Police Jury had \$8,077,215 invested in capital assets, net of accumulated depreciation. This investment in capital assets consisted of the following at December 31:

	<u>2021</u>	<u>2020</u>	<u>Variance</u>	<u>Variance</u>
Buildings and improvements	\$ 6,458,934	\$ 6,458,934	\$ -	0.00%
Infrastructure	1,434,017	1,434,017	-	0.00%
Furniture, fixtures, equipment	263,837	264,779	(942)	-0.36%
Machinery and equipment	3,667,892	3,360,802	307,090	9.14%
Transportation equipment	1,109,879	1,087,326	22,553	2.07%
Roads and bridges	12,195,458	12,195,458	-	0.00%
	<u>25,130,017</u>	<u>24,801,316</u>	<u>328,701</u>	<u>1.33%</u>
Accumulated depreciation	<u>(17,819,475)</u>	<u>(16,967,456)</u>	<u>(852,019)</u>	<u>-5.02%</u>
	7,310,542	7,833,860	(523,318)	-6.68%
Land	7,038	7,038	-	0.00%
Construction in progress	<u>759,635</u>	<u>619,875</u>	<u>139,760</u>	<u>22.55%</u>
	<u><u>\$ 8,077,215</u></u>	<u><u>\$ 8,460,773</u></u>	<u><u>\$ (383,558)</u></u>	<u><u>-4.53%</u></u>

The Police Jury's investment in capital assets, net of current year depreciation, had a net decrease of \$383,558 from December 31, 2020 to December 31, 2021 due to current year depreciation exceeding the capital asset acquisitions. Capital asset additions made during the 2021 fiscal year include the following:

General government	
Machinery and equipment	\$ 12,840
Health and welfare	
Transportation equipment	\$ 42,417
Public works	
Machinery and equipment	314,070
Construction in progress	<u>139,760</u>
	<u><u>\$ 509,087</u></u>

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# Concordia Parish Police Jury Management's Discussion and Analysis

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## Bond Debt Administration

At December 31, 2021, the Police Jury had outstanding general obligation bonds totaling \$5.161 million, a decrease of approximately 8.41% from December 31, 2020. Bonds consisted of the following at December 31:

	<u>2021</u>	<u>2020</u>	<u>Variance</u>	<u>Variance</u>
Sales tax bond, series 2015	\$ 1,574,000	\$ 1,861,000	\$ (287,000)	-15.42%
Sales tax bond, series 2016	3,561,815	3,746,815	(185,000)	-4.94%
Series 2016, bond premium	<u>25,407</u>	<u>27,221</u>	<u>(1,814)</u>	-6.66%
	<u>\$ 5,161,222</u>	<u>\$ 5,635,036</u>	<u>\$ (473,814)</u>	-8.41%

## General Fund Budgetary Highlights

The Police Jury's budget was amended quarterly during the last year. The final budgeted expenditures of the general fund were \$1,883,857, an increase of \$169,638 from the prior year, and revenues were budgeted at \$1,742,907, an increase of \$176,225 from the prior year. Actual expenditures, budgetary basis, of the general fund were less than the budgeted amounts by \$51,377, approximately 2.85%. Revenues, budgetary basis, were more than budgeted amounts by \$110,906, approximately 7.59%. The budgetary comparison schedules of the major governmental funds can found at pages 56-61.

## Economic Factors and Next Year's Operations and Rates

The economic condition in 2021 has not had a significant effect on the Police Jury's budgeted revenues and expenses. The Jury has been very diligent about staying within the budgeted amount of expenditures and does have a significant amount of surplus funds for road, waste disposal and other services the Jury provides. The Police Jury will use conservative estimates in budgeting for 2023 all revenues and project the Jury's expenses approximately ten percent higher than 2022.

The Police Jury will have a small increase in Ad Valorem tax revenues in the 2023 fiscal year due to the Jury increasing their millage rates. Sales tax is collected by the Concordia Parish School Board through their Sales Tax Office. The Police Jury will budget a ten percent decrease of sales tax revenues for 2023 as a conservative measure.

The Severance Tax revenues will also be budgeted at ten percent lower than actual revenues in 2021 due to the decline of oil and gas production in the State of Louisiana.

The Police Jury will have a positive operating budget for 2023 and also continue to provide the services the residents and businesses need and deserve.

The Police Jury continues to move forward with new and current state and federal grant projects. CWF grants have been applied for in 2022 for Lake St. John and Concordia Waterworks. These grants help cut costs of water to residents by cutting actual costs to the water plants. The LGAP grant has been applied for in 2022. The Jury has applied for a dump truck which is badly needed for the Jury's maintenance unit.

## **Concordia Parish Police Jury Management's Discussion and Analysis**

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The Jury has applied for three FEMA projects, the "Brushy Bayou project, the restoration of certain gravel roads that were damaged from seepage water in 2019 from the Mississippi River and the restoration of certain paved roads that were also damaged due to seepage water in 2019 from the Mississippi River. The gravel roads have finally gotten to where the Jury is restoring them and the Jury is waiting on bids for the restoration of the paved roads.

The Jury has recently been awarded a Louisiana Community Block Grant in the amount of \$1.2 million and a Delta Regional Authority grant in the amount of \$400,000 for a sewer treatment facility operated by Concordia Parish Sewer District No. 1.

The Jury is applying through Louisiana Community Development Block Grant for up to \$800,000 for street repairs in moderate to low income areas.

The Police Jury continues to plan for road and drainage projects, as well as add equipment to the current fleet for better productivity.

### **Contacting the Concordia Parish Police Jury's Management**

This financial report is designed to provide a general overview of the Police Jury's finances for all of those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Secretary-Treasurer  
4001 Carter St, Rm. 1  
Vidalia, Louisiana



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***Government-Wide Financial Statements***

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**Concordia Parish Police Jury**  
**Statement of Net Position**  
**December 31, 2021**

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**ASSETS AND DEFERRED OUTFLOWS  
OF RESOURCES**

**Current Assets**

Cash and cash equivalents	\$ 6,444,931
Certificates of deposit	4,869,672
Accounts receivable	104,558
Ad valorem taxes receivable, net	1,226,268
Sales and use taxes receivable	340,429
Severance taxes receivable	45,816
Due from component units	5,256
Prepaid expenses	17,790
	<hr/>
	13,054,720

**Restricted Assets**

Cash and cash equivalents	5,824,088
Certificates of deposit	1,459,949
	<hr/>
	7,284,037

**Noncurrent Assets**

Capital assets, net	8,077,215
Net pension asset	535,112
	<hr/>
	8,612,327
	<hr/>
	28,951,084

**Deferred Outflows of Resources**

Deferred outflows of pension resources	87,618
	<hr/>
	\$ 29,038,702
	<hr/>

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

**Concordia Parish Police Jury**  
**Statement of Net Position (Continued)**  
**December 31, 2021**

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**LIABILITIES, DEFERRED INFLOWS OF  
RESOURCES, AND NET POSITION**

**Current Liabilities**

Accounts payable	\$ 199,577
Accrued payroll and benefits	24,986
Due to component units	36,714
Payable from restricted assets	
Accounts payable	23,522
Interest payable	40,853
General obligation bonds - due within one year	486,815
	<u>812,467</u>

**Noncurrent Liabilities**

General obligation bonds - due in more than one year	4,674,407
	<u>5,486,874</u>

**Deferred Inflows of Resources**

Deferred inflows related to pensions	571,117
--------------------------------------	---------

**Net Position**

Net investment in capital assets	2,915,993
Restricted	
Debt service	3,374,973
Special projects	5,774,129
Unrestricted	10,915,616
	<u>22,980,711</u>
	<u>\$ 29,038,702</u>

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

**Concordia Parish Police Jury**  
**Statement of Activities and Changes in Net Position**  
**For the Year Ended December 31, 2021**

Functions/Programs	Expenses	Program Revenues			Net Revenue (Expense) and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>PRIMARY GOVERNMENT</b>					
<b>Governmental Activities</b>					
General government					
Legislative	\$ 205,327	\$ -	\$ -	\$ -	\$ (205,327)
Judicial	649,792	131,898	-	-	(517,894)
Elections	30,661	-	-	-	(30,661)
Finance	155,815	-	63,745	-	(92,070)
Other general	445,977	257,986	1,870,418	-	1,682,427
Public safety	273,952	-	50,200	-	(223,752)
Public works	3,006,900	-	-	3,483	(3,003,417)
Health and welfare	376,782	-	220,324	-	(156,458)
Culture and recreation	31,915	-	-	-	(31,915)
Economic development	83,991	-	-	-	(83,991)
Interest	122,860	-	-	-	(122,860)
	<u>5,383,972</u>	<u>389,884</u>	<u>2,204,687</u>	<u>3,483</u>	<u>(2,785,918)</u>
<b>General Revenues</b>					
Taxes					
Ad valorem taxes					2,243,763
Sales taxes					3,336,114
Other taxes					5,327
Intergovernmental revenues					
State revenue sharing					58,463
Severance taxes					242,659
Parish transportation					229,379
Fire insurance premium tax					77,914
Parish royalty					17,666
Interest					71,657
Other general revenues					79,327
					<u>6,362,269</u>
<b>Change in net position</b>					<u>3,576,351</u>
Net position, beginning of year					<u>19,404,360</u>
<b>Net position, end of year</b>					<u><u>\$ 22,980,711</u></u>

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

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***Governmental Funds Financial Statements***

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**Concordia Parish Police Jury**  
**Balance Sheet – Governmental Funds**  
**December 31, 2021**

	<u>General Fund</u>	<u>Drainage Fund</u>	<u>Highway Maintenance Fund</u>	<u>Solid Waste Fund</u>	<u>Sales Tax Fund</u>	<u>Debt Service Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash and cash equivalents	\$ 2,948,896	\$ 1,293,261	\$ 989,451	\$ 162,232	\$ -	\$ -	\$ 977,625	\$ 6,371,465
Certificates of deposit	2,601,748	1,455,262	-	-	-	-	702,187	4,759,197
Accounts receivable	30,976	-	73,582	-	-	-	-	104,558
Ad valorem taxes receivable, net	415,647	653,159	-	-	-	-	157,462	1,226,268
Sales and use taxes receivable	-	-	-	-	340,429	-	-	340,429
Severance taxes receivable	45,816	-	-	-	-	-	-	45,816
Due from other funds	81,404	10,906	-	-	-	-	5,189	97,499
Due from component units	-	-	-	-	-	-	5,256	5,256
Prepaid expenses	10,811	3,390	1,238	846	287	-	1,218	17,790
	<u>6,135,298</u>	<u>3,415,978</u>	<u>1,064,271</u>	<u>163,078</u>	<u>340,716</u>	<u>-</u>	<u>1,848,937</u>	<u>12,968,278</u>
<b>Restricted assets</b>								
Cash and cash equivalents	-	-	-	-	3,874,315	1,827,102	122,671	5,824,088
Certificates of deposit	-	-	-	-	1,459,949	-	-	1,459,949
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,334,264</u>	<u>1,827,102</u>	<u>122,671</u>	<u>7,284,037</u>
	<u>\$ 6,135,298</u>	<u>\$ 3,415,978</u>	<u>\$ 1,064,271</u>	<u>\$ 163,078</u>	<u>\$ 5,674,980</u>	<u>\$ 1,827,102</u>	<u>\$ 1,971,608</u>	<u>\$ 20,252,315</u>

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

**Concordia Parish Police Jury**  
**Balance Sheet – Governmental Funds (Continued)**  
**December 31, 2021**

	General Fund	Drainage Fund	Highway Maintenance Fund	Solid Waste Fund	Sales Tax Fund	Debt Service Fund	Nonmajor Governmental Funds	Total
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>								
<b>Liabilities</b>								
Accounts payable	\$ 56,190	\$ 23,768	\$ 18,300	\$ 86,110	\$ 18,340	\$ -	\$ 15,991	\$ 218,699
Accrued payroll and benefits	11,846	8,178	2,691	-	-	-	2,271	24,986
Due to other funds	16,379	-	-	697	-	-	-	17,076
Due to component unit	36,714	-	-	-	-	-	-	36,714
Payable from restricted assets								
Accounts payable	-	-	-	-	-	-	4,400	4,400
Due to other funds	-	520	1,568	-	8,270	-	71,061	81,419
	<u>121,129</u>	<u>32,466</u>	<u>22,559</u>	<u>86,807</u>	<u>26,610</u>	<u>-</u>	<u>93,723</u>	<u>383,294</u>
<b>Deferred Inflows of Resources</b>								
Unavailable revenue								
Ad valorem taxes	69,807	109,697	-	-	-	-	26,445	205,949
	<u>69,807</u>	<u>109,697</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>26,445</u>	<u>205,949</u>
	<u>190,936</u>	<u>142,163</u>	<u>22,559</u>	<u>86,807</u>	<u>26,610</u>	<u>-</u>	<u>120,168</u>	<u>589,243</u>
<b>Fund Balances</b>								
Nonspendable: prepaid expense	10,811	3,390	1,238	846	287	-	1,218	17,790
Restricted	-	-	-	-	5,648,083	1,827,102	46,428	7,521,613
Committed	-	3,270,425	1,040,474	75,425	-	-	1,803,794	6,190,118
Unassigned	5,933,551	-	-	-	-	-	-	5,933,551
	<u>5,944,362</u>	<u>3,273,815</u>	<u>1,041,712</u>	<u>76,271</u>	<u>5,648,370</u>	<u>1,827,102</u>	<u>1,851,440</u>	<u>19,663,072</u>
	<u>\$ 6,135,298</u>	<u>\$ 3,415,978</u>	<u>\$ 1,064,271</u>	<u>\$ 163,078</u>	<u>\$ 5,674,980</u>	<u>\$ 1,827,102</u>	<u>\$ 1,971,608</u>	<u>\$ 20,252,315</u>

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

**Concordia Parish Police Jury**  
**Reconciliation of the Governmental Funds Balance Sheet to**  
**the Statement of Net Position**  
**For the Year Ended December 31, 2021**

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Total fund balances, as reflected on the governmental funds balance sheet	\$ 19,663,072
Receivables that are not available to pay current year expenditures are reported as deferred inflows of resources in the governmental funds	
Ad valorem taxes	205,949
Net capital assets used in governmental activities are not financial resources, and, therefore, are not reported in the governmental funds balance sheet.	8,077,215
Net pension asset not available in the current period is not reported in the governmental funds balance sheet; however, the net pension asset is reported in the statement of net position.	535,112
Pension related deferrals are deferred inflows of resources and deferred outflows of resources on the statement of net position.	(483,499)
Liabilities that are not due and payable in the current period are not reported in the governmental funds balance sheet; however, the liabilities are reported in the statement of net position. These liabilities consist of:	
Certificates of indebtedness	(5,161,222)
Accrued interest on certificates of indebtedness	(40,853)
Internal service funds are used by management to charge the costs of unemployment insurance to the individual funds. The assets and liabilities of the internal service funds are not reported in the governmental funds balance sheet; however, the unemployment internal service fund is included in the statement of net position.	184,937
	<hr/>
Net position, as reflected on the statement of net position	<u><u>\$ 22,980,711</u></u>

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



**Concordia Parish Police Jury**  
**Statement of Revenues, Expenditures, and Changes in Fund**  
**Balances – Governmental Funds**  
**For the Year Ended December 31, 2021**

	General Fund	Drainage Fund	Highway Maintenance Fund	Solid Waste Fund	Sales Tax Fund	Debt Service Fund	Nonmajor Governmental Funds	Total
<b>Revenues</b>								
Taxes								
Ad valorem taxes	\$ 775,956	\$ 1,083,553	\$ -	\$ -	\$ -	\$ -	\$ 271,886	\$ 2,131,395
Sales and use taxes	-	-	-	-	3,336,114	-	-	3,336,114
Other taxes	5,327	-	-	-	-	-	-	5,327
	<u>781,283</u>	<u>1,083,553</u>	<u>-</u>	<u>-</u>	<u>3,336,114</u>	<u>-</u>	<u>271,886</u>	<u>5,472,836</u>
Intergovernmental revenues								
Federal grants	1,934,163	-	-	-	-	-	223,807	2,157,970
State funds								
Grants	50,200	-	-	-	-	-	-	50,200
Parish transportation funds	-	-	229,379	-	-	-	-	229,379
State revenue sharing	23,691	31,451	-	-	-	-	3,321	58,463
Severance taxes	242,659	-	-	-	-	-	-	242,659
Fire insurance premium tax	77,914	-	-	-	-	-	-	77,914
Parish royalty	17,666	-	-	-	-	-	-	17,666
	<u>2,346,293</u>	<u>31,451</u>	<u>229,379</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>227,128</u>	<u>2,834,251</u>
Licenses and permits	257,986	-	-	-	-	-	-	257,986
Fines and forfeitures	-	-	-	-	-	-	131,898	131,898
Other revenues	33,700	8,298	11,950	13	-	-	21,722	75,683
	<u>3,419,262</u>	<u>1,123,302</u>	<u>241,329</u>	<u>13</u>	<u>3,336,114</u>	<u>-</u>	<u>652,634</u>	<u>8,772,654</u>

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

**Concordia Parish Police Jury**  
**Statement of Revenues, Expenditures, and Changes in Fund**  
**Balances – Governmental Funds (Continued)**  
**For the Year Ended December 31, 2021**

	General Fund	Drainage Fund	Highway Maintenance Fund	Solid Waste Fund	Sales Tax Fund	Road Debt Service Fund	Nonmajor Governmental Funds	Total
<b>Expenditures</b>								
General government								
Legislative	\$ 205,327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,327
Judicial	507,601	-	-	-	-	-	143,842	651,443
Elections	36,755	-	-	-	-	-	-	36,755
Finance and administration	269,367	25	-	-	90,761	1,000	-	361,153
Other general government	343,481	-	-	-	-	-	-	343,481
	<u>1,362,531</u>	<u>25</u>	<u>-</u>	<u>-</u>	<u>90,761</u>	<u>1,000</u>	<u>143,842</u>	<u>1,598,159</u>
Public safety	286,792	-	-	-	-	-	-	286,792
Public works	50,200	872,695	548,108	640,440	130,504	-	48,665	2,290,612
Health and welfare	68,491	-	-	-	-	-	287,844	356,335
Culture and recreation	3,652	-	-	-	-	-	-	3,652
Economic development	83,991	-	-	-	-	-	-	83,991
Debt service								
Principal	-	-	-	-	-	472,000	-	472,000
Interest	-	-	-	-	-	128,020	-	128,020
Other service costs	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	314,071	-	-	157,025	471,096
	<u>1,855,657</u>	<u>872,720</u>	<u>548,108</u>	<u>954,511</u>	<u>221,265</u>	<u>601,020</u>	<u>637,376</u>	<u>5,690,657</u>
Excess(deficiency) of operating revenues over expenses	<u>1,563,605</u>	<u>250,582</u>	<u>(306,779)</u>	<u>(954,498)</u>	<u>3,114,849</u>	<u>(601,020)</u>	<u>15,258</u>	<u>3,081,997</u>

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

**Concordia Parish Police Jury**  
**Statement of Revenues, Expenditures, and Changes in Fund**  
**Balances – Governmental Funds (Continued)**  
**For the Year Ended December 31, 2021**

	General Fund	Drainage Fund	Highway Maintenance Fund	Solid Waste Fund	Sales Tax Fund	Road Debt Service Fund	Nonmajor Governmental Funds	Total
<b>Excess(deficiency) of operating revenues over expenses</b>	\$ 1,563,605	\$ 250,582	\$ (306,779)	\$ (954,498)	\$ 3,114,849	\$ (601,020)	\$ 15,258	\$ 3,081,997
<b>Nonoperating revenues(expenditures)</b>								
Interest income	22,675	17,471	1,404	1,257	21,884	2,464	4,233	71,388
	1,586,280	268,053	(305,375)	(953,241)	3,136,733	(598,556)	19,491	3,153,385
<b>Other financing sources (uses)</b>								
Transfers in	280,686	45,750	275,000	733,000	-	559,625	75,177	1,969,238
Transfers (out)	(75,177)	(38,850)	(20,500)	(30,500)	(1,792,378)	-	(11,833)	(1,969,238)
	205,509	6,900	254,500	702,500	(1,792,378)	559,625	63,344	-
<b>Net change in fund balances</b>	1,791,789	274,953	(50,875)	(250,741)	1,344,355	(38,931)	82,835	3,153,385
Fund balances, beginning of year	4,152,573	2,998,862	1,092,587	327,012	4,304,015	1,866,033	1,768,605	16,509,687
<b>Fund balances, end of year</b>	<u>\$ 5,944,362</u>	<u>\$ 3,273,815</u>	<u>\$ 1,041,712</u>	<u>\$ 76,271</u>	<u>\$ 5,648,370</u>	<u>\$ 1,827,102</u>	<u>\$ 1,851,440</u>	<u>\$ 19,663,072</u>

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

**Concordia Parish Police Jury**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes**  
**in Fund Balances of Governmental Funds to the Statement of Activities**  
**For the Year Ended December 31, 2021**

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Net change in fund balances as reflected on the statement of revenues, expenditures, and changes in fund balances \$ 3,153,385

Governmental funds report capital assets as expenditures. In the statement of activities, the cost of these assets are allocated over the estimated useful lives and reported as depreciation expense:

Capital asset additions	509,087
Depreciation expense	(892,645)

Some revenues in the statement of activities do not provide current financial resources; therefore, are not reported as revenues in the governmental funds:

Change in unavailable ad valorem tax revenues	112,368
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Some expenses reported in the statement of activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds:

Change in accrued interest payable on sales tax bonds	3,346
Change in net pension asset	379,002
Change in deferred inflows/outflows of pension resources/expenses	(165,919)

Repayment of debt principal is an expenditure in the statement of revenues, expenditures, and changes in fund balances, but the repayment and amortization of the bond premium reduces noncurrent liabilities in the statement of net position.

473,814

An internal service fund is used by management to charge the cost of unemployment insurance to individual funds. The net revenue(expense) is reported within the statement of activities.

3,913

Change in net position as reflected on the statement of activities	<u><u>\$ 3,576,351</u></u>
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*Internal Service Fund Financial Statements*

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**Concordia Parish Police Jury**  
**Statement of Net Position**  
**Unemployment Self Insurance**  
**December 31, 2021**

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**ASSETS**

**Current Assets**

Cash and cash equivalents	\$	183,941
Due from other funds		996
		<hr/>
	\$	184,937
		<hr/> <hr/>

**LIABILITIES AND NET POSITION**

**Net Position**

Unrestricted		184,937
		<hr/>
	\$	184,937
		<hr/> <hr/>

**Concordia Parish Police Jury**  
**Statement of Revenues, Expenses, and Changes in Fund Net Position**  
**Unemployment Self Insurance**  
**For the Year Ended December 31, 2021**

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<b>Revenues</b>	
Fees, charges, and commissions for services	\$ 3,644
	<hr/>
Operating income	3,644
<b>Nonoperating income</b>	
Interest income	269
	<hr/>
<b>Change in net position</b>	3,913
Net position, beginning of year	181,024
	<hr/>
<b>Net position, end of year</b>	<u>\$ 184,937</u>

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

**Concordia Parish Police Jury**  
**Statement of Cash Flows**  
**Unemployment Self Insurance**  
**For the Year Ended December 31, 2021**

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**Cash Flows From Operating Activities**

Receipts

Fees, charges, and commissions for services	\$ 3,600
Net cash provided by operating activities	<u>3,600</u>

**Cash Flows From Investing Activities**

Interest earned	584
Net cash provided by investing activities	<u>584</u>
	4,184
Cash, beginning of year	<u>179,757</u>
<b>Cash, end of year</b>	<u><u>\$ 183,941</u></u>

**Reconciliation of operating income to net**

<b>cash provided by (used in) operating activities</b>	
Operating income	\$ 3,644
(Increase) decrease in balance due from other funds	<u>(44)</u>
Net cash provided by operating activities	<u><u>\$ 3,600</u></u>



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*Notes to Financial Statements*

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# Concordia Parish Police Jury

## Notes to Financial Statements

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### 1. History and Summary of Significant Accounting Policies

#### *History and Nature of Operations*

The Concordia Parish Police Jury (“Police Jury”) was created by Legislative Act in the 1800's and is the governing body of Concordia Parish outside of the incorporated towns of Vidalia, Ferriday, Ridgecrest and Clayton. Concordia Parish is located along the Mississippi River in East Central Louisiana. The land area of the Parish is approximately 709 square miles with a population of 20,882 as of the 2010 census.

The Police Jury consists of nine Jurors elected to represent various districts in the Parish. The Jurors serve four year terms, and the current term expires in January 2024. The Police Jury's primary responsibilities are the maintenance and operation of roads and bridges, drainage facilities, sewerage and water distribution systems, recreational facilities, public buildings and financial support of the parish's criminal justice system. The Police Jury adopts ordinances and resolutions to promote the general welfare of the citizens of Concordia Parish.

#### *Financial Reporting Entity*

The Governmental Accounting Standards Board (“GASB”) Statement No. 61 (“GASB 61”), *The Financial Reporting Entity: Omnibus an amendment of GASB Statements No. 14 and 34* establishes the requirements for determining if a component unit is included in the financial reporting entity of its primary government.

Organizations are required to have a financial benefit/burden relationship with the primary government for it to be included in the reporting entity as a component unit. The financial benefit/burden relationship, which was not amended by GASB 61, is defined in GASB Statement No. 14, *The Financial Reporting Entity*, as existing if any one of the following conditions is present:

- The primary government is legally entitled to or can otherwise access the organization's resources
- The primary government is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization
- The primary government is obligated in some manner for the debt of the organization

Based on the foregoing criteria, the Police Jury is determined to be the primary government and the following entities are component units of the Police Jury:

- Lake St. John Waterworks District
- Concordia Parish Waterworks District
- Concordia Parish Sewerage District No. 1
- Concordia Parish Library
- Concordia Parish Recreation District No. 1
- Concordia Parish Recreation District No. 2
- Concordia Parish Recreation District No. 3
- Concordia Parish Fire Protection District No. 1 - Monterey
- Concordia Parish Fire District No. 2
- Seventh Judicial District Criminal Court
- Concordia Parish District Attorney
- Concordia Parish Assessor
- Concordia Parish Clerk of Court
- Concordia Parish Sheriff's Office
- Concordia Parish Communications District
- Concordia Parish Airport Authority
- Hospital Service District No. 1

# Concordia Parish Police Jury

## Notes to Financial Statements

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### *Financial Statement Presentation*

The Police Jury's financial statements include both government-wide and fund financial statements which categorize all of the Police Jury's activities as governmental.

- Government-Wide Financial Statements

The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the Police Jury's governmental activities which normally are supported by taxes and intergovernmental revenues.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (a) charges for services; (b) grants and contributions that are restricted to meeting the operations of the Police Jury; and (c) grants and contributions that are restricted for capital. Taxes, intergovernmental revenues, and other revenue sources not included among program revenues are reported as general revenues.

- Fund Financial Statements

The Police Jury uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Police Jury functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Police Jury, or the total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds. The Police Jury reports the following major governmental funds:

- The General Fund is the primary operating fund of the Police Jury. It accounts for all the financial resources except those that are required to be accounted for in other funds.
- The Drainage Fund accounts for the operation and maintenance of all off-road drainage projects. Funding is provided by primarily ad valorem taxes.
- The Sales Tax Fund accounts for the one percent sales tax approved by the voters in 1977. The sales tax was renewed by the voters in January 1988, January 2003, and January 2018 for 15 years. The tax is restricted to the operation of a solid waste program with any remaining taxes used for construction and maintenance of roads and drainage. An additional one and one half percent tax was passed in 2005, with the proceeds to be used for repayment of bonded indebtedness, road improvements, and assistance to County Agent and Council on Aging operations.
- The Debt Service Fund was established originally in 2006 to account for the funds set aside to pay the semi-annual debt service on the bonds. The outstanding Series 2015 and Series 2016 debt issues are accounted for within this fund. There are sinking funds and reserve funds included for the Series 2015 and 2016 bond issues.
- Highway Maintenance Fund - The Highway Maintenance Fund accounts for the construction of minor new roads and bridges and the maintenance of existing roads and roadside areas. The primary funding is provided by the State of Louisiana's parish transportation tax.

# Concordia Parish Police Jury

## Notes to Financial Statements

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Additionally, the Police Jury reports the following fund type:

- Internal Service Fund – Unemployment Self Insurance: this fund accounts for the financing of services provided by one department to other departments of the Police Jury on a cost reimbursement basis. This fund accounts for the financing of a self-insurance fund for the payment of unemployment claims by former employees of the Police Jury. It is a proprietary fund whose focus is on income measurement, which together with the maintenance of equity, an important financial indicator.

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

Basis of accounting refers to when revenues and 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.

- Accrual

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

- Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available. "Measurable" means that the amount of the transaction can be determined, and "available" means that the amount of the transaction is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due.

Ad valorem taxes are considered to be collected when they are collected by the Concordia Parish Sheriff. Ad Valorem taxes collected 60 days after the end of the fiscal year is not considered available, and, therefore, are recorded as a deferred inflow of resources on the governmental fund balance sheet. State revenue sharing associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues in the current fiscal year. Interest earned on certificates of deposit that will mature 60 days after the end of the fiscal year is not considered available, and therefore, is recorded as a deferred inflow of resources. All other revenue items are considered to be measurable and available only when cash is received by the Police Jury.

The effect of inter-fund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

# Concordia Parish Police Jury

## Notes to Financial Statements

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### *Net Position*

The statement of net position reports net position as the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position is displayed in three components:

- Net investment in capital assets - consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of bonds that are attributable to the acquisition, construction, and improvement of those assets.
- Restricted - consists of amounts with constraints placed on the use by (a) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (b) law through constitutional provisions or enabling legislation.
- Unrestricted - All other amounts that do not meet the definition of "restricted" or "net investment in capital assets."

### *Fund Balance*

In fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy primarily on the extent to which the Police Jury is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in the following five components:

- Nonspendable - This component consists of amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- Restricted - This component consists of amounts that have constraints placed on them either externally by third-parties (creditors, grantors, contributions, or laws or regulations of other governments) or by law, through constitutional provisions or enabling legislation. Enabling legislation authorizes the Police Jury to assess, levy, change or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.
- Committed - This component consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Police Jury. Those committed amounts cannot be used for any other purpose unless the Police Jury removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed previously to commit those amounts.
- Assigned - This component consists of amounts that are constrained by the Police Jury's intent to be used for specific purposes, but are neither restricted nor committed. The authority for assigning fund balance is expressed by the Police Jury or the designee as established in the Police Jury's fund balance policy.
- Unassigned - This component consists of amounts that have not been restricted, committed or assigned to specific purposes within the general fund. When both restricted and unrestricted resources are available for use, it is the Police Jury's policy to use restricted resources first, then unrestricted resources (committed, assigned and unassigned) are available for use. It is the Police Jury's policy to use committed resources first, then assigned, and then unassigned as they are needed.

# **Concordia Parish Police Jury**

## **Notes to Financial Statements**

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The Police Jury establishes (and modifies or rescinds) fund balance commitments by passage of an ordinance or resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the Police Jury through adoption or amendment of the budget as intended for specific purposes (such as the purchase of fixed assets, construction, debt service, or for other purposes).

### ***Restricted Resources***

When both restricted and unrestricted resources are available for use, it is the Police Jury's policy to use restricted resources first, then unrestricted resources as they are needed.

Restricted fund balances are utilized for a number of funds that receive taxes and/or grant proceeds that can be expended for the purposes approved in the tax proposition or grant award. Any deviation from the original purpose must be approved by the original third party whether that is the electorate or grantor. When restricted, committed, and unassigned fund balances are available, it is the Police Jury's policy to use restricted funds first, then committed and unassigned funds.

### ***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and revenues and expenses reported during the period. Actual results could differ from those estimates.

### ***Budget Policies***

Preliminary budgets for the ensuing year are prepared by the secretary-treasurer prior to December 31 of each year. The availability of the proposed budgets for public inspection and the date of the public hearing on the proposed budgets are then advertised in the official journal. During its regular December meeting, the Police Jury holds a public hearing on the proposed budgets in order to receive comments from residents of the Parish. Changes are made to the proposed budgets based on the public hearing and the desires of the Police Jury as a whole. The budgets are then adopted during the Police Jury's regular December meeting, and a notice of the adoption is then published in the official journal.

The secretary-treasurer presents necessary budget amendments to the Police Jury during the year when, in her judgment, actual operations are differing materially from those anticipated in the original budget.

During a regular meeting, the Police Jury reviews the proposed amendments, makes changes as it deems necessary, and formally adopts the amendments. The adoption of the amendments is included in Police Jury minutes published in the official journal.

The Police Jury exercises budgetary control at the functional level. Within functions the secretary-treasurer has the discretion to make changes as he/she deems necessary for proper control. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expended.

The budgets of the major funds are adopted on the cash basis of accounting. A reconciliation to the basis materially consistent with accounting principles generally accepted in the United States of America has been presented within these financial statements as required by Governmental Accounting Standards.

# Concordia Parish Police Jury

## Notes to Financial Statements

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The Police Jury did not budget for the Coronavirus Relief Fund grant revenues since the funding is not considered ongoing. Management has made the necessary budgetary basis adjustment.

### *Pensions*

For purposes of measuring the net pension asset/liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net positions of the Parochial Employees' Retirement System ("PERS"), District Attorneys' Retirement Systems ("DARS"), and Registrar of Voters Employees' Retirement System ("ROVERS") and additions to/deductions from the plans' fiduciary net positions have been determined on the same basis as they are reported by PERS, DARS, and ROVERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### *Cash and Cash Equivalents*

Cash and cash equivalents include certificates of deposits and all highly liquid debt instruments with original maturities of three months or less when purchased.

### *Receivables*

All receivables are reported net of estimated uncollectible amounts. The allowance for uncollectible ad valorem tax amounts was \$3,037 in the general fund, \$4,772 in the drainage fund, and \$1,150 in the public health fund for the year ended December 31, 2021. This estimate is based on the Police Jury's history of collections within this revenue stream.

### *Prepaid Expenses*

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid expenses in both the government-wide and fund financial statements. The costs of prepaid expenses are recorded as expenses / expenditures when consumed rather than when purchased.

### *Capital Assets*

Capital assets are reported in the government-wide financial statements and are capitalized at historical cost. Donated assets are recorded at their estimated fair market value at the date of donation. The Police Jury maintains a threshold level of \$5,000 or more for capitalizing capital assets. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	10 - 40 years
Furniture and fixtures	5 - 10 years
Machinery and equipment	5 - 10 years
Transportation equipment	5 - 10 years
Drainage and water treatment	10 - 40 years
Roads and bridges	20 years

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. In the fund financial statements, capital assets used in the governmental fund operations are accounted for as capital outlay expenditures upon acquisition.

# Concordia Parish Police Jury

## Notes to Financial Statements

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### ***Compensated Absences***

Employees of the Police Jury earn 5 to 15 days of noncumulative annual leave each year, depending on their length of service. Annual leave must be taken in the year earned. Unused annual leave cannot be accumulated. Employees may accumulate an unlimited amount of sick leave; however, they cannot be paid directly for any unused sick leave upon retirement or termination. The cost of leave privileges is recognized as a current-year expenditure within the various funds when leave is actually taken.

### ***Long-Term Obligations***

In the government-wide financial statements and proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities and proprietary fund type statement of net position.

Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method, which approximates the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Losses on refunding are deferred and amortized over the life of the new issuance or the existing debt using the effective interest method.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of 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.

### ***Deferred Outflows of Resources***

In addition to assets, the statement of net position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of resources that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Police Jury has the following items that qualify for reporting in this category:

Pensions – these deferred outflows result from pension contributions after the measurement date (deferred and recognized in the following fiscal year) and/or differences in projected and actual earnings on pension assets (deferred and amortized over a closed five year period).

### ***Deferred Inflows of Resources***

Deferred inflows of resources are acquisitions of resources by the Police Jury that is applicable to a future reporting period and so will not be recognized as an inflow of resources until then. The Police Jury has the following items that qualify for reporting in this category:

Pensions – these deferred inflows result from differences in projected and actual earnings on pension assets (deferred and amortized over a closed five year period).

Ad valorem taxes – these amounts are unavailable and are deferred and recognized as an inflow of resources in the period that the amounts become available.



## Concordia Parish Police Jury

### Notes to Financial Statements

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#### *Ad Valorem Taxes*

Ad valorem taxes are levied each November 1 on the assessed value listed as of prior January 1 for all real property, merchandise and movable property located in the Parish and are due December 31. The following is a summary of authorized and levied ad valorem taxes:

	Authorized Millage	Levied Millage	Expiration Date
Parish	4.00	2.25	Indefinite
Health unit	1.81	1.79	2021
Drainage	10.00	9.90	2027

Assessed values are established by the Concordia Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. All land and residential improvements are assessed at 10% of its fair market value, and other property at 15% of its fair market value. The tax rate for the year ended December 31, 2021 was \$13.94 per \$1,000 of assessed valuation on property within Concordia Parish. For the year ended December 31, 2021, gross appraisal value was \$2,565,487; homestead exemption totaled \$390,294; and net appraisal value was \$2,175,193 for the portion submitted to the Police Jury.

A reevaluation of all property is required to be completed no less than every four years. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date. Properties for which the taxes have not been paid are sold for the amount of the taxes. The following schedule presents the Parish's principal taxpayers and related ad valorem tax revenue for the year ended December 31, 2021:

	Type of Business	Assessed Valuation	Ad Valorem Tax Revenue for Police Jury	Percentage of Total Tax
Catalyst Old River	Power plant	\$ 48,201,720	\$ 671,932	26%
Vidalia Industrial Facility	Manufacturer	5,025,370	70,054	3%
American Midstream	Gas pipeline	4,759,100	66,342	3%

#### *Sales Tax*

Sales tax are susceptible to accrual and are recognized as revenue when collected by the vendors. Sales taxes are authorized as follows:

	Levied Percent	Expiration Date
Solid waste disposal	1.00%	2033
Roads, county agent, and council on aging	1.50%	2037

# Concordia Parish Police Jury

## Notes to Financial Statements

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Sales taxes are collected by the Concordia Parish School Board, and the Police Jury paid \$85,384 for sales tax collections for the year ended December 31, 2021 which is recorded as an expense within the sales tax fund.

### ***Fire Insurance Premium Tax***

The Police Jury receives a pro-rata share of the fire insurance premium taxes collected by the State of Louisiana in accordance with Louisiana Revised Statute 22:345. The amounts received by the Police Jury are based on the population of the areas it serves. In accordance with this statute, such money shall be used only for the purpose of "rendering more efficient and efficacious" fire protection as the Police Jury shall direct.

### ***Parish Royalty Program***

The Police Jury receives royalties from mineral leases on state-owned lands, lakes, river bottoms and other water bottoms. In accordance with Article VII, Section 4(A) of the Constitution of 1974, ten percent (10%) of these royalties is remitted to the governing authority of the parish in which severance or production occurs.

### ***State Revenue Sharing***

State Revenue Sharing is authorized in the Louisiana State Constitution Article VII, Section 26, providing for the State of Louisiana to make distributions annually from the State General Fund to local governmental entities.

### ***Interfund Transactions***

Interfund transactions are transactions that occur between individual funds during the course of routine operations. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet. Transactions between funds that would be reported as revenue and expenditures if they involved organizations external to the Police Jury are accounted for as revenue and expenditures in the applicable funds. Transactions that constitute reimbursements to a fund for expenditures initially made from that fund, which are properly attributable to another fund, are recorded as expenditures in the reimbursing fund and as a reduction of the expenditures in the fund that is reimbursed. Other legally authorized transfers are included in the changes in fund balances of the governmental funds.

### ***Accounting Pronouncements***

The Government Accounting Standards Board (GASB) has issued the following Statements which will become effective in future years as shown below:

Statement No. 87, "*Leases*" increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement have been postponed by 18 months until reporting periods beginning after June 15, 2021.

# Concordia Parish Police Jury

## Notes to Financial Statements

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### 2. Deposits with Financial Institutions

For reporting purposes, bank accounts and certificates of deposit are included as deposits. Deposits in bank accounts and certificates of deposit are stated at cost, which approximate market. Under Louisiana law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. The Police Jury's deposits consisted of the following at December 31, 2021:

	<u>Cash</u>	<u>Certificates of Deposit</u>	<u>Total</u>
Deposits per Statement of Net position (reconciled bank balance)	<u>\$ 12,269,019</u>	<u>\$ 6,329,621</u>	<u>\$ 18,598,640</u>
Deposits in bank accounts per bank	<u>\$ 12,306,170</u>	<u>\$ 6,329,621</u>	<u>\$ 18,635,791</u>
Category 3 bank balances:			
a. Uninsured and uncollateralized	\$ -	\$ -	\$ -
b. Uninsured and collateralized with securities held by the pledging institution	-	-	-
c. Uninsured and collateralized with securities held by the pledging institution's trust department or agent, but not in the Police Jury's name	<u>11,806,170</u>	<u>6,329,621</u>	<u>18,135,791</u>
Total category 3 bank balances	<u>\$ 11,806,170</u>	<u>\$ 6,329,621</u>	<u>\$ 18,135,791</u>

#### ***Custodial Risk***

In the case of deposits, this is the risk that in the event of a bank failure, the deposits may not be returned to the Police Jury. At December 31, 2021, \$18,135,791 of the Police Jury's bank balances were exposed to custodial credit risk because the deposits were uninsured and collateralized with securities held by the pledging institution's trust department or agent but not in the Police Jury's name. Management evaluates the Police Jury's deposits with financial institutions on an ongoing basis and believes the risk of incurring material losses related to this risk is remote.

**Concordia Parish Police Jury**  
**Notes to Financial Statements**

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**3. Capital Assets**

Property and equipment consists of the following at December 31:

	Balance 12/31/20	Additions	Dispositions	Balance 12/31/21
<b>Capital Assets Not Being Depreciated</b>				
Land	\$ 7,038	\$ -	\$ -	\$ 7,038
Construction in progress	619,875	139,760	-	759,635
	<u>626,913</u>	<u>139,760</u>	<u>-</u>	<u>766,673</u>
<b>Capital Assets Being Depreciated</b>				
Buildings and improvements	6,458,934	-	-	6,458,934
Drainage, water treatment	1,434,017	-	-	1,434,017
Furniture and fixtures	264,779	-	(942)	263,837
Machinery and equipment	3,360,802	326,910	(19,820)	3,667,892
Transportation equipment	1,087,326	42,417	(19,864)	1,109,879
Roads and bridges	12,195,458	-	-	12,195,458
	<u>24,801,316</u>	<u>369,327</u>	<u>(40,626)</u>	<u>25,130,017</u>
Accumulated depreciation	<u>(16,967,456)</u>	<u>(892,645)</u>	<u>40,626</u>	<u>(17,819,475)</u>
	<u>7,833,860</u>	<u>(523,318)</u>	<u>-</u>	<u>7,310,542</u>
	<u>\$ 8,460,773</u>	<u>\$ (383,558)</u>	<u>\$ -</u>	<u>\$ 8,077,215</u>

Depreciation expense recognized in the statement of activities for the year ended December 31, 2021 is as follows:

General government	\$ 102,495
Public works	741,439
Health and welfare	20,448
Culture and recreation	28,263
	<u>\$ 892,645</u>

**Concordia Parish Police Jury**  
**Notes to Financial Statements**

**4. Noncurrent Liabilities**

Noncurrent liabilities consisted of the following at December 31, 2021:

	Balance at 12/31/20	Additions	Payments and Reductions	Balance at 12/31/21	Due Within One Year
General obligation bonds					
Series 2015	\$ 1,861,000	\$ -	\$ (287,000)	\$ 1,574,000	\$ 295,000
Series 2016	3,746,815	-	(185,000)	3,561,815	190,000
Series 2016, bond premium	27,221	-	(1,814)	25,407	1,815
	<u>\$ 5,635,036</u>	<u>\$ -</u>	<u>\$ (473,814)</u>	<u>\$ 5,161,222</u>	<u>\$ 486,815</u>

***Sales Tax Refunding Bond, Series 2015***

\$2,920,000 sales tax refunding bond issued on March 1, 2015 for the purpose of refunding the Sales Tax Bonds, Series 2006. Principal is due in annual installments ranging from \$7,000 to \$335,000, with the first principal payment due March 1, 2016 and the final principal payment due, March 1, 2026. The interest rate is 2.21%. Sales taxes are pledged for repayment of debt.

***Sales Tax Refunding Bond, Series 2016***

\$4,330,000 sales tax refunding bond issued on November 30, 2016 for the purpose of refunding the Sales Tax Bonds, Series 2006. Principal is due in annual installments ranging from \$60,000 to \$290,000, with the first principal payment due March 1, 2017 and the final principal payment due, March 1, 2036. The interest rate ranges from 2.00% to 3.00%. Sales taxes are pledged for repayment of debt.

The future minimum payments for the certificates of indebtedness is as follows:

Year Ending December 31	Sales Tax Bonds, Series 2015		Sales Tax Bonds, Series 2016	
	Principal	Interest	Principal	Interest
2022	\$ 295,000	\$ 31,526	\$ 191,815	\$ 85,875
2023	304,000	24,907	196,815	82,025
2024	317,000	18,044	206,815	78,025
2025	323,000	10,973	211,815	73,875
2026	335,000	3,702	216,815	69,625
2027	-	-	221,815	69,625
2028 - 2032	-	-	1,224,074	271,916
2033 - 2036	-	-	1,117,258	104,447
	<u>\$ 1,574,000</u>	<u>\$ 89,152</u>	<u>\$ 3,587,222</u>	<u>\$ 835,413</u>

Information relating to the Police Jury's pension liability(asset) is available at Note 6.

# Concordia Parish Police Jury

## Notes to Financial Statements

### 5. Interfund Transfers

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations. The following is a summary of operating transfers for the year ended December 31, 2021:

Fund	Transfers In	Fund	Transfers Out
General fund	\$ 20,500	Highway maintenance fund	\$ 20,500
General fund	30,500	Solid waste fund	30,500
General fund	4,650	Public health fund	4,650
General fund	38,850	Drainage fund	38,850
General fund	179,003	Sales tax fund	179,003
General fund	7,183	Sales tax fund	733,000
Solid waste fund	733,000	Sales tax fund	275,000
Highway maintenance fund	275,000	Sales tax fund	559,625
Debt service fund	559,625	Sales tax fund	45,750
Drainage fund	45,750	Criminal court fund	7,183
Grants Fund	69,127	General fund	69,127
Witness and juror fund	6,050	General fund	6,050
	<u>\$ 1,969,238</u>		<u>\$ 1,969,238</u>

Interfund receivables and payables at December 31, 2021 are as follows:

Receivable	Amount	Payable	Amount
General fund	\$ 81,404	General fund	\$ 16,379
Drainage fund	10,906	Drainage fund	520
Public health fund	2,181	Highway maintenance fund	1,568
Criminal court fund	3,008	Sales tax fund	8,270
Unemployment claims account	996	Grant fund	71,061
	<u>\$ 98,495</u>	Solid waste fund	697
			<u>\$ 98,495</u>

### 6. Defined Benefit Pension Plans

#### Parochial Employees' Retirement System

##### *Plan Description*

The Police Jury contributes to the Parochial Employees' Retirement System ("PERS"), a cost-sharing, multiple-employer defined benefit pension plan administered by the State of Louisiana (State). PERS provides retirement and disability benefits, annual cost-of-living adjustments and death benefits to plan members and beneficiaries. PERS is comprised of two distinct plans - Plan A and Plan B - with separate assets and benefit provisions. Employees of the Police Jury are members of Plan A.

## **Concordia Parish Police Jury**

### **Notes to Financial Statements**

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Benefit provisions are established by state law and may be amended only by the State Legislature. PERS issues a publicly available financial report that includes financial statements and required supplementary information for PERS. That report may be obtained by writing to PERS at P.O. Box 14619, Baton Rouge, Louisiana, 70898, or by calling 225.928.1361.

#### ***Significant Accounting Policies***

PERS's employer schedules were prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The members' earnable compensation is attributed to the employer for which the member is employed as of December 31, 2020.

The PERS is not allocated a proportionate share of the net pension liability related to its employees. The net pension liability attributed to the PERS's employees is allocated to the remaining employers based on their respective employer allocation percentage.

Plan fiduciary net position is a significant component of the PERS's collective net pension liability. The PERS's plan fiduciary net position was determined using the accrual basis of accounting. The PERS'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 PERS's investments. Accordingly, actual results may differ from estimated amounts.

#### ***Benefits Provided***

The Plan provides retirement, disability and death benefits to plan members and their beneficiaries. Retirement benefits for employees are calculated as 3% of the plan member's final average compensation multiplied by their years of service. Death benefits are equal to 100% of benefits if member is eligible for normal retirement or 60% of final compensation if not eligible for normal retirement. Disability retirement benefits are calculated to be equal to the lesser of an amount equal to 3% of the member's final average compensation multiplied by their years of services, not to be less than 15, or 3% multiplied by years of service assuming continued service to age 60.

For plan members hired prior to January 1, 2007, a member may obtain retirement benefits if any of the following are reached: (a) any age with 30 or more years of creditable service, (b) age 55 with 25 years of creditable service, (c) age 60 with minimum of 10 years of creditable service, (d) age 65 with a minimum of 7 years of creditable service. For plan members hired after January 1, 2007, a member may obtain retirement benefits if any of the following are reached: (a) age 55 with 30 or more years of service, (b) age 62 with 10 years of service, (c) age 67 with 7 years of service.

The terms of the Plan provide for annual cost of living allowance for the retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Plan may provide an additional cost of living increase to all retirees and beneficiaries who are over age 65 equal to 2% of the member's benefit paid on October 1, 1977 (or the member's retirement date, if later). Also, the Plan may provide a cost of living increase up to 2.5% for retirees 62 and older. Lastly, Act 270 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

# Concordia Parish Police Jury

## Notes to Financial Statements

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### *Contributions*

State statute has the authority to establish and amend the contribution requirements of the Police Jury and active employees. According to state statute, the Plan also receives 1/4 of 1% of ad valorem taxes collected within the respective Parishes, except for Orleans and East Baton Rouge Parishes. The Plan also receives revenue sharing funds each year as appropriated by the State Legislature. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. The Police Jury's contractually required contribution rate was 12.25% for Plan A and 7.5% for Plan B for the period from January 1, 2021 through December 31, 2021.

The employer contribution is actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Police Jury's contributions to PERS for the December 31, 2021 measurement date were \$93,058. The State also made on-behalf contributions to the Plan, of which \$9,598 was recognized by the Police Jury for the year ended December 31, 2021; these on-behalf payments did not meet the criteria of a special funding situation.

### *Pension Liabilities(Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At December 31, 2021, the Police Jury reported a net pension asset of \$546,533 for its proportionate share of the net pension liability(asset). The net pension asset was determined by an actuarial valuation as of December 31, 2021. The Police Jury's proportion of the net pension asset was based on a projection of the Police Jury's projected contribution effort to the pension plan for the next fiscal year as compared to the total of all participating employers' contribution effort to the Plan for the next fiscal year, actuarially determined.

Per the measurement date of December 31, 2021, the Police Jury's proportion was 0.11603%, which was a decrease of 0.00736% from its proportion measured at December 31, 2020. Per the valuation report dated December 31, 2021, the Police Jury's proportionate share of pension benefit was \$92,454.

At December 31, 2021, the Police Jury reported deferred outflows or resources and deferred inflows or resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	<u>                    </u>	<u>                    </u>
Differences between expected and actual experience	\$ 33,021	\$ 39,611
Net difference between projected and actual earnings on pension plan investments	-	472,741
Changes in proportion & assumptions	28,503	12,311
Employer contributions subsequent to the measurement date	-	-
	<u>\$ 61,524</u>	<u>\$ 524,663</u>



## Concordia Parish Police Jury

### Notes to Financial Statements

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At December 31, 2021, the Police Jury did not have any deferred outflows of resources related to pensions resulting from Police Jury contributions subsequent to the measurement date that will be recognized as a reduction of the net pension asset in the year ended December 31, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources at December 31, 2021, related to pensions will be recognized in pension expense as follows:

Period Ended:	Amount
12/31/22	\$ (96,536)
12/31/23	(189,393)
12/31/24	(126,539)
12/31/25	(50,671)
	\$ (463,139)

#### *Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension asset:

Valuation date:	December 31, 2021
Actuarial Cost Method:	Entry age normal cost
Estimated remaining service life ("ERSL"):	4 years
Investment rate of return	6.40% per annum
Inflation rate	2.30% per annum
Salary increases, including inflation and merit increases:	4.75%, including inflation
Cost of living adjustments:	Only those previously granted
Mortality rate	
Non-disabled members:	Mortality rates based on the MP-2018 Combined Healthy Mortality Table
Disabled members:	Mortality rates based on the MP-2018 Disabled Retiree Mortality Table

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

## Concordia Parish Police Jury

### Notes to Financial Statements

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Long-term Target Asset Allocation	Expected Portfolio Real Rate of Return
Fixed income	33%	0.85%
Equity	51%	3.23%
Alternatives	14%	0.71%
Other	2%	0.11%
	100%	

#### ***Discount Rate***

The discount rate used to measure the total pension asset was 6.40% for the valuation date of December 31, 2021. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that participating employer contributions will be made at contractually required rates, actuarially determined. Based on those assumptions, the Plan'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 of the Employer's Proportionate Share of the Net Pension Asset to Changes in the Discount Rate***

The following presents the employer's proportionate share of the net pension asset using the discount rate of 6.40%, as well as what the employer's proportionate share of the net pension asset would be if it were calculated using a discount rate that is one percentage-point lower (5.40%) or one percentage-point higher (7.40%) than the current rate:

	1.0% Decrease (5.40%)	Current Discount Rate (6.40%)	1.0% Increase (7.40%)
Employer's proportionate share of the net pension liability(asset)	\$ 97,436	\$ (546,533)	\$ (1,085,975)

#### ***Pension Plan Fiduciary Net Position***

Detailed information about the Plan's fiduciary net position is available in the separately issued PERS' financial report.

#### ***Payable to Pension Plan***

At December 31, 2021 the Police Jury reported a payable of \$25,760 due to PERS.

# Concordia Parish Police Jury

## Notes to Financial Statements

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### District Attorneys' Retirement System

#### *Plan Description*

The District Attorneys' Retirement System ("DARS") was created on August 1, 1956 by Act 56 of the 1956 session of the Louisiana Legislature, for the purpose of providing allowances and other benefits for district attorneys and their assistants in each parish. The fund is administered by a Board of Trustees. Benefits, including normal retirement, early retirement, disability retirements and death benefit, are provided as specified in the plan.

#### *Significant Accounting Policies*

DARS's employer schedules are prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The member's earnable compensation is attributed to the employer for which the member is employed as of June 30, 2021.

DARS is not allocated a proportionate share of the net pension liability related to its employees. The net pension liability attributed to DARS's employees is allocated to the remaining employers based on their respective employer allocation percentage.

The deferred outflows and deferred inflows of resources resulting from differences between projected and actual earnings on pension plan investments that were recorded in different years were netted to report only a deferred outflow or inflow on the schedule of pension amounts. The remaining categories of deferred outflows and deferred inflows were not presented on a net basis.

Plan fiduciary net position is a significant component of DARS's collective net pension liability. DARS's plan fiduciary net position was determined using the accrual basis of accounting. DARS'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 relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of DARS's investments. Accordingly, actual results may differ from estimated amounts.

#### *Benefits Provided*

Members who joined DARS before July 1, 1990, and who have elected not to be covered by the new provisions, are eligible to receive a normal retirement benefit if they have 10 or more years of creditable service and are at least age 62, or if they have 18 or more years of service and are at least age 60, or if they have 23 or more years of service and are at least age 55, or if they have 30 years of service regardless of age. The normal retirement benefit is equal to 3% of the member's average final compensation for each year of creditable service. Members are eligible for early retirement at age 60 if they have at least 10 years of creditable service or at age 55 with at least 18 years of creditable service. Members who retire prior to age 60 with less than 23 years of service credit, receive a retirement benefit reduced 3% for each year of age below 60. Members who retire prior to age 62 who have less than 18 years of service receive a retirement benefit reduced 3% for each year of age below 62. Retirement benefits may not exceed 100% of final average compensation.

## Concordia Parish Police Jury

### Notes to Financial Statements

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Members who joined DARS after July 1, 1990, or who elected to be covered by the new provisions, are eligible to receive normal retirement benefits if they are age 60 and have 10 years of service credit, are age 55 and have 24 years of service credit, or have 30 years of service credit regardless of age. The normal retirement benefit is equal to 3.5% of the member's final average compensation multiplied by years of membership service. A member is eligible for an early retirement benefit if he is age 55 and has 18 years of service credit. The early retirement benefit is equal to the normal retirement benefit reduced 3% for each year the member retires in advance of normal retirement age. Benefits may not exceed 100% of average final compensation.

Disability benefits are awarded to active contributing members with at least 10 years of service who are found to be totally disabled as a result of injuries incurred while in active service. The member receives a benefit equal to three percent (three and one-half percent for members covered under the new retirement benefit provisions) of his or her average final compensation multiplied by the lesser of his or her actual service (not to be less than fifteen years) or projected continued service to age sixty.

Upon the death of a member with less than 5 years of creditable service, the member's accumulated contributions and interest thereon are paid to the member's surviving spouse, if the member is married, or to the member's designated beneficiary, if he is not married. Upon the death of any active, contributing member with 5 or more years of service or any member with 23 years of service who has not retired, automatic option 2 benefits are payable to the surviving spouse. These benefits are based on the retirement benefits accrued at the member's date of death with the option factors used as if the member had continued in service to earliest normal retirement age. If a member has no surviving spouse, the surviving minor children under 18 or disabled children are paid 80% of the member's accrued retirement benefit divided into equal shares. If a member has no surviving spouse or children, the member's accumulated contributions and interest are paid to the member's designated beneficiary. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions with interest. Upon withdrawal from service, members not entitled to a retirement allowance are paid a refund of accumulated contributions upon request. Receipt of such a refund cancels all accrued rights in DARS.

The Board of Trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of 3% of their original benefit, (not to exceed sixty dollars per month) and all retired members and widows who are sixty-five years of age and older a 2% increase in their original benefit. In lieu of other cost of living increases the board may grant an increase to retirees in the form of "Xx(A&B)" where "A" is equal to the number of years of credited service accrued at retirement or death of the member or retiree and "B" is equal to the number of years since death of the member or retiree to June 30 of the initial year of increase and "X" is equal to any amount available for funding such increase up to a maximum of \$1.00. In order for the board to grant any of these increases, DARS must meet certain criteria detailed in the statute related to funding status and interest earnings.

In lieu of receiving a service retirement allowance, any member who has more years of service than are required for a normal retirement may elect to receive a Back-Deferred Retirement Option Program (Back-DROP) benefit. The Back-DROP benefit is based upon the Back-DROP period selected and the final average compensation prior to the period selected. The Back-DROP period is the lesser of three years or the service accrued between the time a member first becomes eligible for retirement and the member's actual date of retirement.

## **Concordia Parish Police Jury**

### **Notes to Financial Statements**

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At retirement, the member's maximum monthly retirement benefit is based upon the member's service, final average compensation, and plan provisions in effect on the last day of creditable service immediately prior to the commencement of the Back-DROP period. In addition to the monthly benefit at retirement, the member receives a lump-sum payment equal to the maximum monthly benefit as calculated above multiplied by the number of months in the Back-DROP period. In lieu of receiving the lump-sum payment, the member may leave the funds on deposit with DARS in an interest bearing account.

Prior to January 1, 2009, eligible members could elect to participate in the Deferred Retirement Option Program (DROP) for up to three years in lieu of terminating employment and accepting a service benefit. During participation in the DROP, employer contributions were payable and employee contributions were reduced to ½ of one percent. The monthly retirement benefits that would have been payable to the member were paid into a DROP account, which did not earn interest while the member was participating in the DROP. Upon termination of participation, the participant in the plan received, at their option, a lump sum from the account equal to the payments into the account or DARS disbursements from their account in any manner approved by the board of trustees. The monthly benefits that were being paid into the DROP would then be paid to the retiree. All amounts which remain credited to the individual's sub-account after termination of participation in the plan were invested in liquid money market funds. Interest was credited thereon as actually earned.

#### ***Contributions***

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2021, the employee contribution rate was 8% and the employer's contribution rate was 4%. The Police Jury's contributions to DARS for the year ended December 31, 2021 were \$1,062.

In accordance with state statute, DARS receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities. The State also made on-behalf contributions to the Plan, of which \$4,288 was recognized as revenue for the year ended December 31, 2021. These on-behalf payments did not meet the criteria of a special funding situation.

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

At December 31, 2021, the Police Jury reported a liability of \$7,399 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 June 30, 2021. The Police Jury's proportion of the net pension liability was based on a projection of the Police Jury's projected contribution effort to the pension plan for the next fiscal year as compared to the total of all participating employers' contribution effort to the Plan for the next fiscal year, actuarially determined.

At June 30, 2021, the Police Jury's proportion was 0.04156% which was an increase of 0.00359% from its proportion measured as of June 30, 2020.

## Concordia Parish Police Jury

### Notes to Financial Statements

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Per the valuation report dated June 30, 2021, the Police Jury's proportionate share of pension expense was \$4,408. At December 31, 2021, the Police Jury reported deferred outflows or resources and deferred inflows or resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	<u>                    </u>	<u>                    </u>
Differences between expected and actual experience	\$ 1,503	\$ 3,012
Net difference between projected and actual earnings on pension plan investments	5,114	-
Changes in proportion & assumptions	14,497	1,240
Employer contributions subsequent to the measurement date	560	-
	<u>\$ 21,674</u>	<u>\$ 4,252</u>

At December 31, 2021, the Police Jury reported \$560 as deferred outflows of resources related to pensions resulting from Police Jury contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources at December 31, 2021, related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year</u>	<u>Amount</u>
12/31/21	\$ 3,540
12/31/22	3,739
12/31/23	4,751
12/31/24	2,728
12/31/25	2,104
	<u>\$ 16,862</u>

# Concordia Parish Police Jury

## Notes to Financial Statements

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### *Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the June 30, 2021 valuation date are as follows:

Valuation date:	June 30, 2021
Actuarial Cost Method:	Entry age normal cost
Estimated remaining service life ("ERSL"):	5 years
Investment rate of return	6.25% per annum
Inflation rate	2.30% per annum
Salary increases, including inflation and merit increases:	5.00%, including inflation
Cost of living adjustments:	Only those previously granted
Mortality rate	
Non-disabled members:	Pub-2010 Public Retirement Plans Mortality Table for General Above-Median Employees
Disabled members:	Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 8.50% for the at the June 30, 2021 measurement date. The best estimates of arithmetic real rates of return for each major asset class based on DARS's target asset allocation as of June 30, 2021 were as follows:

Asset Class	Target Asset Allocation	Portfolio Real Rate of Return
Fixed income	24.54%	1.09%
Equity	48.27%	5.54%
Alternatives	26.77%	1.87%
Other	0.42%	0.00%
	100.00%	

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# Concordia Parish Police Jury

## Notes to Financial Statements

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### ***Discount Rate***

The discount rate used to measure the total pension liability was 6.25% for the valuation date of June 30, 2021. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that participating employer contributions will be made at contractually required rates, actuarially determined. Based on those assumptions, the Plan'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 of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate***

The following presents the employer's proportionate share of the net pension liability using the discount rate of 6.25%, as well as what the employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.25%) or one percentage-point higher (7.25%) than the current rate:

	1.0% Decrease (5.25%)	Current Discount Rate (6.25%)	1.0% Increase (7.25%)
Employer's proportionate share of the net pension liability	\$ 57,623	\$ 31,545	\$ 9,693

### ***Pension Plan Fiduciary Net Position***

Detailed information about the Plan's fiduciary net position is available in the separately issued DARS' financial report.

### ***Payable to Pension Plan***

At December 31, 2021 the Police Jury reported no payables due to DARS.

## **Registrar of Voters Employees' Retirement System**

### ***Plan Description***

The Registrar of Voters Employees' Retirement System of Louisiana ("ROVERS") is a cost-sharing multiple-employer defined benefit pension plan established in accordance by Act 215 of 1954, under Revised Statute 11:2032 to provide retirement allowances and other benefits for registrars of voters, their deputies and their permanent employees in each parish of the State of Louisiana.

### ***Significant Accounting Policies***

ROVERS' employer schedules are prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The member's earnable compensation is attributed to the employer for which the member is employed as of June 30, 2021.

ROVERS is not allocated a proportionate share of the net pension liability related to its employees. The net pension liability attributed to ROVERS's employees is allocated to the remaining employers based on their respective employer allocation percentage.



## Concordia Parish Police Jury

### Notes to Financial Statements

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The deferred outflows and deferred inflows of resources resulting from differences between projected and actual earnings on pension plan investments that were recorded in different years were netted to report only a deferred outflow or inflow on the schedule of pension amounts. The remaining categories of deferred outflows and deferred inflows were not presented on a net basis.

Plan fiduciary net position is a significant component of ROVERS's collective net pension liability. ROVERS's plan fiduciary net position was determined using the accrual basis of accounting. ROVERS'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 relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of ROVERS's investments. Accordingly, actual results may differ from estimated amounts.

#### ***Benefits Provided***

Any member hired prior to January 1, 2013 is eligible for normal retirement after he has 20 years of creditable service and is age 55 or has 10 years of creditable service and is age 60. Any member with 30 years of creditable service regardless of age may retire. Regular retirement benefits for members hired prior to January 1, 2013 are calculated at 3.33% of the average annual earned compensation for the highest consecutive 60 months multiplied by the number of years of creditable service, not to exceed 100% of average annual compensation.

Any member hired on or after January 1, 2013 is eligible for normal retirement after he has attained 30 years of creditable service and is age 55; has attained 20 years of creditable service and is age 60; or has attained 10 years of creditable service and is age 62. Regular retirement benefits for members hired on or after January 1, 2013 are calculated at 3.00% of the average annual earned compensation for the highest consecutive 60 months multiplied by the number of years of creditable service, not to exceed 100% of average annual compensation. Retirement benefits for members hired on or after January 1, 2013 that have attained 30 years of creditable service with at least 20 years of creditable service in ROVERS are calculated at 3.33% of the average annual compensation for the highest consecutive 60 months multiplied by the number of years of creditable service, not to exceed 100% of average annual compensation. Any member whose withdrawal from service occurs prior to attaining the age of sixty years, who shall have completed ten or more years of creditable service and shall not have received a refund of the member's accumulated contributions, shall become eligible for a deferred allowance beginning upon the member attaining the age of sixty years.

Disability benefits are provided to active contributing members with at least 10 years of service established in ROVERS and who have been officially certified as disabled by the State Medical Disability Board. The disabled member who has attained the age of sixty years shall be entitled to a regular retirement allowance. The disabled member who has not yet attained age sixty shall be entitled to a disability benefit equal to the lesser of three percent of his or her average final compensation multiplied by the number of creditable years of service (not to be less than fifteen years) or three and one third percent of average final compensation multiplied by the years of service assuming continued service to age sixty. Disability benefits may not exceed two-thirds of earnable compensation. If a member who has less than five years of credited service dies due to any cause other than injuries sustained in the performance of his or her official duties, his or her accumulated contributions are paid to his or her designated beneficiary. If the member has five or more years of credited service, and is not eligible to retire, automatic option 2 benefits are payable to the surviving spouse.

## **Concordia Parish Police Jury**

### **Notes to Financial Statements**

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These benefits are based on the retirement benefits accrued at the member's date of death with option 2 factors used as if the member had continued in service to earliest normal retirement age. If a member has no surviving spouse and the member has five or more years of creditable service, the surviving minor children under 18 or disabled children shall be paid 80% of the accrued retirement benefit in equal shares until the age of majority or for the duration of the handicap for a handicapped child. Upon the death of any former member with 10 or more years of service, automatic option 2 benefits are payable to the surviving spouse. In lieu of periodic payments, the surviving spouse or children may receive a refund of the member's accumulated contributions.

In lieu of terminating employment and accepting a service retirement allowance, any member with ten or more years of service at age sixty, twenty or more years of service at age fifty-five, or thirty or more years of service at any age may elect to participate in the Deferred Retirement Option Plan (DROP) for up to three years and defer the receipt of benefits. Upon commencement of participation in the plan, membership in ROVERS terminates. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would have been payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP fund. This fund does not earn interest. In addition, no cost of living increases are payable to participants until employment which made them eligible to become members of ROVERS has been terminated for at least one full year.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the plan may receive, at their option, a lump sum from the account equal to the payments into the account, a true annuity based upon the participant's account balance in that fund, or any other method of payment if approved by the Board of Trustees. The monthly benefits that were being paid into the Deferred Retirement Option Plan fund will begin to be paid to the retiree. If the participant dies during participation in the plan, a lump sum equal to the participant's account balance in the plan fund shall be paid to his or her named beneficiary or, if none, to his or her estate. If employment is not terminated at the end of the three years, payments into the plan fund cease and the person resumes active contributing membership in ROVERS.

Cost of living provisions for ROVERS allows the board of trustees to provide an annual cost of living increase of 2.5% of the eligible retiree's original benefit if certain funding criteria are met. Members are eligible to receive a cost of living adjustment once they have reached the age of sixty and have been retired at least one year. Funding criteria for granting cost of living adjustments is dependent on the funded ratio.

#### ***Contributions***

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ending December 31, 2021, the actual employer contribution rate was 18.00% and the employee rate was 8%. The Police Jury's contributions to ROVERS for the year ended December 31, 2021 was \$3,032. In accordance with state statute, the Police Jury also received ad valorem taxes and state revenue sharing funds in the amount of \$4,132. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contributions are recognized as revenue and excluded from pension expense for the year ended December 31, 2021.

## Concordia Parish Police Jury

### Notes to Financial Statements

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

At December 31, 2021, the Police Jury reported a liability of \$4,022 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 June 30, 2021. The Police Jury's proportion of the net pension liability was based on a projection of the Police Jury's projected contribution effort to the pension plan for the next fiscal year as compared to the total of all participating employers' contribution effort to the Plan for the next fiscal year, actuarially determined.

Per the measurement date of June 30, 2021, the Police Jury's proportion was 0.12679%, which was a decrease of 0.00641% from its proportion measured as of June 30, 2020.

Per the valuation report dated June 30, 2021, the Police Jury's proportionate share of pension expense was \$1,437. At December 31, 2021, the Police Jury reported deferred outflows or resources and deferred inflows or resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	<u>                    </u>	<u>                    </u>
Differences between expected and actual experience	\$ 1,854	\$ 2,324
Net difference between projected and actual earnings on pension plan investments	-	19,761
Changes in proportion & assumptions	4,550	1,125
Employer contributions subsequent to the measurement date	1,519	-
	<u>\$ 7,923</u>	<u>\$ 23,210</u>

At December 31, 2021, the Police Jury reported \$1,519 as deferred outflows of resources related to pensions resulting from Police Jury contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources at December 31, 2021, related to pensions will be recognized in pension expense as follows:

<u>Period Ended:</u>	<u>Amount</u>
12/31/22	\$ (4,055)
12/31/23	(4,469)
12/31/24	(3,558)
12/31/25	(4,724)
	<u>\$ (16,806)</u>

# Concordia Parish Police Jury

## Notes to Financial Statements

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### *Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the June 30, 2021 valuation date are as follows:

Valuation date:	June 30, 2021
Actuarial Cost Method:	Entry age normal cost
Estimated remaining service life ("ERSL"):	5 years
Investment rate of return	6.25% per annum
Inflation rate	2.30% per annum
Salary increases, including inflation and merit increases:	5.25%, including inflation
Cost of living adjustments:	Only those previously granted
Mortality rate	
Non-disabled members:	RP-2010 Public Retirement Plans Mortality Table for general employees multiplied by 120% for males and 120% for females each with full generational projection using the appropriate MP-2019 improvement scale - Employees, Annuitant and Beneficiaries.
Disabled members:	RP-2010 Public Retirement Plans Mortality Table for general disabled retirees multiplied by 120% for males and 120% for females each with full generational projection using the appropriate MP-2019 improvement scale - Disabled Annuitants.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 6.33% as of the measurement date of June 30, 2021.

## Concordia Parish Police Jury

### Notes to Financial Statements

The best estimates of arithmetic real rates of return for each major asset class based on ROVERS's target asset allocation as of June 30, 2021 were as follows:

Asset Class	Long-term Target Asset Allocation	Expected Portfolio Real Rate of Return
Domestic equities	37.5%	2.81%
International equities	20%	1.70%
Domestic fixed income	12.5%	0.31%
International fixed income	10%	0.35%
Alternative investments	10%	0.63%
Real estate	10%	0.45%
	100%	

#### ***Discount Rate***

The discount rate used to measure the total pension liability was 6.40% for the valuation date of June 30, 2021. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that participating employer contributions will be made at contractually required rates, actuarially determined. Based on those assumptions, the Plan'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 of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate***

The following presents the employer's proportionate share of the net pension liability using the discount rate of 6.25%, as well as what the employer's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.25%) or one percentage-point higher (7.25%) than the current rate:

	1.0% Decrease (5.25%)	Current Discount Rate (6.25%)	1.0% Increase (7.25%)
Employer's proportionate share of the net pension liability	\$ 22,942	\$ 4,022	\$ (12,081)

#### ***Pension Plan Fiduciary Net Position***

Detailed information about the Plan's fiduciary net position is available in the separately issued ROVERS' financial report.

**Concordia Parish Police Jury**  
**Notes to Financial Statements**

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**7. Operating Leases**

The Police Jury entered into an operating lease agreement with Southland Truck Leasing, LLC for equipment. The lease is to be paid in 48 monthly installments of \$1,750 beginning May 15, 2018 and ending April 15, 2022. Lease expenses related to this agreement are reported as public works within the highway maintenance fund.

The Police Jury entered into an operating lease agreement with Southland Truck Leasing, LLC for equipment. The lease is to be paid in 48 monthly installments of \$1,678.76 beginning November 1, 2018 and ending October 1, 2022 with a final payment of \$67,816 due November 1, 2022. Lease expenses related to this agreement are reported as public works within the highway maintenance fund.

The future minimum lease payments under these agreements are as follows:

For the Year Ended December 31	Amount
2022	<u>\$ 91,604</u>

**8. Component Units**

The following schedule summarizes the balances due from component units at December 31, 2021:

Component Unit	Fund	Amount
Concordia Parish Sheriff's Office	General	<u>\$ 5,256</u>

The following schedule summarizes the balance due to a component unit at December 31, 2021:

Component Unit	Fund	Amount
Concordia Parish Sheriff's Office	General	<u>\$ 36,714</u>

**9. Contingency**

The Police Jury participates in a number of federal and state programs. These programs require the Police Jury to comply with certain requirements of laws, regulations, contracts, and agreements applicable to the programs in which it participates. All funds expended in connection with government grants and contracts are subject to audit by government agencies. While the ultimate liability, if any, from such audits of government and contracts by government agencies is presently not determinable, should not, in the opinion of management, have a material effect on the financial position or results of operations. Accordingly, no provision for any such liability that may result has been made in the accompanying financial statements.

# **Concordia Parish Police Jury**

## **Notes to Financial Statements**

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### **10. Litigation and Claims / Risk Management**

The Police Jury 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 Police Jury attempts to minimize risk from significant losses through the purchase of commercial insurance.

### **11. Subsequent Events**

Management has evaluated subsequent events through October 31, 2022, which is the date the financial statements were available to be issued.

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*Required Supplementary Information*

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**Concordia Parish Police Jury  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended December 31, 2021**

	Original Budget	Revised Budget	Actual Amounts	Adjustments to Budgetary Basis	Budgetary Basis	Variance Favorable (Unfavorable)
<b>Revenues</b>						
Taxes						
Ad valorem taxes	\$ 697,055	\$ 700,350	\$ 775,956	\$ (11,756)	\$ 764,200	\$ 63,850
Other taxes	5,550	5,305	5,327	-	5,327	22
Federal grants	8,825	6,000	1,934,163	(1,870,418)	63,745	57,745
State funds						
Grants	50,250	50,250	50,200	-	50,200	(50)
State revenue sharing	21,750	23,700	23,691	-	23,691	(9)
Severance taxes	300,750	242,650	242,659	-	242,659	9
Fire insurance premium tax	80,000	78,614	77,914	-	77,914	(700)
Parish royalty	15,000	17,600	17,666	-	17,666	66
Licenses and permits	250,000	258,719	257,986	-	257,986	(733)
Interest	30,000	34,000	22,675	-	22,675	(11,325)
Other revenues	36,335	43,425	33,700	-	33,700	(9,725)
	<u>1,495,515</u>	<u>1,460,613</u>	<u>3,441,937</u>	<u>(1,882,174)</u>	<u>1,559,763</u>	<u>99,150</u>
<b>Expenditures</b>						
General government						
Legislative	219,250	211,975	205,327	-	205,327	6,648
Judicial	494,450	478,125	507,601	-	507,601	(29,476)
Elections	38,850	34,895	36,755	-	36,755	(1,860)
Finance and administration	260,000	250,225	269,367	-	269,367	(19,142)
Other general government	430,460	415,804	343,481	-	343,481	72,323
Public safety	255,926	251,643	286,792	-	286,792	(35,149)
Public works	33,000	321	50,200	-	50,200	(49,879)
Health and welfare	47,732	63,232	68,491	-	68,491	(5,259)
Culture and recreation	-	-	3,652	-	3,652	(3,652)
Economic development	79,760	83,960	83,991	-	83,991	(31)
Capital outlay	1,500	14,100	-	-	-	14,100
	<u>1,860,928</u>	<u>1,804,280</u>	<u>1,855,657</u>	<u>-</u>	<u>1,855,657</u>	<u>(51,377)</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(365,413)</u>	<u>(343,667)</u>	<u>1,586,280</u>	<u>(1,882,174)</u>	<u>(295,894)</u>	<u>47,773</u>
<b>Other Financings Sources (Uses)</b>						
Transfers in	440,429	427,294	280,686	-	280,686	(146,608)
Transfers (out)	(17,345)	(79,577)	(75,177)	-	(75,177)	4,400
	<u>423,084</u>	<u>347,717</u>	<u>205,509</u>	<u>-</u>	<u>205,509</u>	<u>(142,208)</u>
<b>Net change in fund balances</b>	<u>57,671</u>	<u>4,050</u>	<u>1,791,789</u>		<u>(90,385)</u>	<u>(94,435)</u>
Fund balances, beginning of year			<u>4,152,573</u>		<u>4,115,040</u>	
<b>Fund balances, end of year</b>			<u>\$ 5,944,362</u>		<u>\$ 4,024,655</u>	

**Concordia Parish Police Jury  
Budgetary Comparison Schedule  
Drainage Fund  
For the Year Ended December 31, 2021**

	Original Budget	Revised Budget	Actual Amounts	Adjustments to Budgetary Basis	Budgetary Basis	Variance Favorable (Unfavorable)
<b>Revenues</b>						
Taxes						
Ad valorem taxes	\$ 926,400	\$ 926,400	\$ 1,083,553	\$ (3,794)	\$ 1,079,759	\$ 153,359
Intergovernmental revenues						
Federal funds						
Grants	1,500	-	-	-	-	-
State funds						
Grants	-	-	-	-	-	-
State revenue sharing	35,000	31,450	31,451	-	31,451	1
Interest	12,500	36,275	17,471	-	17,471	(18,804)
Other revenues	500	8,300	8,298	-	8,298	(2)
	<u>975,900</u>	<u>1,002,425</u>	<u>1,140,773</u>	<u>(3,794)</u>	<u>1,136,979</u>	<u>134,554</u>
<b>Expenditures</b>						
General government						
Finance and administration	\$ -	\$ -	\$ 25	\$ -	\$ 25	\$ (25)
Public works	929,245	867,467	872,695	-	872,695	(5,228)
Capital outlay	-	2,503	-	-	-	2,503
	<u>929,245</u>	<u>869,970</u>	<u>872,720</u>	<u>-</u>	<u>872,720</u>	<u>(2,750)</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>46,655</u>	<u>132,455</u>	<u>268,053</u>	<u>(3,794)</u>	<u>264,259</u>	<u>131,804</u>
<b>Other Financings Sources (Uses)</b>						
Transfers in	50,000	50,000	45,750	-	45,750	(4,250)
Transfers (out)	(38,850)	(38,850)	(38,850)	-	(38,850)	-
	<u>11,150</u>	<u>11,150</u>	<u>6,900</u>	<u>-</u>	<u>6,900</u>	<u>(4,250)</u>
<b>Net change in fund balances</b>	<u>57,805</u>	<u>143,605</u>	<u>274,953</u>		<u>271,159</u>	<u>127,554</u>
Fund balances, beginning of year			<u>2,998,862</u>		<u>3,451,597</u>	
<b>Fund balances, end of year</b>			<u>\$ 3,273,815</u>		<u>\$ 3,722,756</u>	

**Concordia Parish Police Jury  
 Budgetary Comparison Schedule  
 Highway Maintenance Fund  
 For the Year Ended December 31, 2021**

	Original Budget	Revised Budget	Actual Amounts	Adjustments to Budgetary Basis	Budgetary Basis	Variance Favorable (Unfavorable)
<b>Revenues</b>						
Federal grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State funds						
Parish transportation funds	230,000	230,000	229,379	-	229,379	(621)
Interest	3,500	1,400	1,404	-	1,404	4
Other revenues	500	65,250	11,950	54,500	66,450	1,200
	<u>234,000</u>	<u>296,650</u>	<u>242,733</u>	<u>54,500</u>	<u>297,233</u>	<u>583</u>
<b>Expenditures</b>						
Public works	513,170	609,380	548,108	-	548,108	61,272
Capital outlay	-	54,500	-	54,500	54,500	-
	<u>513,170</u>	<u>663,880</u>	<u>548,108</u>	<u>54,500</u>	<u>602,608</u>	<u>61,272</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(279,170)</u>	<u>(367,230)</u>	<u>(305,375)</u>	<u>-</u>	<u>(305,375)</u>	<u>61,855</u>
<b>Other Financings Sources (Uses)</b>						
Transfers in	300,000	300,000	275,000	-	275,000	(25,000)
Transfers (out)	(20,500)	(20,500)	(20,500)	-	(20,500)	-
	<u>279,500</u>	<u>279,500</u>	<u>254,500</u>	<u>-</u>	<u>254,500</u>	<u>(25,000)</u>
<b>Net change in fund balances</b>	330	(87,730)	(50,875)		(50,875)	36,855
Fund balances, beginning of year			1,092,587		745,453	
<b>Fund balances, end of year</b>			<u>\$ 1,041,712</u>		<u>\$ 694,578</u>	

**Concordia Parish Police Jury  
 Budgetary Comparison Schedule  
 Solid Waste Disposal Fund  
 For the Year Ended December 31, 2021**

	Original Budget	Revised Budget	Actual Amounts	Adjustments to Budgetary Basis	Budgetary Basis	Variance Favorable (Unfavorable)
<b>Revenues</b>						
Interest	\$ 1,200	\$ 1,250	\$ 1,257	\$ -	\$ 1,257	\$ 7
Other revenues	-	-	13	-	13	13
	<u>1,200</u>	<u>1,250</u>	<u>1,270</u>	<u>-</u>	<u>1,270</u>	<u>20</u>
<b>Expenditures</b>						
Public works	767,875	637,944	640,440	-	640,440	(2,496)
Capital outlay	-	314,056	314,071	-	314,071	(15)
	<u>767,875</u>	<u>952,000</u>	<u>954,511</u>	<u>-</u>	<u>954,511</u>	<u>(2,511)</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(766,675)</u>	<u>(950,750)</u>	<u>(953,241)</u>	<u>-</u>	<u>(639,170)</u>	<u>2,516</u>
<b>Other Financings Sources (Uses)</b>						
Transfers in	800,000	800,000	733,000	-	733,000	(67,000)
Transfers (out)	(30,500)	(30,500)	(30,500)	-	(30,500)	-
	<u>769,500</u>	<u>769,500</u>	<u>702,500</u>	<u>-</u>	<u>702,500</u>	<u>(67,000)</u>
<b>Net change in fund balances</b>	2,825	(181,250)	(250,741)		63,330	(64,484)
Fund balances, beginning of year			327,012		759,707	
<b>Fund balances, end of year</b>			<u>\$ 76,271</u>		<u>\$ 823,037</u>	

**Concordia Parish Police Jury**  
**Budgetary Comparison Schedule**  
**Sales Tax Fund**  
**For the Year Ended December 31, 2021**

	Original Budget	Revised Budget	Actual Amounts	Adjustments to Budgetary Basis	Budgetary Basis	Variance Favorable (Unfavorable)
<b>Revenues</b>						
Taxes						
Sales and use taxes	\$ 2,450,000	\$ 3,344,510	\$ 3,336,114	\$ -	\$ 3,336,114	\$ (8,396)
Interest	16,000	24,000	21,884	-	21,884	(2,116)
	<u>2,466,000</u>	<u>3,368,510</u>	<u>3,357,998</u>	<u>-</u>	<u>3,357,998</u>	<u>(10,512)</u>
<b>Expenditures</b>						
General government						
Finance and administration	\$ 82,450	\$ 90,500	\$ 90,761	\$ -	\$ 90,761	\$ (261)
Public works	100,000	130,500	130,504	-	130,504	(4)
	<u>182,450</u>	<u>221,000</u>	<u>221,265</u>	<u>-</u>	<u>221,265</u>	<u>(265)</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>2,283,550</u>	<u>3,147,510</u>	<u>3,136,733</u>	<u>-</u>	<u>3,136,733</u>	<u>(10,777)</u>
<b>Other Financings Sources (Uses)</b>						
Transfers in	-	-	-	-	-	-
Transfers (out)	(2,218,500)	(1,947,000)	(1,792,378)	-	(1,792,378)	154,622
	<u>(2,218,500)</u>	<u>(1,947,000)</u>	<u>(1,792,378)</u>	<u>-</u>	<u>(1,792,378)</u>	<u>154,622</u>
<b>Net change in fund balances</b>	<u>65,050</u>	<u>1,200,510</u>	<u>1,344,355</u>		<u>1,344,355</u>	<u>143,845</u>
Fund balances, beginning of year			<u>4,304,015</u>		<u>4,112,250</u>	
<b>Fund balances, end of year</b>			<u><u>\$ 5,648,370</u></u>		<u><u>\$ 5,456,605</u></u>	

**Concordia Parish Police Jury  
 Budgetary Comparison Schedule  
 Road Debt Service Fund  
 For the Year Ended December 31, 2021**

	Original Budget	Revised Budget	Actual Amounts	Adjustments to Budgetary Basis	Budgetary Basis	Variance Favorable (Unfavorable)
<b>Revenues</b>						
Interest	\$ 5,000	\$ 4,087	\$ 2,464	\$ 1,623	\$ 4,087	\$ -
	<u>5,000</u>	<u>4,087</u>	<u>2,464</u>	<u>1,623</u>	<u>4,087</u>	<u>-</u>
<b>Expenditures</b>						
Finance and administration	-	-	1,000	-	1,000	(1,000)
Debt service	600,600	601,020	600,020	-	600,020	1,000
	<u>600,600</u>	<u>601,020</u>	<u>601,020</u>	<u>-</u>	<u>601,020</u>	<u>-</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(595,600)</u>	<u>(596,933)</u>	<u>(598,556)</u>	<u>1,623</u>	<u>(596,933)</u>	<u>-</u>
<b>Other Financings Sources (Uses)</b>						
Transfers in	610,500	610,500	559,625	-	559,625	(50,875)
Transfers (out)	-	-	-	-	-	-
	<u>610,500</u>	<u>610,500</u>	<u>559,625</u>	<u>-</u>	<u>559,625</u>	<u>(50,875)</u>
<b>Net change in fund balances</b>	<u>14,900</u>	<u>13,567</u>	<u>(38,931)</u>		<u>(37,308)</u>	<u>(50,875)</u>
Fund balances, beginning of year			<u>1,866,033</u>		<u>1,898,885</u>	
<b>Fund balances, end of year</b>			<u><u>\$ 1,827,102</u></u>		<u><u>\$ 1,861,577</u></u>	

**Concordia Parish Police Jury**  
**Schedules of Employer's Proportionate Share of Net Pension (Asset) Liability**  
**For the Year Ended December 31, 2021**

**Parochial Employees' Retirement System**

Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability (Asset)	Covered Employee Payroll	Proportionate Share of the Net Pension Liability (Assets) as a Percentage of Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
December 31, 2021	0.11603%	\$ (546,533)	\$ 759,657	-71.94%	110.46%
December 31, 2020	0.12339%	(216,350)	791,793	-27.32%	103.99%
December 31, 2019	0.12704%	5,980	805,636	0.74%	99.88%
December 31, 2018	0.13949%	619,116	1,073,856	57.65%	88.86%
December 31, 2017	0.14089%	(104,577)	887,706	-11.78%	101.98%
December 31, 2016	0.14957%	308,037	908,950	33.89%	94.15%
December 31, 2015	0.15852%	417,257	843,068	49.49%	92.23%
December 31, 2014	0.14881%	40,685	843,068	4.83%	99.15%

**District Attorneys' Retirement System**

Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Employee Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2021	0.04156%	\$ 7,399	\$ 23,166	31.94%	
June 30, 2020	0.03982%	31,545	25,102	125.67%	84.86%
June 30, 2019	0.04340%	13,963	25,100	55.63%	93.13%
June 30, 2018	0.04037%	12,991	17,300	75.09%	92.92%
June 30, 2017	0.04130%	11,141	25,100	44.39%	93.57%
June 30, 2016	0.04145%	7,935	30,033	26.42%	95.09%
June 30, 2015	0.05116%	2,756	30,033	9.18%	98.56%

*See accompanying notes to required supplementary information*

**Concordia Parish Police Jury**  
**Schedules of Employer's Proportionate Share of Net Pension Liability (Continued)**  
**For the Year Ended December 31, 2021**

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**Registrar of Voters Employees' Retirement System**

Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Employee Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2021	0.12679%	\$ 4,022	\$ 16,845	23.88%	97.68%
June 30, 2020	0.13320%	28,695	18,288	156.91%	83.32%
June 30, 2019	0.13315%	24,900	18,288	136.15%	84.82%
June 30, 2018	0.13181%	31,114	18,288	170.13%	80.57%
June 30, 2017	0.13355%	29,315	18,288	160.30%	80.51%
June 30, 2016	0.13314%	37,780	18,288	206.58%	73.98%
June 30, 2015	0.13482%	33,018	18,288	180.54%	76.86%

*\* The information in the schedules above is presented as of the pension plan measurement dates.*

*\*\*The above schedules are intended to present information for 10 years. Additional years will be displayed as they become available*



**Concordia Parish Police Jury**  
**Schedules of Employer's Pension Contributions**  
**For the Year Ended December 31, 2021**

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**Parochial Employees' Retirement System**

Fiscal Year Ended	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Employee Payroll	Contributions as a Percentage of Covered Employee Payroll
December 31, 2021	\$ 93,058	\$ 93,058	-	\$ 759,657	12.25%
December 31, 2020	96,995	96,995	-	791,793	12.25%
December 31, 2019	92,638	92,638	-	805,636	11.50%
December 31, 2018	123,480	123,480	-	1,073,856	11.50%
December 31, 2017	111,006	111,006	-	887,706	12.50%
December 31, 2016	131,785	131,785	-	908,950	14.50%
December 31, 2015	134,891	137,367	(2,476)	843,068	16.29%

**District Attorneys' Retirement System**

Fiscal Year Ended	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Employee Payroll	Contributions as a Percentage of Covered Employee Payroll
December 31, 2020	\$ 1,062	\$ 1,062	\$ -	\$ 26,544	4.00%
December 31, 2019	659	659	-	25,102	2.63%
December 31, 2018	319	319	-	25,100	1.27%
December 31, 2017	-	-	-	17,300	0.00%
December 31, 2016	878	878	-	25,100	3.50%
December 31, 2015	1,318	1,318	-	30,033	4.39%

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*See accompanying notes to required supplementary information*

**Concordia Parish Police Jury**  
**Schedules of Employer's Pension Contributions (Continued)**  
**For the Year Ended December 31, 2021**

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**Registrar of Voters Employees' Retirement System**

Fiscal Year Ended	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Employee Payroll	Contributions as a Percentage of Covered Employee Payroll
December 31, 2021	\$ 3,032	\$ 3,032	\$ -	\$ 16,845	18.00%
December 31, 2020	3,402	3,402	-	18,905	18.00%
December 31, 2019	3,200	3,200	-	18,288	17.50%
December 31, 2018	3,109	3,109	-	18,288	17.00%
December 31, 2017	3,658	3,658	-	18,288	20.00%
December 31, 2016	4,115	4,115	-	18,288	22.50%
December 31, 2015	4,457	4,275	182	18,288	23.38%

*\*The above schedules are presented as of the fiscal year-end.*

*\*\*The above schedules are intended to present information for 10 years. Additional years will be displayed as they become available.*

# Concordia Parish Police Jury

## Notes to Required Supplementary Information

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### Changes in Benefit Terms Related to Defined Pension Plans

#### *Parochial Employees' Retirement System of Louisiana – Plan A*

There were no changes of benefit terms for the years presented.

#### *District Attorneys' Retirement System*

There were no changes of benefit terms for the years presented.

#### *Registrar of Voters Employees' Retirement System*

There were no changes of benefit terms for the years presented.

### Changes in Assumptions Related to Defined Pension Plans

The changes in actuarial assumptions for each year presented are as follows:

Year ended December 31	Discount Rate	Investment Rate of Return	Inflation Rate	Projected Salary Increase	Remaining Service Lives
Parochial Employees Retirement System of Louisiana					
2021	6.40%	6.40%	2.30%	4.75%	4
2020	6.50%	6.50%	2.40%	4.75%	4
2019	6.50%	6.50%	2.40%	4.75%	4
2018	6.75%	5.75%	2.50%	5.25%	4
2017	7.00%	7.00%	2.50%	5.25%	4
2016	7.00%	7.00%	2.50%	5.25%	4
2015	7.25%	7.25%	3.00%	5.75%	4
Registrar of Voters Employees' Retirement System					
2021	6.25%	6.25%	2.30%	5.25%	5
2020	6.40%	6.40%	2.30%	5.25%	5
2019	6.50%	6.50%	2.40%	6.00%	5
2018	6.50%	6.50%	2.40%	6.00%	5
2017	6.75%	6.75%	2.50%	6.00%	5
2016	7.00%	7.00%	2.50%	6.00%	5
2015	7.00%	7.00%	2.50%	6.00%	5
District Attorneys' Retirement System					
2021	6.25%	6.25%	2.30%	5.00%	5
2020	6.25%	6.25%	2.30%	5.00%	6
2019	6.50%	6.50%	2.40%	5.50%	6
2018	6.50%	6.50%	2.40%	5.50%	6
2017	6.75%	6.75%	2.50%	5.50%	7
2016	7.00%	7.00%	2.50%	5.50%	7
2015	7.00%	7.00%	2.50%	5.50%	6

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*Other Supplementary Information*

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**Concordia Parish Police Jury**  
**Combining Balance Sheet of Nonmajor Governmental Funds**  
**December 31, 2021**

	Public Health Fund	Witness and Juror Fund	Section 8 Housing Fund	Criminal Court Fund	Grants Fund	Total
<b>ASSETS</b>						
<b>Current Assets</b>						
Cash and cash equivalents	\$ 795,764	\$ 141,023	\$ -	\$ 40,838	\$ -	\$ 977,625
Certificates of deposit	702,187	-	-	-	-	702,187
Ad valorem taxes receivable, net	157,462	-	-	-	-	157,462
Due from other funds	2,181	-	-	3,008	-	5,189
Due from component units	-	-	-	5,256	-	5,256
Prepaid expenses	355	6	-	857	-	1,218
	<u>1,657,949</u>	<u>141,029</u>	<u>-</u>	<u>49,959</u>	<u>-</u>	<u>1,848,937</u>
<b>Restricted assets</b>						
Cash and cash equivalents	-	-	88,057	-	34,614	122,671
	<u>\$ 1,657,949</u>	<u>\$ 141,029</u>	<u>\$ 88,057</u>	<u>\$ 49,959</u>	<u>\$ 34,614</u>	<u>\$ 1,971,608</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>						
<b>Liabilities</b>						
Accounts payable	\$ 11,140	\$ -	\$ 782	\$ 4,069	\$ -	\$ 15,991
Accrued payroll and benefits	1,035	-	-	1,236	-	2,271
Payable from restricted assets						
Accounts payable	-	-	-	-	4,400	4,400
Due to other funds	-	-	-	-	71,061	71,061
	<u>12,175</u>	<u>-</u>	<u>782</u>	<u>5,305</u>	<u>75,461</u>	<u>93,723</u>
<b>Deferred Inflows of Resources</b>						
Unavailable						
Ad valorem taxes	26,445	-	-	-	-	26,445
	<u>26,445</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>26,445</u>
	<u>38,620</u>	<u>-</u>	<u>782</u>	<u>5,305</u>	<u>75,461</u>	<u>120,168</u>
<b>Fund Balances</b>						
Nonspendable: prepaid expense	355	6	-	857	-	1,218
Restricted	-	-	87,275	-	(40,847)	46,428
Committed	1,618,974	141,023	-	43,797	-	1,803,794
	<u>1,619,329</u>	<u>141,029</u>	<u>87,275</u>	<u>44,654</u>	<u>(40,847)</u>	<u>1,851,440</u>
	<u>\$ 1,657,949</u>	<u>\$ 141,029</u>	<u>\$ 88,057</u>	<u>\$ 49,959</u>	<u>\$ 34,614</u>	<u>\$ 1,971,608</u>

**Concordia Parish Police Jury**  
**Combining Statement of Revenues, Expenditures, and Changes**  
**in Fund Balances of Nonmajor Governmental Funds**  
**For the Year Ended December 31, 2021**

	Public Health Fund	Witness and Juror Fund	Section 8 Housing Fund	Criminal Court Fund	Grants Fund	Total
<b>Revenues</b>						
Taxes						
Ad valorem taxes	\$ 271,886	\$ -	\$ -	\$ -	\$ -	\$ 271,886
Intergovernmental revenues						
Federal grants	-	-	220,324	-	3,483	223,807
State funds						
State revenue sharing	3,321	-	-	-	-	3,321
Fines and forfeitures	-	-	-	131,898	-	131,898
Other revenues	-	10,431	10,231	1,060	-	21,722
	<u>275,207</u>	<u>10,431</u>	<u>230,555</u>	<u>132,958</u>	<u>3,483</u>	<u>652,634</u>
<b>Expenditures</b>						
General government						
Judicial	-	17,387	-	126,455	-	143,842
Health and welfare	117,840	-	170,004	-	-	287,844
Capital outlay	42,417	-	-	-	114,608	157,025
	<u>160,257</u>	<u>17,387</u>	<u>170,004</u>	<u>126,455</u>	<u>163,273</u>	<u>637,376</u>
Excess (deficiency) of operating revenues over expenditures	114,950	(6,956)	60,551	6,503	(159,790)	15,258
<b>Nonoperating revenues (expenditures)</b>						
Interest income	3,875	205	97	55	1	4,233
	<u>118,825</u>	<u>(6,751)</u>	<u>60,648</u>	<u>6,558</u>	<u>(159,789)</u>	<u>19,491</u>
<b>Other financings sources (uses)</b>						
Transfers in	-	6,050	-	-	69,127	75,177
Transfers (out)	(4,650)	-	-	(7,183)	-	(11,833)
	<u>(4,650)</u>	<u>6,050</u>	<u>-</u>	<u>(7,183)</u>	<u>69,127</u>	<u>63,344</u>
<b>Net change in fund balances</b>	114,175	(701)	60,648	(625)	(90,662)	82,835
Fund balances, beginning of year	1,505,154	141,730	26,627	45,279	49,815	1,768,605
<b>Fund balances, end of year</b>	<u>\$ 1,619,329</u>	<u>\$ 141,029</u>	<u>\$ 87,275</u>	<u>\$ 44,654</u>	<u>\$ (40,847)</u>	<u>\$ 1,851,440</u>

**Concordia Parish Police Jury**  
**Schedule of Compensation Paid to Police Jurors**  
**For the Year Ended December 31, 2021**

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Juror	Amount
Joseph Parker, Sr.	\$ 24,000
Adam Probst	19,200
Maurice Bachus	19,200
Willie Yearby	19,200
Allen Scottie Whittington	19,200
Genesisia Allen	19,200
Collin Edwards	19,200
Darwin Brad Adams	19,200
	<u>\$ 158,400</u>

The schedule of compensation paid to Police Jurors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the Police Jurors is included in the legislative expenditures of the General Fund. In accordance with Louisiana Revised Statute 33:1233, the Police Jury has elected the monthly payment method of compensation. Under this method, Jurors receive monthly compensation at varying rates, but not exceeding the maximum provided by state law.

**Concordia Parish Police Jury**  
**Schedule of Compensation, Benefits, and Other Payments to Police Jury President**  
**For the Year Ended December 31, 2021**

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Agency Head: Joseph Parker, Sr.  
Position: President

Purpose	Amount
Salary	\$ 24,000

Louisiana Revised Statute (R.S.) 24:513 A (3) requires local auditees to submit a report to the Louisiana Legislative Auditor that includes a schedule of compensation, benefits, and other payments to the agency head. The compensation, benefits, and other payments that are to be reported on this schedule include travel, unvouchered expenses, per diem, registration fees, reimbursements, etc. and is presented on an accrual basis.



**Concordia Parish Police Jury**  
**Schedule of Justice System Funding Receipts**  
**For the Year Ended December 31, 2021**

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Receipts From	First Six Month Period Ended 06/30/21	Second Six Month Period Ended 12/31/21	Total Receipts
Concordia Parish Sheriff's			
Criminal court costs / fees	\$ 6,815	\$ 5,090	\$ 11,905
Criminal fines - other	84,374	47,525	131,899
	<u>\$ 91,189</u>	<u>\$ 52,615</u>	<u>\$ 143,804</u>

*Schedule is required by Act 87 of Louisiana's 2020 Regular Legislative Session  
and is presented on a cash basis*

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***Reports Required by  
Government Auditing Standards***

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**Independent Auditor’s Report on Internal Control Over Financial Reporting and  
on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

To the Police Jurors  
Concordia Parish Police Jury  
Vidalia, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Concordia Parish Police Jury (the “Police Jury”) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Police Jury’s basic financial statements, and have issued our report thereon dated October 31, 2022.

**Internal Control Over Financial Reporting**

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies; therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items **2021-1** that we consider to be material weaknesses.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Police Jury's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instances of noncompliance that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned cost as item 2021-2.

## Concordia Parish Police Jury's Response to Findings

The Police Jury's response to the findings identified in our audit is described in the accompanying letter following the schedule of findings and questioned costs. The Police Jury's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## 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 Police Jury'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 Police Jury's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



Covington, Louisiana  
October 31, 2022

**Concordia Parish Police Jury  
 Summary of Auditor’s Results and Schedule of Findings  
 For the Year Ended December 31, 2021**

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**A. Summary of Auditor’s Results**

*Financial Statements*

- a. Type of auditors' report issued:  
 Unmodified, Adverse for the aggregate discretely presented component units
- b. Internal control over financial reporting:
- |  |                               |                                 |
|--|-------------------------------|---------------------------------|
| Material weaknesses identified   | <u>      ✓      </u> yes      | <u>                  </u> no    |
| Significant deficiencies identified that are<br>not considered to be material weaknesses | <u>                  </u> yes | <u>      ✓      </u> none noted |
- c. Noncompliance material to financial  
 statements noted
- |  |                          |                              |
|--|--------------------------|------------------------------|
|  | <u>      ✓      </u> yes | <u>                  </u> no |
|--|--------------------------|------------------------------|

**B. Findings Relating to the Financial Statements Reported in Accordance with  
*Government Auditing Standards***

**2021 – 1   Material Weakness in Internal Controls: Segregation of Duties**

***Criteria***

Accounting duties should be segregated to provide reasonable assurance that transactions are handled appropriately.

***Condition***

There was a lack of segregation of duties among the Police Jury’s personnel. The Secretary / Treasurer had unlimited access to the general ledger, cash receipts, cash disbursements, and blank check stock. In addition, the Secretary / Treasurer was able to sign checks.

***Cause***

There are a limited number of personnel for certain functions.

***Effect***

An increased risk that transactions may be applied incorrectly and/or assets misappropriated.

***Recommendation***

This situation is common in organizations with limited personnel. However, updates to the Police Jury’s accounting policies and procedures can help offset risks associated with the lack of segregation of duties. A policy that prevents access to the accounting software by individuals with check signing ability may help reduce this risk.

***Management’s Response and Corrective Action Plan***

See Management’s Response and Corrective Action Plan in the attached letter.

**Concordia Parish Police Jury  
Summary Schedule of Prior Year Findings  
For the Year Ended December 31, 2021**

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**2021 – 2 Compliance: Timely Submission of Report**

***Criteria***

Louisiana Revised Statute 24:513 requires that political subdivisions of the State submit completed audit reports to the Legislative Auditor no later than six months after the fiscal year. Accordingly, the submission due date was June 30, 2022. In accordance with the provisions for non-emergency extensions promulgated by Louisiana Revised Statute 39:721, the Police Jury requested and was granted extensions to complete and submit the audit to the Legislative Auditor. Accordingly, the extended due date is October 31, 2022. The audit was submitted after the statutory deadline, but before the extended deadline.

***Condition***

The December 31, 2021 audited financial statements were not filed within six months of the close of the fiscal year.

***Cause***

Several issues arose throughout the audit that required significant time to research and correct and resulted in additional audit testing. In addition, the Police Jury underwent staffing changes that affected the audit process.

***Effect***

The Police Jury is not in compliance with Louisiana R.S. 24.513-556 which can potentially affect state funding. However, the Louisiana Legislative Auditor's office worked with the Police Jury by granting extensions to the Police Jury to remain off the non-compliance list.

***Recommendation***

We recommend the Police Jury to review its current procedures for key processes, including all accounting functions, to ensure the accounting records are closed accurately in a timely manner. Once the Police Jury has redefined these processes, job descriptions should be developed to support these processes to ensure accountability of staff.

***Management's Response and Corrective Action Plan***

See Management's Response and Corrective Action Plan in the attached letter.

**Concordia Parish Police Jury  
Summary Schedule of Prior Year Findings  
For the Year Ended December 31, 2021**

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**2020 – 1 Material Weakness in Internal Controls: Accounting Process**

***Condition***

- The original trial balance contained numerous inconsistencies within account balances, including: cash, certificates of deposit, receivables, capital assets, liabilities, revenues, and expenses which did not agree to supporting documentation.
- Revenue transactions were posted to expense accounts and expense transactions were posted to revenue accounts, causing both revenue and expense balances to be understated by amounts deemed material to the financial statements.
- Several transactions, including inter-fund transfers, were posted to the incorrect fund and/or general ledger account
- \$1,090,361 of current year receipts were not recorded to revenue accounts.

***Cause***

There appeared to be a lack of knowledge among personnel in regards to the accounting processes necessary for correct and accurate recording of financial transactions.

***Effect***

There is a reasonable possibility that a misstatement to the annual financial statements could occur and not be prevented or detected by the Police Jury's controls in a timely manner.

***Recommendation***

We recommended upper management to evaluate the accounting department to determine if training, additional staff, and/or changes in staffing and structure are necessary. Also, we recommended management to review procedures for key processes, including the accounting close process, and determine the appropriateness of those processes for preventing and detecting misstatements and preparing a reliable / accurate trial balance. Once the Police Jury has reviewed these processes, job descriptions should be developed to support these processes to ensure responsibilities and accountability are put into place for the processes.

***Update***

It appears the Policy Jury has made improvements and continuously working to improve the accounting processes.

**2020 – 2 Material Weakness in Internal Controls: Segregation of Duties**

***Condition and Criteria***

There is a lack of segregation of duties among the Police Jury's personnel. The Secretary / Treasurer has unlimited access to the general ledger, cash receipts, cash disbursements, and blank check stock. In addition, the Secretary / Treasurer is able to sign checks. Accounting duties should be segregated to provide reasonable assurance that transactions are handled appropriately.

***Cause***

There are a limited number of personnel for certain functions.

# **Concordia Parish Police Jury**

## **Summary Schedule of Prior Year Findings**

### **For the Year Ended December 31, 2021**

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#### ***Effect***

An increased risk that transactions may be applied incorrectly and/or assets misappropriated.

#### ***Recommendation***

This situation is common in organizations with limited personnel. However, updates to the Police Jury's accounting policies and procedures can help offset risks associated with the lack of segregation of duties. A policy that prevents access to the accounting software by individuals with check signing ability may help reduce this risk.

#### ***Update***

Due to the Police Jury having a limited number of personnel for certain functions, this finding has been repeated in the current year.

### **2020 – 3 Material Weakness in Internal Controls: Certificate of Deposit**

#### ***Condition and Criteria***

\$100,000 of the Police Jury's funds were not in the Police Jury's possession from March 2020 through March 2021. Certificates of deposit should be reconciled on a monthly basis to ensure balances are in the Police Jury's possession and are accurately reported.

#### ***Cause***

The Police Jury deposited \$100,000 into a local bank for a certificate of deposit. The bank deposited the \$100,000 into an account owned by a different entity. Management never discovered the discrepancy. The bank discovered the discrepancy in March 2021 when the certificate of deposit matured.

#### ***Effect***

The public's funds were not in the Police Jury's possession which resulted in discrepancies between the accounting records and bank balances and may have resulted in difficulties recovering the funds. After the bank discovered the mistake, the certificate of deposit was transferred to the Police Jury's account. The bank backdated the certificate of deposit and reimbursed the Police Jury all interest revenues.

#### ***Recommendation***

We recommended management to obtain a deposit receipt for each certificate of deposit and review the receipt to ensure the funds were deposited to the Police Jury's account. In addition, we recommended the Police Jury to review its procedures for completing the monthly reconciliation of certificates of deposit to ensure balances are correctly and accurately reported. Once the Police Jury has reviewed these procedures, job descriptions should be developed to support these processes to ensure accountability.

#### ***Update***

This finding has been corrected and addressed during the current fiscal year.



**Concordia Parish Police Jury  
Summary Schedule of Prior Year Findings  
For the Year Ended December 31, 2021**

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**2020 – 4 Compliance: Timely Submission of Report**

***Condition and Criteria***

The December 31, 2020 audited financial statements were not filed within six months of the close of the fiscal year. The Police Jury must follow state audit and reporting requirements established by the Louisiana Legislative Auditor and Louisiana R.S. 24:513-556. The Police Jury is required to have an annual audit, and the audit must be submitted to the Legislative Auditor's Office by six months after fiscal year end.

***Cause***

Several issues arose throughout the audit (as noted at findings 2020-1, 2020-2, and 2020-3) that required significant time to research and correct and resulted in additional audit testing.

***Effect***

The Police Jury is not in compliance with Louisiana R.S. 24.513-556.

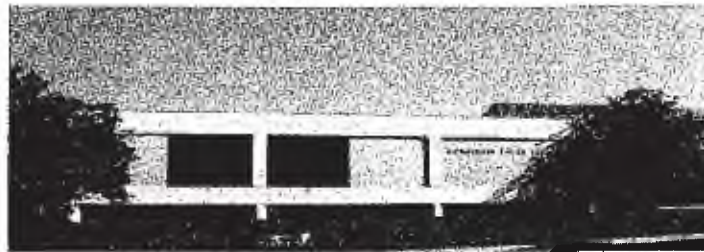
***Recommendation***

We recommended the Police Jury to review its current procedures for key processes, including all accounting functions, to ensure the accounting records are closed accurately in a timely manner. Once the Police Jury has redefined these processes, job descriptions should be developed to support these processes to ensure accountability of staff.

***Update***

This finding was repeated in the current fiscal year. See finding 2021-1.

Maurice Bachus  
Joseph Parker, Sr.  
Marie Yearby  
Adam Probst  
Scottie Whittington  
Genesis Allen  
Gary Neal  
Collin Edwards  
Brad Adams



OFFICERS  
  
Collin Edwards  
PRESIDENT  
  
Adam Probst  
VICE PRESIDENT  
  
Ariella Carter  
Secretary-Treasurer

## CONCORDIA PARISH POLICE JURY

4001 CARTER STREET, RM 1  
VIDALIA, LOUISIANA 71373  
PHONE-318-336-7151 FAX-318-336-9915

October 31, 2022

Louisiana Legislative Auditor

Concordia Parish Police Jury respectfully submits the following corrective action plan for the year ended December 31, 2021:

Name and address of independent public accounting firm:

Pinell & Martinez, LLC  
308 S Tyler Street, Suite 2  
Covington, LA 70433

The findings from the December 31, 2021, schedule of findings is discussed below. The findings are numbered consistently with the number assigned in the schedule.

### SECTION II FINDINGS-FINANCIAL STATEMENTS AUDIT

#### Finding 2021-1 Material Weakness in Internal Controls: Segregation of Duties

##### Management's Response and Correction Action Plan:

The Concordia Parish Police Jury understands the importance of segregation of duties. The Police Jury will update the accounting policies and procedures to limit risks associated with the lack of segregation of duties. A policy that prevents access to the accounting software by individuals with check signing ability will be put in place to help reduce this risk.

#### Finding 2021-2 Compliance: Timely submission of Report

##### Management's Response and Corrective Action Plan:

Concordia Parish Police Jury will amend its current procedures to include engaging an independent public accounting firm to conduct the required annual audit no later than August 30th. Required documentation will be submitted no more than 10 business days from the date of engagement.

If there are any questions regarding this plan, please contact Ariella Carter, Secretary/ Treasurer at 318-336-7151 or Cathy Darden, Interim Secretary/Treasurer/Training Supervisor at the above-mentioned number.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Sincerely,



Ariella Carter  
Secretary / Treasurer



Cathy Darden  
Interim Secretary/Treasurer  
Training Supervisor

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***Statewide Agreed-Upon Procedures***

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## Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Police Jurors  
Concordia Parish Police Jury  
Vidalia, Louisiana

We have performed the procedures enumerated below, solely to assist the users in assessing certain controls and in evaluating management's assertions about the Concordia Parish Police Jury's (the "Police Jury") compliance with certain laws and regulations during the period of January 1, 2021 through December 31, 2021. Management of the Police Jury is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations.

The Police Jury and the Legislative Auditor, State of Louisiana have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assessing certain controls and in evaluating management's assertions about the Police Jury's compliance with certain laws and regulations. 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 the purposes.

The procedures and the associated exceptions 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 collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- 
- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(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 (e.g., determining the reasonableness of fuel card purchases).
  - 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 Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
  - j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/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.

**Results:** No exceptions noted.

## **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.

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**Results:** No exceptions noted.

### **Bank Reconciliations**

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - 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 it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

**Results:** No exceptions noted.

### **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).
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 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/official verifies the reconciliation.
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.

- 
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- Observe that receipts are sequentially pre-numbered.
  - Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - Trace the deposit slip total to the actual deposit per the bank statement.
  - Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - Trace the actual deposit per the bank statement to the general ledger.

**Results:** No exceptions noted.

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

- 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).
- 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:
  - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - At least two employees are involved in processing and approving payments to vendors.
  - 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.
  - 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.
- 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:
  - Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

**Results:** No exceptions noted.



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## 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) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
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.
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). 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.

**Results:** Management stated the Police Jury had one active credit card during 2021. The statement selected for testing reported a finance charge.

## Travel and Travel-Related Expense Reimbursements (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](http://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.

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**Results:** Management provided a list of all travel and travel-related expense reimbursements during 2021. We selected (5) reimbursements to test. We discovered three reimbursements were not reviewed or approved by someone other than the person receiving the reimbursement.

## 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:
- 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.
  - Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
  - 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).
  - 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.

**Results:** No exceptions noted.

## Payroll and Personnel

16. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

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

**Results:** 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.

**Results:** No exceptions noted.

## **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.
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).

**Results:** 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.
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.

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**Results:** No exceptions noted.

## **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.

**Results:** No exceptions noted.

## **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.
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).
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.

**Results:** No exceptions noted.

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## Exceptions

The exceptions found as a result of applying the agreed-upon procedures are listed in the Schedule of Findings and Management's Responses at page 88.

We were engaged by the Police Jury 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. 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 Police Jury and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of management of the Police Jury and the Legislative Auditor, State of Louisiana, and is not intended to be and should not be used by anyone other than those specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in black ink that reads "Pinell J. Martineau, LLC". The signature is written in a cursive style with a large initial "P".

Covington, Louisiana  
October 31, 2022

**Concordia Parish Police Jury  
Schedule of Exceptions and Management's Response  
For the Year Ended December 31, 2021**

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**Exceptions**

The following is a summary of exceptions noted within the agreed-upon procedures report for the period of January 1, 2021 – December 31, 2021:

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

There was a finance charge assessed on the selected credit card statement.

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

Three out of the five reimbursements selected for testing were not reviewed or approved, in writing, by someone other than the person receiving the reimbursement.

**Management's Response**

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

Management will ensure the credit card statement is paid in full monthly to avoid finance charges.

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

Management will ensure that all travel and travel-related expense reimbursements will be reviewed and approved, in writing, by someone other than the person receiving the reimbursement.