

---

**ASCENSION PARISH COMMUNICATIONS  
DISTRICT**

**FINANCIAL REPORT**

**DECEMBER 31, 2021**

---

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**FINANCIAL REPORT**

**DECEMBER 31, 2021**

## TABLE OF CONTENTS

### **INDEPENDENT AUDITORS' REPORT**

|                              |     |
|------------------------------|-----|
| Independent Auditors' Report | 1-3 |
|------------------------------|-----|

### **REQUIRED SUPPLEMENTARY INFORMATION - PART I**

|                                      |     |
|--------------------------------------|-----|
| Management's Discussion and Analysis | 4-9 |
|--------------------------------------|-----|

### **BASIC FINANCIAL STATEMENTS – PART II**

|                           |    |
|---------------------------|----|
| Statement of Net Position | 10 |
|---------------------------|----|

|                         |    |
|-------------------------|----|
| Statement of Activities | 11 |
|-------------------------|----|

|                                   |    |
|-----------------------------------|----|
| Balance Sheet - Governmental Fund | 12 |
|-----------------------------------|----|

|   |    |
|---|----|
| Reconciliation of the Governmental Fund Balance Sheet to the<br>Statement of Net Position | 13 |
|---|----|

|   |    |
|---|----|
| Statement of Revenues, Expenditures, and Changes in Fund<br>Balance - Governmental Fund | 14 |
|---|----|

|   |    |
|---|----|
| Reconciliation of the Governmental Fund Statement of Revenues,<br>Expenditures, and Changes in Fund Balance to the Statement<br>of Activities | 15 |
|---|----|

|                               |       |
|-------------------------------|-------|
| Notes to Financial Statements | 16-22 |
|-------------------------------|-------|

### **REQUIRED SUPPLEMENTARY INFORMATION- PART III**

|  |    |
|--|----|
| Budgetary Comparison Schedule - General Fund | 23 |
|--|----|

### **SUPPLEMENTARY INFORMATION – PART IV**

|   |    |
|---|----|
| Schedule of Compensation, Benefits, and Other Payments to Agency Head<br>or Chief Executive Officer | 24 |
|---|----|

### **OTHER REPORTS REQUIRED BY *GOVERNMENTAL ACCOUNTING STANDARDS***

|                                    |    |
|------------------------------------|----|
| Schedule of Findings and Responses | 25 |
|------------------------------------|----|

|                                 |    |
|---------------------------------|----|
| Schedule of Prior Year Findings | 26 |
|---------------------------------|----|

|   |       |
|---|-------|
| Independent Auditors' Report on Internal Control over Financial Reporting and on<br>Compliance and Other Matters Based on an Audit of Financial Statements<br>Performed In Accordance With <i>Government Auditing Standards</i> | 27-28 |
|---|-------|



## INDEPENDENT AUDITORS' REPORT

To the Members of the Board of Commissioners  
Ascension Parish Communications District  
Gonzales, Louisiana

### **Report on the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of the Ascension Parish Communications District (the District), a component unit of the Ascension Parish Council as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District, as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

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

#### ***Responsibilities of Management for the Financial Statements***

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

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

#### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with 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 District'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 District's ability to continue as a going concern for a reasonable period of time.

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

#### ***Required Supplementary Information***

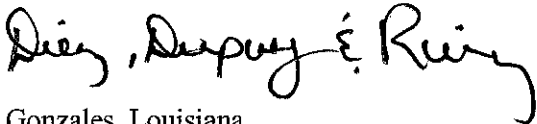
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedules on pages 4-9 and 23 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of compensation, benefits and other payments to agency head or chief executive officer is presented for the purposes of additional analysis and is not a required part of the basic financial statements. The schedule of compensation, benefits and other payments to agency head or chief executive officer is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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 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 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 June 29, 2022, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Gonzales, Louisiana  
June 29, 2022

**ASCENSION PARISH COMMUNICATIONS DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2021**

This section of District's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on December 31, 2021. This MD&A should be read in conjunction with the District's financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

- The District's total net position decreased by \$368,589 over the course of the year's operations.
- During the year, the District's expenses were \$368,589 more than the \$2,229,006 generated in revenues.
- The District's general fund balance increased \$343,135 to \$1,491,380 at the completion of the year.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of four parts-management's discussion and analysis (this section), the basic financial statements, required supplementary information, and supplemental information. The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District's government, reporting the District's operations in more detail than the government-wide statements.
- The governmental fund statements tell how general government services like public safety were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the District's financial statements, including the portion of the District's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**ASCENSION PARISH COMMUNICATIONS DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2021**

**Figure A-1**  
**Major Features of District's Government-Wide and Fund Financial Statements**

|   | <b>Government-wide<br/>Statements</b>  | <b>Governmental Fund</b>   |
|---|--|--|
| Scope                                   | Entire District Government   | The activities of the District   |
| Required financial statements           | <ul style="list-style-type: none"> <li>• Statement of net position</li> <li>• Statement of activities</li> </ul> | <ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Statement of revenues, expenditures, and changes in fund balance</li> </ul>  |
| Accounting basis and measurements focus | Accrual accounting and economic resources focus  | Modified accrual accounting and current financial resources focus  |
| Type of asset/liability information     | All assets and liabilities, both financial and capital, and short-term and long-term                             | Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included  |
| Type of inflow/outflow information      | All revenues and expenses during year, regardless of when cash is received or paid                               | Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter |



**ASCENSION PARISH COMMUNICATIONS DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2021**

**Government-wide Statements**

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all the District's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's net position and how they have changed. Net position, the difference between the District's assets and liabilities, is one way to measure the District's financial health, or position.

- Over time, increases or decreases in the District's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the District, you need to consider additional nonfinancial factors such as changes in the District's telephone customer base.

The government-wide financial statements of the District include:

- Governmental activities- most of the District's basic services are included here. Charges for services, intergovernmental, reimbursements, and interest finance most of these activities.

**Fund Financial Statements**

The fund financial statements provide more detailed information about the District's most significant fund- not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

The District has one kind of fund:

- Governmental fund-All the District's basic services are included in a governmental fund, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.

**ASCENSION PARISH COMMUNICATIONS DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2021**

**FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE**

**Net position.** The District's net position was \$1,853,958 at the end of the fiscal year.  
( See Table A-1.)

**Table A-1**  
**District's Net Position**

|                                  | <b>Governmental Activities</b> |                     |
|----------------------------------|--------------------------------|---------------------|
|                                  | <b>2021</b>                    | <b>2020</b>         |
| Current and other assets         | \$ 2,043,153                   | \$ 2,110,772        |
| Capital assets, net              | 890,143                        | 966,252             |
| <b>Total assets</b>              | <b>2,933,296</b>               | <b>3,077,024</b>    |
| Current liabilities              | 565,175                        | 854,477             |
| Long-term liabilities            | 514,163                        | -                   |
| <b>Total liabilities</b>         | <b>1,079,338</b>               | <b>854,477</b>      |
| Net position                     |                                |                     |
| Net investment in capital assets | 262,369                        | 966,252             |
| Unrestricted                     | 1,591,589                      | 1,256,295           |
| <b>Total net position</b>        | <b>\$ 1,853,958</b>            | <b>\$ 2,222,547</b> |

Net position of the District's governmental activities decreased \$368,589. There was a net decrease in capital assets of approximately \$76,000.

**Changes in net position.** The District's total revenues for all programs were \$2,229,006 at year end (See Table A-2.) Approximately 96 percent of the District's revenue comes from commissions on telephone bills.

The total cost of all programs and services were \$2,597,595. The District's expenses cover all services performed by its office.

**ASCENSION PARISH COMMUNICATIONS DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2021**

**Governmental Activities**

Revenues for the District's governmental activities increased 3.4 percent and total expenses increased 22 percent.

**Table A-2**  
**Changes in District's Net Position**

|  | <b>Governmental Activities</b> |                  |
|--|--------------------------------|------------------|
|  | <b>2021</b>                    | <b>2020</b>      |
| <b>Revenues</b>                            |                                |                  |
| Program revenues                           |                                |                  |
| Charges for services                       | \$ 2,144,554                   | \$ 2,069,530     |
| General revenues                           |                                |                  |
| Interest                                   | 2,329                          | 2,546            |
| Intergovernmental                          | 66,135                         | 66,135           |
| LSA Reimbursement                          | 15,988                         | 17,970           |
| <b>Total revenues</b>                      | <b>2,229,006</b>               | <b>2,156,181</b> |
| <b>Expenses</b>                            |                                |                  |
| General government                         | 2,588,265                      | 2,123,230        |
| Interest on long-term debt                 | 9,330                          | 5,161            |
| <b>Total expenses</b>                      | <b>2,597,595</b>               | <b>2,128,391</b> |
| <b>(Decrease) increase in net position</b> | <b>\$ (368,589)</b>            | <b>\$ 27,790</b> |

- The cost of all governmental activities this year increased by approximately 22 percent to \$2,597,595.

**FINANCIAL ANALYSIS OF THE FUNDS**

As the District completed the year, its general fund reported a fund balance of \$1,491,380, an increase from last year of \$343,135.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

Over the course of the year, the Board revised the General Fund budget. The budget amendments are as follows:

- Fees and charges revenue increased \$49,500
- Maintenance increased \$15,000
- Sheriff's compensation increased \$30,000
- Training increased \$10,000

**ASCENSION PARISH COMMUNICATIONS DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**DECEMBER 31, 2021**

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At the end of 2021, the District had invested \$890,143 in net capital assets. (See Table A-3)

**Table A-3**  
**District's Capital Assets**  
(net of depreciation)

|                                   | <b>Governmental Activities</b> |                          |
|-----------------------------------|--------------------------------|--------------------------|
|                                   | <b>2021</b>                    | <b>2020</b>              |
| Improvements                      | \$ 422,849                     | \$ 422,849               |
| Equipment, furniture and fixtures | 3,331,196                      | 3,885,628                |
| Accumulated Depreciation          | <u>(2,863,902)</u>             | <u>(3,342,225)</u>       |
| <b>Net Capital Assets</b>         | <b><u>\$ 890,143</u></b>       | <b><u>\$ 966,252</u></b> |

During the year, the District purchased new equipment and software totaling \$636,874 and disposed of old equipment totaling \$1.2 million with \$678,777 of accumulated depreciation.

**Long-term debt**

The District has a capital lease with Motorola to finance the purchase of equipment software. The total debt outstanding as of December 31, 2021 is \$627,774.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The District is dependent on commissions from telephone carriers for approximately 96 percent of its revenues. The economy is not expected to generate any significant growth. Therefore, the District's future revenues are expected to be consistent with the current years. The budget for the 2022 year has no significant changes from the year 2021's budget.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Bobby Webre, Sheriff, Post Office Box 1238, Gonzales, La 70707-1238.

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2021**

**ASSETS**

|   |                      |
|---|----------------------|
| Cash and cash equivalents                       | \$ 1,000,151         |
| Certificates of deposit                         | 486,323              |
| Accounts receivable                             | 447,120              |
| Accrued interest receivable                     | 20                   |
| Prepaid expenses                                | 109,539              |
| Capital assets, net of accumulated depreciation | <u>890,143</u>       |
| <br>TOTAL ASSETS                                | <br><u>2,933,296</u> |

**LIABILITIES**

|                           |                  |
|---------------------------|------------------|
| Accounts payable          | 442,234          |
| Accrued interest payable  | 9,330            |
| Long-term liability:      |                  |
| Due within one year       | 113,611          |
| Due in more than one year | <u>514,163</u>   |
| TOTAL LIABILITIES         | <u>1,079,338</u> |

**NET POSITION**

|                                  |                         |
|----------------------------------|-------------------------|
| Net investment in capital assets | 262,369                 |
| Unrestricted                     | <u>1,591,589</u>        |
| <br>TOTAL NET POSITION           | <br><u>\$ 1,853,958</u> |

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

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

|                                      | <u>Expenses</u>         | <u>Program Revenues</u><br>Charges for<br>Service | <u>Net (Expense)<br/>Revenue and<br/>Changes in<br/>Net Position</u><br>Governmental<br>Unit |
|--------------------------------------|-------------------------|---|--|
| <b><u>FUNCTIONS/PROGRAMS</u></b>     |                         |   |  |
| Governmental activities:             |                         |   |  |
| General government                   | \$ 2,588,265            | \$ 2,144,554                                      | \$ (443,711)   |
| Interest expense                     | 9,330                   | -   | (9,330)  |
| <br>Total governmental activities    | <br><u>\$ 2,597,595</u> | <br><u>\$ 2,144,554</u>                           | <br><u>(453,041)</u>   |
| General Revenues:                    |                         |   |  |
| Interest                             |                         |   | 2,329  |
| Intergovernmental                    |                         |   | 66,135   |
| Miscellaneous                        |                         |   | 15,988   |
| <br>Total general revenues           |                         |   | <br><u>84,452</u>  |
| <br>Change in net position           |                         |   | <br>(368,589)  |
| <br>Net position - January 1, 2021   |                         |   | <br><u>2,222,547</u>   |
| <br>Net position - December 31, 2021 |                         |   | <br><u>\$ 1,853,958</u>  |

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

ASCENSION PARISH COMMUNICATIONS DISTRICT

BALANCE SHEET  
GOVERNMENTAL FUND  
DECEMBER 31, 2021

ASSETS

|                             | <u>General Fund</u>        |
|-----------------------------|----------------------------|
| Cash and cash equivalents   | \$ 1,000,151               |
| Certificates of deposit     | 486,323                    |
| Accounts receivable         | 447,120                    |
| Accrued interest receivable | <u>20</u>                  |
| <b>Total assets</b>         | <b><u>\$ 1,933,614</u></b> |

LIABILITIES AND FUND BALANCE

|   |                            |
|---|----------------------------|
| Liabilities                               |                            |
| Accounts payable                          | <u>\$ 442,234</u>          |
| Fund balance                              |                            |
| Unassigned                                | <u>1,491,380</u>           |
| Total fund balance                        | <u>1,491,380</u>           |
| <b>Total liabilities and fund balance</b> | <b><u>\$ 1,933,614</u></b> |

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

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2021**

|   |                    |                     |
|---|--------------------|---------------------|
| Total fund balance - Governmental Fund  |                    | \$ 1,491,380        |
| Amounts reported for governmental activities in the statement of net position is different because:   |                    |                     |
| Prepaid expenses  |                    | 109,539             |
| Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds |                    |                     |
| Cost of capital asset at December 31, 2021  | 3,754,045          |                     |
| Less: accumulated depreciation as of December 31, 2021  | <u>(2,863,902)</u> | 890,143             |
| Long-term liabilities are not due and payable in the current period, and therefore, are not reported in governmental funds                    |                    |                     |
| Accrued interest payable  |                    | (9,330)             |
| Capital lease payable   |                    | <u>(627,774)</u>    |
| Total net position at December 31, 2021 - Governmental Activities   |                    | <u>\$ 1,853,958</u> |

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



**ASCENSION PARISH COMMUNICATION DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUND**  
**YEAR ENDED DECEMBER 31, 2021**

|   | <u>General<br/>Fund</u> |
|---|-------------------------|
| <b><u>REVENUES</u></b>                      |                         |
| Fees and charges - wireline                 | \$ 356,215              |
| Fees and charges - wireless                 | 1,788,339               |
| Intergovernmental                           | 66,135                  |
| LSA reimbursement                           | 15,988                  |
| Interest income                             | 2,329                   |
|   | 2,229,006               |
| Total Revenues                              | 2,229,006               |
| <b><u>EXPENDITURES</u></b>                  |                         |
| Current:                                    |                         |
| General Government                          |                         |
| Telephone                                   | 53,500                  |
| Professional fees                           | 27,888                  |
| General                                     | 2,514                   |
| Insurance                                   | 143,615                 |
| Maintenance                                 | 536,322                 |
| Reimbursed expenses to Sheriff              | 1,056,705               |
| Tower links                                 | 24,806                  |
| Training                                    | 31,421                  |
| Capital outlay                              | 636,874                 |
|   | 2,513,645               |
| Total Expenditures                          | 2,513,645               |
| <b>Excess of expenditures over revenues</b> | (284,639)               |
| <b><u>OTHER FINANCING SOURCES</u></b>       |                         |
| Proceeds from capital lease obligations     | 627,774                 |
|   | 627,774                 |
| <b>Net change in fund balance</b>           | 343,135                 |
| Fund balance, beginning of year             | 1,148,245               |
|   | 1,148,245               |
| Fund balance, end of year                   | \$ 1,491,380            |

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

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**RECONCILIATION TO THE GOVERNMENTAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES, AND**

**CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES**

**DECEMBER 31, 2021**

|  |                  |                            |
|--|------------------|----------------------------|
| Total net change in fund balance   |                  | \$ 343,135                 |
| Amounts reported for governmental activities in the statement of activities are different because: |                  |                            |
| Change in Prepaid expenses   |                  | 1,489                      |
| Capital Assets:  |                  |                            |
| Capital outlay capitalized   | 636,874          |                            |
| Depreciation expense for year ended December 31, 2021  | <u>(200,454)</u> | 436,420                    |
| Loss on disposed assets  |                  | (512,529)                  |
| Change in accrued interest payable   |                  | (9,330)                    |
| Proceeds from capital lease  |                  | <u>(627,774)</u>           |
| Change in Net Position - Governmental Activities   |                  | <u><u>\$ (368,589)</u></u> |

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

# ASCENSION PARISH COMMUNICATIONS DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Louisiana Revised Statutes 33:9101 – 9106, the Ascension Parish Communications District (the District) was created to provide emergency communications to the residents of Ascension Parish. The District was created by the Ascension Parish Council, who in turn appoints a Board to manage the affairs of the District. The Board appoints a Director to function as the manager. Each member serves on a voluntary basis. The District serves approximately 127,000 residents and a geographic area of approximately 303 square miles. There currently are no employees and the Ascension Parish Sheriff serves as the director on a voluntary basis.

The accounting and reporting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

#### A. Reporting Entity

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

GASB Codification Section 2100, established criteria for determining which component units should be considered part of the Ascension Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

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

Because the Council appoints all members to the District's Board of Commissioners, the District is a component unit of the Ascension Parish Council, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

# ASCENSION PARISH COMMUNICATIONS DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### **B. Basis of Presentation, Basis of Accounting**

**Government-wide Statements** - The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government, except for fiduciary activities. Governmental activities generally are financed through charges for services, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**Fund Financial Statements** - The fund financial statements provide information about the District's fund. Separate statements for each fund category are presented. The emphasis of fund financial statements is on the major governmental fund.

The District reports the following major governmental fund:

- a. **General Fund** - The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The General Fund was established in compliance with Louisiana Revised Statute 33:9106, which provides that a percentage of the telephone bills collected throughout the parish be transmitted to the District to defray its expenditures.

#### **C. Measurement Focus, Basis of Accounting**

**Government-wide Financial Statements.** The government-wide financial statements are reported using the economic resources measurement focus, and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, and donations. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

# **ASCENSION PARISH COMMUNICATIONS DISTRICT**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

#### **C. Measurement Focus, Basis of Accounting** (continued)

**Governmental Fund Financial Statements.** The governmental fund is reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Interest is susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for claims and judgments and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds.

#### **D. Budgetary Practices**

The proposed budgets for fiscal year 2021 were completed and made available for the public inspection. A public hearing was held for suggestions and comments from taxpayers. The proposed fiscal year 2021 budgets were formally adopted by the District after the public hearing. The budget, which included proposed expenditures and the means of financing them, for the General Fund, was published in the official journal ten days prior to the public hearings. The budget for the General Fund was prepared on the modified accrual basis of accounting. All appropriations lapse at year end.

When actual revenues within a fund are failing to meet estimated annual budgeted revenues by five percent or more, and/or actual expenditures are exceeding estimated budgeted expenditures by five percent or more, the budget should be amended to reflect such changes and adopted by the District in an open meeting. Budgeted amounts included in the financial statements include the original adopted budget, or as amended by the Communication District.

#### **E. Cash and Cash Equivalents**

Cash and cash equivalents include demand deposits, interest-bearing demand deposit accounts, and certificates of deposit. The District considers all cash accounts and certificates of deposit with a maturity of three months or less when purchased to be cash and cash equivalents.

#### **F. Capital Assets**

All capital assets are capitalized at historical cost, or estimated historical costs for assets where actual cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are recorded in the government-wide financial statements, but are not reported in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over their estimated useful lives. Useful lives vary from 5 to 25 years.

# ASCENSION PARISH COMMUNICATIONS DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### G. Certificates of Deposit

State statutes authorize the District to invest in any direct obligation of the United States Treasury, other debt secured or guaranteed by the full faith and credit of the United States, certificates of deposit of any bank in Louisiana, mutual funds which are registered with the Securities and Exchange Commission and invest in securities of the U. S. government or its agencies, guaranteed investment contracts issued by banks or insurance companies or investment grade commercial paper of domestic U. S. Corporations.

#### H. 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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### I. Net Position

For the government-wide statement of net position, equity is divided into three components:

- Net investments in capital assets-consist of historical costs of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets.
- Restricted net position-consists of assets that are restricted by the District's grantors (both federal and state)
- Unrestricted net position-all other net position is reported in this category

#### J. Fund Equity of Fund Financial Statements

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

- **Nonspendable**- represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.
- **Restricted**- represents balances where constraints have been established by parties outside the District or imposed by law through constitutional provisions or enabling legislation.
- **Committed**- represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the District's highest level of decision-making authority.
- **Assigned**- represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted or committed.
- **Unassigned**- represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the District reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the District reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

## ASCENSION PARISH COMMUNICATIONS DISTRICT

### NOTES TO THE FINANCIAL STATEMENTS

#### **2. CASH AND CASH EQUIVALENTS**

Under state law, the District may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union or the laws of the United States. The District may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

#### **3. CERTIFICATES OF DEPOSIT**

The District holds certificates of deposits at a financial institution. The certificates of deposit have maturities of 6 months. The District's certificates of deposit have a book value of \$486,323 as of December 31, 2021. These deposits are stated at cost, which approximates market. Under state law, these deposits (or resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

#### **4. CUSTODIAL CREDIT RISK**

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The District does not have a deposit policy for custodial risk. As of December 31, 2021, these deposits were completely collateralized and/or insured.

#### **5. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended December 31, 2021, are as follows:

|  | <u>Improvements</u> | <u>Equipment,<br/>Furniture &amp;<br/>Fixtures</u> | <u>Total</u>      |
|--|---------------------|--|-------------------|
| Cost of Capital Assets,<br>December 31, 2020                               | \$ 422,849          | \$ 3,885,628                                       | \$ 4,308,477      |
| Additions  | -                   | 636,874  | 636,874           |
| Deletions  | -                   | (1,191,306)  | (1,191,306)       |
| Cost of Capital Assets,<br>December 31, 2021                               | <u>422,849</u>      | <u>3,331,196</u>                                   | <u>3,754,045</u>  |
| Accumulated depreciation,<br>December 31, 2020                             | 422,849             | 2,919,376  | 3,342,225         |
| Additions  | -                   | 200,454  | 200,454           |
| Deletions  | -                   | (678,777)  | (678,777)         |
| Accumulated depreciation,<br>December 31, 2021                             | <u>422,849</u>      | <u>2,441,053</u>                                   | <u>2,863,902</u>  |
| Capital assets, net of<br>accumulated depreciation<br>at December 31, 2021 | <u>\$ -</u>         | <u>\$ 890,143</u>                                  | <u>\$ 890,143</u> |

For the year ended December 31, 2021, depreciation expense was \$200,454.

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**6. LONG-TERM DEBT**

The following is a summary of the changes in general long-term debt for the year ended:

|                             | Balance<br>December 31,<br>2020 | Additions  | Deletions | Balance<br>December 31,<br>2021 |
|-----------------------------|---------------------------------|------------|-----------|---------------------------------|
| Capital Lease<br>Obligation | \$ -                            | \$ 627,774 | \$ -      | \$ 627,774                      |

**7. LEASES**

The District records items under capital leases as assets and obligations in the accompanying financial statements. The District had one capital lease in 2021. The lease payments relating to the item has been capitalized and included in capital assets on the accompanying government-wide financial statements. The leased asset has a cost of \$627,774, and amortization expense, which is included with depreciation expense, recognized on the lease as of December 31, 2021 was \$29,894.

The following is a summary of the future minimum lease payments under the capital lease and the present value of the net minimum lease payments as of December 31, 2021.

| Year Ending<br>December 31 | Future minimum<br>lease payments | Interest<br>Payments | Present value of net<br>minimum lease payments |
|----------------------------|----------------------------------|----------------------|--|
| 2022                       | \$ 145,000                       | \$ 31,389            | \$ 113,611                                     |
| 2023                       | 145,000                          | 25,708               | 119,292  |
| 2024                       | 145,000                          | 19,744               | 125,256  |
| 2025                       | 145,000                          | 13,481               | 131,519  |
| 2026                       | 145,000                          | 6,905                | 138,096  |
| Total                      | \$ 725,000                       | \$ 97,227            | \$ 627,774                                     |

**8. INTERGOVERNMENTAL AGREEMENT**

The District has an intergovernmental agreement with the Ascension Parish Sheriff's Office. The Sheriff provides for the housing, maintenance, operation, and staffing of the Ascension Parish 911 Center. The amount paid to the Sheriff's office is 75% of the annual net income defined as all recurring revenues of the District less recurring expenditures without regard to capital outlay and the fees to the Sheriff, with the understanding that the District is guaranteed at least \$100,000 of the annual net income. The fees are payable at the end of each quarter during the term of this agreement. The District has a payable due to the Sheriff's office in the amount of \$409,103 at December 31, 2021.



## **ASCENSION PARISH COMMUNICATIONS DISTRICT**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **8. INTERGOVERNMENTAL AGREEMENT** (continued)

The District has an intergovernmental agreement with the Parishes of St. James, St. John, and other governmental entities within Ascension Parish. The District owns and operates a two-way radio communications system (i.e. "Master Site"). The agreements were initiated due to the various entities having reached an "end of support" for availability of parts. Each governmental entity shall incur costs for its fair share of maintenance of the Master Site, with said costs being calculated according to the pro rata share of radios owned and utilized by each applicable entity. In addition to the prorated maintenance cost, a five percent (5%) administrative fee is assessed. These fees are payable to the District at the end of each quarter during the term of this agreement. The District has receivables due from the entities in the amount of \$33,192 at December 31, 2021.

#### **9. STATUS OF IMPLEMENTATION OF WIRELESS E911 SERVICE**

The District completed phase one and two implementation with all wireless companies during 2006.

#### **10. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 29, 2022.

No events occurring after this date have been evaluated for inclusion in these financial statements.

**ASCENSION PARISH COMMUNICATION DISTRICT**

**BUDGETARY COMPARISON SCHEDULE**  
**GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

|   | <u>Original</u>     | <u>Final</u>        | <u>Actual</u>       |
|---|---------------------|---------------------|---------------------|
| <b><u>REVENUES</u></b>                              |                     |                     |                     |
| Fees and charges - wireline                         | \$ 330,500          | \$ 340,000          | \$ 356,215          |
| Fees and charges - wireless                         | 1,606,150           | 1,646,150           | 1,788,339           |
| Intergovernmental                                   | 62,500              | 62,500              | 66,135              |
| LSA reimbursement                                   | 18,000              | 18,000              | 15,988              |
| Interest income                                     | 850                 | 850                 | 2,329               |
| Total Revenues                                      | <u>2,018,000</u>    | <u>2,067,500</u>    | <u>2,229,006</u>    |
| <b><u>EXPENDITURES</u></b>                          |                     |                     |                     |
| Operating expense                                   |                     |                     |                     |
| Telephone   | 90,000              | 90,000              | 53,500              |
| Professional fees                                   | 32,000              | 32,000              | 27,888              |
| General   | 5,000               | 5,000               | 2,514               |
| Insurance   | 145,000             | 145,000             | 143,615             |
| Maintenance   | 530,000             | 545,000             | 536,322             |
| Reimbursed fees to sheriff                          | 965,000             | 995,000             | 1,056,705           |
| Tower links   | 25,500              | 25,500              | 24,806              |
| Training  | 20,000              | 30,000              | 31,421              |
| Capital Outlay                                      | 100,000             | 100,000             | 636,874             |
| Total Expenditures                                  | <u>1,912,500</u>    | <u>1,967,500</u>    | <u>2,513,645</u>    |
| <b>Excess of expenditures under (over) revenues</b> | 105,500             | 100,000             | (284,639)           |
| <b><u>OTHER FINANCING SOURCES</u></b>               |                     |                     |                     |
| Proceeds from capital lease obligations             | -                   | -                   | 627,774             |
| <b>Change in fund balance</b>                       | 105,500             | 100,000             | 343,135             |
| Fund balance, beginning of year                     | <u>974,568</u>      | <u>1,146,255</u>    | <u>1,148,245</u>    |
| Fund balance, end of year                           | <u>\$ 1,080,068</u> | <u>\$ 1,246,255</u> | <u>\$ 1,491,380</u> |

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS**  
**TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER**  
**DECEMBER 31, 2021**

Agency Head (CEO) Name/Title : Bobby Webre, Chairman of Board

| <b>Purpose</b>                         | <b>Amount</b> |
|--|---------------|
| Salary                                 | -             |
| Benefits - insurance                   | -             |
| Benefits - retirement                  | -             |
| Car allowance                          | -             |
| Vehicle provided by government         | -             |
| Per diem                               | -             |
| Reimbursements                         | -             |
| Travel                                 | -             |
| Registration fees                      | -             |
| Conference travel                      | -             |
| Continuing professional education fees | -             |
| Housing                                | -             |
| Un-vouchered expenses                  | -             |
| Special meals                          | -             |

**OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS**

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**SCHEDULE OF FINDINGS AND RESPONSES**

**YEAR ENDED DECEMBER 31, 2021**

**A. SUMMARY OF AUDIT RESULTS**

1. The independent auditors' report expresses an unmodified opinion on whether the financial statements of Ascension Parish Communications District were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Ascension Parish Communications District, which would be required to be reported in accordance with *Governmental Auditing Standards*, were disclosed during the audit.

**B. FINDINGS - FINANCIAL STATEMENT AUDIT**

None noted

**C. FINDINGS – NONCOMPLIANCE WITH STATE LAWS AND REGULATIONS**

None noted

**ASCENSION PARISH COMMUNICATIONS DISTRICT**

**SCHEDULE OF PRIOR YEAR FINDINGS**

**YEAR ENDED DECEMBER 31, 2021**

**A. FINDINGS - FINANCIAL STATEMENT AUDIT**

None noted

**B. FINDINGS – NONCOMPLIANCE WITH STATE LAWS AND REGULATIONS**

None noted



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

Members of the Board of Commissions  
Ascension Parish Communications District  
Gonzales, 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 of the United States, the financial statements of the governmental activities and the major fund information of the Ascension Parish Communications District (the District), a component unit of the Ascension Parish Council, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise Ascension Parish Communications District's basic financial statements and have issued our report thereon dated June 29, 2022.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Ascension Parish Communications District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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

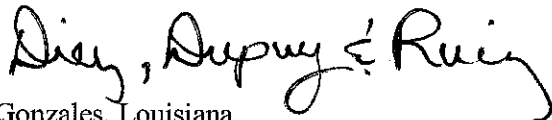
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Ascension Parish Communications District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our test disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

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



Gonzales, Louisiana  
June 29, 2022



---

**ASCENSION PARISH COMMUNICATIONS  
DISTRICT**

**STATEWIDE AGREED UPON PROCEDURES**

**DECEMBER 31, 2021**

---



## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners, and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Ascension Parish Communications District (the District) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The District's management is responsible for those C/C areas identified in the SAUPs.

Ascension Parish Communications District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2021 through December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### *Written Policies and Procedures*

---

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and entity's operations:

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

*Written policies and procedures were obtained and address the functions noted above.*

- 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.

*Written policies and procedures were obtained and address the functions noted above.*

- c) **Disbursements**, including processing, reviewing, and approving.

*Written policies and procedures were obtained and address the functions noted above.*

- 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).

*Written policies and procedures were obtained and address the functions noted above.*

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

*Written policies and procedures were obtained and address the functions noted above.*

- 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.

*Written policies and procedures were obtained and address the functions noted above.*

- 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 the statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

*Written policies and procedures were obtained and address the functions noted above.*

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

*Written policies and procedures were obtained and address the functions noted above.*

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

*Written policies and procedures were obtained and address the functions noted above.*

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*Written policies and procedures were obtained and address the functions noted above.*

- 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.

*Written policies and procedures were obtained and address the functions noted above.*

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*Written policies and procedures were obtained and address the functions noted above, except for the requirements for annual reporting procedures.*

*Management response: We will adopt changes to the policy that state what the requirements are for annual reporting.*

***Board (or Finance Committee, if applicable)***

---

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.

*The Board met with a quorum as required.*

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, 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.*

*The minutes documented the Board's review of financial activity of the entity.*

- 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.

*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:

*Obtained listing of client bank accounts for the fiscal period from management and management's representation that listing is complete.*

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

*No exceptions noted.*

- 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

*No exceptions noted.*

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*Not applicable, the entity did not have any reconciling items that have been outstanding for more than 12 months.*

***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).

*Obtained a listing of deposit sites and management's representation that listing is complete.*

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

*Obtained a listing of collection locations and management's representation that listing is complete.*

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

*No exceptions noted.*

- 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.

*No exceptions noted.*

- 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.

*No exceptions noted.*

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

*No exceptions noted.*

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

*No exceptions noted.*

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *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:

- a) Observe that receipts are sequentially pre-numbered.

*No exceptions noted.*

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*No exceptions noted.*

- c) Trace the deposit slip total to the actual deposit per the bank statement.

*No exceptions noted.*

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

*No exceptions noted.*

- e) Trace the actual deposit per the bank statement to the general ledger.

*No exceptions noted.*

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

---

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

*Obtained listing of locations that process payments and management's representation that listing is complete.*

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

*No exceptions noted.*

- b) At least two employees are involved in processing and approving payments to vendors.

*No exceptions noted.*

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

*No exceptions noted.*

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

*No exceptions noted.*

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

*No exception noted.*

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

*No exceptions noted.*

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

---

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

*Obtained listing of the credit cards and management's representation that listing is complete.*

- 12. Using the listing prepared by management, randomly select 5 cards (or all 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.]]

*No exceptions noted.*

- b) Observe that finance charges and late fees were not assessed on the selected statements.

*No exceptions noted.*

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

*No exceptions noted.*

**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:

*Obtained listing of travel and related expense reimbursements and management's representation that listing is complete.*

- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

*No exceptions noted.*

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

*No exceptions noted.*

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

*No exceptions noted.*

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.



*No exceptions noted.*

### ***Contracts***

---

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

*Obtained listing of contracts initiated or renewed during the fiscal period and management's representation that listing is complete.*

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

*Not applicable.*

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

*No exceptions noted.*

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

*Not applicable.*

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*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.

*The District does not have any employees; this section is not applicable.*

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:

- a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

*The District does not have any employees; this section is not applicable.*

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

*The District does not have any employees; this section is not applicable.*

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

*The District does not have any employees; this section is not applicable.*

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

*The District does not have any employees; this section is not applicable.*

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' cumulate 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.

*The District does not have any employees; this section is not applicable.*

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.

*The District does not have any employees; this section is not applicable.*

### ***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.

*No documentation was observed that demonstrated each official completed one hour of ethics training during the fiscal period.*

*Management response: The District will ensure each official completes 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.

*No documentation was observed that demonstrated each official was notified of any changes to the District's ethics policy during the fiscal period.*

*Management response: The District will ensure each official signs a document that states he/she has read the ethics policy and understands any changes if applicable during the fiscal period.*

#### ***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 that State Bond Commission approval was obtained for each debt instrument issued.

*Not applicable.*

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).

*Not applicable.*

#### ***Fraud Notice***

---

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

*Management asserted that the entity did not have any misappropriations of public funds or assets.*

24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

*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.

*We performed the procedure and discussed the results with management.*

- b. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

*We performed the procedure and discussed the results with management.*

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

*We performed the procedure and discussed the results with management.*

## ***Sexual Harassment***

---

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

*No documentation was obtained from management that demonstrated each official completed at least one hour of sexual harassment training during the calendar year.*

*Management response: The District will ensure that each official will complete at least one hour of sexual harassment training during the calendar year.*

27. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

*The District did not post its sexual harassment policy and complaint procedures on its premises.*

*Management response: The District will implement a procedure to ensure that the sexual harassment policy is posted on its premises.*

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 that 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;

*Exception noted.*

- b. Number of sexual harassment complaints received by the agency;

*Exception noted.*

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

*Exception noted.*

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

*Exception noted.*

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

*Exception noted.*

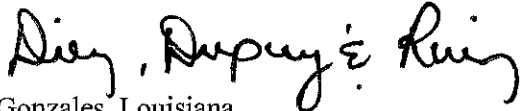
*The District did not obtain the annual sexual harassment report the current fiscal period. Therefore, no documentation was obtained to observe that the report was dated on or before February 1 and that the applicable requirements of R.S. 42:344 were reported.*

*Management response: The District will ensure that the annual sexual harassment report for the current fiscal period is completed and dated before February 1. The District will ensure that each applicable requirement of R.S. 42:344 is reported properly.*

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

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

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

A handwritten signature in black ink that reads "Diery, Dupuy & Ruiz". The signature is written in a cursive, flowing style.

Gonzales, Louisiana  
June 29, 2022