

**VILLAGE OF CREOLA**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED JUNE 30, 2022**



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December 9, 2022

Independent Auditors' Report

To the Mayor and Board of Aldermen  
Village of Creola, Louisiana

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

**Opinions**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Village of Creola, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Village'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, the business-type activities, and each major fund of the Village of Creola, as of June 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village of Creola 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 Village of Creola's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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

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

***Village of Creola***  
***December 9, 2022***

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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 Village of Creola'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 Village of Creola's ability to continue as a going concern for a reasonable period of time.

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

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information described in the accompanying table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing 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 Village of Creola's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to the Agency Head or Chief Executive Officer, the Schedule of Per Diem Paid to Board Members, and the Justice System Funding Schedule, described as additional information in the accompanying table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Louisiana Community Development Block Grant Supplemental Schedule is presented for purposes of additional analysis of grant funds used to construct utility system improvements as requested by Louisiana Division of Administration, Office of Community Development, and is also not a required part of the basic financial statements.

The additional information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional

***Village of Creola***  
***December 9, 2022***

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procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the additional information is fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2022 on our consideration of the Village of Creola's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Village of Creola's internal control over financial reporting and compliance.



Rozier, McKay & Willis  
Certified Public Accountants

# **Village of Creola**

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

**June 30, 2022**

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This section of the annual financial report presents our discussion and analysis of the Village's financial performance during the fiscal year ended June 30, 2022.

### **OVERVIEW OF FINANCIAL STATEMENTS**

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

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

The government-wide financial statements report information about the Village as a whole using accounting methods similar to those used by private-sector companies. These financial statements report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Village's assets and all of the Village's liabilities.

The government-wide financial statements are divided into two categories, which are described as follows:

- **Governmental Activities** – Expenses incurred in connection with providing basic services including police protection and general governmental operations are reported as governmental activities. The governmental activities are financed by taxes, license fees, fines, court cost, interest, grants and contributions.
- **Business-Type Activities** – Expenses associated with providing sewer services are recovered through fees paid by the customers that utilize these services. These activities are operated in a manner similar to commercial enterprises. Accordingly, activities associated with sewer services are reported as business type activities.

#### **Fund Financial Statements**

Fund financial statements provide detailed information regarding the Village's most significant activities and are not intended to provide information for the Village as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Village has two types of funds that are described as follows:

- **Governmental Funds** – These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Village's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.
- **Proprietary Fund** – These funds are used to account for activities that function in a manner similar to commercial enterprises, including activities associated with the Village's sewer services. Proprietary fund financial statements typically provide a more

# **Village of Creola**

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

**June 30, 2022**

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detail presentation of the information reported in the business-type activities portion of the government-wide financial statements.

### **FINANCIAL ANALYSIS OF THE VILLAGE**

A comparative analysis of the government-wide data for the current and previous year is presented as follows:

#### **Net Position**

A condensed version of the government-wide Statement of Net Assets is presented as follows:

	<b>June 30, 2022</b>			<b>June 30, 2021</b>
	<b>Governmental Activities</b>	<b>Business- Type Activities</b>	<b>Total</b>	
<b><u>Assets:</u></b>				
Current and Other Assets	\$ 574,812	\$ 1,268	\$ 576,080	\$ 296,068
Capital Assets	140,765	568,455	709,220	219,618
Total Assets	<u>715,577</u>	<u>569,723</u>	<u>1,285,300</u>	<u>515,686</u>
<b><u>Liabilities:</u></b>				
Current and Other Liabilities	20,729	750	21,479	17,971
Long-term Liabilities	36,157	----	36,157	13,580
Total Liabilities	<u>56,886</u>	<u>750</u>	<u>57,636</u>	<u>31,551</u>
<b><u>Net Position:</u></b>				
Invested in Capital Assets (Net)	104,608	568,455	673,063	191,312
Unrestricted	554,083	518	554,601	180,165
Total Net Position	<u>\$ 658,691</u>	<u>\$ 568,973</u>	<u>\$ 1,227,664</u>	<u>\$ 371,477</u>

As the presentation appearing above demonstrates, the largest portion of the Village's net position is invested in capital assets. Net position invested in capital assets consist of land, buildings, and equipment, less any debt used to acquire the assets that remain outstanding. The Village uses these capital assets to provide services to its residents; consequently, these amounts are not available for future spending.

#### **Changes in Net Position**

A condensed version of the government-wide Statement of Changes in Net Assets is presented as follows:

# **Village of Creola**

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

**June 30, 2022**

	<b>For the Year Ended June 30, 2022</b>			<b>For the</b>
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>	<b>Year Ended June 30, 2021</b>
<b><u>Revenues:</u></b>				
Program Revenue:				
Charges for Services	\$ 585,935	\$ 13,200	\$ 599,135	\$ 270,612
Operating Grants and Contributions	60,652	----	60,652	13,000
Capital Grant and Contributions	----	341,740	341,740	----
General Revenue:				
Property Taxes	5,697	----	5,697	3,681
Sales Taxes	176,494	----	176,494	86,748
Franchise Taxes	5,791	----	5,791	3,893
Miscellaneous	19,512	66	19,578	10,613
Total Revenue	<u>854,081</u>	<u>355,006</u>	<u>1,209,087</u>	<u>388,547</u>
<b><u>Program Expenses:</u></b>				
General Government	304,520	----	304,520	183,215
Public Safety				
Police Department	148,263	----	148,263	136,211
Sewer	----	12,775	12,775	27,070
Total Expenses	<u>452,783</u>	<u>12,775</u>	<u>465,558</u>	<u>346,496</u>
Increase in Net Position Before Transfers and Special Items	401,298	342,231	743,529	42,051
Transfers	(75,114)	75,114	----	----
Change in Net Position	326,184	417,345	743,529	42,051
Net Position Beginning	332,507	151,628	484,135	329,426
Net Position Ending	<u>\$ 658,691</u>	<u>\$ 568,973</u>	<u>\$ 1,227,664</u>	<u>\$ 371,477</u>

Governmental activities increased the Village's net position, before transfers, by \$401,298. This increase is attributable to efficient utilization of the Village's resources.

Business-type activities increased the Village's net position, before transfers, by \$342,231. This increase is attributable to the Village receiving monies for the sewer project in the current year.

### **FINANCIAL ANALYSIS OF THE VILLAGE'S FUND**

For the year ended June 30, 2022, activity in governmental funds was limited to the general fund. The only differences between amounts reported by the general fund and governmental activities reported in the government-wide financial statements are attributable to including fixed assets and long-term liabilities in the government-wide presentation.

Amounts reported for business-type activities in the Village's individual fund are identical to the business-type activities reported in the government-wide presentation.



# **Village of Creola**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS June 30, 2022**

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### **BUDGET HIGHLIGHTS**

For the year ended June 30, 2022, the Village experienced favorable revenue and expenditure variances.

### **CAPITAL ASSET ADMINISTRATION**

For the year ended June 30, 2022, capital asset activity includes Construction in Progress for the work on the Sewer System Improvements project, the initial work began on the Municipal Building, the purchase of two new Police vehicles and depreciating assets acquired during previous years.

### **DEBT ADMINISTRATION**

For the year ended June 30, 2022, the Village entered into a new lease-purchase agreement for the purchase of two new Police vehicles. The agreement contains the appropriate nonappropriations clause. Therefore, bond commission approval was not required.

### **FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS**

At the present time, management is not aware of any matters expected to have a substantial impact on future operations.

# **VILLAGE OF CREOLA**

## **STATEMENT OF NET POSITION**

**June 30, 2022**

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<b><u>ASSETS</u></b>			
Cash and cash equivalents	\$ 555,100	\$ 68	\$ 555,168
Receivables (net)	19,712	1,200	20,912
Land	9,700	20,000	29,700
Construction In Progress	37,611	442,641	480,252
Depreciable capital assets, net	<u>93,454</u>	<u>105,814</u>	<u>199,268</u>
<b>Total assets</b>	<u>715,577</u>	<u>569,723</u>	<u>1,285,300</u>
<b><u>LIABILITIES</u></b>			
Accounts payable	16,132	750	16,882
Accrued expenses	4,597	-	4,597
Long-term liabilities			
Notes Payable			
Due within one year	9,161	-	9,161
Due in more than one year	<u>26,996</u>	<u>-</u>	<u>26,996</u>
<b>Total liabilities</b>	<u>56,886</u>	<u>750</u>	<u>57,636</u>
<b><u>NET POSITION</u></b>			
Invested in capital assets, net of related debt	104,608	568,455	673,063
Unrestricted	<u>554,083</u>	<u>518</u>	<u>554,601</u>
<b>Total net position (deficit)</b>	<u>\$ 658,691</u>	<u>\$ 568,973</u>	<u>\$ 1,227,664</u>

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

## **STATEMENT OF ACTIVITIES**

**Year Ended June 30, 2022**

	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets		
		Charges for Services	Operating Grants and Contributions	Capital Grants & Contributions	Governmental Activities	Business- Type Activities	Total
<b><u>Governmental Activities:</u></b>							
General Government	\$ 304,520	\$ -	\$ -	\$ -	\$ (304,520)	\$ -	\$ (304,520)
Public Safety							
Law Enforcement	148,263	585,935	60,652	-	498,324	-	498,324
Total Governmental Activities	452,783	585,935	60,652	-	193,804	-	193,804
<b><u>Business-Type Activities:</u></b>							
Sewer	12,775	13,200	-	341,740	-	342,165	342,165
Total Business-Type Activities	12,775	13,200	-	341,740	-	342,165	342,165
Total Primary Government	\$ 465,558	\$ 599,135	\$ 60,652	\$ 341,740	193,804	342,165	535,969
<b><u>General Revenues:</u></b>							
Taxes:							
Ad Valorem					5,697	-	5,697
Sales Tax					176,494	-	176,494
Franchise					5,791	-	5,791
Miscellaneous					19,512	66	19,578
Transfers					(75,114)	75,114	-
Total General Revenues and Transfers					132,380	75,180	207,560
Change in Net Position					326,184	417,345	743,529
Net Position - Beginning:					332,507	151,628	484,135
Net Position - Ending					\$ 658,691	\$ 568,973	\$ 1,227,664

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

## **BALANCE SHEET**

### **GOVERNMENTAL FUNDS**

**June 30, 2022**

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	<u>Governmental Funds</u>
<b>Assets</b>	
Cash and cash equivalents	\$ 555,100
Accounts receivable	<u>19,712</u>
<b>Total assets</b>	<b><u><u>\$ 574,812</u></u></b>
<b>Liabilities and Fund Balance</b>	
<b><u>Liabilities</u></b>	
Accounts payable	\$ 16,132
Accrued expenses	<u>4,597</u>
<b>Total liabilities</b>	<b><u>20,729</u></b>
<b><u>Fund Balance</u></b>	
Unassigned	<u>554,083</u>
<b>Total Fund Balances</b>	<b><u>554,083</u></b>
<b>Total Liabilities and Fund Balance</b>	<b><u><u>\$ 574,812</u></u></b>

### **Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position**

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Total Fund Balances - Governmental Funds	\$ 554,083
Amounts reported for governmental activities in the statement of net position are different because:	
Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet	(36,157)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	<u>140,765</u>
Net Position of Governmental Activities	<b><u><u>\$ 658,691</u></u></b>

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

## **Statement of Revenue, Expenditures and Changes in Fund Balance Governmental Funds**

**Year Ended June 30, 2022**

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	<u>Governmental Funds</u>
<b><u>Revenues:</u></b>	
Taxes:	
Ad valorem	\$ 5,697
Sales Tax	176,494
Franchise	5,791
Fines and Court Cost	585,935
Grants and Contributions	60,652
Miscellaneous	19,512
<b>Total revenues</b>	<u>854,081</u>
<b><u>Expenditures:</u></b>	
Current	
General government	303,141
Public Safety	
Law Enforcement	126,700
Capital Outlay	94,551
Debt Service	16,535
<b>Total expenditures</b>	<u>540,927</u>
<b>Excess (deficiency) of revenues over expenditures</b>	313,154
<b>Other financing sources (uses)</b>	
Debt Proceeds	38,395
Operating transfers in (out)	(75,114)
<b>Total other financing sources (uses)</b>	<u>(36,719)</u>
<b>Excess (deficiency) of revenues and other resources over expenditures and other uses</b>	276,435
<b>Fund balance - beginning of year</b>	<u>277,648</u>
<b>Fund balance - end of year</b>	<u>\$ 554,083</u>

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

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Net change in fund balances of Governmental Funds	\$ 276,435
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.	33,930
Repayment of capital lease obligations are an expenditure in the governmental funds, but the repayment reduces long-term liabilities on the statement of net position.	15,819
Change in net assets of governmental activities	<u>\$ 326,184</u>

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

## **Statement of Net Position**

### **Proprietary Funds**

**June 30, 2022**

	<u>Business-Type Activities</u>
	<u>Enterprise Funds</u>
<b><u>ASSETS:</u></b>	
Current Assets:	
Cash and cash equivalents	\$          68
Receivables (net)	<u>          1,200</u>
Total current assets	<u>          1,268</u>
Noncurrent Assets:	
Capital Assets:	
Land	20,000
Construction in Progress	442,641
Depreciable capital assets, net	<u>         105,814</u>
Total noncurrent assets	<u>         568,455</u>
<b>Total assets</b>	<u>         569,723</u>
<b><u>LIABILITIES:</u></b>	
Current Liabilities:	
Accounts payable	<u>          750</u>
Total current liabilities	<u>          750</u>
<b>Total liabilities</b>	<u>          750</u>
<b><u>NET POSITION:</u></b>	
Invested in capital assets, net of related debt	568,455
Unrestricted	<u>          518</u>
<b>Total net position (deficit)</b>	<u><u>         \$  568,973</u></u>

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

## **Statement of Revenues, Expenses and Changes in Fund Net Position Proprietary Funds Year Ended June 30, 2022**

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	<u>Business-Type Activities</u> <u>Enterprise Funds</u>
<b><u>Operating revenues:</u></b>	
Charges for services	\$ 13,200
Miscellaneous Income	<u>66</u>
<b>Total Operating Revenues</b>	<u>13,266</u>
<b><u>Operating expenses:</u></b>	
Professional fees	9,000
Repairs and Maintenance	-
Depreciation	<u>3,775</u>
<b>Total operating expenses</b>	<u>12,775</u>
<b>Operating Income (Loss)</b>	491
<b><u>Transfers and Contributions:</u></b>	
Other sources - Grant Proceeds	341,740
Other sources (uses) - operating transfers in (out)	<u>75,114</u>
<b>Change in net position</b>	417,345
<b>Total net position - beginning</b>	<u>151,628</u>
<b>Total net position - ending</b>	<u><u>\$ 568,973</u></u>

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

## **Statement of Cash Flows**

### **Proprietary Funds**

**Year Ended June 30, 2022**

	<u>Business-Type Activities</u>
	<u>Enterprise Funds</u>
<b><u>Cash flow from operating activities:</u></b>	
Cash received from customers	\$ 13,266
Cash payments to suppliers of goods and services	<u>(9,000)</u>
<b>Net cash provided (used) by operating activities</b>	<u>4,266</u>
<b><u>Cash flows from non-capital financing activities:</u></b>	
Operating transfers	<u>75,114</u>
<b>Net cash provided (used) by non-capital financing activities</b>	<u>75,114</u>
<b><u>Cash flows from capital and related financing activities:</u></b>	
Capital Grants	341,740
Construction in Progress	(421,052)
Capital Expenditures	<u>-</u>
<b>Net cash provided (used) by capital and related financing activities</b>	<u>(79,312)</u>
<b>Net increase (decrease) in cash</b>	68
<b>Beginning cash balance</b>	<u>-</u>
<b>Ending cash balance</b>	<u><u>\$ 68</u></u>
<b><u>Reconciliation of operating income (loss) to net cash</u></b>	
Operating income (loss)	\$ 491
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	3,775
(Increase) decrease in accounts receivable	-
(Decrease) increase in accounts payable	<u>-</u>
<b>Net cash provided (used) by operating activities</b>	<u><u>\$ 4,266</u></u>

#### **Supplemental disclosures of cash flow information:**

For the year ended June 30, 2022, there were no operating, financing, or investing activities that did not result in cash receipts or payments.

See accompanying notes and independent accountant's review report.



# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2022**

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

The Village of Creola (the Village) was incorporated under the provisions of the Lawrason Act. The Village is governed by a Mayor and a Board of Aldermen consisting of three (3) members. Services provided by the Village include police protection and general administrative functions. The Village also operates a sewer system.

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

#### **Financial Reporting Entity**

As the municipal governing authority, for reporting purposes, the Village is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (the Village), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the 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.

Governmental Accounting Standards Board establishes criteria for determining which component units should be considered part of the Village of Creola for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criterion includes:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the Village 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 Village.
2. Organizations for which the Village does not appoint a voting majority but are fiscally dependent on the Village.
3. Organizations for which the Village's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based upon application of these criteria, there were no potential component units and all of the Village's activities were included in the primary government reporting entity.

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2022**

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### **Basic Financial Statements**

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize activities as either governmental activities or business-type activities, which are described as follows:

- Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues.
- Business-type activities rely on fees and charges for support and operate in a manner similar to private sector enterprises.

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

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

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

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with governmental service or business-type activity. Program revenues include any charges for services, fines, court cost, contributions associated with a particular function and most grants.

### **Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Separate financial statements are provided for governmental funds and proprietary funds. In addition, separate financial statements are presented for any fiduciary activities. Major individual funds are reported as separate columns in the fund financial statements. The Village's major funds are described as follows:

- Governmental Funds – The general fund is the Village's only active major governmental fund. The general fund is the primary operating fund and is used to account for all governmental activities except those required to be reported in another fund.
- Proprietary Funds – Are used to account for business type activities. The operations of the Village's Sewer System utilize a proprietary fund. Revenue earned in exchange for providing services is reported as operating income and revenue from other sources is reported as non-operating. Since proprietary funds operate in a manner similar to business enterprises, these funds follow certain pronouncements that are developed by the Financial Accounting Standards Board

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2022**

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(FASB) for business enterprises. However, the Village only applies those FASB pronouncements that were issued on or before November 30, 1989.

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

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

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

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

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

### **Non-Exchange Transactions**

Revenue from certain non-exchange transactions cannot be properly measured prior to collection. Furthermore, it is not practical to determine the probability of collection resulting from certain non-exchange transactions such as traffic citations. Consequently, revenue from franchise taxes, fines and court cost is not recognized until it is collected.

### **Use of Estimates**

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

### **Budget Practices**

The Mayor prepares annual budgets for the Village's general fund. The budget is submitted to the Board of Aldermen and the approved budget is adopted before the beginning of each fiscal year. Amended budgets are prepared prior to the conclusion of each fiscal year. The amended budgets are prepared and approved in the same manner as the original budget.

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2022**

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The general fund budget presents revenue and expenditures on a basis which is consistent with generally accepted accounting principles. No annual budget is required for the Village's Sewer Fund.

### **Capital Assets**

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

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

### **Cash and Cash Equivalents**

Amounts reported as cash and cash equivalents include all cash on hand, cash in bank accounts, certificates of deposit, and highly liquid investments. Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law.

### **Internal Balances:**

Resources belonging to particular funds are commonly shared with other funds that need access to additional resources. When resources are provided without expectation of repayment, the transaction is reported as a transfer. Transfers are treated as a source of income by the recipient and as an expense or expenditure by the provider. If repayment is eventually expected to occur, interfund receivables and payables are recorded.

In preparing the government-wide financial statements, transfers are eliminated to present net transfers for governmental activities and business-type activities. In addition, interfund receivables and payables are eliminated to present a net internal balance for each type of activity.

### **NOTE 2-CASH AND CASH EQUIVALENTS**

Deposits are stated at cost, which approximates market value. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2022, the Village has \$571,474 in deposits (collected bank balance). These deposits are secured from risk by federal deposit insurance.

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2022**

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### **NOTE 3 - TAXES**

#### **Ad Valorem Taxes**

The Village bills and collects its own property taxes using the assessed property values determined by the Parish Tax Assessor. Property taxes are limited to an assessment for general alimony as permitted by State Law. Ad valorem taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. For the year ended June 30, 2022, the Village levied 6.69 mills. Revenues from ad valorem taxes are recognized as revenue in the year billed.

#### **Sales Taxes**

Sales and use taxes are collected on behalf of the Village by the Grant Parish and Rapides Parish Sheriff's Offices and remitted the month subsequent to collection. Revenues from sales taxes are reported on the accrual basis. For the year ended June 30, 2022, the Village sales tax rate is two percent. The sales tax rate has no expiration date.

### **NOTE 4 - RECEIVABLES**

Receivables at June 30, 2022, are summarized as follows:

	<u>Governmental Activities</u>	<u>Business- Type</u>	<u>Total</u>
Sales Tax	\$ 19,188	\$ ----	\$ 19,188
Franchise Tax	524	----	524
Utilities Income	----	1,200	1,200
Total Receivables	<u>\$ 19,712</u>	<u>\$ 1,200</u>	<u>\$ 20,912</u>

### **NOTE 5 – CAPITAL ASSETS**

A summary of the Village's capital assets is provided as follows:

	<u>Non-Depreciable Capital Assets</u>			
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<b><u>Governmental Activities</u></b>				
Construction in Progress	\$ ----	\$ 37,611	\$ ----	\$ 37,611
Land	9,700	----	----	9,700
Total Governmental Activities	<u>9,700</u>	<u>37,611</u>	<u>----</u>	<u>47,311</u>
<b><u>Business-Type Activities</u></b>				
Construction in Progress	21,588	421,053	----	442,641
Land	20,000	----	----	20,000
Total Business-Type Activities	<u>41,588</u>	<u>421,053</u>	<u>----</u>	<u>462,641</u>
Total	<u>\$ 51,288</u>	<u>\$ 458,664</u>	<u>\$ ----</u>	<u>\$ 509,952</u>

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS**

**June 30, 2022**

	<b>Depreciable Capital Assets</b>			
	<b>Beginning Balance</b>	<b>Additions</b>	<b>Disposals</b>	<b>Ending Balance</b>
<b><u>Governmental Activities</u></b>				
Equipment	\$ 125,090	\$ 56,940	\$ ----	\$ 182,030
Building	42,390	----	----	42,390
Furniture & Fixtures	1,860	----	----	1,860
Accumulated Depreciation	(110,600)	(22,226)	----	(132,826)
Total Governmental Activities	<u>58,740</u>	<u>34,714</u>	<u>----</u>	<u>93,454</u>
<b><u>Business-Type Activities</u></b>				
Sewer System	151,003	----	----	151,003
Accumulated Depreciation	(41,414)	(3,775)	----	(45,189)
Total Business-Type Activities	<u>109,589</u>	<u>(3,775)</u>	<u>----</u>	<u>105,814</u>
Total	<u>\$ 168,329</u>	<u>\$ 30,939</u>	<u>\$ ----</u>	<u>\$ 199,268</u>

### **NOTE 6 - LONG-TERM LIABILITIES**

The Village's long-term debt is summarized as follows:

	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
Total long-term debt	\$ 36,157	\$ ----	\$ 36,157
Due within one year	(9,161)	----	(9,161)
Due in more than one year	<u>\$ 26,996</u>	<u>\$ ----</u>	<u>\$ 26,996</u>

The following changes occurred in liabilities reported in the Governmental Activities during the year ended June 30, 2022:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>
<b><u>Governmental Activities</u></b>				
Capital Lease	\$ 13,580	\$ 38,395	\$ 15,818	\$ 36,157
Total long-term debts	<u>\$ 13,580</u>	<u>\$ 38,395</u>	<u>\$ 15,818</u>	<u>\$ 36,157</u>

### **Capital Lease**

Details regarding capital leases outstanding at June 30, 2022 are as follows:

A capital lease in the amount of \$38,395 for the purchase of a new Police vehicle. The lease has an interest rate of 3.67% and is due in 48 monthly installments of \$861 with the final payment due March of 2026.	<u>\$ 36,157</u>
Total Capital Leases	<u>\$ 36,157</u>

# **Village of Creola**

## **NOTES TO FINANCIAL STATEMENTS** **June 30, 2022**

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A schedule of the future minimum lease payments is presented below:

<u>Year Ended June 30</u>	<u>Governmental Activities</u>
2023	\$ 10,335
2024	10,335
2025	10,335
2026	7,752
Total minimum lease payments	38,757
Less amount representing interest	(2,600)
Present value of future minimum lease payments	<u>\$ 36,157</u>

### **NOTE 7 – ACCOUNTS PAYABLE**

Accounts payable at June 30, 2022 consists of the following:

	<u>Governmental Activities</u>	<u>Business- Type</u>	<u>Total</u>
Payable to Vendors	\$ 16,132	\$ 750	\$ 16,882
Total Accounts Payable	<u>\$ 16,132</u>	<u>\$ 750</u>	<u>\$ 16,882</u>

### **NOTE 8 – ACCRUED EXPENSES**

Accrued expenses at June 30, 2022 consist of payroll liabilities totaling \$3,482 and accrued payroll of \$1,115.

### **NOTE 9 – INTERFUND TRANSFERS**

In the ordinary course of business, the Village routinely transfers resources between its funds to utilize resources where needed. These amounts are reported in the financial statements as operating transfers.

### **NOTE 10 - RISK AND CONTINGENCIES**

The Village is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; and natural disasters.

The Village insures against these risks by participating in a public entity risk pool that operates as a common insurance program and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage.

# **VILLAGE OF CREOLA**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - General Fund Budget and Actual Year Ended June 30, 2022**

	Budget Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
<b>Revenues:</b>				
Taxes:				
Ad valorem	\$ 7,000	\$ 6,500	\$ 5,697	\$ (803)
Sales Tax	165,000	165,000	176,494	11,494
Franchise	-	-	5,791	5,791
Permits	6,500	11,000	-	(11,000)
Fines and Court Cost	230,000	550,000	585,935	35,935
Miscellaneous	10,250	34,295	19,512	(14,783)
State Grants	-	-	60,652	60,652
<b>Total revenues</b>	<u>418,750</u>	<u>766,795</u>	<u>854,081</u>	<u>87,286</u>
<b>Expenditures:</b>				
Current				
General government	193,600	309,100	303,141	5,959
Public Safety				
Law Enforcement	106,500	151,400	126,700	24,700
Capital Outlay	-	64,655	94,551	(29,896)
Debt Service	16,800	16,000	16,535	(535)
<b>Total expenditures</b>	<u>316,900</u>	<u>541,155</u>	<u>540,927</u>	<u>228</u>
<b>Excess (deficiency) of revenues over expenditures</b>	101,850	225,640	313,154	87,514
<b>Other sources (uses)</b>				
Operating transfers in (out)	-	(100,000)	(75,114)	24,886
Proceeds from Debt	-	46,110	38,395	(7,715)
<b>Total other sources (uses)</b>	<u>-</u>	<u>(53,890)</u>	<u>(36,719)</u>	<u>17,171</u>
<b>Excess (deficiency) of revenues and other resources over expenditures and other uses</b>	101,850	171,750	276,435	104,685
<b>Fund balance - beginning of year</b>	<u>170,337</u>	<u>170,337</u>	<u>277,648</u>	<u>107,311</u>
<b>Fund balance - end of year</b>	<u>\$ 272,187</u>	<u>\$ 342,087</u>	<u>\$ 554,083</u>	<u>\$ 211,996</u>

See accompanying notes and independent accountant's review report.



# **VILLAGE OF CREOLA**

## ***Schedule of Per Diem Paid to Board Members For the year ended June 30, 2022***

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Danny Moore, Mayor	12,000
Calvin Vogel, Alderman	6,000
Brandon Randall, Alderman	6,000
Aimee White, Alderman	<u>6,000</u>
Total	<u><u>\$ 30,000</u></u>

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

## ***Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer For the year ended June 30, 2022***

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### **Agency Head (Mayor) - Danny Moore**

Compensation	\$	12,000
Benefits		-
Reimbursements		-
Total	\$	<u>12,000</u>

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

**Justice System Funding Schedule - Collecting / Disbursing Entity**  
**As Required by Act 87 of the 2020 Regular Legislative Session -**  
**Cash Basis Presentation**  
**For the Year Ended June 30, 2022**

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	<b>First Six Month Period Ended December 31, 2021</b>	<b>Second Six Month Period Ended June 30, 2022</b>
<b>Beginning Balance of Amounts Collected</b>	\$ -	\$ -
Add: Collections		
Criminal/Costs/Fees	281,810	304,124
Subtotal Collections	<u>281,810</u>	<u>304,124</u>
Less: Disbursements to Governments & Nonprofits		
Central LA Juvenile Detention Facility	8,575	9,203
CMIS Collections	1,237	1,297
DHH- TH/SCI T.F.	4,055	4,375
Louisiana Commission On Law Enforcement	7,201	10,552
Louisiana Supreme Court	619	649
North Louisiana Criminalistics Laboratory	32,820	33,806
Less: Amounts Retained by the Village of Creola		
Self Disbursed Court Cost	227,304	244,242
Subtotal Disbursements / Retainage	<u>281,810</u>	<u>304,124</u>
<b>Ending Balance of Amounts Collected but not Disbursed</b>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes and independent accountant's review report.

# **VILLAGE OF CREOLA**

## **Louisiana Community Development Block Grant Supplemental Schedule**

### **Statement of Net Position - Community Development Block Grant - Regulatory Basis (Included in Proprietary Fund) - June 30, 2022**

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#### **ASSETS:**

##### Current Assets:

Cash	\$	-
Grant Revenue Receivable		-
Due from Other Funds		-
<b>Total assets</b>		<u>-</u>

#### **LIABILITIES:**

##### Current Liabilities:

Accounts Payable		-
Contracts Payable		-
Due to Other Funds		-
Retainage Payable		-
<b>Total liabilities</b>		<u>-</u>

#### **NET POSITION:**

Unrestricted		-
<b>Total net position</b>	\$	<u>-</u>

### **Statement of Revenues, Expenses and Changes in Net Position - Regulatory Basis Community Development Block Grant (Included in Proprietary Funds) - June 30, 2022**

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#### **REVENUES:**

Intergovernmental Revenues	\$	-
LCDBG Program Revenue		341,740
Local Revenue		-
<b>Total Revenues</b>		<u>341,740</u>

#### **EXPENDITURES:**

Administration		-
Acquisition		-
Engineering		-
Construction		341,740
Clearance/Demolition		-
Planning		-
<b>Total Expenditures</b>		<u>341,740</u>

<b>Excess (Deficiency) of Revenues over Expenditures</b>	\$	<u>-</u>
--	----	----------

The schedules appearing above are presented to comply with the Division of Administration's requirements for the Louisiana Community Development Block Grant Program. The figures are presented on a regulatory basis of accounting prescribed by the Division of Administration for this program.



December 9, 2022

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*

To the Mayor and Board of Aldermen  
Village of Creola, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Village of Creola's basic financial statements, and have issued our report thereon dated December 9, 2022.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Village of Creola'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 the Village of Creola's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Creola's internal control.

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

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

**REPORT ON COMPLIANCE AND OTHER MATTERS**

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

**THE VILLAGE OF CREOLA'S RESPONSE TO FINDINGS**

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

**PURPOSE OF THIS REPORT**

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



Rozier, McKay & Willis  
Certified Public Accountants

# **Village of Creola**

## **SCHEDULE OF FINDINGS AND RESPONSES**

**For the Year Ended June 30, 2022**

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

- The Independent Auditors' Report on the financial statements of the Village of Creola as of June 30, 2022 and for the year then ended expressed an unmodified opinion.
- No control deficiencies were disclosed during the audit of the financial statements. Accordingly, there were no material weaknesses.
- The results of the audit did disclose one instance (2022-001) of noncompliance that is considered to be material to the financial statements of the Village of Creola.

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

#### **Finding 2022-001 – Payroll Reporting**

- *Criteria:* The Louisiana Constitution prohibits municipalities from loaning, pledging, or donating anything of value to any person, public or private, without a reasonable expectation of receiving something real and substantial in exchange.
- *Condition:* In the current year, a clerical error was made, resulting in an employee receiving compensation for hours not worked.
- *Effect:* The Village may be in violation of the Louisiana Constitution.
- *Cause:* A clerical error was not discovered before payroll disbursements were issued.
- *Recommendation:* We recommend that the Village review their internal controls and procedures to ensure that in the future all payroll checks are correctly calculated.

**Village of Creola**  
**Management's Corrective Action Plan**  
**For the Year Ended June 30, 2022**

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<b>SECTION I</b> <b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
<p><b><u>2022-001: Payroll Reporting</u></b>            In the current year, a clerical error was made, resulting in an employee receiving compensation for hours not worked. The Louisiana Constitution prohibits municipalities from loaning, pledging, or donating anything of value to any person, public or private, without a reasonable expectation of receiving something real and substantial in exchange.</p>	<p><b><u>2022-001: Response</u></b>            We will review our internal controls and procedures to ensure that in the future all payroll checks are correctly calculated.</p>
<b>SECTION II</b> <b>MANAGEMENT LETTER</b>	
<p>No management letter was issued.</p>	<p>Response – N/A</p>



**Village of Creola**  
***Schedule of Prior Year Findings***  
***For the Year Ended June 30, 2022***

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<b>SECTION I</b> <b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
<u><b>2021-001: Written Disaster Recovery Plan</b></u> In order to minimize potential interruptions of services provided by the village and the possible loss of critical records, a written disaster recovery plan.	<u><b>Resolved</b></u>
<u><b>2021-002: Traffic Tickets Administration</b></u> The Village has not fulfilled requirements to perform quarterly assessments of traffic tickets.	<u><b>Resolved</b></u>
<b>SECTION II</b> <b>MANAGEMENT LETTER</b>	
No management letter was issued.	Response – N/A

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



Independent Accountant's Report  
On Applying Agreed-Upon Procedures

To the Village of Creola and  
the Louisiana Legislative Auditor:

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

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

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

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

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

Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana  
December 9, 2022



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Online: [CenlaCPAs.com](http://CenlaCPAs.com)

# **Village of Creola**

## **Statewide Agreed-Upon Procedures**

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

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<b>Written Policies and Procedures</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.</p> <ul style="list-style-type: none"><li>• Budgeting</li><li>• Purchasing</li><li>• Disbursements</li><li>• Receipts</li><li>• Payroll/Personnel</li><li>• Contracting</li><li>• Credit Cards</li><li>• Travel and expense reimbursements</li><li>• Ethics</li><li>• Debt Service</li><li>• Disaster Recovery / Business Continuity</li><li>• Sexual Harassment</li></ul>	<p>The Village does not have any written procedures regarding the following functions:</p> <ul style="list-style-type: none"><li>• Disaster Recovery / Business Continuity</li></ul>	<p>Due to the small size of operation &amp; limited staff, job duties are clearly understood despite the absence of written details. We will consider whether adopting formal written procedures would be beneficial.</p>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:</p> <p>a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.</i></p>	<p>Meetings were held with the necessary frequency.</p> <p>The necessary budget to actual comparisons were included.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

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Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.	For the previous year the general fund reported a positive unrestricted fund balance.	<b><i>No findings or criticisms were reported.</i></b>

# **Village of Creola**

## **Statewide Agreed-Upon Procedures**

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

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





# **Village of Creola**

## **Statewide Agreed-Upon Procedures**

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

<b>Collections (excluding EFTs)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>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.</p>	<p>The Clerk collects and prepares deposits, but the absence of segregation is mitigated by the absence of cash.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>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.</p>	<p>Cash is not accepted, which mitigates risk. The Clerk posts collection entries to the general ledger and reconciles ledger posting; however, this is mitigated by review of the financial statements by the mayor.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>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.</p>	<p>Cash is not accepted, which mitigates risk. The Clerk reconciles collections; however, this is mitigated by review of the financial statements by the mayor.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.</p>	<p>Appropriate coverage has been maintained.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>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</p>	<p>RMW randomly selected two deposit dates for each of accounts tested.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>

# **Village of Creola**

## **Statewide Agreed-Upon Procedures**

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

<b>Collections (excluding EFTs)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
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.	N/A – The Village does not accept currency as a form of payment and typical collections arrive by mail or through electronic forms of payment.	<b><i>No findings or criticisms were reported.</i></b>
b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.	N/A – As described above, receipts are not applicable.	<b><i>No findings or criticisms were reported.</i></b>
c. Trace the deposit slip total to the actual deposit per the bank statement.	Deposit slips are not applicable because deposits are made by remote capture. Bank statements agree with remote capture details.	<b><i>No findings or criticisms were reported.</i></b>
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).	Deposits were remitted within a single business day.	<b><i>No findings or criticisms were reported.</i></b>
e. Trace the actual deposit per the bank statement to the general ledger.	Deposits appearing on the bank statement agree with the general ledger.	<b><i>No findings or criticisms were reported.</i></b>

# **Village of Creola**

## **Statewide Agreed-Upon Procedures**

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

<b>Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>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).</p>	<p>All transactions are processed at the Village's Municipal Complex.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>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:</p>		
<p>a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.</p>	<p>Multiple employees are involved.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>b) At least two employees are involved in processing and approving payments to vendors.</p>	<p>Multiple employees are involved.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>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.</p>	<p>Due to the nature of the accounting system, it is not practical to limit access to particular components. This limitation is mitigated by requiring each check to be signed by two parties.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>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.</p> <p>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:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p>	<p>Due to the limited size of the staff, it is not practical to limit mailing duties to employees who do not have signing authority.</p> <p>Disbursements selected were supported by documentation.</p> <p>Evidence of segregation of duties was present.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
<p>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.</p>	<p>The requested information was provided.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>12 Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:</p> <p>a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.</p> <p>b. Observe that finance charges and late fees were not assessed on the selected statements.</p>	<p>No evidence of independent review and approval was present.</p> <p>No finance charges or late fees were assessed.</p>	<p>In the future, we will have each statement reviewed by an official other than the cardholder.</p> <p><b><i>No findings or criticisms were reported.</i></b></p>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

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<b>Credit Cards/Debit Cards/Fuel Cards/P-Cards</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
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).	The following exception was noted:  There were 3 transactions that were not supported by itemized receipts.	In the future, all itemized receipts will be provided for transactions

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
<p>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:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (<a href="http://www.gsa.gov">www.gsa.gov</a>).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).</p>	<p>Payments were computed using established mileage rates.</p> <p>N/A – All items were tested based on established rates.</p> <p>Business purposes were adequately documented.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

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Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.	Approval by someone other than the recipient was properly documented.	<b><i>No findings or criticisms were reported.</i></b>



**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

<b>Contracts</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>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:</p> <p>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</p> <p>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).</p> <p>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</p> <p>d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.</p>	<p>Management has asserted that one contract was awarded for professional services, materials and supplies, or leases.</p> <p>Contract did not require a public bid.</p> <p>Documentation was sufficient.</p> <p>Contract was not amended.</p> <p>Documentation was sufficient.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>16 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.</p>	<p>The list was provided and a selection has been performed.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p>
<p>17 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:</p> <p>a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).</p> <p>b. Observe that supervisors approved the attendance and leave of the selected employees/officials.</p> <p>c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.</p> <p>d. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.</p>	<p>Attendance was properly documented.</p> <p>N/A – No leave was taken.</p> <p>N/A – No leave was taken.</p> <p>Due to a clerical error, one employee received compensation for more hours than shown on their time sheet. This will be listed as a finding in the audit report, Finding 2022-001.</p>	<p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p><b><i>No findings or criticisms were reported.</i></b></p> <p>We will examine our internal controls and procedures to ensure that in the future all payroll checks are correctly calculated.</p>

# **Village of Creola**

## **Statewide Agreed-Upon Procedures**

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

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<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
18 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.	There were no termination payments in the fiscal year.	<b><i>No findings or criticisms were reported.</i></b>
19 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management has asserted that all relevant payments have been made.	<b><i>No findings or criticisms were reported.</i></b>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

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<b>Ethics</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
20 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:  a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.  b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.	Evidence of ethics training was present for 4 of the 5 employees tested.  Signature verification was not available for any of the 5 employees tested.	We will review files to ensure that all employees complete the ethics training.  We believe that all employees are familiar with ethic polices but we will review files to ensure that signature verification is provided by every member of the staff.

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

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<b>Debt Service</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
21 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	The only new debt obligation in the current year included a non-appropriation clause; accordingly, no approval by the Bond Commission was required.	<b><i>No findings or criticisms were reported.</i></b>
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.	The Village fully complied with covenants.	<b><i>No findings or criticisms were reported.</i></b>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

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<b>Fraud Notice</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	No misappropriations were reported.	<b><i>No findings or criticisms were reported.</i></b>
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.	The necessary postings were present physically.	<b><i>No findings or criticisms were reported.</i></b>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
<p>25 Perform the following procedures, <b>verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</b></p> <p>a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if 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.</p> <p>b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.</p> <p>c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.</p>	<p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>

**Village of Creola**

**Statewide Agreed-Upon Procedures**

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

<b>Sexual Harassment</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>26 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.</p>	<p>Evidence of ethics training was present for 4 of the 5 employees tested.</p>	<p>We will review files to ensure that all employees complete the sexual harassment training.</p>
<p>27 Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).</p>	<p>Policy is included in the Policies and Procedures Manuel, but not posted on the premises.</p>	<p>We will consider posting the sexual harassment policy and complaint procedures on our premises.</p>
<p>28 Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:</p> <ul style="list-style-type: none"> <li>a. Number and percentage of public servants in the agency who have completed the training requirements;</li> <li>b. Number of sexual harassment complaints received by the agency;</li> <li>c. Number of complaints which resulted in a finding that sexual harassment occurred;</li> <li>d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and</li> <li>e. Amount of time it took to resolve each complaint.</li> </ul>	<p>A report was not completed for the fiscal year.</p>	<p>We will consider completing an annual sexual harassment report in the future.</p>