

---

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

---

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2021**

## **TABLE OF CONTENTS**

	<b><u>Page</u></b>
Independent Auditors' Report	1 – 3
<b><u>Financial Statements</u></b>	
Statements of Financial Condition	4
Statements of Operations	5
Statements of Changes in Stockholder's Equity	6
Statements of Cash Flows	7
Notes to Financial Statements	8 – 22
<b><u>Other Supplemental Information</u></b>	
Schedule of Compensation, Benefits and Other Payments to the Executive Director	23

## **INDEPENDENT AUDITORS' REPORT**

Officers and Trustees  
Louisiana Municipal Advisory and Technical Services  
Bureau Corporation  
Baton Rouge, Louisiana

### **Opinion**

We have audited the accompanying financial statements of the Louisiana Municipal Advisory and Technical Services Bureau Corporation (a wholly-owned subsidiary of Louisiana Municipal Association), which comprise statements of financial condition as of and for the years ended December 31, 2021 and 2020, and the related statements of operations, changes in stockholder's equity, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Louisiana Municipal Advisory and Technical Services Bureau Corporation as of December 31, 2021 and 2020, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. 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 Louisiana Municipal Advisory and Technical Services Bureau Corporation and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **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 Louisiana Municipal Advisory and Technical Services Bureau Corporation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### 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 auditors' report that includes our opinion. 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 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, including omissions, 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, 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 Louisiana Municipal Advisory and Technical Services Bureau Corporation'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 Louisiana Municipal Advisory and Technical Services Bureau Corporation'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.

### Other Matters

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise of Louisiana Municipal Advisory and Technical Services Bureau Corporation financial statements. The schedule of compensation, benefits and other payments to the Executive Director on page 23 is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The schedule of compensation, benefits and other payments to the Executive Director 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 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 schedule of compensation, benefits and other payments to the Executive Director is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
June 23, 2022



**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**STATEMENTS OF FINANCIAL CONDITION**  
**DECEMBER 31, 2021 AND 2020**

**ASSETS**

	<u>2021</u>	<u>2020</u>
Assets:		
Cash and cash equivalents	\$ 586,031	\$ 615,837
Accounts receivable	138	8,434
Prepaid expenses	8,740	5,819
Recoverable income taxes	12,321	16,236
Deferred tax asset	1,500	2,333
Fixed assets, net of accumulated depreciation of \$148,872 and \$141,439, respectively	<u>7,059</u>	<u>14,492</u>
Total assets	<u>\$ 615,789</u>	<u>\$ 663,151</u>

**LIABILITIES AND STOCKHOLDER'S EQUITY**

Liabilities:		
Accounts payable	<u>\$ 7,468</u>	<u>\$ 37,726</u>
Total liabilities	<u>7,468</u>	<u>37,726</u>
Stockholder's equity:		
Common stock, no par value, no stated value, 100 shares authorized, issued and outstanding	51,000	51,000
Retained earnings	<u>557,321</u>	<u>574,425</u>
Total stockholder's equity	<u>608,321</u>	<u>625,425</u>
Total liabilities and stockholder's equity	<u>\$ 615,789</u>	<u>\$ 663,151</u>

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

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**STATEMENTS OF OPERATIONS**  
**YEARS ENDED DECEMBER 31, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
Revenues:		
Program administration fees	\$ 726,740	\$ 726,164
Commissions income - purchasing services	151,310	69,386
Administrative fees - delinquent property tax sales	3,174	18,909
Interest income	751	9,672
Technical assistance income	-	21,800
Online buyer's guides	7,404	-
Miscellaneous income	12,988	4,979
	<u>902,367</u>	<u>850,910</u>
Total revenues		
Expenses:		
Administrative fees	219,710	187,880
Advertising	5,323	9,592
Board per diem	16,800	16,500
Commission	20,481	2,158
Charitable contributions	37,105	4,354
Depreciation	7,433	8,905
Education and training	-	328
Insurance	9,392	2,819
Procurement services	82,522	73,085
Professional services	267,820	207,190
Rent	7,800	7,800
Salaries and benefits	195,408	318,633
Sponsorships	17,050	6,325
Telephone	4,641	4,444
Travel	3,932	4,352
Vehicle	3,778	2,112
Miscellaneous expense	15,533	25,892
	<u>914,728</u>	<u>882,369</u>
Total expenses		
Loss before income taxes	(12,361)	(31,459)
Income tax (expense) benefit	(4,743)	8,192
	<u>(17,104)</u>	<u>8,192</u>
Net loss	<u>\$ (17,104)</u>	<u>\$ (23,267)</u>

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



**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**STATEMENTS OF CHANGES IN STOCKHOLDER'S EQUITY**  
**YEARS ENDED DECEMBER 31, 2021 AND 2020**

	Common Stock	Retained Earnings	Total
Balance, December 31, 2019	\$ 51,000	\$ 597,692	\$ 648,692
Net loss	-	(23,267)	(23,267)
Balance, December 31, 2020	51,000	574,425	625,425
Net loss	-	(17,104)	(17,104)
Balance, December 31, 2021	\$ 51,000	\$ 557,321	\$ 608,321

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

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED DECEMBER 31, 2021 AND 2020**

	2021	2020
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Net loss	\$ (17,104)	\$ (23,267)
Adjustments to reconcile net loss to net cash (used in) operating activities:		
Depreciation	7,433	8,905
Deferred taxes	833	(6,933)
Changes in operating assets and liabilities:		
Accounts receivable	8,296	14,893
Prepays and recoverable income taxes	994	(7,078)
Accounts payable and other liabilities	(30,258)	4,410
Net cash used in operating activities	(29,806)	(9,070)
Net change in cash	(29,806)	(9,070)
Cash and cash equivalents, beginning of year	615,837	624,907
Cash and cash equivalents, end of year	\$ 586,031	\$ 615,837
<b><u>Supplemental disclosure of cash flow information</u></b>		
Cash paid for income taxes	\$ -	\$ 1,500

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

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) *Organization Background***

Louisiana Municipal Advisory and Technical Services Bureau Corporation (LaMATS), a Louisiana corporation, is a wholly-owned subsidiary of Louisiana Municipal Association (LMA). LMA is an association for the municipalities of Louisiana and is incorporated as a non-profit corporation under the laws of the State of Louisiana. LaMATS was incorporated in 1998 for the purpose of providing various advisory and technical services with the goal of bringing economical and efficient services that assist membership of the LMA. LaMATS' primary activities represent the collection of insurance premium taxes for members of LMA and the collection of commissions for purchasing services.

**(b) *Revenue Recognition***

The Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers* (606), to update its revenue recognition standard to clarify the principles of recognizing revenue and eliminate industry-specific guidance as well as help financial statement users better understand the nature, amount, timing, and uncertainty of revenue that is recognized. This standard was effective for the Company effective January 1, 2020 and was adopted using the modified retrospective method with no changes to previously reported revenues as a result of the adoption. There is no related financing component and little if any variable consideration.

The Company is considered to act as an agent in relation to administrative fees, as they are not directly providing services to the municipalities, but rather acting on behalf of the principals. LaMATS receives administrative fees related to the insurance premium taxes collected on behalf of the municipalities participating in the program. LaMATS received an administrative fee of 3% of the insurance premium taxes collected in 2021 and 2020. Administrative fees are considered earned and recognized as revenues when collected from the insurance companies and are recorded on a net basis at a point in time.

LaMATS recognizes revenues from commissions on purchasing services, delinquent property tax sales, interest income as earned at a point in time, technical assistance, and online buyer's guides.

**(c) *Depreciation***

Depreciation is computed using the straight-line method over the estimated useful lives of the assets which are placed in service at year end. Lives of the assets are as follows:

Office equipment and furniture	5-7 years
Automobiles	5 years
Computer equipment and software	3 years

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(d) *Use of Estimates***

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

**(e) *Cash and Cash Equivalents***

For the purpose of the statement of cash flows, cash includes cash in deposit accounts with financial institutions.

**(f) *Accounts Receivable***

LaMATS considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts has been established. If accounts become uncollectible, they will be charged to operations when that determination is made. Collections on accounts previously written off are included in income when received.

**(g) *Income Taxes***

Provisions for income taxes are based on taxes payable or refundable for the current year based on taxable income and deferred taxes on temporary differences between the tax basis of assets and liabilities and their reported amounts in the financial statements. Deferred tax assets and liabilities are included in the financial statements at currently enacted income tax rates applicable to the period in which the deferred tax assets and liabilities are expected to be realized or settled. As changes in tax laws or rates are enacted, deferred tax assets and liabilities are adjusted through the provision for income taxes.

LaMATS adopted the accounting guidance related to accounting for uncertainty in income taxes, which sets out a consistent framework to determine the appropriate level of tax reserves to maintain for uncertain tax positions. Deferred tax assets are recognized if it is more likely than not, based on the technical merits, that the tax position will be realized or sustained upon termination. The term more likely than not means a likelihood of more than 50 percent; the terms examined and upon examination also include resolution of the related appeals or litigation processes, if any. A tax position that meets the more likely than not recognition threshold is initially and subsequently measured as the largest amount of tax benefit that has a greater than 50 percent likelihood of being realized upon settlement with a taxing authority that has full knowledge of all relevant information. The determination of whether or not a tax position has met the more likely than not recognition threshold considers the facts, circumstances, and information available at the reporting date and is subject to management's judgment. Deferred tax assets are reduced by a valuation allowance, if based on the weight of evidence available, it is more likely than not that some portion or all of the deferred tax asset will not be realized.

LaMATS recognized interest and penalties on income taxes as a component of income tax benefit.

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**2. INCOME TAXES**

The income tax expense for the year ended December 31, 2021, was \$4,743 compared to the income tax benefit of \$8,192 for the year ended December 31, 2020. The income tax expense for the year ended December 31, 2021, is comprised of \$3,910 of current period expense and \$833 of deferred tax expense. The income tax benefit for the year ended December 31, 2020, is comprised of \$1,259 of current period benefit and \$6,933 of deferred tax benefit. Deferred taxes relate to differences occurring from book and tax depreciation as well as net operating loss carryforwards.

**3. CASH AND CASH EQUIVALENTS**

There is a balance of \$519,617 and \$518,866 included in cash and cash equivalents on the statements of net position that is invested in the Louisiana Asset Management Pool (LAMP) for the years ended December 31, 2021 and 2020, respectively. LAMP is considered to be an external investment pool administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33.2955.

The following facts are relevant for LAMP:

Credit risk: LAMP is rated AAAM by Standard & Poor's.

Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 70 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 45 days as of December 31, 2021.

LAMP values its investments at fair value based on quoted market values. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares which approximates net asset value (NAV).

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and board of directors. LAMP is not registered with the SEC as an investment company.

An annual audit of LAMP is conducted by an independent certified public accountant. The Legislative Auditor of the State of Louisiana has full access to the records of LAMP.

LAMP issues financial reports which can be obtained by writing: LAMP, Inc., 228 St. Charles Avenue, Suite 1123, New Orleans, LA 70130.

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**4. RELATED PARTY TRANSACTIONS**

LaMATS pays LMA administrative fees for various services provided by LMA. For the years ended December 31, 2021 and 2020, included in expenses is \$200,000 and \$175,000, respectively, related to administrative fees paid to LMA for each of the years. Included in accounts payable is \$7,297 and \$7,298 payable to LMA as of December 31, 2021 and 2020, respectively. LaMATS pays LMA rent for the space in which it conducts its operations. LaMats paid LMA a total of \$7,800 for the years December 31, 2021 and 2020.

**5. MULTI-EMPLOYER PENSION PLAN**

All of LaMATS' full-time employees participate in Plan A of the Municipal Employee's Retirement System of Louisiana (the Plan), a multiple-employer cost sharing municipal employee retirement system. The payroll for LaMATS' employees covered by the Plan for the year ended December 31, 2021 and 2020 was \$135,804 and \$212,373, respectively.

All employees of LaMATS are required to participate in the Plan if they are under the age of 60, are full-time employees and are not participating in another publicly funded retirement system. Employees hired after December 31, 2012 can retire provided he or she meets one of the following criteria: 25 years of service credit at any age actuarially reduced, 30 years of service credit at age 55, 10 years of service credit at age 62, or 7 years of service credit at age 67. Employees entering the retirement system after December 31, 2012 become fully vested after 7 years of service. The Plan also provides survivors' and disability benefits.

Covered employees are required to contribute a percentage of their salary to the Plan (the rate is determined by the Plan and can fluctuate). Of the total contribution required to be contributed for a covered employee, the employees contribute 6.25%, while LaMATS contributes the remainder. LaMATS' contribution percentage was 33.25% during for January – December 2021, and 31.00% for January – June 2020 and 33.25% for July – December 2020. The contribution requirement for LaMATS for the year ended December 31, 2021 and 2020 was \$52,382 and \$73,382, respectively.

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE**

Act 711 of the 2010 Louisiana Legislative Session amended LRS 24:51 (B) to provide required footnote disclosure in the financial statements for vendors who collect and distribute taxes other than ad volorem taxes for other taxing jurisdictions. Listed below are municipal premium tax collections and distributions to other local municipalities during calendar years 2021 and 2020.

	<b>2021</b>		
	<b>TOTAL COLLECTIONS</b>	<b>COLLECTION COST</b>	<b>FINAL DISTRIBUTION</b>
Abbeville	\$ 325,446	\$ 9,763	\$ 315,683
Abita Springs	99,676	2,990	96,686
Addis	114,376	3,431	110,945
Albany	53,942	1,634	52,308
Amite	124,703	3,749	120,954
Anacoco	35,069	1,052	34,017
Angie	28,915	867	28,048
Arcadia	77,405	2,322	75,083
Arnaudville	74,990	2,250	72,740
Ashland	13,661	410	13,251
Athens	13,805	414	13,391
Baker	241,191	7,236	233,955
Baldwin	55,576	1,667	53,909
Ball	81,591	2,448	79,143
Basile	33,605	1,008	32,597
Baskin	12,631	379	12,252
Bastrop	214,770	6,451	208,319
Benton	144,141	4,324	139,817
Bernice	33,968	1,019	32,949
Berwick	125,550	3,767	121,783
Bienville	9,673	290	9,383
Blanchard	55,089	1,653	53,436
Bogalusa	188,285	5,649	182,636
Bonita	11,928	358	11,570
Boyce	51,946	1,558	50,388
Breaux Bridge	264,280	7,928	256,352
Bunkie	89,615	2,688	86,927
Campti	21,666	650	21,016
Cankton	10,846	325	10,521
Carencro	223,371	6,701	216,670
Castor	19,558	587	18,971
Central	259,906	7,797	252,109
Chatham	22,606	680	21,926
Cheneyville	18,538	556	17,982
Church Point	124,245	3,727	120,518
Clarks	8,226	247	7,979
Clinton	74,642	2,260	72,382
Collinston	17,616	529	17,087



**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2021</b>		
	<b>TOTAL COLLECTIONS</b>	<b>COLLECTION COST</b>	<b>FINAL DISTRIBUTION</b>
Converse	19,914	597	19,317
Cottonport	51,471	1,544	49,927
Coushatta	100,341	3,012	97,329
Covington	709,070	21,288	687,782
Creola	3,674	110	3,564
Crowley	283,903	8,517	275,386
Cullen	20,626	619	20,007
Delcambre	41,852	1,256	40,596
Delhi	87,673	2,638	85,035
Denham Springs	446,896	13,415	433,481
DeQuincy	82,332	2,470	79,862
Dixie Inn	9,527	286	9,241
Dodson	14,149	424	13,725
Doyline	38,595	1,158	37,437
Dubach	44,970	1,349	43,621
Dubberly	15,416	463	14,953
Duson	85,463	2,564	82,899
Elizabeth	16,957	509	16,448
Elton	29,286	879	28,407
Epps	17,691	531	17,160
Eros	16,154	485	15,669
Eunice	210,380	6,319	204,061
Farmerville	115,013	3,450	111,563
Fenton	12,968	389	12,579
Florien	35,978	1,079	34,899
Folsom	68,899	2,067	66,832
Fordoche	21,585	648	20,937
Forest	7,712	231	7,481
Forest Hill	32,863	986	31,877
Franklin	180,782	5,423	175,359
Franklinton	174,207	5,226	168,981
French Settlement	23,253	698	22,555
Georgetown	10,761	323	10,438
Gibsland	28,393	852	27,541
Gilbert	20,604	618	19,986
Glenmora	43,441	1,303	42,138
Golden Meadow	57,207	1,718	55,489
Goldonna	12,981	389	12,592
Gonzales	444,469	13,358	431,111
Grambling	48,302	1,449	46,853
Gramercy	91,309	2,739	88,570
Grand Cane	27,888	837	27,051
Grand Coteau	29,420	883	28,537

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	2021		
	TOTAL COLLECTIONS	COLLECTION COST	FINAL DISTRIBUTION
Grand Isle	46,931	1,408	45,523
Grayson	26,820	805	26,015
Greenwood	75,526	2,266	73,260
Gretna	456,123	13,684	442,439
Grosse Tete	20,237	607	19,630
Gueydan	39,036	1,177	37,859
Hall Summit	8,937	268	8,669
Haughton	161,496	4,845	156,651
Haynesville	61,999	1,860	60,139
Heflin	19,040	571	18,469
Homer	97,912	2,937	94,975
Hornbeck	19,610	588	19,022
Iberia Parish	410,206	12,306	397,900
Ida	9,949	298	9,651
Independence	71,612	2,148	69,464
Iota	42,863	1,286	41,577
Iowa	104,812	3,144	101,668
Jackson	60,932	1,828	59,104
Jean Lafitte	29,996	900	29,096
Jeanerette	122,712	3,687	119,025
Jonesboro	89,768	2,714	87,054
Junction City	5,188	156	5,032
Kaplan	111,628	3,355	108,273
Kentwood	77,120	2,314	74,806
Killian	24,248	727	23,521
Kinder	79,603	2,388	77,215
Krotz Springs	37,592	1,128	36,464
Lake Arthur	57,770	1,733	56,037
Lake Charles	1,218,711	36,593	1,182,118
Lecompte	47,790	1,434	46,356
Leesville	174,609	5,270	169,339
Lisbon	7,703	231	7,472
Lockport	89,908	2,697	87,211
Logansport	46,467	1,394	45,073
Longstreet	4,851	146	4,705
Loreauville	33,077	992	32,085
Lutcher	84,262	2,528	81,734
Madisonville	155,917	4,678	151,239
Mandeville	650,795	19,535	631,260
Mangham	26,491	795	25,696
Mansfield	134,345	4,054	130,291
Mansura	54,544	1,636	52,908
Many	105,362	3,161	102,201
Maringouin	31,161	935	30,226

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	2021		
	TOTAL COLLECTIONS	COLLECTION COST	FINAL DISTRIBUTION
Marion	31,984	960	31,024
Maurice	83,028	2,491	80,537
Melville	22,436	673	21,763
Mer Rouge	39,745	1,192	38,553
Minden	264,816	7,945	256,871
Montgomery	31,939	958	30,981
Mooringsport	26,671	800	25,871
Morgan City	309,607	9,288	300,319
Morganza	37,637	1,129	36,508
Morse	26,926	808	26,118
Napoleonville	65,768	1,973	63,795
New Llano	41,292	1,239	40,053
New Orleans	3,094,937	93,232	3,001,705
New Roads	166,401	4,992	161,409
Noble	13,799	414	13,385
Norwood	14,443	433	14,010
Oak Grove	71,496	2,145	69,351
Oak Ridge	16,860	506	16,354
Oakdale	100,187	3,006	97,181
Oberlin	38,076	1,142	36,934
Oil City	42,487	1,275	41,212
Opelousas	385,597	11,568	374,029
Palmetto	18,025	541	17,484
Parks	15,255	458	14,797
Patterson	122,201	3,666	118,535
Pearl River	126,372	3,791	122,581
Pineville	327,747	9,832	317,915
Pioneer	16,785	504	16,281
Plain Dealing	32,331	970	31,361
Plaquemine	253,523	7,606	245,917
Plaucheville	20,104	603	19,501
Pleasant Hill	14,888	447	14,441
Pollock	36,003	1,080	34,923
Ponchatoula	261,900	7,952	253,948
Port Barre	57,663	1,730	55,933
Port Vincent	17,406	522	16,884
Rayne	173,098	5,193	167,905
Rayville	119,503	3,585	115,918
Reeves	15,069	452	14,617
Richmond	9,048	271	8,777
Ridgecrest	8,606	258	8,348
Ringgold	38,622	1,159	37,463
Rodessa	7,901	237	7,664
Rosedale	21,982	659	21,323
Roseland	38,121	1,144	36,977

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	2021		
	TOTAL COLLECTIONS	COLLECTION COST	FINAL DISTRIBUTION
Rosepine	34,138	1,045	33,093
Ruston	443,019	13,305	429,714
Saline	15,042	451	14,591
Sarepta	40,195	1,206	38,989
Scott	218,131	6,544	211,587
Sibley	48,364	1,451	46,913
Sikes	5,114	153	4,961
Simmesport	34,077	1,022	33,055
Simpson	17,792	534	17,258
Slaughter	47,935	1,438	46,497
Sorrento	52,384	1,574	50,810
Spearsville	11,930	358	11,572
Springhill	106,548	3,196	103,352
St. Francisville	92,591	2,778	89,813
St. Gabriel	100,676	3,020	97,656
St. Martinville	120,670	3,620	117,050
St. Mary Parish	257,730	7,740	249,990
Sterlington	66,532	1,996	64,536
Stonewall	94,152	2,825	91,327
Sulphur	449,921	13,504	436,417
Sun	8,917	268	8,649
Sunset	97,085	2,913	94,172
Tallulah	127,724	3,832	123,892
Tickfaw	61,363	1,841	59,522
Turkey Creek	10,325	310	10,015
Union Parish	168,790	5,064	163,726
Ville Platte	174,075	5,222	168,853
Vinton	69,389	2,082	67,307
Vivian	62,846	1,885	60,961
Walker	195,509	5,865	189,644
Washington	36,501	1,095	35,406
Webster Parish	165,776	4,973	160,803
Welsh	87,624	2,629	84,995
West Feliciana Parish	167,956	5,039	162,917
Westlake	160,209	4,806	155,403
Westwego	219,698	6,591	213,107
Wilson	11,841	355	11,486
Winnsboro	143,848	4,315	139,533
Wisner	24,884	747	24,137
Woodworth	46,388	1,392	44,996
Youngsville	333,575	10,007	323,568
Zachary	387,735	11,674	376,061
Zwolle	52,526	1,576	50,950
	<u>\$ 24,196,891</u>	<u>\$ 726,740</u>	<u>\$ 23,470,151</u>

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE**

	<b>2020</b>		
	<b>TOTAL</b>	<b>COLLECTION</b>	<b>FINAL</b>
	<b>COLLECTIONS</b>	<b>COST</b>	<b>DISTRIBUTION</b>
Abbeville	\$ 323,132	\$ 9,694	\$ 313,438
Abita Springs	102,510	3,075	99,435
Addis	110,172	3,305	106,867
Albany	56,658	1,700	54,958
Amite	132,547	3,977	128,570
Anacoco	35,872	1,076	34,796
Angie	27,790	834	26,956
Arcadia	77,329	2,320	75,009
Arnaudville	74,809	2,244	72,565
Ashland	9,038	271	8,767
Athens	12,095	363	11,732
Baker	242,260	7,268	234,992
Baldwin	57,162	1,715	55,447
Ball	84,839	2,545	82,294
Basile	34,927	1,048	33,879
Baskin	10,346	310	10,036
Bastrop	201,445	6,043	195,402
Benton	132,782	3,984	128,798
Bernice	34,025	1,021	33,004
Berwick	128,818	3,865	124,953
Bienville	12,770	383	12,387
Blanchard	55,050	1,652	53,398
Bogalusa	191,219	5,737	185,482
Bonita	9,841	295	9,546
Boyce	50,607	1,518	49,089
Breaux Bridge	247,831	7,435	240,396
Bunkie	96,003	2,880	93,123
Campti	27,902	837	27,065
Cankton	9,412	282	9,130
Carencro	221,403	6,642	214,761
Castor	21,487	645	20,842
Central	249,387	7,482	241,905
Chatham	21,457	644	20,813
Cheneyville	17,892	537	17,355
Church Point	127,722	3,832	123,890
Clarks	7,784	234	7,550
Clinton	81,087	2,433	78,654
Collinston	13,445	403	13,042

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2020</b>		
	<b>TOTAL COLLECTIONS</b>	<b>COLLECTION COST</b>	<b>FINAL DISTRIBUTION</b>
Converse	19,235	577	18,658
Cottonport	49,837	1,495	48,342
Coushatta	85,577	2,567	83,010
Covington	673,628	20,209	653,419
Creola	3,639	109	3,530
Crowley	282,004	8,460	273,544
Cullen	21,511	645	20,866
Delcambre	44,503	1,335	43,168
Delhi	77,353	2,321	75,032
Denham Springs	439,588	13,188	426,400
DeQuincy	76,300	2,289	74,011
Dixie Inn	11,201	336	10,865
Dodson	14,863	446	14,417
Doyline	33,169	995	32,174
Dubach	38,083	1,143	36,940
Dubberly	16,333	490	15,843
Duson	86,585	2,598	83,987
Elizabeth	16,195	486	15,709
Elton	29,789	894	28,895
Epps	23,379	701	22,678
Eros	15,463	464	14,999
Eunice	219,680	6,590	213,090
Farmerville	110,383	3,312	107,071
Fenton	11,285	339	10,946
Florien	31,260	938	30,322
Folsom	69,552	2,087	67,465
Fordoche	21,690	651	21,039
Forest	7,712	231	7,481
Forest Hill	29,220	877	28,343
Franklin	191,281	5,739	185,542
Franklinton	175,680	5,270	170,410
French Settlement	30,460	914	29,546
Georgetown	10,762	323	10,439
Gibbsland	27,895	837	27,058
Gilbert	19,788	594	19,194
Glenmora	42,226	1,267	40,959
Golden Meadow	61,344	1,840	59,504
Goldonna	12,315	370	11,945
Gonzales	427,293	12,819	414,474
Grambling	50,284	1,509	48,775
Gramercy	107,453	3,224	104,229
Grand Cane	30,294	909	29,385
Grand Coteau	29,242	877	28,365

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2020</b>		
	<b>TOTAL COLLECTIONS</b>	<b>COLLECTION COST</b>	<b>FINAL DISTRIBUTION</b>
Grand Isle	43,141	1,294	41,847
Grayson	28,075	842	27,233
Greenwood	76,047	2,281	73,766
Gretna	467,464	14,024	453,440
Grosse Tete	22,509	675	21,834
Gueydan	41,502	1,245	40,257
Hall Summit	8,338	250	8,088
Haughton	152,060	4,562	147,498
Haynesville	61,714	1,851	59,863
Heflin	19,631	589	19,042
Homer	96,748	2,903	93,845
Hornbeck	21,229	637	20,592
Iberia Parish	420,307	12,609	407,698
Ida	9,895	297	9,598
Independence	73,549	2,207	71,342
Iota	43,987	1,320	42,667
Iowa	101,757	3,053	98,704
Jackson	62,535	1,876	60,659
Jean Lafitte	30,591	918	29,673
Jeanerette	130,203	3,906	126,297
Jonesboro	88,006	2,640	85,366
Junction City	5,454	164	5,290
Kaplan	109,888	3,297	106,591
Kentwood	74,382	2,232	72,150
Killian	23,638	709	22,929
Kinder	81,459	2,444	79,015
Krotz Springs	38,514	1,155	37,359
Lake Arthur	51,788	1,554	50,234
Lake Charles	1,191,013	35,731	1,155,282
Lecompte	40,437	1,213	39,224
Leesville	172,056	5,162	166,894
Lisbon	7,377	221	7,156
Lockport	93,314	2,800	90,514
Logansport	47,411	1,422	45,989
Longstreet	5,734	172	5,562
Loreauville	32,321	970	31,351
Lutcher	87,955	2,639	85,316
Madisonville	153,194	4,596	148,598
Mandeville	624,268	18,728	605,540
Mangham	24,808	744	24,064
Mansfield	134,170	4,025	130,145
Mansura	50,618	1,519	49,099
Many	103,862	3,116	100,746
Maringouin	35,188	1,056	34,132



**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

6. **STATE REQUIRED DISCLOSURE** (continued)

	2020		
	TOTAL COLLECTIONS	COLLECTION COST	FINAL DISTRIBUTION
Marion	28,532	856	27,676
Maurice	90,210	2,706	87,504
Melville	23,144	694	22,450
Mer Rouge	37,181	1,116	36,065
Minden	271,632	8,149	263,483
Montgomery	26,815	805	26,010
Mooringsport	28,584	858	27,726
Morgan City	317,428	9,523	307,905
Morganza	38,832	1,165	37,667
Morse	28,613	858	27,755
Napoleonville	60,353	1,811	58,542
New Llano	38,568	1,157	37,411
New Orleans	3,129,766	94,311	3,035,455
New Roads	142,886	4,287	138,599
Noble	12,428	373	12,055
Norwood	13,405	402	13,003
Oak Grove	77,558	2,327	75,231
Oak Ridge	15,228	457	14,771
Oakdale	103,735	3,112	100,623
Oberlin	38,466	1,154	37,312
Oil City	38,040	1,141	36,899
Opelousas	375,181	11,256	363,925
Palmetto	18,140	544	17,596
Parks	15,050	452	14,598
Patterson	133,424	4,003	129,421
Pearl River	123,020	3,691	119,329
Pineville	321,634	9,649	311,985
Pioneer	14,759	443	14,316
Plain Dealing	30,614	918	29,696
Plaquemine	259,031	7,771	251,260
Plaucheville	21,151	635	20,516
Pleasant Hill	15,556	467	15,089
Pollock	32,570	977	31,593
Ponchatoula	256,354	7,691	248,663
Port Barre	58,593	1,758	56,835
Port Vincent	17,892	537	17,355
Rayne	176,641	5,299	171,342
Rayville	104,095	3,123	100,972
Reeves	16,982	510	16,472
Richmond	10,106	303	9,803
Ridgecrest	9,001	270	8,731
Ringgold	39,247	1,177	38,070
Rodessa	9,162	275	8,887
Rosedale	20,336	610	19,726
Roseland	43,008	1,290	41,718

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

**6. STATE REQUIRED DISCLOSURE (continued)**

	<b>2020</b>		
	<b>TOTAL COLLECTIONS</b>	<b>COLLECTION COST</b>	<b>FINAL DISTRIBUTION</b>
Rosepine	38,669	1,160	37,509
Ruston	459,145	13,774	445,371
Saline	15,500	465	15,035
Sarepta	38,396	1,152	37,244
Scott	226,911	6,807	220,104
Sibley	61,352	1,841	59,511
Sikes	4,549	137	4,412
Simmesport	32,190	966	31,224
Simpson	19,914	597	19,317
Slaughter	47,346	1,420	45,926
Sorrento	54,520	1,636	52,884
Spearsville	11,101	333	10,768
Springhill	106,357	3,191	103,166
St. Francisville	118,985	3,570	115,415
St. Gabriel	101,933	3,058	98,875
St. Martinville	149,288	4,479	144,809
St. Mary Parish	269,149	8,075	261,074
Sterlington	63,307	1,899	61,408
Stonewall	87,901	2,637	85,264
Sulphur	488,277	14,648	473,629
Sun	8,196	246	7,950
Sunset	88,200	2,646	85,554
Tallulah	112,384	3,372	109,012
Tickfaw	54,828	1,645	53,183
Turkey Creek	10,652	320	10,332
Union Parish	173,642	5,209	168,433
Ville Platte	201,710	6,051	195,659
Vinton	69,023	2,071	66,952
Vivian	67,888	2,037	65,851
Walker	197,867	5,936	191,931
Washington	43,508	1,305	42,203
Webster Parish	175,836	5,275	170,561
Welsh	97,411	2,922	94,489
West Feliciana Parish	144,951	4,349	140,602
Westlake	155,203	4,656	150,547
Westwego	224,438	6,733	217,705
Wilson	12,552	377	12,175
Winnsboro	134,249	4,028	130,221
Wisner	23,431	703	22,728
Woodworth	50,051	1,502	48,549
Youngsville	317,304	9,519	307,785
Zachary	385,228	11,557	373,671
Zwolle	50,242	1,507	48,735
	<b>\$ 24,190,861</b>	<b>\$ 726,164</b>	<b>\$ 23,464,697</b>

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**

**NOTES TO FINANCIAL STATEMENTS**

7. **SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 23, 2022, and determined that there were no events that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

OTHER SUPPLEMENTAL INFORMATION

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL SERVICES**  
**BUREAU CORPORATION**  
**SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO**  
**THE EXECUTIVE DIRECTOR**  
**YEAR ENDED DECEMBER 31, 2021**

**Name:** Clifford A. Palmer

Purpose	Amount
Salary, including incentive and bonus	\$ 132,612
Benefits-insurance	9,896
Benefits-retirement	42,767
Deferred compensation	-
Benefits-other	-
Car allowance	-
Vehicle provided by corporation	-
Cell phone	672
Dues	-
Vehicle rental	-
Per diem	-
Reimbursements	-
Travel	1,140
Registration fees	-
Conference travel	1,792
Housing	-
Unvouchered expenses	-
Special meals	-
Other (including payments made by other parties on behalf of the agency head)	-

---

**LOUISIANA MUNICIPAL ADVISORY AND TECHNICAL  
SERVICES BUREAU CORPORATION**

**REPORT ON STATEWIDE  
AGREED-UPON PROCEDURES on COMPLIANCE and CONTROL  
AREAS**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

---

Independent Accountant’s Report  
On Applying Agreed-Upon Procedures

To the Board of Directors of the  
Louisiana Municipal Advisory and Technical Services Bureau Corporation (the Entity) and the  
Louisiana Legislative Auditor:

We have performed the procedures enumerated in below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. 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 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 performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read “no exception noted” or for step 25 “we performed the procedure and discussed the results with management”. If not, then a description of the exception ensues.

***A - Written Policies and Procedures***

---

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

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

*No exceptions noted.*

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.

*No exceptions noted for (1), (2), (3) and (5). The Entity does not have a written policy for (4).*

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

*No exceptions noted.*



- 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).

*No exceptions noted.*

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

*Not applicable. The Entity has an agreement with Louisiana Municipal Association (LMA) to provide support services to help achieve the day-to-day business functions.*

- 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.

*No exceptions noted for (1), (3), (4) and (5). The Entity does not have a written policy for (2).*

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted for (1). The Entity does not have a written policy for (2), (3) and (4).*

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

*Not applicable.*

- 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.

*The Entity does not have a written policy for Information Technology Disaster Recovery/Business Continuity.*

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

*The Entity does not have a written policy for sexual harassment.*

#### ***B - Board or Finance Committee***

---

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

*The Board of Directors is required to meet a minimum of once a quarter. No exceptions noted.*

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds.

*Not applicable. The Entity does not report on the governmental accounting model.*

- 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.*

### ***C - Bank Reconciliations***

---

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

*A listing of bank accounts was provided and included 1 bank account, which management identified as the entity's main operating account. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the 1 main operating bank account and obtained the bank reconciliations for the month ending April 30, 2021, resulting in 1 bank reconciliation obtained and subjected to the below procedures.*

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

*No exceptions noted.*

### ***D - 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).

*A listing of deposit sites was provided and included a total of 1 deposit site. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the 1 deposit site and performed the procedures below.*



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

*A listing of collection locations for each deposit site selected in procedure #4 was provided and included a total of 1 collection location. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the only collection location for the deposit site. Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.*

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

*Not applicable.*

- 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 the bond or insurance policy for theft was enforced during the fiscal period.

*The Entity stated that all employees who have access to cash are bonded and/or covered under the Entity's insurance policy.*

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

*We selected two deposit dates for the 1 bank account selected in procedure #3 due to that being the bank account. We obtained supporting documentation for each of the two deposits and performed the procedures below.*

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

*The Entity does not maintain sequentially pre-numbered receipts.*

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

*The Entity does not maintain sequentially pre-numbered receipts, system reports, or other related collection documentation. As such, we were unable to perform the procedure.*

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

*No exceptions noted.*

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

*No exceptions noted.*

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

*No exceptions noted.*

***E - 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).

*The listing of locations that process payments for the fiscal period was provided, which only included one location. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we performed the procedures below.*

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:

*The listing of employees involved with non-payroll purchasing and payment functions for each payment processing location selected in procedure #8 was provided. No exceptions were noted as a result of performing this procedure.*

*Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.*

- 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.

*The person processing payments was not prohibited from adding / modifying vendor files. Exception 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.

*The person processing payments was not prohibited from adding / modifying vendor files. Exception 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 listing of non-payroll disbursements for each payment processing location selected in procedures #8 was provided related to the reporting period. No exceptions were noted as a result of performing this procedure.*

*From each of the listings provided, we randomly selected 5 disbursements and performed the procedures below.*



- a) Observe whether 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 exceptions noted.*

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

*No exceptions noted.*

#### ***F - 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.

*A listing of cards was provided, which stated there were no credit cards during 2021. Therefore, procedures below are not applicable.*

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:

*Not applicable.*

- 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) was reviewed and approved, in writing, 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.]

*Not applicable.*

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

*Not applicable.*

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*Not applicable.*

**G - 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:

*Per review of the general ledger detail, there were no travel expense reimbursements during 2021. Therefore, testing below not applicable.*

- a) If reimbursed using a per diem, observe the approved reimbursement rate is 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)).

*Not applicable as noted above.*

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

*Not applicable as noted above.*

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

*Not applicable as noted above.*

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

*Not applicable as noted above.*



## ***H - 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:

*An active vendor list for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 contracts and performed the procedures below.*

- 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.

*Of the 5 contracts selected for our procedures, none were subject to Louisiana Public Bid Law.*

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

*No exceptions noted.*

- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).

*No exceptions noted.*

- 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.

*We randomly selected 1 payment for the 5 contracts selected in procedure #15 and performed the specified procedures. No exceptions noted.*

## ***I - Payroll and Personnel***

---

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

*The Entity also has an agreement with Louisiana Municipal Association (LMA) to provide support services to help achieve the day to day business functions.*

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:

*Not applicable as noted above.*

- a) Observe all selected employees/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.).

*Not applicable as noted above.*

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

*Not applicable as noted above.*

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

*Not applicable as noted above.*

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

*Not applicable as noted above.*

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

*Not applicable as noted above.*

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.

*Not applicable as noted above.*

### ***J - 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.

*Not applicable as noted above in Step #16.*

- 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.

*Not applicable as noted above in Step #16.*

### ***K - Debt Service***

---

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 State Bond Commission approval was obtained for each bond/note 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.*

### ***L - 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.

*The Authority had no allegations during the reporting period.*

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

*The notice was posted on the premises and the website. No exceptions noted.*



***M - 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.

*No exceptions noted.*

- 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.

*No exceptions noted.*

***N - Sexual Harassment***

---

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

*Not applicable as noted above in Step #16.*

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).

*Not applicable as noted above in Step #16.*

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

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

*Not applicable as noted above in Step #16.*

- b) Number of sexual harassment complaints received by the agency;  
*Not applicable as noted above in Step #16.*
- c) Number of complaints which resulted in a finding that sexual harassment occurred;  
*Not applicable as noted above in Step #16.*
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and  
*Not applicable as noted above in Step #16.*
- e) Amount of time it took to resolve each complaint.  
*Not applicable as noted above in Step #16.*

We were engaged by the Entity 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.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
June 23, 2022



June 21, 2022

RESPONSE TO EXCEPTIONS IN 2021 STATEWIDE AUP REPORT

We agree with the exceptions noted in the AUP Report.  
We will develop a written policy in Purchasing for controls to ensure compliance with the Public Bid Law.  
We will develop a written policy for Contracting with standard terms and conditions.  
We will develop an Ethics policy.  
We will develop a written policy for Information Technology Disaster Recovery/Business Continuity.  
We will develop a written policy for sexual harassment.  
We reconcile the bank account monthly so sequentially pre-numbered receipts are not necessary.  
Since the Authority has one employee, payment processing exceptions will remain.

Sincerely,

Cliff Palmer  
LaMATS Executive Director

---

**Board of Directors 2021-2022**

Mayor Chuck Robichaux, President    Councilman Nathan Martin, Vice President    Mayor David Butler, Sec/Treas.  
Mayor Rick Allen    Councilman Johnny Berthelot    Mayor Glenn Brasseaux    Mayor David Camardelle  
Mayor Michael Chauffe    Mayor Clarence Fields    Mayor Harry Lewis    Councilman Vernon Martin  
Mrs. Gay Nell Pepper, CMC    Mayor Jennifer Vidrine    Mayor Darnell Waites    Mayor Jimmy Williams

*John Gallagher, LMA Executive Director*

*Cliff Palmer, LaMATS Executive Director*

700 North 10<sup>th</sup> St., Baton Rouge, LA 70821    Toll Free: 800 234-8274    Phone 225 344-5001    Fax 225 344-3057