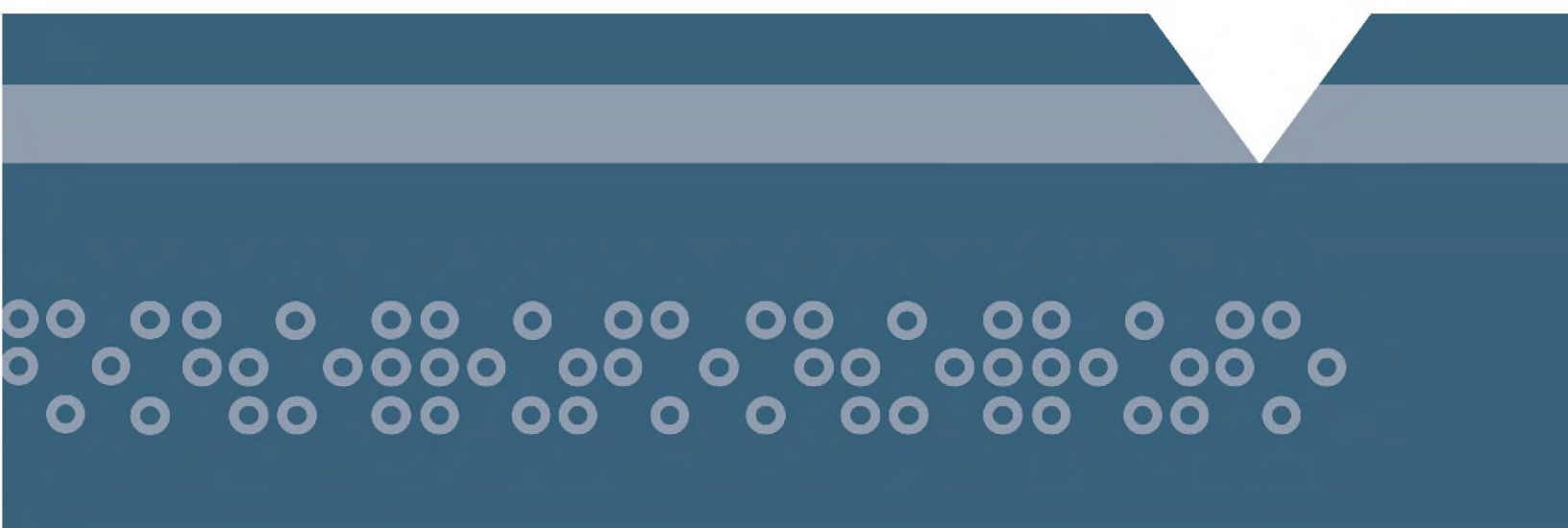


**Lincoln Parish Detention Center  
Ruston, Louisiana**

For the Year Ended December 31, 2023



CERTIFIED PUBLIC  
ACCOUNTANTS

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
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The Board of Commissioners  
Lincoln Parish Detention Center  
Ruston, Louisiana

### **Independent Auditor's Report**

#### **Report on the Audit of the Financial Statements**

##### ***Opinion***

We have audited the accompanying financial statements of the governmental activities of the Lincoln Parish Detention Center (which is the "Entity" well as "the primary government") as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Entity'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 of the Lincoln Parish Detention Center as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

##### ***Basis for Opinion***

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 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 Lincoln Parish Detention Center 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 these 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 the 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 Lincoln Parish Detention Center's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Lincoln Parish Detention Center'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 Lincoln Parish Detention Center'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**

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

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedule 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 the 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 assurances.

Management has omitted Management' s Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Lincoln Parish Detention Center's basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. 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, this 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 June 28, 2024, on our consideration of the Lincoln Parish Detention Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Lincoln Parish Detention Center's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Lincoln Parish Detention Center's internal control over financial reporting and compliance.

HEARD, MELROY & VESTAL, L.L.C.

Shreveport, Louisiana  
June 28, 2024

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2023**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash	\$ 3,110,543
Accounts receivable	279,108
Due from other governments	1,292,148
Non-Depreciable assets	139,925
Depreciable assets	<u>4,028,037</u>
Total assets	<u>8,849,761</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Pension related	1,563,063
Post employment benefits related	<u>491,256</u>
Total deferred outflow of resources	2,054,319
<b>LIABILITIES</b>	
Accounts payable	158,899
Due to other governments	14,067
Compensated absences	271,152
Net Pension Liability	2,099,162
Postretirement benefit plan payable	<u>1,200,581</u>
Total liabilities	<u>3,743,861</u>
<b>DEFERRED INFLOW OF RESOURCES</b>	
Pension related	247,264
Post employment benefits related	<u>123,982</u>
Total deferred inflow of resources	371,246
<b>NET POSITION</b>	
Net investment in capital assets	4,167,962
Unrestricted	<u>2,621,011</u>
Total net position	<u>\$ 6,788,973</u>

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

**LINCOLN PARISH DETENTION CENTER  
RUSTON, LOUISIANA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Expenses	Program Revenues		Net (Expense)	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Changes in Net Position
Function/program activities					
Government activities:				Governmental Activities	
Public safety	\$ 4,756,603	\$ 2,163,168	\$ 100,000	\$ 2,670,538	\$ 177,103
General revenues:					
				2,927,983	
				28,367	
				1,331	
				(101,844)	
				<u>2,855,837</u>	
				3,032,940	
				3,459,524	
				<u>296,509</u>	
				<u>3,756,033</u>	
				<u>\$ 6,788,973</u>	

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



## FUND FINANCIAL STATEMENTS

**LINCOLN PARISH DETENTION CENTER  
RUSTON, LOUISIANA  
BALANCE SHEETS – GOVERNMENTAL FUNDS  
DECEMBER 31, 2023**

	<u>General Fund</u>
<b>ASSETS</b>	
Cash	\$ 3,110,543
Accounts receivable	279,108
Due from other governments	1,292,148
<b>TOTAL ASSETS</b>	<b>\$ 4,681,799</b>
<b>LIABILITIES AND FUND BALANCE</b>	
Liabilities:	
Accounts payable	\$ 158,899
Due to other governments	14,067
<b>Total Liabilities</b>	172,966
Fund Balance:	
Unassigned	4,508,833
<b>Total fund balance</b>	<b>4,508,833</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 4,681,799</b>

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

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES**  
**TO NET POSITION OF GOVERNMENTAL ACTIVITIES**  
**DECEMBER 31, 2023**

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Total governmental fund balances	\$ 4,508,833
 <i>Amounts reported for governmental activities in the statement of net position are different because:</i>	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	4,167,962
Pension related items are not reported in the fund financial statements:	
Deferred outflows	2,054,319
Deferred inflows	(371,246)
Net pension liability	(2,099,162)
Unfunded postretirement benefit plan obligations are not financial expenditures and therefore are not reported in the funds.	(1,200,581)
Compensated absences are not due and payable in the current period and therefore are not reported in the funds.	<u>(271,152)</u>
 Net position of governmental activities	 <u><u>\$ 6,788,973</u></u>

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

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	General Fund
Revenues:	
Special sales and use tax	\$ 2,927,983
Intergovernmental revenues:	
Local grant	100,000
Charges for services	2,163,168
Interest Income	28,367
Miscellaneous revenue	1,331
Total Revenues	5,220,849
Expenditures	
Public safety	
Personnel Services	2,452,833
Operating services	568,176
Materials and supplies	18,041
Prisoner related charges	714,406
Capital outlay	21,216
Other expenditures	74,799
Total expenditures	3,849,471
Excess of revenues over expenditures	1,371,378
Other financing sources (uses)	
Transfers (out)	(101,844)
Total other financing sources (uses)	(101,844)
Excess of revenues and other sources over expenditures and other uses	1,269,534
Fund balance - beginning	3,179,820
Prior period adjustment	59,479
Fund balance - beginning (restated)	3,239,299
Fund balance, ending	\$ 4,508,833

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

**LINCOLN PARISH DETENTION CENTER  
RUSTON, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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Net change in fund balances - total governmental funds \$ 1,269,534

*Amounts reported for governmental activities in the statement of activities are different because:*

Government funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:

Capital outlay	21,216
Depreciation expense	(212,875)
	(191,659)

Contributions of capital assets are not reported in governmental funds since such contributions do not result in transfers of financial resources 2,670,538

Payments of long-term debt, including contributions to the OPEB obligation, are reported as expenditures in governmental funds. However, these amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities:

Compensated absences	1,332
Pension expense	(638,711)
Post retirement benefit plan expenditures	(78,094)
	(765,473)

Change in net position in governmental activities \$ 3,032,940

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

**LINCOLN PARISH DETENTION CENTER  
RUSTON, LOUISIANA  
STATEMENT OF FIDUCIARY NET POSITION  
FIDUCIARY FUND TYPE - AGENCY FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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	<u>Inmate Trust Funds Agency Fund</u>	<u>Transitional Work Program Agency Fund</u>	<u>Inmate Welfare Fund Agency Fund</u>	<u>Total</u>
<b>Assets</b>				
Cash and cash equivalents	\$ 36,721	\$ 12,224	\$ 146,526	\$ 195,471
<b>TOTAL ASSETS</b>	<u>36,721</u>	<u>12,224</u>	<u>146,526</u>	<u>195,471</u>
<b>Liabilities</b>				
Deposits due inmates	36,721	12,224	146,526	195,471
<b>TOTAL LIABILITIES</b>	<u>\$ 36,721</u>	<u>\$ 12,224</u>	<u>\$ 146,526</u>	<u>\$ 195,471</u>

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

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**FIDUCIARY FUND TYPE - AGENCY FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Inmate Trust Funds <u>Agency Fund</u>	Transitional Work Program <u>Agency Fund</u>	Inmate Welfare Fund <u>Agency Fund</u>	<u>Total</u>
Balances at beginning of year	\$ 39,556	\$ 18,947	\$ 169,466	\$ 227,969
<b>ADDITIONS</b>				
Work release income	-	432,977	-	432,977
Inmate deposits	878,839	-	17,824	896,663
Interest earned	-	-	1,134	1,134
<b>TOTAL ADDITIONS</b>	<u><u>878,839</u></u>	<u><u>432,977</u></u>	<u><u>18,958</u></u>	<u><u>1,330,774</u></u>
<b>TOTAL AVAILABLE</b>	918,395	451,924	188,424	1,558,743
<b>REDUCTIONS</b>				
Withdrawals by/for Inmates	881,674	439,700	41,898	1,363,272
<b>TOTAL REDUCTIONS</b>	<u><u>881,674</u></u>	<u><u>439,700</u></u>	<u><u>41,898</u></u>	<u><u>1,363,272</u></u>
<b>BALANCE AT END OF YEAR</b>	<u><u>\$ 36,721</u></u>	<u><u>\$ 12,224</u></u>	<u><u>\$ 146,526</u></u>	<u><u>\$ 195,471</u></u>

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

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Lincoln Parish Detention Center Commission is the governing authority for the Lincoln Parish Detention Center (the Center). The Commission, under the provisions of the Louisiana Revised Statute 18:48, is responsible for the care, custody, and control of the prisoners confined to the Center.

The Center complies with accounting principles generally accepted in the United States of America (GAAP). GAAP includes all relevant Government Accounting Standards Board (GASB) pronouncements. In the government-wide financial statements, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent sections of this note.

**Basis of Presentation**

In June 1999, the GASB unanimously approved statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. Certain of the significant changes in the presentation of its funds financial information include, for the first time a Management Discussion and Analysis (MD&A) section providing an analysis of the Center’s overall financial position and results of operations and financial statements prepared using full accrual accounting for all fund activities. These and other changes are reflected in the accompanying financial statements including the notes to the financial statements.

**Reporting Entity**

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Lincoln Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

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



**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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Because the police jury appoints a voting majority of its governing body, the Center was determined to be a component unit of the Lincoln Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Center and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**

*Government-Wide Financial Statements* – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

*Governmental Fund Financial Statements* – The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period. The Center considers revenues to be available if they are collected within 60 days of the end of the current fiscal year end.

Principal revenue sources considered susceptible to accrual include sales and use taxes, local grants, and state reimbursement for the detention of state prisoners held in the Parish Detention Center. Some revenue items that are considered measurable and available to finance operations during the year from an accounting perspective are not available for expenditure due to the Center's present appropriation system. These revenues have been accrued in accordance with accounting principles generally accepted in the United States of America since they have been earned and are expected to be collected within sixty days of the end of the period.

Other revenues are considered to be measurable and available only when cash is received by the Center. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Modifications to the accrual basis of accounting include:

- Employees' vested annual leave is recorded as an expenditure when utilized. The amount of accumulated annual leave unpaid at December 31, 2023 has been reported only in the government-wide financial statements.
- Interest on general long-term obligations is recognized when paid.
- Debt service expenditures are recorded only when payment is due.

**Fund Accounting**

The financial activities of the Center are recorded in individual funds, each of which is deemed to be a separate accounting entity. The Center uses fund accounting to report on its financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

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**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Governmental Funds**

*General Fund* – This fund accounts for all activities of the Center not specifically required to be accounted for in other funds. Included are transactions for services such as general government, health services, public safety, regulatory services, and social services.

**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.

**Budgeting Procedures**

Budgetary practices of the Center include public notice of the proposed budget, public inspection of the proposed budget, and public hearings on the budget. Budgets are prepared on a modified accrual basis of accounting.

The board is authorized to transfer budget amounts within a function by object classification; however, any revisions that alter the total expenditures of any function must be approved by the board. Budgeted amounts shown in the accompanying financial statements include original adopted budget amounts and all subsequent amendments.

The board approves total budget appropriations, is authorized to transfer budget amounts between departments within any fund, and alters the total appropriations of any fund. Therefore, the level of budgetary responsibility is by total appropriations; however, for report purposes, this level has expanded to a functional basis.

Unused appropriations for all of the above annually budgeted funds lapse at the end of the year.

The budget amounts shown in the financial statements are the final authorized amounts as revised during the year.

**Cash and Cash Equivalents**

Cash includes demand deposits and money market accounts. Under state law, the Lincoln Parish Detention Center may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union or the laws of the United States. Further, the Lincoln Parish Detention Center may invest in the time deposits or certificates of deposit of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

**Valuation of Carrying Amounts of Deposits**

Cash is reported at net book value – the year end bank balance plus any deposits in transit and less any outstanding checks that have not cleared the bank as of that date.

**Annual and Sick Leave**

Employees accrue from five to fifteen days of annual and sick leave each year depending on their years of service with the Detention Center for a total of not more than 60 days. Similarly, employees earn holiday

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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time if called to work on regularly paid holidays and “K-time” for overtime hours worked but not paid. Vacation hours not used by March 31 of the following fiscal year are rolled into sick time and therefore no longer compensatory upon separation of employment. Accrued leave balances compensatory upon separation of employment carried a balance of \$ 271,152 at December 31, 2023.

**Fund Equity**

GASB Statement No. 54 establishes standards for five fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in government funds. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned.

*Restricted Fund Balance* – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed Fund Balance* – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the commissioners– the government’s highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the police jurors remove the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned Fund Balance* – This classification reflects the amounts constrained by the Center’s “intent” to be used for specific purposes but are neither restricted nor committed. The commissioners and management have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the general fund, which are not classified as nonspendable and are neither restricted nor committed.

*Unassigned Fund Balance* – This fund balance is the residual classification for the general fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the Center’s policy to use externally restricted resources first, then unrestricted resources – committed, assigned and unassigned – in order as needed.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

*Custodial Credit Risk – Deposits.* The custodial credit risk is the risk that in the event of a bank failure, the Center’s deposits may not be returned to it. The Center’s policy to ensure there is no exposure to this risk is to require each financial institution to pledge its’ own securities to cover any amount in excess of Federal Depository Insurance Coverage. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Center that the fiscal agent bank has failed to pay deposited funds upon demand. Accordingly, the Center

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

had no custodial credit risk related to its deposits at December 31, 2023. The Center had cash and cash equivalents in demand deposits, totaling \$ 3,110,543 at December 31, 2023.

These deposits are stated at cost, which approximates market. 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. Cash and cash equivalents (bank balances other than these backed by the U.S. government) at December 31, 2023, are secured, as follows:

Bank Balances	\$ <u>3,107,459</u>
FDIC Insurance	500,000
Pledged Securities (uncollateralized)	<u>4,067,264</u>
Total	<u>\$ 4,567,264</u>

**NOTE 3 – PROPERTY AND EQUIPMENT**

	December 31, 2022 Balance	Additions	Disposals	Transfers	December 31, 2023 Balance
<b>Non-Depreciable Assets:</b>					
Land	\$ 46,200	\$ -	\$ -	\$ -	\$ 46,200
Construction in progress	88,724	5,001	-	-	93,725
<b>Depreciable Assets:</b>					
Building	3,842,223	-	-	2,851,768	6,693,991
Improvements	1,423,738	-	-	-	1,423,738
Vehicles	174,578	-	-	-	174,578
Furniture & Fixtures	199,132	-	(11,647)	-	187,485
Machinery & Equipment	<u>686,851</u>	<u>16,215</u>	<u>(56,323)</u>	<u>-</u>	<u>646,743</u>
Totals at Historical Cost	6,326,522	16,215	(67,970)	2,851,768	9,126,535
<b>Less Accumulated Depreciation for:</b>					
Building	(3,458,001)	(60,410)	-	(181,230)	(3,699,641)
Improvements	(619,796)	(60,048)	-	-	(679,844)
Vehicles	(154,169)	(2,140)	-	-	(156,309)
Furnitures & Fixtures	(117,820)	(12,099)	11,647	-	(118,272)
Machinery & Equipment	<u>(417,957)</u>	<u>(78,178)</u>	<u>51,703</u>	<u>-</u>	<u>(444,432)</u>
Total Accumulated Depreciation	<u>(4,767,743)</u>	<u>(212,875)</u>	<u>63,350</u>	<u>(181,230)</u>	<u>(5,098,498)</u>
Capital Assets, net	<u>\$ 1,693,703</u>	<u>\$ (191,659)</u>	<u>\$ (4,620)</u>	<u>\$ 2,670,538</u>	<u>\$ 4,167,962</u>

Depreciation was charged to the Public Safety function of the Center for \$ 212,875.

In the fiscal year 2020, Lincoln Parish Police Jury obtained a construction loan for the expansion of an inmate dormitory. Throughout the construction phase, the Lincoln Parish Police Jury's financial statements reflected the ongoing progress under 'construction in progress'. Following completion, the construction loan was converted into a long-term note payable to USDA Rural Development.

The dormitory was substantially finished in 2022, and the project concluded in 2023. On December 31, 2023, a capital asset totaling \$2,670,538 was transferred from the Lincoln Parish Police Jury to the Lincoln Parish Detention Center. The Center will assume responsibility for making monthly debt payments towards the note.

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**NOTE 4 – ACCOUNTS RECEIVABLE**

The accounts receivable at December 31, 2023, is as follows:

Sales and Use Tax Due From Solid Waste Collection Fund	\$ 1,292,148
Louisiana Department of Corrections	<u>279,108</u>
Total	<u>\$ 1,571,256</u>

Based on prior experience, the uncollectible receivables are considered immaterial, thus no provision has been made for such loss in these financial statements.

**NOTE 5 – PENSION PLAN**

**Sheriffs' Pension and Relief Fund (System)**

*Plan Description*

The Lincoln Parish Detention Center contributes to the Sheriffs' Pension and Relief Fund (System) which is a cost sharing multiple employer defined benefit pension plan. All sheriffs and deputies who are 18 years or older at the time of original employment, who earn not less than \$400 per month if employed after September 7, 1979, and before January 1, 1991; \$550 if employed between January 1, 1991 and December 31, 1999; and \$800 if employed after January 1, 2000, are required to participate in the System.

Members who become eligible for membership on or before December 31, 2011, may retire at age fifty-five with twelve years of creditable service or may retire at any age with thirty years of service. The retirement allowance is equal to three and one-third percent of the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Active, contributing members with at least ten years of creditable service may retire at age sixty. The accrued normal retirement benefit is reduced actuarially for each month or fraction thereof that retirement begins prior to the member's earliest normal retirement date assuming continuous service.

Members whose first employment began on or after January 1, 2012, may retire at age sixty-two with twelve years of creditable service, or may retire at age sixty with twenty years of creditable service, or may retire at age fifty-five with thirty years of creditable service. The benefit accrual rate for such members with less than thirty years of service is three percent; for members with thirty or more years of service the accrual rate is three and one-third percent. The retirement allowance is equal to the benefit accrual rate times the member's average final compensation multiplied by his years of creditable service, not to exceed (after reduction for optional payment form) 100% of average final compensation. Members with twenty or more years of service may retire with a reduced retirement at age fifty.

For a member whose first employment began on or before June 30, 2006, final average compensation is based on the average monthly earnings during the highest thirty-six consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the thirty-six-month period shall not exceed 125% of the preceding twelve-month period.

For a member whose first employment began after June 30, 2006 and before July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty-month period shall not exceed 125% of the preceding twelve-month period.

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For a member whose first employment began on or after July 1, 2013, final average compensation is based on the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. The earnings to be considered for each twelve-month period within the sixty-month period shall not exceed 115% of the preceding twelve-month period.

For the year ended December 31, 2023, the Lincoln Parish Detention Center's total payroll for all employees was \$ 1,624,868. Total covered payroll was \$1,845,871. Covered payroll refers to all compensation paid by the Lincoln Parish Detention Center to active employees covered by the Plan.

The System also provides death and disability benefits; benefits are established or amended by state statute.

*Employer Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each fiscal year. For the year ended December 31, 2023, the actual employer contribution rates were 11.50%, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

The Lincoln Parish Detention Center's contributions to the System for the year ending December 31, 2023, were \$212,288. In accordance with state statute, the System receives ad valorem taxes, insurance premium taxes, and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations.

Members are required by state statute to contribute 9.5% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Lincoln Parish Detention Center to the System monthly.

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

At December 31, 2023, the Employer reported a liability of \$2,099,162 for its proportionate share of the Net Pension Liability/Asset. The Net Pension Liability/Asset was measured as of June 30, 2023, and the total pension liability/asset used to calculate the Net Pension Liability/Asset was determined by an actuarial valuation as of that date. The Lincoln Parish Detention Center's proportion of the Net Pension Liability/Asset was based on a projection of the Lincoln Parish Detention Center's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2023, the Lincoln Parish Detention Center's proportion was 0.238873%, which was a decrease of 0.040459% from its proportion measured as of June 30, 2022.

For the year ended December 31, 2023, the Lincoln Parish Detention Center recognized pension expense of \$638,711 plus employer's amortization of change in proportionate share, differences between employer contributions and proportionate share of contributions, and current year contributions, \$114,990. Total pension expense was \$753,701.

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At December 31, 2023, the Lincoln Parish Detention Center reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	389,554	38,419
Changes in assumptions	161,348	-
Net difference between projected and actual earnings on pension plan	419,335	-
Changes in employer's proportion of beginning net pension liability	328,944	204,005
Differences between employer and proportionate share of contributions	160,847	4,840
Subsequent measurement contributions	103,035	-
<b>Total</b>	<b>1,563,063</b>	<b>247,264</b>

The \$103,035 reported as deferred outflows of resources related to pensions resulting from Lincoln Parish Detention Center's contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability/Asset in the year ended December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31:	
2024	555,742
2025	216,375
2026	443,090
2027	(2,443)

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023, are as follows:

Valuation Date	June 30, 2023
Actuarial Cost Method	Individual Entry Age Normal Method
Actuarial Assumptions:	
Investment Rate of Return (Discount Rate)	6.85%, net of pension plan investment expense, including inflation
Projected Salary Increases	5.00% (2.50% inflation, 2.50% merit)
Mortality Rates	Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Employees multiplied by 120% for males and 115% for females for active members, each with full generational projection using the appropriate MP2019 scale.  Pub-2010 Public Retirement Plans Mortality Table for Safety Below-Median Healthy Retirees multiplied by 120% for males and

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	<p>115% for females for annuitants and beneficiaries, each with full generational projection using the appropriate MP2019 scale.</p> <p>Pub-2010 Public Retirement Plans Mortality Table for Safety Disabled Retirees multiplied by 120% for males and 115% for females for disabled annuitants, each with full generational projection using the appropriate MP2019 scale.</p>
Expected remaining service lives	<p>2023 – 5 years</p> <p>2022 – 5 years</p> <p>2021 – 5 years</p> <p>2020 – 6 years</p> <p>2019 – 6 years</p> <p>2018 – 6 years</p> <p>2017 – 7 years</p>
Cost of Living Adjustments	<p>The present value of future retirement benefits is based on benefits currently being paid by the Fund and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.</p>

The mortality rate assumptions were set after reviewing an experience study performed over the period July 1, 2014, through June 30, 2019. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the Fund’s liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that these tables would produce liability values approximating the appropriate generational mortality tables used.

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



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Estimates of arithmetic real rates of return for each major asset class based on the Fund's target asset allocation as of June 30, 2023, were as follows:

Asset Class	Target Asset Allocation	Long-Term Expected Rate of Return	
		Real Return Arithmetic Basis	Long-Term Expected Portfolio Real Rate of Return
Equity securities	62%	6.69%	4.15%
Fixed Income	25%	4.92%	1.23%
Alternative investments	<u>13%</u>	5.77%	<u>0.75%</u>
Totals	100%		6.13%
Inflation			<u>2.49%</u>
Expected arithmetic nominal return			<u>8.62%</u>

The discount rate used to measure the total pension liability was 6.85%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the Fund's actuary. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the Lincoln Parish Detention Center's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Lincoln Parish Detention Center's proportionate share of the net pension liability calculated using the discount rate of 6.85%, as well as what the Lincoln Parish Detention Center's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate as of June 30, 2023:

	Changes in Discount Rate		
	1% Decrease	Current Discount Rate	1% Increase
Net Pension Liability	<u>\$3,719,749</u>	<u>\$2,099,162</u>	<u>\$747,619</u>

*Plan Fiduciary Net Position*

Detailed information about the System's fiduciary net position is available in the separately issued Sheriff's Pension and Relief Fund audit report for the year ended June 30, 2023. Access to the report can be found on the Louisiana Legislative Auditor's website, [www.lila.la.gov](http://www.lila.la.gov).

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RUSTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NOTE 6 – DEFERRED COMPENSATION PLAN**

Employees of the Lincoln Parish Detention Center may participate in a deferred compensation plan adopted under the provisions of Internal Revenue Code Section 457 (Deferred Compensation Plans with Respect to Service for State and Local Governments).

The deferred compensation plan is available to all employees of the Lincoln Parish Detention Center. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death, or unforeseeable emergency. In accordance with the provisions of GASB Statement No. 32 and No. 34, plan balances and activities are not reflected in the financial statements of the Lincoln Parish Detention Center.

**NOTE 7 – COMPENSATION FOR THE BOARD OF COMMISSIONERS**

The members of the Commission for the Center receive no compensation.

**NOTE 8 – POSTEMPLOYMENT HEALTH CARE AND LIFE INSURANCE BENEFITS**

**General Information about the OPEB Plan**

*Plan description* – The Lincoln Parish Detention Center (the Center) provides certain continuing health care and life insurance benefits for its retired employees. The Lincoln Parish Detention Center’s OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Center. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Center. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB).

*Benefits Provided* – Benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees are covered by a retirement system whose retirement eligibility (D.R.O.P. entry) provisions as follows: 30 years of service at any age or, age 55 and 12 years of service for hire prior to 1/1/2012; else age 55 and 30 years of service or, age 60 and 20 years of service or, age 62 and 15 years of service for hire prior to 9/1/2013; else age 55 and 30 years of service or, age 60 and 20 years of service. For all hire years there is a minimum service requirement of 15 years.

Life insurance coverage is provided to retirees and 100% of the rate is paid by the employer. The amount of insurance coverage while active is continued after retirement, but insurance coverage amounts are reduced to 75% of the original amount at age 65 and 50% of the original amount at age 70.

*Employees covered by benefit terms* – As of the measurement date December 31, 2023, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	10
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	43
	53

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**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Total OPEB Liability**

The Center's total OPEB liability is \$1,200,581 as of the measurement date December 31, 2023, the end of the fiscal year.

*Actuarial Assumptions and other inputs* – The total OPEB liability in the December 31, 2023, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%
Salary increases	3.0%, including inflation
Discount rate	3.72% annually (Beginning of Year to Determine ADC) 3.26%, annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Getzen model, with an initial trend of 5.5%
Mortality	Pub-2010/2021

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2023, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2023, valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009, to December 31, 2023.

**Changes in the Total OPEB Liability**

Balance at December 31, 2022	\$ 1,050,141
Changes for the year:	
Service cost	19,594
Interest	39,430
Differences between expected and actual experience	51,962
Changes in assumptions	64,746
Benefit payments and net transfers	(25,292)
Net changes	<u>150,440</u>
Balance at December 31, 2023	<u>\$ 1,200,581</u>

*Sensitivity of the total OPEB liability to changes in the discount rate* – The following presents the total OPEB liability of the Center, as well as what the Center's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.26%) or 1-percentage-point higher (4.26%) than the current discount rate:

	<b>1.0% Decrease (2.26%)</b>	<b>Current Discount Rate (3.26%)</b>	<b>1.0% Increase (4.26%)</b>
Total OPEB liability	<u>\$ 1,379,178</u>	<u>\$ 1,200,581</u>	<u>\$ 1,055,289</u>

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates* – The following presents the total OPEB liability of the Center, as well as what the Center's total OPEB liability would be if it were

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**FOR THE YEAR ENDED DECEMBER 31, 2023**

calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	<b>1.0% Decrease (4.5%)</b>	<b>Current Trend (5.5%)</b>	<b>1.0% Increase (6.5%)</b>
Total OPEB liability	\$ 1,081,774	\$ 1,200,581	\$ 1,344,662

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended December 31, 2023, the Center recognized OPEB expense of \$103,386. At December 31, 2023, the Center reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 269,127	\$ (11,999)
Changes in assumptions	222,129	(111,983)
Total	\$ 491,256	\$ (123,982)

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Years ending December 31:	
2024	44,362
2025	44,362
2026	44,362
2027	49,662
2028	49,662
Thereafter	134,864

**NOTE 9 – LITIGATION AND CLAIMS**

According to the Parish District Attorney, the Lincoln Parish Detention Center had no pending or threatened litigation as of December 31, 2023.

**NOTE 10 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

Budget/Actual Variances

When comparing budget to actual amounts for the year ended December 31, 2023, General Fund expenditures had a favorable variance of 7%. This was caused by a decrease in expenditures for capital outlay.

**NOTE 11 – PRIOR PERIOD ADJUSTMENT**

The Center's fund financial statements include a prior period adjustment increasing the fund balance by \$59,479 for corrections to prior year amounts related to duplication of debt service payments and transfers.

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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The Center's government-wide financial statements include a prior period adjustment increasing net position by \$59,637 for corrections to prior year amounts related to capital assets and accumulated depreciation. The Center's government-wide financial statements also reflect a prior period adjustment increasing net position by \$177,393 for adjustments to prior year amounts related to pension liabilities and related expenses.

**NOTE 12 – SUBSEQUENT EVENTS**

Subsequent events have been evaluated through June 28, 2024, which is the day the financial statements were available to be issued. There were no matters that require disclosure.

REQUIRED SUPPLEMENTAL INFORMATION

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**BUDGETARY COMPARISON SCHEDULE – GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues (Inflows):				
Special Sales and Use Tax	\$ 2,700,000	\$ 2,850,000	\$ 2,927,983	\$ 77,983
Intergovernmental Revenues:				
Local Grant	100,000	100,000	100,000	-
Charges for Services	1,661,000	2,041,500	2,163,168	121,668
Interest Income	2,000	25,000	28,367	3,367
Miscellaneous Revenue	300	500	1,331	831
Total Revenues	4,463,300	5,017,000	5,220,849	203,849
Expenditures (Outflows):				
Public Safety				
Personnel Services	3,007,510	2,562,510	2,452,833	109,677
Operating Services	592,000	612,500	568,176	44,324
Materials and Supplies	50,000	40,000	18,041	21,959
Prisoner Related Charges	682,000	769,500	714,406	55,094
Capital Outlay	182,000	122,000	21,216	100,784
Other Expenditures	23,000	21,000	74,799	(53,799)
Total Expenditures	4,536,510	4,127,510	3,849,471	278,039
Excess (Deficiency) of Expenditures Over Revenues	(73,210)	889,490	1,371,378	481,888
Other Financing Sources(Uses):				
Transfers (Out)	(102,000)	(102,000)	(101,844)	156
Excess of revenues and other sources over expenditures and other uses	(175,210)	787,490	1,269,534	482,044
Fund balance - beginning	3,179,820	3,179,820	3,179,820	-
Prior period adjustment	-	-	59,479	59,479
Fund balance - beginning (restated)	3,179,820	3,179,820	3,239,299	59,479
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 3,004,610</b>	<b>\$ 3,967,310</b>	<b>\$ 4,508,833</b>	<b>\$ 541,523</b>

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

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**NOTES TO THE BUDGETARY COMPARISON SCHEDULE – GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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Budgetary practices of the Center include public notice of the proposed budget, public inspection of the proposed budget, and public hearings on the budget. Budgets are prepared on a modified accrual basis of accounting.

The board is authorized to transfer budget amounts within a function by object classification; however, any revisions that alter the total expenditures of any function must be approved by the board. Budgeted amounts shown in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

The board approves total budget appropriations, is authorized to transfer budget amounts between departments within any fund and alters the total appropriations of any fund. Therefore, the level of budgetary responsibility is by total appropriations; however, for report purposes, this level has expanded to a functional basis.

Unused appropriations for all of the above annually budgeted funds lapse at the end of the year.

The budget amounts shown in the financial statements are the final authorized amounts as revised during the year.

State law requires the Center to amend its budgets when revenues plus projected revenues within a fund are expected to fall short from budgeted revenues by five percent or more and when expenditures and other uses of a fund are expected to exceed budgeted amounts by five percent or more.



**LINCOLN PARISH DETENTION CENTER  
RUSTON, LOUISIANA  
SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY  
FOR THE YEAR ENDED DECEMBER 31, 2023**

Fiscal Year	Agency's proportion of the net pension liability (asset)	Agency's proportionate share of the net pension liability (asset)	Agency's covered payroll	Agency's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2019	0.250736%	\$ 1,186,039	\$ 4,179,185	28%	88.91%
2020	0.200348%	\$ 1,386,639	\$ 4,209,283	33%	84.73%
2021	0.292913%	\$ (145,153)	\$ 2,047,156	-7%	101.04%
2022	0.279332%	\$ 2,270,372	\$ 2,071,997	110%	83.90%
2023	0.238873%	\$ 2,099,162	\$ 1,914,735	110%	83.94%

Amounts presented were determined as of the measurement date (previous fiscal year end).

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

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

**LINCOLN PARISH DETENTION CENTER  
RUSTON, LOUISIANA  
SCHEDULE OF EMPLOYER'S CONTRIBUTIONS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

Fiscal Year	(a) Statutorily required contribution	(b) Contributions in relation to the statutorily required contribution	(a-b) Contribution deficiency	Agency's covered payroll	Contributions as a percentage of covered payroll
2019	\$ 514,220	\$ 514,220	\$ -	\$ 4,196,397	12.25%
2020	\$ 385,226	\$ 385,226	\$ -	\$ 3,135,719	12.29%
2021	\$ 265,058	\$ 265,058	\$ -	\$ 2,163,625	12.25%
2022	\$ 224,207	\$ 224,207	\$ -	\$ 1,889,223	11.87%
2023	\$ 212,288	\$ 212,288	\$ -	\$ 1,845,871	11.50%

Amounts presented were determined as of the end of the fiscal year.

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

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

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Fiscal Year Ended 12/31 of				
	2019	2020	2021	2022	2023
OPEB Expenses					
Service Cost	\$ -	\$ -	\$ 46,989	\$ 49,139	\$ 19,594
Interest	24,554	17,863	24,056	24,664	39,430
Changes of Benefit Terms	-	-	-	-	-
Differences Between Expected and Actual Experience	10,335	307,709	32,792	(15,202)	51,962
Changes of Assumptions	77,838	184,133	10,856	(157,182)	64,746
Benefit Payments	(59,649)	(50,439)	(53,213)	(23,973)	(25,292)
Net Change in Total OPEB Liability	<u>53,078</u>	<u>459,266</u>	<u>61,480</u>	<u>(122,554)</u>	<u>150,440</u>
Total OPEB Liability - Beginning	598,871	651,949	1,111,215	1,172,695	1,050,141
Total OPEB Liability - Ending	<u>\$ 651,949</u>	<u>\$ 1,111,215</u>	<u>\$ 1,172,695</u>	<u>\$ 1,050,141</u>	<u>\$ 1,200,581</u>
Covered - Employee Payroll	\$ -	\$ 2,130,825	\$ 2,194,750	\$ 1,765,035	\$ 1,817,986
Net OPEB Liability as a Percentage Covered-Employee Payroll	0.00%	52.43%	53.71%	59.50%	66.04%
Notes to Schedule.					
Benefit Change:	None	None	None	None	None
Changes of Assumptions.					
Discount Rate.	2.74%	2.12%	2.06%	3.72%	3.26%
Mortality:	RP-2000	RP-2014	RP-2014	Pub-2010-2021	Pub-2010-2021
Trend.	5.5%	Variable	Variable	Getzen Model	Getzen Model

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

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

OTHER SUPPLEMENTARY INFORMATION

**LINCOLN PARISH DETENTION CENTER  
RUSTON, LOUISIANA  
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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	<u>John Driskill Detention Center Warden</u>	
<b><i>Purpose:</i></b>		
Salary	\$	105,300
Benefits - Insurance		19,541
Benefits - Retirement		14,893
 Total	 \$	 <u>139,734</u>

## OTHER REPORTS



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REGIONS TOWER  
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101  
318.429.1525 (P) | 318.429.2124 (F)

The Board of Commissioners  
Lincoln Parish Detention Center  
Ruston, Louisiana

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

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 Lincoln Parish Detention Center as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District’s basic financial statements and have issued our report thereon dated June 28, 2024.

**Internal Control over Financial Reporting**

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

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. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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 combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those in charge with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2023-1, 2023-2, and 2023-3, to be material weaknesses.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Entity’s financial statements are free from material misstatement, we performed test 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **The Entity's Response to Findings**

The Entity's response to the findings identified in our audit is described in Management's Corrective Action Plan for Current Year Findings. The Entity's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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. In accordance with Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

HEARD, MELROY & VESTAL, L.L.C.

Shreveport, Louisiana

June 28, 2024



**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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A. Summary of Audit Results

1. The auditor's report expresses an unmodified opinion on the basic financial statements of the Lincoln Parish Detention Center.
2. Three significant deficiencies relating to the audit of the basic financial statements are reported, all of which are considered to be material weaknesses.
3. There were no instances of noncompliance relating to the basic financial statements of the Lincoln Parish Detention Center disclosed during the audit.
4. No federal single audit was required under the Uniform Guidance relating to the financial statements of the Lincoln Parish Detention Center.

B. Findings — Financial Statement Audit

**2023-1: Unreconciled Due To/Due From Balances**

**CONDITION:** During the audit, it was identified that Due To/Due From balances with other governments had not been reconciled within the audit period. Management addressed this by reconciling the Due To and Due From balances during fieldwork and adjustments were made to correct the balances. Anticipated cash transfers are expected to be completed before the current fiscal year ends.

**CRITERIA:** According to auditing standards and best practices, Due To/Due From balances should be reconciled regularly to ensure accuracy and completeness of financial records.

**CAUSE:** The lack of reconciliation of Due To/Due From balances may be attributed to inadequate reconciliation processes, insufficient oversight, or delays in receiving necessary information from other governments.

**EFFECT:** The lack of reconciliation of Due To/Due From balances within the audit period could lead to inaccurate balances of intergovernmental transactions reported in the financial statements. This situation may indicate potential weaknesses in internal controls over financial reporting and intergovernmental accounting.

**RECOMMENDATION:** We recommend that management enhance its reconciliation procedures for Due To/Due From balances with other governments. This should include implementing regular reconciliation schedules, establishing clear communication channels with relevant parties, and enhancing oversight to ensure timely and accurate reconciliation.

**MANAGEMENT'S RESPONSE:** See management's corrective action plan.

**2023-2: Adjustments to Capital Assets and Beginning Net Position**

**CONDITION:** During the audit, it was identified that adjustments were necessary to correct the balances of capital assets, including related accumulated depreciation, and to adjust the beginning net position reported in the financial statements of the prior period.

**CRITERIA:** According to accounting standards and best practices, financial statements must accurately reflect the balances of capital assets and beginning net position.

**LINCOLN PARISH DETENTION CENTER**  
**RUSTON, LOUISIANA**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**CAUSE:** The omission of capital asset additions, disposals, and related depreciation from the financial statements may have been due to inadequate internal controls over financial reporting, lack of reconciliation processes, or insufficient oversight of accounting practices.

**EFFECT:** The failure to accurately report capital asset additions, disposals, and related depreciation affects the completeness and accuracy of the financial statements. This can lead to misrepresentation of asset valuation, impacting management's ability to make informed decisions and provide the Board with reliable information.

**RECOMMENDATION:** We recommend that the Center strengthen its internal controls and procedures over financial reporting to ensure all disposals of capital assets and related depreciation are properly identified, recorded, and reported in accordance with accounting standards and the Center's reporting requirements. This includes implementing reconciliation processes and enhancing oversight of accounting practices and financial reporting.

**MANAGEMENT'S RESPONSE:** See management's corrective action plan.

**2023-3: Duplication of Deposits**

**CONDITION:** During the audit, we identified a material issue related to the duplication of deposits. Specifically, we found instances where deposits received were recorded more than once in the accounting records, leading to inaccuracies in the financial statements. Management corrected this by making adjusting entries to revenue accounts.

**CRITERIA:** Transactions, including deposits, should be accurately recorded in the financial records with appropriate controls to prevent duplication.

**CAUSE:** The duplication of deposits occurred due to deficiencies in the Entity's internal controls over cash receipts and recording processes. This may have included inadequate reconciliation procedures or insufficient review processes.

**EFFECT:** The presence of duplicated deposits misstates the Entity's cash balances and financial performance, potentially leading to inaccuracies in financial reporting and management decisions based on unreliable financial information.

**RECOMMENDATION:** It is recommended that management strengthen controls over cash receipts and recording processes. This includes implementing rigorous reconciliation procedures and ensuring adequate segregation of duties to prevent and promptly detect duplicated entries. By enhancing these controls, the Entity can improve the accuracy and reliability of its financial reporting.

**MANAGEMENT'S RESPONSE:** See management's corrective action plan.

**LINCOLN PARISH DETENTION CENTER  
RUSTON, LOUISIANA  
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

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No findings were reported in the prior year.

## MANAGEMENT'S CORRECTIVE ACTION PLAN

7/1/2024

Heard, McElroy and Vestal, LLC  
333 Texas Street, Suite 1525  
Shreveport, LA 71101

We are writing in response to the findings expressed in your audit of the Lincoln Parish Detention Center for the year ended December 31, 2023. Please find our response and corrective actions listed below.

### **2023-1: Unreconciled Due To/Due From Balances**

**CONDITION:** During the audit, it was identified that Due To/Due From balances with other governments had not been reconciled within the audit period. Management addressed this by reconciling the Due To and Due From balances during fieldwork and adjustments were made to correct the balances. Anticipated cash transfers are expected to be completed before the current fiscal year ends.

**MANAGEMENT'S RESPONSE:** Management understands the need to reconcile interfund balances periodically to maintain the integrity of financial reporting. Our practice has been to reconcile interfund transfers at year end as part of the normal year end close process. We will add additional steps to our process to more frequently reconcile these balances to strengthen our controls over financial reporting.

### **2023-2: Adjustments to Capital Assets and Beginning Net Position**

**CONDITION:** During the audit, it was identified that adjustments were necessary to correct the balances of capital assets, including related accumulated depreciation, and to adjust the beginning net position reported in the financial statements of the prior period.

**MANAGEMENT'S RESPONSE:** Management agrees with this finding and we understand the related accounting standards that cover capital assets. We have been working toward a permanent solution to our software used to capture capital asset activity. The software we use is no longer supported, and we will identify a reporting program that better fits the volume of capital assets we maintain.

### **2023-3: Duplication of Deposits**

**CONDITION:** During the audit, we identified a material issue related to the duplication of deposits. Specifically, we found instances where deposits received were recorded more than once in the accounting records, leading to inaccuracies in the financial statements. Management corrected this by making adjusting entries to revenue accounts.



MANAGEMENTS RESPONSE: Management agrees with this finding and we will review the year end close process to improve and strengthen the internal controls in place over financial reporting. The duplication occurred as part of the year end close process in an attempt to correct the fund coding, however, financial information provided to board members during the year did not reflect the incorrect duplicate deposits. Management identified and corrected this issue when it was discovered.

Sincerely,

Lincoln Parish Detention Center

A handwritten signature in blue ink, appearing to read "Greg Williams", written over a horizontal line.

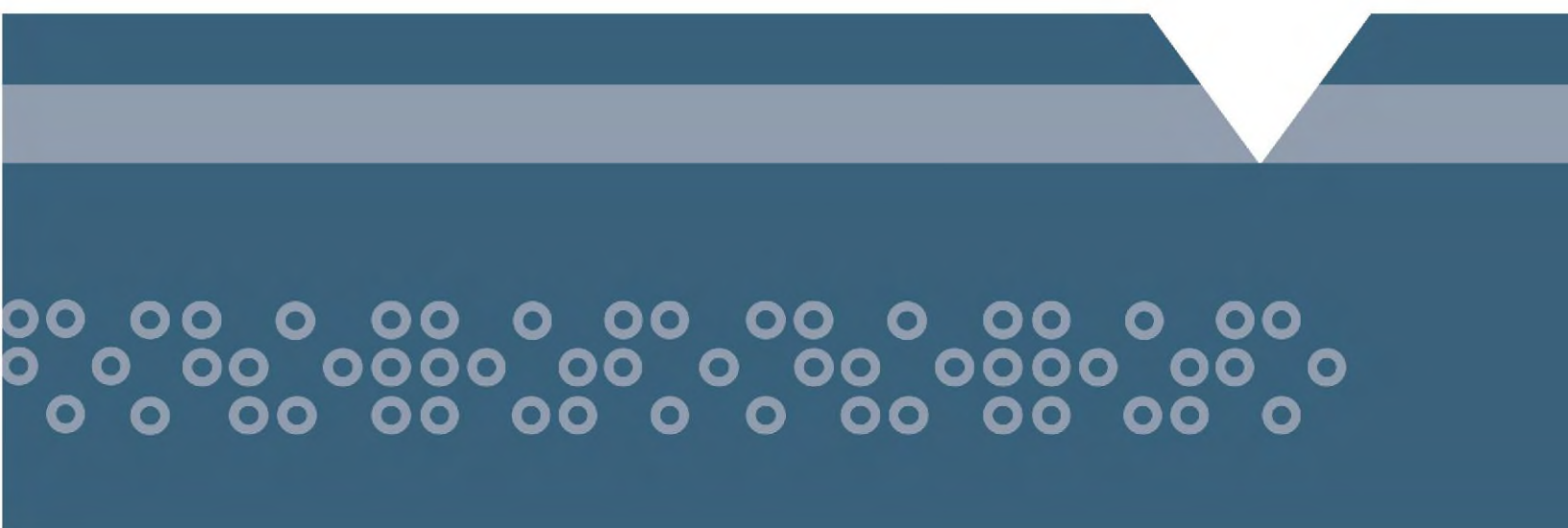
Greg Williams,  
Chairman

A handwritten signature in blue ink, appearing to read "Courtney Hall", written over a horizontal line.

Courtney Hall  
Administrator

**Lincoln Parish Detention Center**  
Statewide Agreed-Upon Procedures Report

January 1, 2023 - December 31, 2023





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REGIONS TOWER  
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101  
318.429.1525 (P) | 318.429.2124 (F)

June 28, 2024

The Board of Commissioners  
for the Lincoln Parish Detention Center  
Ruston, Louisiana

Louisiana Legislative Auditor  
Baton Rouge, Louisiana

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

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023, through December 31, 2023. Lincoln Parish Detention Center's ("The Entity") 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, 2023, through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

---

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving.
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all

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

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

**Findings:** *Exceptions noted. The Entity's established policies and procedures did not address the following matters: the process for adding vendors to the vendor list, the procedures for processing, reviewing, and approving disbursements, actions for determining the completeness of receipts/collections for different types of revenue or agency fund additions, the requirement for legal review in contracting processes, the absence of a system to monitor potential ethics violations and annual employee attestation to policy familiarity, the lack of a written disaster recovery/business continuity plan, and did not outline procedures for sexual harassment prevention relating to annual employee training and annual reporting.*

**Management's Response:** *Management agrees. Written policies and procedures will be revised to include all applicable elements.*

#### **Board or Finance Committee**

---

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



- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds.

*Not applicable. The entity reports on the nonprofit accounting model and public funds comprised less than 10% of the entity's collections during the fiscal year.*

- 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.

*Not applicable to this nonprofit entity.*

- d) Observe whether the board or finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**Findings:** *Exception noted. The minutes did not include reference that budget-to-actual comparisons on the general fund were discussed.*

**Management's Response:** *Management agrees. An agenda item will now be added to all future agendas to reference a budget report being presented.*

### **Bank Reconciliations**

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- 3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

**Findings:** *Exceptions noted. Bank reconciliations were not dated upon preparation to ascertain their timeliness. Additionally, bank reconciliations lacked evidence of being reviewed by non-cash-handling management.*

**Management's Response:** *Management agrees. The proper steps have since been added to make sure reconciliations are documented the date each bank reconciliation is completed and reviewed.*

### ***Collections (excluding electronic funds transfers)***

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4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was enforced during the fiscal period.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - e) Trace the actual deposit per the bank statement to the general ledger.

***Findings:*** No exceptions noted.

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

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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).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
  - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement matched the related original itemized invoice, and that supporting documentation indicates that deliverables included on the invoice were received by the entity.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3 above, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g. sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

***Findings:*** *Exceptions noted. The employee responsible for processing payments also mails the payments.*

***Management's Response:*** *Management has other controls in place to effectively reduce the risk of fraud or errors in the payment process to the extent that it becomes inconsequential who mails the checks.*

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

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12. 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.

13. 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, obtain supporting documentation, and:
  - 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 (or electronically approved), by someone other than the authorized card holder. [Note: requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

**Findings:** *No exceptions noted.*

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

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15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
  - a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.  
  
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).
  - c) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Findings:** *No exceptions noted.*

## **Contracts**

---

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
  - a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
  - c) If the contract was amended (e.g., change order), observe that 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, the documented approval).
  - 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.

**Findings:** *No exceptions noted.*

## **Payroll and Personnel**

---

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

20. 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.

**Findings:** *No exceptions noted.*

### **Ethics**

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21. Using the 5 randomly selected employees/officials from procedure #17 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 entity maintains documentation which demonstrates each employee and official was notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

**Findings:** *No exceptions noted.*

### **Debt Service**

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23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. 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).

**Findings:** *No exceptions noted.*

### **Fraud Notice**

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25. 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 as required by R.S. 24:523.
26. 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.

**Findings:** *No exceptions noted.*

## ***Information Technology Disaster Recovery/Business Continuity***

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27. 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 there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.
  - b. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c. Obtain a listing of the entity’s computers currently in use, and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure 19. Observe evidence that the selected terminated employees have been removed or disabled from the network.
29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency’s information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows: a) Hired before June 9, 2020 - completed the training; and b) Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

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

## ***Prevention of Sexual Harassment***

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30. Using the 5 randomly selected employees/officials from procedure #17 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year, as required by R.S 42:343.
31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
32. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344:
1. Number and percentage of public servants in the agency who have completed the training requirements;
  2. Number of sexual harassment complaints received by the agency;
  3. Number of complaints which resulted in a finding that sexual harassment occurred;

4. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
5. Amount of time it took to resolve each complaint.

**Findings:** *Exceptions noted. Sexual Harassment policy and complaint procedure not posted on website. No documentation of annual reporting requirement process.*

**Management's Response:** *Management agrees. They have not implemented the newer annual reporting requirement. While they did not have any claims to report, they will implement a "no claims" documentation process for future.*

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.

HEARD, McELROY & VESTAL, L.L.C.