

**TOWN OF ADDIS, LOUISIANA**

**ANNUAL FINANCIAL REPORT**

**As of and For the Year Ended  
December 31, 2022**

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# **TOWN OF ADDIS, LOUISIANA**

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## ***Table of Contents***

***December 31, 2022***

<b>INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS</b>	<b>1</b>
<b>REQUIRED SUPPLEMENTARY INFORMATION (PART I)</b>	
Management's Discussion and Analysis	5
<b>BASIC FINANCIAL STATEMENTS</b>	
Government - Wide Financial Statements:	
Statement of Net Position	14
Statement of Activities	15
Fund Financial Statements:	
Governmental Activities (General Fund)	
Balance Sheet	16
Reconciliation of the Balance Sheet to the Statement of Net Position	17
Statement of Revenues, Expenditures and Changes in Fund Balance	18
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	19
Business-type Activities (Proprietary Fund Sewer System)	
Statement of Net Position	20
Statement of Revenues, Expenses and Changes in Net Position	22
Statement of Cash Flows	23
Notes to the Financial Statements	25
<b>REQUIRED SUPPLEMENTARY INFORMATION (PART II UNAUDITED)</b>	
Budgetary Comparison Schedules:	
General Fund	<i>Schedule 1</i> 55
Schedule of Employer's Proportionate Share of the Net Pension Liability	<i>Schedule 2</i> 56
Schedule of Employer's Pension Contributions	<i>Schedule 3</i> 57
<b>OTHER INFORMATION</b>	
Supplementary Schedules:	
Schedule of Compensation, Benefits and other Payments to Agency Head or Chief Executive Officer	<i>Schedule 4</i> 60
Schedule of Compensation Paid to Town Council	<i>Schedule 5</i> 61
Justice System Funding Schedule – Collecting/Disbursing Entity	<i>Schedule 6</i> 62
Justice System Funding Schedule – Receiving Entity	<i>Schedule 7</i> 63



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## **TOWN OF ADDIS, LOUISIANA**

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### ***Table of Contents***

***December 31, 2022***

#### **Other Information**

Schedule of Insurance in Force	<i>Schedule 8</i>	64
Schedule of Statistical Data	<i>Schedule 9</i>	65
Schedule of Debt Service Coverage Ratio	<i>Schedule 10</i>	66

#### **REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS**

#### **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**

67

Schedule of Findings and Responses	<i>Schedule 11</i>	69
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#### **INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

70

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## **INDEPENDENT AUDITOR’S REPORT**

To the Honorable David Toups, Mayor  
and the Council Members  
Town of Addis  
Addis, Louisiana

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

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Addis, Louisiana, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Town of Addis, Louisiana’s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town of Addis, Louisiana, as of December 31, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

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

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

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

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

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

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

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

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

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5 through 13 budgetary comparison information on page 54, the schedule of employer's proportionate share of the net pension contributions on page 56, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Addis, Louisiana's basic financial statements. The Schedule of Compensation, Benefits and other Payments to Agency Head, Schedule of Compensation Paid to Town Council, and the Justice System Funding Schedules (pages 60-63), are presented for purposes of additional analysis and are 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. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections (pages 64-66) but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 26, 2023, on our consideration of the Town of Addis, Louisiana'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 Town of Addis, Louisiana'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 Town of Addis, Louisiana's internal control over financial reporting and compliance.

*Baxley & Associates, LLC*

Plaquemine, Louisiana  
June 26, 2023



## **Town Of Addis, Louisiana**

### **Management's Discussion and Analysis (Unaudited)**

We offer the readers of the financial statements of the Town of Addis, Louisiana, this narrative overview and analysis of the financial activities of the Town of Addis (hereafter referred to as the "Town") for the fiscal year ended December 31, 2022.

#### ***FINANCIAL HIGHLIGHTS***

Key financial highlights for the 2022 fiscal year include the following:

- The Town's assets exceeded its liabilities at the close of the fiscal year by \$36,454,716 (net position). Of this amount, \$7,642,097 (unrestricted net position) may be used to meet the government's obligations to citizens and creditors.
- The Town's total net position increased by \$3,522,987 for the year ended December 31, 2022. Net position of governmental activities increased by \$2,853,010, and net position of business-type activities increased by \$669,977.
- As of the close of the current fiscal year, the Town's governmental fund reported an ending fund balance of \$6,480,309, an increase of \$1,190,422 in comparison with the prior fiscal year. Of this amount, \$203,036 is restricted in use.
- At the end of the current fiscal year, unreserved, undesignated fund balance for the General Fund was \$6,277,723 or 110.8% of total General Fund expenditures.

#### ***OVERVIEW OF THE BASIC FINANCIAL STATEMENTS***

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

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

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business, and are reported in two government-wide financial statements:

- The **Statement of Net Position** presents information on all of the Town's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

## Town Of Addis, Louisiana

### Management's Discussion and Analysis (Unaudited), Continued

- The **Statement of Activities** presents information showing how the Town's net position changed during the most recent fiscal year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the Town's distinct activities or functions on revenues provided by the Town's taxpayers.

The Town's government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The Town's governmental activities include general government, public safety, streets and roads. The business-type activities of the Town include sanitary sewer facilities.

#### ***Fund Financial Statements:***

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related laws and regulations. The Town's funds are classified into two categories: governmental funds and proprietary funds.

- ***Governmental Funds:*** These funds are reported in the fund financial statements and encompass the same functions reported as governmental activities in the government-wide financial statements. The focus is very different with fund statements providing a distinctive view of the Town's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term.

The focus of governmental funds is narrower than that of the government-wide financial statements; therefore, a comparison should be made between the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. This will present a better understanding of the long-term impact of the government's near-term financing decisions.

The Town maintains a General governmental fund which covers the operations of the Town, including police protection services for citizens, maintenance of streets and roads, and the general administrative office.

The Town adopts an annual appropriated budget for its General fund. A budgetary comparison statement has been provided for the General fund to demonstrate compliance with this budget.

## **Town Of Addis, Louisiana**

### **Management's Discussion and Analysis (Unaudited), Continued**

- ***Proprietary funds:*** The Town maintains one type of proprietary fund—*Enterprise*. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses an enterprise fund to account for its sanitary sewer facilities activities.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

### **Notes to the Financial Statements**

The notes to the financial statements included in this report provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.



## Town Of Addis, Louisiana

### Management's Discussion and Analysis (Unaudited), Continued

#### **GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town, assets exceed liabilities by \$36,454,716 at December 31, 2022.

A large portion of the Town's net position (78 percent) reflects its investment in capital assets (e.g., land, buildings, furniture and fixtures, machinery, vehicles and equipment), less any related debt used to acquire those assets that are still outstanding. The Town used these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other resources, since the capital assets themselves cannot be used to liquidate these liabilities.

A condensed version of the Town's Net Position is presented as follows:

	Government Activities		Business-type Activities		Total	
	2022	2021	2022	2021	2022	2021
Current and other assets	\$ 7,102,756	\$ 6,699,746	\$ 5,032,548	\$ 2,513,663	\$ 12,135,304	\$ 9,213,409
Capital assets	20,822,149	19,122,823	10,729,934	10,452,799	31,552,083	29,575,622
Total assets	27,924,905	25,822,569	15,762,482	12,966,462	43,687,387	38,789,031
Deferred outflows	468,618	192,353	-	-	468,618	192,353
Current and other liabilities	564,320	1,386,647	2,592,554	241,420	3,156,874	1,628,067
Long-term liabilities	1,588,724	836,331	2,943,909	3,169,000	4,532,633	4,005,331
Total liabilities	2,153,044	2,222,978	5,536,463	3,410,420	7,689,507	5,633,398
Deferred inflows	11,782	416,257	-	-	11,782	416,257
Net position:						
Net Investment						
in Capital Assets	20,822,149	19,122,823	7,560,934	7,060,799	28,383,083	26,183,622
Restricted for:						
Road maintenance	203,036	203,036	-	-	203,036	203,036
Debt service	-	-	223,500	229,772	223,500	229,772
Unrestricted	5,203,512	4,049,828	2,441,585	2,265,471	7,645,097	6,315,299
Total net position	\$ 26,228,697	\$23,375,687	\$10,226,019	\$ 9,556,042	\$ 36,454,716	\$ 32,931,729

The balance of unrestricted net position, \$7,645,097, may be used to meet the government's ongoing obligations to citizens and creditors.

At December 31, 2022, the Town is able to report positive fund balances in all categories of net position for governmental activities and business activities.

## Town Of Addis, Louisiana

### Management's Discussion and Analysis (Unaudited), Continued

The Town's net position increased by \$3,522,987 during the current fiscal year. Net assets from governmental activities increased \$2,853,010 and its business-type activities had an increase of \$669,977. A condensed version of the Town of Addis's Statement of Activities is presented as follows:

	Government Activities		Business-type Activities		Total	
	2022	2021	2022	2021	2022	2021
<b>Revenues</b>						
Program revenues:						
Charges for services	\$ 550,131	\$ 470,076	\$ 1,416,530	\$ 1,605,338	\$ 1,966,661	\$ 2,075,414
Grants and contributions	117,073	105,845	-	-	117,073	105,845
Capital grants and contributions	1,192,800	2,454,745	397,600	300,000	1,590,400	2,754,745
General revenues:						
Sales taxes	5,724,507	4,031,550	-	-	5,724,507	4,031,550
Other taxes	409,118	352,304	-	-	409,118	352,304
Licenses and permits	-	-	-	-	-	-
Other general revenues	71,387	42,385	41,111	-	112,498	42,385
Total revenues	8,065,016	7,456,905	1,855,241	1,905,338	9,920,257	9,362,243
<b>Expenses</b>						
General government	2,081,643	1,857,952	-	-	2,081,643	1,857,952
Public safety	2,366,131	1,649,712	-	-	2,366,131	1,649,712
Public services	782,065	654,688	-	-	782,065	654,688
Water, sewage and gas	-	-	1,185,264	1,190,559	1,185,264	1,190,559
Total expenses	5,229,839	4,162,352	1,185,264	1,190,559	6,415,103	5,352,911
Excess (Deficiency) before Transfers and Other Financing Sources (Uses)	2,835,177	3,294,553	669,977	714,779	3,505,154	4,009,332
Transfers	-	-	-	-	-	-
Loss on disposal of fixed assets	17,833	-	-	-	17,833	-
Change in net position	2,853,010	3,294,553	669,977	714,779	3,522,987	4,009,332
Net position, beginning of year	23,375,687	20,081,134	9,556,042	8,841,263	32,931,729	28,922,397
Net position, end of year	\$ 26,228,697	\$ 23,375,687	\$ 10,226,019	\$ 9,556,042	\$ 36,454,716	\$ 32,931,729

## **Town Of Addis, Louisiana**

### **Management's Discussion and Analysis (Unaudited), Continued**

#### ***GOVERNMENTAL FUND FINANCIAL ANALYSIS***

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds.** The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of resources that are available for spending. Such information is useful in assessing the Town's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As a measure of the Town's liquidity, it may be useful to compare fund balance to total expenditures. Unreserved and unassigned fund balance represents 110.8% of total fund expenditures.

During the current year, the fund balance of the Town's general fund increased by \$1,190,422.

**Proprietary Funds.** The Town's proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail. As noted above, the Town maintains one enterprise fund for its sanitary sewer facilities activities. For the fiscal year ended December 31, 2022, this fund reported net position of \$10,226,019, which is a net increase from the prior year of \$669,977.

#### ***GENERAL FUND BUDGETARY HIGHLIGHTS***

The Town received \$146,886 more than its budgeted revenues. Total expenditures were less than the final amended budget by \$37,471 resulting in a \$184,357 favorable variance.

#### ***CAPITAL ASSET AND DEBT ADMINISTRATION***

**Capital Assets:** The Town's investment in capital assets for its governmental and business type activities as of December 31, 2022 amounts to \$31,552,083 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, machinery and equipment, and wastewater treatment plant.

Major capital asset events during the current fiscal year included the following:

- \$130,000 was spent to purchase land
- \$114,961 was spent for machinery & equipment for the town
- \$38,995 was spent for a vehicle for the town
- \$245,813 was spent on purchase of a police vehicle
- \$714,304 was spent to overlay streets
- \$1,192,800 was received as a contribution for portion of roads transfer
- \$163,482 was spent on wastewater treatment plant improvements
- \$397,600 was received as a contribution of sewer pumps
- \$50,053 was spent on construction in progress for improvements to the sewer system

## Town Of Addis, Louisiana

### Management's Discussion and Analysis (Unaudited), Continued

	Government Activities		Business-type Activities		Total	
	2022	2021	2022	2021	2022	2021
Land	\$ 557,440	\$ 427,440	\$ 16,755	\$ 16,755	\$ 574,195	\$ 444,195
Land rights	-	-	61,641	61,641	61,641	61,641
Construction in Progress	674,942	63,438	336,071	286,018	1,011,013	349,456
Improvements other than buildings	25,815,865	23,908,761	-	-	25,815,865	23,908,761
Buildings and structures	947,517	947,517	86,169	86,169	1,033,686	1,033,686
Museum	196,669	196,669	-	-	196,669	196,669
Historic railroad park	833,435	833,435	-	-	833,435	833,435
Sewer facility	-	-	14,791,064	14,229,982	14,791,064	14,229,982
Furniture and fixtures	32,582	32,582	-	-	32,582	32,582
Vehicles						
Town	71,891	82,339	103,494	64,499	175,385	146,838
Police	835,764	589,951	-	-	835,764	589,951
Machinery and equipment						
Town	946,427	912,588	697,052	672,001	1,643,479	1,584,589
Police	95,763	76,336	-	-	95,763	76,336
Website	12,195	12,195	-	-	12,195	12,195
Works of art	9,343	9,343	-	-	9,343	9,343
Subtotal	31,029,833	28,092,594	16,092,246	15,417,065	47,122,079	43,509,659
Less: Accumulated depreciation	(10,207,684)	(8,969,770)	(5,362,312)	(4,964,266)	(15,569,996)	(13,934,036)
Total Capital Assets, net of A/D	\$ 20,822,149	\$ 19,122,824	\$ 10,729,934	\$ 10,452,799	\$ 31,552,083	\$ 29,575,623

## Town Of Addis, Louisiana

### Management's Discussion and Analysis (Unaudited), Continued

#### Long-term Debt:

The Department of Environmental Quality (DEQ) project to upgrade the wastewater treatment plant began in 2010 and is financed by issuance of \$1,569,060 Sewer Revenue Bonds Series 2010. The bonds were purchased by the Clean Water State Revolving Fund (CFDA 66.458) administered by the Louisiana Department of Environmental Quality. All projects were completed during 2012 and the Town had received loan proceeds in the amount of \$1,569,060. As of December 31, 2022, the outstanding loan balance was \$664,000. During 2017, another loan was approved for up to \$3,000,000 in improvements to the sewer system. The project was completed during 2021 and the Town received loan proceeds in the amount of \$3,000,000. As of December 31, 2022, the outstanding loan balance was \$2,505,000. The total outstanding on the two loans was \$3,169,000 as of December 31, 2022.

#### Long Term Debt

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>
Revenue Bonds Payable	\$ -	\$ -	\$ 3,169,000	\$ 3,392,000	\$ 3,169,000	\$ 3,392,000
Net Pension Liability	1,584,079	836,331	-	-	1,584,079	836,331
Compensated absences	4,645	-	909	-	5,554	-
Total Long Term Debt	<u>\$ 1,588,724</u>	<u>\$ 836,331</u>	<u>\$ 3,169,909</u>	<u>\$ 3,392,000</u>	<u>\$ 4,758,633</u>	<u>\$ 4,228,331</u>

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

Generally, the outlook for 2023 is very favorable for projected revenues. 2022 revenues have exceeded projections so far, and with several industrial expansions and growth in population, the adjustment to sales tax revenues should be favorable to trend upwards. Health insurance premiums were budgeted for a 15% increase, but will only increase by 10% effective May 1, 2023, and employees were given a 4% raise, which was also budgeted. The Town's contribution to the Louisiana Municipal Police Employee Retirement program will increase from 31.25% to 33.925%, effective July 1, 2023. The Town also budgeted \$500,000 in capital outlays, and \$700,000 to be used for road improvement projects in 2023, \$700,000 drainage improvement projects, \$225,000 in public works equipment purchases, and \$200,000 in police department equipment purchases due to additions to the Police Department.

The Sewer Fund capital outlay budget includes funding for the purchase of new equipment and upgrades to existing sewer infrastructure, more projects and increases to the budget may happen as projects are approved to use the Coronavirus State and Local Fiscal Recovery Funds. Health insurance premiums were budgeted for a 15% increase but effective May 1, 2023, the Town changed their health insurance plan and

**Town Of Addis, Louisiana**

**Management's Discussion and Analysis (Unaudited), Continued**

will save approximately \$120,000 a year compared to the previous plan. Employees were given a 4% salary increase.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to Jade Simpson, Town Clerk, at (225) 687-4844.



# TOWN OF ADDIS, LOUISIANA

## Statement of Net Position

December 31, 2022

	Primary Government		
	Government activities	Business-type activities	Total
<b>Assets</b>			
Cash and cash equivalents	\$ 6,104,738	\$ 2,077,431	\$ 8,182,169
Receivables, net	578,919	94,054	672,973
Due from other funds	(1,143,255)	1,143,255	-
Prepays	58,127	29,920	88,047
Inventory	-	61,707	61,707
Investments	136,668	-	136,668
Restricted:			
Cash and cash equivalents	1,367,559	454,490	1,822,049
Investments	-	1,171,691	1,171,691
Capital assets:			
Non-depreciable	1,232,381	414,467	1,646,848
Depreciable, net of depreciation	19,589,768	10,315,467	29,905,235
Total assets	27,924,905	15,762,482	43,687,387
<b>Deferred Outflow of Resources - Pension related</b>	468,618	-	468,618
Total assets and deferred outflows of resources	28,393,523	15,762,482	44,156,005
<b>Liabilities</b>			
Current liabilities:			
Accounts payable	364,517	56,964	421,481
Retainage payable	96,301	-	96,301
Accrued liabilities	76,486	-	76,486
Refunds payable	1,500	-	1,500
Payable from restricted assets			
Civil bonds held	12,391	-	12,391
Accrued interest payable	-	4,990	4,990
Bonds payable, due within one year	-	226,000	226,000
Unearned revenues	13,125	2,304,600	2,317,725
Noncurrent liabilities:			
Compensated absences	4,645	909	5,554
Bonds payable, due in more than one year	-	2,943,000	2,943,000
Net pension liability	1,584,079	-	1,584,079
Total liabilities	2,153,044	5,536,463	7,689,507
<b>Deferred Inflow of Resources - Pension related</b>	11,782	-	11,782
Total liabilities and deferred inflows of resources	2,164,826	5,536,463	7,701,289
<b>Net Position</b>			
Invested in capital assets, net of related debt	20,822,149	7,560,934	28,383,083
Restricted for:			
Road maintenance	203,036	-	203,036
Debt service	-	223,500	223,500
Unrestricted	5,203,512	2,441,585	7,645,097
Total net position	\$ 26,228,697	\$ 10,226,019	\$ 36,454,716

# TOWN OF ADDIS, LOUISIANA

## Statement of Activities

For the Year Ended December 31, 2022

		Program Revenues			Net (expenses) revenue and change in net position		
			Operating	Capital	Primary Government		
	Expenses	Charges for services	grants and contributions	grants and contributions	Governmental activities	Business-type activities	Total
<b>Functions/programs</b>							
<b>Primary government:</b>							
Governmental activities:							
General government	\$ 2,081,643	\$ 202,198	\$ -	1,192,800	\$ (686,645)	\$ -	\$ (686,645)
Public safety	2,366,131	343,713	110,213	-	(1,912,205)	-	(1,912,205)
Public services	782,065	4,220	6,860	-	(770,985)	-	(770,985)
Total governmental activities	5,229,839	550,131	117,073	1,192,800	(3,369,835)	-	(3,369,835)
Business-type activities							
Sewer user charges	1,185,264	1,416,530	-	397,600	-	628,866	628,866
Total business-type activities	\$ 1,185,264	\$ 1,416,530	\$ -	\$ 397,600	-	628,866	628,866
General revenues:							
General purpose sales and use taxes					5,724,507	-	5,724,507
Franchise taxes					390,785	-	390,785
Other taxes					18,333	-	18,333
Investment earnings					4,728	19,391	24,119
Other income					66,659	21,720	88,379
Total general revenues and transfers					6,205,012	41,111	6,246,123
Other financing sources (uses):							
Gain/(loss) on disposal of fixed assets					17,833	-	17,833
Change in net position					2,853,010	669,977	3,522,987
Net position - beginning					23,375,687	9,556,042	32,931,729
Net position - ending					\$ 26,228,697	\$10,226,019	\$ 36,454,716

The Accompanying Notes are an integral part of this statement



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## TOWN OF ADDIS, LOUISIANA

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### *Balance Sheet-Governmental Fund-General Fund*

*December 31, 2022*

	2022
<b>Assets</b>	
Cash and cash equivalents	\$ 6,104,738
Receivables-	
Franchise tax	129,090
Accrued interest	35
Other	17,831
Due from other governments-	
Sales tax	429,509
Other	2,454
Due from other funds	9,045
Investments	136,668
Restricted assets	
Cash	1,367,559
Total assets	<u>\$ 8,196,929</u>
<b>Liabilities and Fund Balances</b>	
Current liabilities:	
Accounts payable	\$ 364,517
Retainage payable	96,301
Accrued liabilities	76,486
Refunds payable	1,500
Due to other funds	1,152,300
Unearned revenue	13,125
Payable from restricted assets	
Bonds payable, due within one year	12,391
Total liabilities	<u>1,716,620</u>
<b>Fund balances</b>	
Restricted for road maintenance	203,036
Unassigned	6,277,273
Total fund balances	<u>6,480,309</u>
Total Liabilities and Fund Balances	<u>\$ 8,196,929</u>

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## TOWN OF ADDIS, LOUISIANA

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### *Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net position December 31, 2022*

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<b>Fund balances - total governmental funds</b>	<b>\$ 6,480,309</b>
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	
Governmental capital assets	31,029,833
Less accumulated depreciation	<u>(10,207,684)</u>
	20,822,149
Prepaid insurance premiums in governmental activities are not recognized as expenditures for governmental funds	58,127
Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the funds	
Pension related changes reported as deferred outflows	468,618
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Compensated absences	(4,645)
Pension related changes reported as deferred inflows	(11,782)
Net pension liability	<u>(1,584,079)</u>
	(1,600,506)
Net position of governmental activities	<u><u>\$ 26,228,697</u></u>

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## TOWN OF ADDIS, LOUISIANA

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### *Statement of Revenues, Expenditures and Changes in Fund Balance*

#### *Governmental Funds-General Fund*

*For the Year Ended December 31, 2022*

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#### **Revenues**

Taxes	\$ 202,198
Franchise fees	390,784
Intergovernmental	5,825,438
Charges for services	4,220
Fines and forfeitures	343,713
Investment earnings	4,728
Miscellaneous	85,979
Total revenues	<u>6,857,060</u>

#### **Expenditures**

Current	
General government	1,133,515
Public safety	2,165,327
Roads and drainage	553,287
Capital outlay	1,814,509
Total expenditures	<u>5,666,638</u>

#### **Excess (Deficiency) of Revenues Over Expenditures**

1,190,422

#### **Fund Balance**

Beginning	5,289,887
Ending	<u>\$ 6,480,309</u>

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## TOWN OF ADDIS, LOUISIANA

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### *Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, Changes in Fund Balances to the Statement of Activities For the Year Ended December 31, 2022*

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

Net change in fund balances - total governmental funds	\$ 1,190,422
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Capital outlay	1,814,509
Depreciation expense	(1,306,497)
	<u>508,012</u>
Revenues that do not provide current financial resources are not reported as revenues in the Statement of Revenues, Expenditures and Changes in Fund Balance	
Contributions of capital assets	1,192,800
	<u>1,192,800</u>
Expenditures that do not use current financial resources are not reported as expenses in the Statement of Revenues, Expenditures and Changes in Fund Balance	
Current prepaid insurance	58,127
Prior year prepaid insurance	(23,213)
	<u>34,914</u>
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	
Gain/(loss) on disposal of assets	(1,487)
Change in compensated absences	(4,645)
Pension expense	(67,006)
	<u>(73,138)</u>
Change in net position of governmental activities	<u>\$ 2,853,010</u>

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**TOWN OF ADDIS, LOUISIANA**

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**Statement of Net Position, Proprietary Fund****December 31, 2022**

	Business-type Activities Enterprise Fund Sewer Fund
<b>Assets</b>	
<b>Current Assets</b>	
Cash and cash equivalents	\$ 2,077,431
Accounts receivable, net	94,054
Due from other fund	1,152,300
Other receivable	-
Prepaid expenses and other current assets	29,920
Inventory-tanks	61,707
Total current assets	<u>3,415,412</u>
<b>Non-current Assets</b>	
Restricted:	
Cash and cash equivalents	454,490
Investments	1,171,691
Total restricted assets	<u>1,626,181</u>
Capital assets:	
Non-depreciable	414,469
Depreciable, net of accumulated depreciation	10,315,465
Total capital assets (net of accumulated depreciation)	<u>10,729,934</u>
Total non-current assets	<u>12,356,115</u>
Total assets	<u>15,771,527</u>

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**TOWN OF ADDIS, LOUISIANA**

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**Statement of Net Position, Proprietary Fund, Continued****December 31, 2022**

	Business-type Activities Enterprise Fund Sewer System
<b>Liabilities</b>	
<b>Current Liabilities (payable from current assets):</b>	
Accounts payable	56,964
Due to other funds	9,045
Current liabilities payable from restricted assets:	
Accrued interest payable	4,990
Sewer revenue bonds payable	226,000
Unearned revenues	2,304,600
Total current liabilities	2,601,599
<b>Non-current Liabilities:</b>	
Sewer revenue bonds payable	2,943,000
Net pension liability	909
Total non-current liabilities	2,943,909
Total liabilities	5,545,508
<b>Net Position</b>	
Invested in capital assets, net of related debt	7,560,934
Restricted for debt service	223,500
Unrestricted	2,441,585
Total net position	\$ 10,226,019

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## TOWN OF ADDIS, LOUISIANA

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### *Statement of Revenues, Expenses and*

### *Changes in Fund Net Position*

### *Proprietary Fund*

*For the Year Ended December 31, 2022*

	Business-type Activities Enterprise Fund Sewer System
<b>Operating Revenues</b>	
Charges for services	\$ 1,230,455
Installations	5,200
Impact Fees	151,250
Other operating income	29,624
<b>Total Operating Revenues</b>	<u>1,416,529</u>
<b>Operating Expenses</b>	
Personal services	362,863
Utilities	114,736
Operating expenses	223,796
Contract services	53,950
Depreciation	398,046
<b>Total Operating Expenses</b>	<u>1,153,391</u>
<b>Operating Income (Loss)</b>	<u>263,138</u>
<b>Nonoperating Revenues (Expenses)</b>	
Administrative fees	(16,960)
Interest income	19,391
Interest expense	(14,913)
Recovery of bad debts	21,720
<b>Total Nonoperating Revenues (Expenses)</b>	<u>9,238</u>
<b>Income (Loss) before contributions and transfers</b>	<u>272,376</u>
<b>Contributions and Transfers In (Out)</b>	
Contributions of capital assets	397,600
<b>Total Contributions and Transfers In (Out)</b>	<u>397,600</u>
<b>Change in net position</b>	<u>669,976</u>
<b>Net position</b>	
Beginning	9,556,043
Ending	<u><u>\$ 10,226,019</u></u>

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## TOWN OF ADDIS, LOUISIANA

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### *Statement of Cash Flows*

#### *Proprietary Fund*

*For the Year Ended December 31, 2022*

	Business-type Activities Enterprise Fund Sewer System
<b>Cash Flows From Operating Activities</b>	
Receipts from customers	\$ 1,381,991
Payments to suppliers	(392,934)
Payments to employees for services and benefits	(361,954)
Other operating cash receipts	29,624
<b>Net Cash Provided By (Used In) Operating Activities</b>	<b>656,727</b>
<b>Cash Flows From Noncapital Financing Activities</b>	
Transfers from other funds	1,144,892
<b>Net Cash Provided By (Used in) Noncapital Financing Activities</b>	<b>1,144,892</b>
<b>Cash Flows From Capital and Related Financing Activities</b>	
Proceeds from bonds issued	-
Purchase of capital assets	(277,581)
Interest and administrative fees paid	(32,224)
Principal paid on revenue bonds	(223,000)
<b>Net Cash Provided By (Used In) Capital and Related Financing Activities</b>	<b>(532,805)</b>
<b>Cash Flows From Investing Activities</b>	
Investment purchases	(1,152,300)
<b>Net Cash Provided By (Used In) Investing Activities</b>	<b>(1,152,300)</b>
<b>Increase (Decrease) in Cash and Cash Equivalents</b>	<b>116,514</b>
<b>Cash and Cash Equivalents</b>	
Beginning	2,415,407
Ending	\$ 2,531,921
<b>Cash and Cash Equivalents</b>	<b>\$ 2,077,431</b>
<b>Restricted Assets</b>	<b>454,490</b>
<b>Totals</b>	<b>\$ 2,531,921</b>
<b>Noncash Investing, Capital, and Financing Activities</b>	
<b>Net assets contributed to the system</b>	<b>\$ 397,600</b>



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## TOWN OF ADDIS, LOUISIANA

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### *Statement of Cash Flows*

#### *Proprietary Fund, Continued*

*For the Year Ended December 31, 2022*

	Business-type Activities Enterprise Fund Sewer System
<b>Cash Flows From Operating Activities</b>	
Operating income	\$ 263,138
Adjustments to reconcile operating income to net cash provided by operating activities	
Depreciation	398,046
(Increase) decrease in assets	
Accounts receivable	(12,380)
Unbilled accounts receivable	7,466
Prepaid expenses	(29,252)
Inventory	(15,085)
Increase (decrease) in liabilities	
Accounts payable	43,885
Compensated absences	909
<b>Net Cash Provided By (Used In) Operating Activities</b>	<u><u>\$ 656,727</u></u>

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# TOWN OF ADDIS, LOUISIANA

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## Notes to Financial Statements

December 31, 2022

### 1. Introduction

The Town of Addis was incorporated September 1915, under the provisions of Title 33, Chapter 2, Part I, of the Louisiana Revised Statutes (Lawrason Act - Act No. 36 of 1898). The "Town" operates under a Mayor - Council form of government and provides the following services as authorized by its charter: public safety (police), highways and streets, sanitation, health and social services, culture-recreation, public improvements, planning and zoning and general administrative services.

The Town's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, issued in June 1999. The more significant accounting policies established in GAAP and used by the Town are discussed below.

### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Reporting Entity.** The financial reporting entity consists of (a) the primary government (Town of Addis) (b) organizations for which the primary government is financially accountable and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. GASB Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statement 61, *The Financial Reporting Entity: Omnibus* established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement the basic criteria are as follows:

- Legal status of the potential component unit including the right to incur its own debt, levy its own taxes and charges, expropriate property in its own name, sue and be sued, and the right to buy, sell and lease property in its own name.
- Whether the Town governing authority appoints a majority of board members of the potential component unit (or serves as board members of potential component unit as required by law) and whether operational responsibility for the potential component unit rests with the management of the primary government.
- Fiscal interdependency between the Town and potential component unit.
- Imposition of will by the Town on the potential component unit.
- Financial benefit/burden relationship between the Town and the potential component unit.

Based on the above criteria, the Town has no component units.

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## **TOWN OF ADDIS, LOUISIANA**

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*Notes to Financial Statements, Continued*

*December 31, 2022*

### **BASIC FINANCIAL STATEMENTS -- GOVERNMENT-WIDE STATEMENTS**

The Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Town's police, public works, and general administrative services are classified as governmental activities. The Town's sewer services are classified as business- type activities.

In the government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, (b) and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Town's net position is reported in three parts: net investment in capital assets; restricted net position; and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Town's functions and business-type activities. The functions are also supported by general government revenues (sales and use tax, franchise tax, and certain governmental revenues, etc). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants.

Program revenues must be directly associated with the function (public safety, public works and general administration) or a business-type activity. Operating grants include operating-specific and discretionary (either operating or capital) grants column reports capital-specific grants.

The net costs (by function or business-type activity) are normally covered by general revenue (sales and use tax, franchise tax, intergovernmental revenue, interest income, etc.).

This government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net position resulting from the current year's activities.

### **BASIC FINANCIAL STATEMENTS -- FUND FINANCIAL STATEMENTS**

The financial transactions of the Town are reported in individual funds in the financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves. Fund equity, revenues and expenditures/expenses.

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## TOWN OF ADDIS, LOUISIANA

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### *Notes to Financial Statements, Continued*

*December 31, 2022*

The emphasis in fund financial statements is on the major funds for either the governmental or business-type activities categories. Non-major funds by category are summarized into a single column. GASB 34 sets forth minimum criteria (percentage of assets, liabilities, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The Town had no non-major funds.

**Governmental Funds.** The focus of the governmental fund's measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses and balances of current financial resources) rather than upon net income. Expendable assets are assigned to funds according to the purpose for which they may be used. Current liabilities are assigned to funds from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period operations of the Town. The Town reports these major governmental funds and fund types:

**General Fund.** The General Fund is the main operating fund of the Town. It is used to account for all financial resources not accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are net paid through other funds are paid from the General Fund.

**Proprietary Fund Types.** The focus of proprietary fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The Town reports the following proprietary fund types:

**Enterprise Fund.** Used to account for operations for which a fee is charged to external users for sewer services. The activities reported in this fund are reported as business-type activities in the government-wide financial statements.

**Basis of Accounting.** Basis of Accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It related to the timing of the measurements made regardless of the measurement focus applied.

**Accrual.** Both the governmental and business-type activities in the government-wide financial statements and the proprietary fund financial statements are presented on the accrual basis of accounting. Non-exchange revenues, including intergovernmental revenues and grants are reported when all eligibility requirements have been met. Fees and charges and other exchange revenues are recognized when earned and expenses are recognized when incurred.

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## TOWN OF ADDIS, LOUISIANA

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### *Notes to Financial Statements, Continued*

*December 31, 2022*

**Modified Accrual.** The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Intergovernmental revenues and grants are recognized when all eligibility requirements are met and the revenues are available. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. Exceptions to this general rule include principal and interest on general obligation long-term debt and employee vacation and sick leave, which are recognized when due and payable.

**Cash and cash equivalents.** The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

**Investments.** State law and the Town's investment policy allow the Town to invest in collateralized certificates of deposit, government backed securities, state sponsored investment pool, and mutual funds consisting solely of government backed securities. Investments are reported at their fair value.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The three levels of the fair value hierarchy are as follows:

Level 1 – Unadjusted quoted prices for identical assets or liabilities in active markets that the Town has the ability to access.

Level 2 – Inputs including

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 – Inputs that are unobservable and significant to fair value measurement.

**Receivables.** All receivables are reported net of estimated uncollectible amounts.



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## TOWN OF ADDIS, LOUISIANA

### Notes to Financial Statements, Continued

December 31, 2022

**Inventories and Prepaid Items.** All inventories are stated at the first-in, first-out method. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and business-type fund financial statements.

Expenditures by the governmental funds for insurances or similar services that extend over more than one reporting period are not required to be allocated, but may be accounted for as expenditures in the period paid and is known as the non-allocation method. The Governmental Fund - General Fund - fund financial statements utilizes the non-allocation method.

**Capital Assets.** Capital assets, which include property, plant equipment, and infrastructure assets (e.g. roads, bridges, sidewalk and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received.

Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. The Town maintains a threshold level of \$2,000 or more for capitalizing capital assets and \$50,000 for contributed assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. During the current fiscal year, no interest was incurred in the capitalized projects.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	40 years
Building improvements	20-25 years
Improvements other than buildings	20 years
Sewer system	40-43 years
Mowers, tractors and attachments	10-15 years
Light trucks & equipment	5 years

**Compensated Absences.** Employees of the Town earn vacation or sick leave at varying rates based upon length of service. Vacation leave of 40 hours is allowed to be carried over into the next year. Total accrued vacation leave as of December 31, 2022 totaled \$5,554. Unused personal/sick leave may be carried into the first ninety days of the subsequent year, any unused personal/sick leave not taken by March 31 is lost. Any unused personal/sick leave is immaterial, therefore, no accrual has been made.

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## TOWN OF ADDIS, LOUISIANA

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### *Notes to Financial Statements, Continued*

*December 31, 2022*

**Long-Term Debt.** Long-Term Debt to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements.

Long-term obligations for governmental funds are not reported as a liability in the fund financial statements.

The reporting of long-term debt in the proprietary statements is the same in the fund statements as it is in the government-wide statements.

**Fund Equity.** Government-wide and proprietary fund net position are divided into three components:

- Net investment in capital assets - consist of historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets, plus deferred outflows of resources less deferred inflows of resources related to those assets.
- Restricted net position - consist of assets that are restricted by the Town's creditors, by state enabling legislation, by grantors, and by other contributors, less related liabilities and deferred inflows of resources.
- Unrestricted - all other net position are reported in this category.

**Fund Financial Statements.** In the governmental fund financial statements, fund balances are classified as follows:

- Non-spendable -- Amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.
- Restricted - Amounts that can be spent only for specific purposes because of the Town Code, state or federal laws, or externally imposed conditions by grantors or creditors.
- Committed - Amounts that can be used only for specific purposes determined by a formal action by Town ordinance or resolution.
- Assigned - Amounts that are designated by the Mayor for a particular purpose but are not spendable until a budget ordinance is passed or there is a majority vote approval (for capital projects or debt service) by Town Board of Councilmen.
- Unassigned - All amounts not included in other spendable classifications.

**Use of Restricted Resources.** When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the Town's policy is to first apply the expense toward restricted resources and then toward unrestricted resources. In governmental funds, the Town's policy is to first apply the expenditure toward restricted fund balance and then to other, less-restrictive classifications-committed and then assigned fund balances before using unassigned fund balances.

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## TOWN OF ADDIS, LOUISIANA

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### *Notes to Financial Statements, Continued*

*December 31, 2022*

**Interfund Activity.** Interfund activity is reported as either loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or between proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

**Estimates.** The preparation of financial statements in conformity with generally accepted accounting principles 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 expenditures during the reporting period. Actual results could differ from these estimates.

**Defining Operating Revenues and Expenses.** The Town's proprietary fund distinguishes between operating and non-operating revenues and expenses. Operating revenues and expenses of the Town's sewer fund consists of charges for services (including system development charges) and the costs of providing those services, including depreciation. All other revenues and expenses are reported as non-operating.

**Deferred Outflows of Resources and Deferred Inflows of Resources and Net Position.** In December 2010, the GASB issued Statement 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASB 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures.

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

In addition to liabilities, the statement of financial position or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time.

**Recently Adopted Accounting Pronouncements.** In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, Leases. In May 2020, the GASB issued Statement



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## **TOWN OF ADDIS, LOUISIANA**

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### ***Notes to Financial Statements, Continued***

***December 31, 2022***

No. 95 which changed the effective date for Statement No. 87 to fiscal years beginning after June 15, 2021. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The study of the Town's leases proved to be immaterial; therefore, the implementation of this standard did not require any changes to the Town's financial reporting.

**Subsequent Events.** In preparing these financial statements, the Town has evaluated events and transactions for potential recognition or disclosure through June 26, 2023, the date the financial statements were available to be issued.

### **2. Stewardship, Compliance and Accountability**

The Town follows these procedures in establishing the budgetary data reflected in these financial statements:

- A proposed budget is prepared and submitted by the Mayor to the Board of Councilmen prior to the beginning of each fiscal year. The proposed budget is published in the official journal and made available for public inspection. A public hearing is called to obtain taxpayer comments.
- The budget is adopted through passage of an ordinance prior to commencement of the fiscal year for which the budget is being adopted.
- Budgetary amendments involving the transfer of funds from one department program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require approval from the Board of Councilmen.
- Budgets for the General is adopted on a GAAP basis therefore these funds utilize the same basis of accounting for both budgetary purposes and actual results. The Budgetary Comparison Schedule presents a comparison of budgetary data and actual results of operations for which budgets are legally adopted.
- All budgetary appropriations lapse at the end of each fiscal year.
- The level of budgetary control is total appropriations.

### **3. Deposits and Investments**

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States or other federally insured investments, certificates of deposit of any bank domiciled or having

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## TOWN OF ADDIS, LOUISIANA

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### Notes to Financial Statements, Continued

December 31, 2022

a branch office in the State of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

**Bank Deposits.** The Town's policy as well as State law requires deposits, (cash and certificates of deposits) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes federal deposit insurance and securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security deposits. Obligations furnished as security must be held by the political subdivision or an unaffiliated bank, or with a trust company for the accounts of the political subdivision. The current year end balances of deposits are as follows:

Deposits do not include \$816 on cash on hand.

**Custodial Credit Risk – Deposits.** Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town has a policy for custodial credit risk which reflects state law. As of December 31, 2022 the Town had \$10,194,179 in deposits (collected bank balances). These deposits were secured from risk by \$512,352 in federal deposit insurance and \$10,541,417 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). \$9,681,827 of uninsured collected bank balances were secured from risk by pledged securities and none were unsecured and uninsured.

Financial statement classification	Demand Deposits	Certificates of Deposit	Total
Cash and cash equivalents	\$ 8,182,169	\$ -	\$ 8,182,169
Investments	-	136,668	136,668
Restricted Cash and cash equivalents	1,822,049	-	1,822,049
Balance per Town books	\$ 10,004,218	\$ 136,668	\$ 10,140,886
Institutional balances	\$ 10,057,511	\$ 136,668	\$ 10,194,179

#### 4. Investments

Investments are stated at fair value.

**Custodial Credit Risk – Investments.** Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction the Town will not be able to recover the value of the investment. Investments are exposed to custodial risk if the securities are (a) uninsured and

## TOWN OF ADDIS, LOUISIANA

### Notes to Financial Statements, Continued

December 31, 2022

unregistered and held by the counterparty or (b) uninsured, unregistered and held by the counterparty's trust department or agent but not in the name of the Town. The following chart presents the investment position of the Town at December 31, 2022. The various types of investments are listed and presented by whether they are exposed to custodial credit risk.

Investments are not subject to collateralization.

Interest Rate Risk: The Town has no formal policy regarding interest rate risk.

	Change in Investments	
	Amortized Cost	Fair Value
Balance, December 31, 2021	\$ 136,587	\$ 136,587
Add:		
Investment purchase	81	81
Balance, December 31, 2022	\$ 136,668	\$ 136,668

The following table sets forth by level within fair value hierarchy the Town's assets at estimated fair value as of December 31, 2022:

Type of Investment	Bank	Maturity Date	Category			Carrying Amount	Fair Value
			1	2	3		
Certificates of deposit	The First Bank	12/29/2023	\$ 44,316	\$ -	\$ -	\$ 44,316	\$ 44,316
Certificates of deposit	Cottonport Bank	4/19/2023	12,352	-	-	12,352	12,352
Certificates of deposit	Business First Bank	1/30/2023	40,000	-	-	40,000	40,000
Certificates of deposit	Business First Bank	3/2/2023	10,000	-	-	10,000	10,000
Certificates of deposit	Business First Bank	11/16/2022	30,000	-	-	30,000	30,000
Total			136,668	\$ -	\$ -		
Investments Not Subject to Categorization:							
External Investment Pool (LAMP)						1,171,691	1,171,691
Total Investments						\$ 1,308,359	\$ 1,308,359

In accordance with GASB Codification Section 150.128, the investments in Louisiana Asset Management Pool (LAMP) is not categorized in the three risk categories provided by the GASB Codification Section 150.164 because the investment is in the pool of funds and thereby not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an

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## TOWN OF ADDIS, LOUISIANA

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### *Notes to Financial Statements, Continued*

*December 31, 2022*

investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments. LAMP is an investment pool that, to the extent practical, invest in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 52 days as of December 31, 2022.
- Foreign currency risk: Not applicable.

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company. If you have any questions, please feel free to contact the LAMP administrative office at 800-249-5267.

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## TOWN OF ADDIS, LOUISIANA

*Notes to Financial Statements, Continued*

*December 31, 2022*

### 5. Receivables

The following is a summary of receivables for December 31, 2022:

	General Fund	Sewer Fund	Total
Sales tax	\$ 429,509	\$ -	\$ 429,509
Franchise tax	129,090	-	129,090
Accounts receivable	-	103,319	103,319
Accrued interest	35	-	35
Other	20,285	0	20,285
Total Receivables	578,919	103,319	682,238
Allowance for Uncollectibles	-	(9,265)	(9,265)
<b>Receivables, Net</b>	<b>\$ 578,919</b>	<b>\$ 94,054</b>	<b>\$ 672,973</b>



# TOWN OF ADDIS, LOUISIANA

## Notes to Financial Statements, Continued

December 31, 2022

### Capital Asset Summary

	Beginning Balance December 31, 2021	Increases	Decreases	Ending Balance December 31, 2022
<b>Governmental activities:</b>				
Capital assets, not being depreciated:				
Land	\$ 427,440	\$ 130,000	\$ -	\$ 557,440
Construction in Progress	63,438	611,504	-	674,942
Total capital assets, not being depreciated	\$ 490,878	\$ 741,504	\$ -	\$ 1,232,382
Capital assets, being depreciated:				
Improvements other than buildings	23,908,761	1,907,104	-	25,815,865
Buildings and structures	947,517	-	-	947,517
Historical Railroad Park	833,435	-	-	833,435
Museum	196,669	-	-	196,669
Furniture and fixtures	32,582	-	-	32,582
Vehicles-Town	82,339	3,550	13,998	71,891
Machinery & equipment	912,588	89,910	56,071	946,427
Website	12,195	-	-	12,195
Works of Art	9,343	-	-	9,343
Police Department Equipment	76,336	19,427	-	95,763
Police Department Vehicles	589,951	245,813	-	835,764
Total capital assets, being depreciated	27,601,716	2,265,804	70,069	29,797,451
Less accumulated depreciation for:				
Improvements other than buildings	6,745,188	1,026,827	-	7,772,015
Buildings and structures	567,252	22,839	-	590,091
Historical Railroad Park	422,117	41,302	-	463,419
Museum	109,360	4,853	-	114,213
Furniture and fixtures	32,582	-	-	32,582
Vehicles-Town	55,535	10,519	13,998	52,056
Machinery & equipment	489,694	109,169	54,585	544,278
Website	12,195	-	-	12,195
Works of Art	9,343	-	-	9,343
Police Department Equipment	62,457	7,917	-	70,374
Police Department Vehicles	464,047	83,071	-	547,118
Total accumulated depreciation	8,969,770	1,306,497	68,583	10,207,684
Total capital assets, being depreciated, net	18,631,946	959,307	1,486	19,589,767
<b>Governmental activities capital assets, net</b>	<b>\$ 19,122,824</b>	<b>\$ 1,700,811</b>	<b>\$ 1,486</b>	<b>\$ 20,822,149</b>

# TOWN OF ADDIS, LOUISIANA

## Notes to Financial Statements, Continued

December 31, 2022

Depreciation expense was charged to government functions as follows:

General Government	\$ 978,274
Public Safety - Police Department	97,717
Public Works	<u>230,506</u>
Total	<u>\$ 1,306,497</u>

The following is a summary of the changes in property, plant and equipment of the Enterprise Fund- Sewer System for the year ended December 31, 2022:

	Beginning Balance December 31, 2021	Increases	Decreases	Transfers	Ending Balance December 31, 2022
<b>Business-Type Activities:</b>					
Capital assets, not being depreciated:					
Land	\$ 16,755	\$ -	\$ -	\$ -	\$ 16,755
Land rights	61,641	-	-	-	61,641
Construction in Progress	286,018	50,053	-	-	336,071
	<u>364,414</u>	<u>50,053</u>	<u>-</u>	<u>-</u>	<u>414,467</u>
Capital assets, being depreciated:					
Buildings	86,169	-	-	-	86,169
Sewer facility	14,229,982	561,082	-	-	14,791,064
Machinery & Equipment	672,002	25,050	-	-	697,052
Vehicles	64,499	38,995	-	-	103,494
Total capital assets, being depreciated	<u>15,052,652</u>	<u>625,127</u>	<u>-</u>	<u>-</u>	<u>15,677,779</u>
Less accumulated depreciation for:					
Buildings	25,863	2,207	-	-	28,070
Sewer facility	4,491,410	347,347	-	-	4,838,757
Machinery & Equipment	399,972	41,938	-	-	441,910
Vehicles	47,021	6,554	-	-	53,575
Total accumulated depreciation	<u>4,964,266</u>	<u>398,046</u>	<u>-</u>	<u>-</u>	<u>5,362,312</u>
Total capital assets, being depreciated, net	<u>10,088,386</u>	<u>227,081</u>	<u>-</u>	<u>-</u>	<u>10,315,467</u>
<b>Business-type activities capital assets, net</b>	<b>\$ 10,452,800</b>	<b>\$ 277,134</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,729,934</b>

## TOWN OF ADDIS, LOUISIANA

### Notes to Financial Statements, Continued

December 31, 2022

#### 6. Long-Term Liabilities

On November 10, 2010, the Town issued Sewer Revenue Bonds, Series 2010 in the amount of \$1,569,060 for the purpose of paying the costs of constructing and acquiring improvements and extensions to the Town's sewer system. The bonds were purchased by the Louisiana Department of Environmental Quality financed by the Clean Water State Revolving Fund. The Wastewater Treatment Facility phase of the project was completed during 2011 and the Pump Station and Force Main phase was completed in 2012. During 2017, the Town was approved for up to \$3,000,000 for improvements to the sewer system. Purchase price of the bonds are distributed to the Town in installments as construction progresses, with the YMCA Force Main phase completed in 2021. The Town received \$0 and \$251,726 during the years ended December 31, 2022 and 2021, respectively. The total outstanding on the two loans was \$3,169,000 as of December 31, 2022.

	Issued	Original Amount	Matures	Interest Rate
Sewer Revenue Bonds - Series 2010	11/9/2010	\$ 1,569,060	11/1/2030	0.45%
Sewer Revenue Bonds - Series 2017	6/14/2017	up to \$3,000,000	11/1/2038	0.45%

  

	Balance at December 31, 2021	Additions or Bonds Issued	Bonds Redeemed and Other Reductions	Balance at December 31, 2022	Due in More Than One Year	Amount due within One Year
Sewer Revenue Bonds - Series 2010	\$ 743,000	\$ -	\$ 79,000	\$ 664,000	\$ 584,000	\$ 80,000
Sewer Revenue Bonds - Series 2017	2,649,000	-	144,000	2,505,000	2,359,000	146,000
Total long-term debt	\$ 3,392,000	\$ -	\$ 223,000	\$ 3,169,000	\$ 2,943,000	\$ 226,000

The annual maturities for the bonds for the years subsequent to December 31, 2022 are as follows:

Year Ending December 31,	Principal	Interest
2023	\$ 226,000	\$ 30,106
2024	228,000	27,959
2025	230,000	25,793
2026	233,000	23,608
2027-2031	1,109,000	84,484
2032-2036	809,000	39,064
2037-2038	334,000	4,769
	<u>\$ 3,169,000</u>	<u>\$ 235,783</u>



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## **TOWN OF ADDIS, LOUISIANA**

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### ***Notes to Financial Statements, Continued***

***December 31, 2022***

#### **7. Restricted Assets and Flow of Funds**

Restricted cash held in the general fund of \$1,367,559 represents \$12,223 in bond funds that is refundable to the payor once court proceeding have been concluded and properly authorized for disbursement, \$203,036 in funds held to be applied for improvements to storm drain system for the portion of road transferred from DOTD, and \$1,152,300 in funds received from the Coronavirus State and Local Fiscal Recovery Fund.

The bond ordinance for the Sewer Revenue Bonds, Series 2010 and 2017 requires the creation of the below accounts. All of income and revenues derived from the operation of the System shall be deposited daily as the same may be collected in the "Sewer Revenue Fund" (the "Revenue Fund"). Funds in the Revenue Fund shall be expended in the following order of priority and for the following express purposes:

- a) All reasonable and necessary costs and expenses of administration, operation and maintenance of the System as are not provided for from other lawfully available sources shall first be paid from the Revenue Fund.
- b) The Issuer shall maintain a separately identifiable fund designated as the "Sewer Revenue Bond and Interest Sinking Fund" (the "Debt Service Fund"), by transferring from funds in the Revenue Fund, after making the payments required by (a) above, to the Debt Service Fund monthly on or before the 20<sup>th</sup> day of each month of each year, a sum equal to the principal, interest and Administrative Fee, accruing on the Bonds and the Outstanding Parity Bonds for such month, together with such additional proportionate monthly sum as may be required to pay said principal, interest and Administrative Fee, if any, as the same become due. The Issuer shall transfer from said Debt Service Fund to the paying agent bank or banks for all bonds payable from the Debt Service Fund, or directly to the Owners, on or before each Interest Payment Date, funds fully sufficient to pay promptly the principal, interest and Administrative Fee, if any, falling due on such date.
- c) The Issuer shall maintain a separately identifiable fund or account designated as the "Sewer Revenue Bond Reserve Fund" (the "Reserve Fund") the money in the Reserve Fund to be retained solely for the purpose of paying the principal of and interest on Bonds and the Outstanding Parity Bonds and payable from the Debt Service Fund as to which there would otherwise be default, be transferring from the Revenue Fund (after making all required payments from said fund as hereinabove described), on or before the 20<sup>th</sup> day of each month, a sum at least equal to 25% of the amount to be paid into the Debt Service Fund for such month, the payments into said Reserve Fund to continue until such time there has been accumulated therein a sum equal to the Reserve Fund Requirement. Upon the issuance of additional Parity Bonds, there shall be transferred from the proceeds of such additional bonds and/or from the Revenue Fund into the Reserve Fund, monthly or annually, such amounts (as may be designated in the ordinance authorizing the issuance of such

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## TOWN OF ADDIS, LOUISIANA

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### *Notes to Financial Statements, Continued*

*December 31, 2022*

- additional Parity Bonds) as will increase the total amount on deposit in the Reserve Fund within a period not exceeding five (5) years to a sum equal to the Reserve Fund Requirement for all outstanding bonds payable from the Debt Service Fund, including such additional Parity Bonds.
- d) The Issuer shall maintain a separately identifiable fund or account designated "Sewer Depreciation Additions and Contingency Fund" (the "Contingency Fund") to care for extensions, additions, improvements, renewals and replacements necessary to properly operate the System, by transferring from funds in the Revenue Fund after making the payments required (a), (b) and (c) above to the Contingency Fund monthly on or before the 20<sup>th</sup> day of each month of each year, a sum equal to five percent (5%) of the Net Revenues for the preceding month, provided that such sum is available after provision is made for the payments required under paragraphs (a), (b) and (c) above. Such payments into the Contingency Fund shall continue until such time as there has been accumulated in the Contingency Fund the sum of One Hundred Fifty Thousand Dollars (\$150,000), whereupon such payments may cease and need to be resumed thereafter only if the total amount of money on deposit in said fund is reduced below said sum of One Hundred Fifty Thousand Dollars (\$150,000), in which event such payments shall be resumed and continue until said maximum amount is again accumulated. In addition to caring for extensions, additions, improvements, renewals and replacements necessary to properly operate the System, the money in the Contingency Fund may also be used to pay the principal of and the interest on the Bonds, including and Parity Bonds, for the payment of which there is not sufficiency money in the Debt Service Fund and the Reserve Fund described in paragraphs (b) and (c) above, but the money in said Contingency Fund shall never be used for the making of use of said money will leave in said Contingency Fund for the making of emergency repairs or replacements less than the sum of Ten Thousand Dollars (\$10,000).
- e) Any money remaining in the Revenue Fund after making the above-required payments may be used by the Issuer for the purpose of calling and/or purchasing and paying any bonds payable from the revenues of the System, or for such other lawful corporate purposes as the Governing Authority may determine, whether such purposes are or are not in relation to the System.

Account balances as of December 31, 2022 are as follows:

Account Name	Balance
Sewer Bond & Interest Sinking Fund	\$ 179,128
Sewer Revenue Reserve Fund	124,550
Sewer Depreciation, Additions & Contingency Fund	150,655
2017 DEQ Construction Fund	157
Total	<u>\$ 454,490</u>

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## TOWN OF ADDIS, LOUISIANA

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*Notes to Financial Statements, Continued*

*December 31, 2022*

### 8. Franchise Agreements

#### Cable Television

A non-exclusive cable franchise was granted to Cox Communications, Inc., on June 20, 2005 for a period of 25 years. The annual franchise fee is 5% of the company's gross receipts.

On October 1, 2008, the Town passed ordinance No. 2008-9, setting franchise fees for all cable or video services at 5% of gross receipts from operations within the Town's municipal limits.

#### Electric

On October 1, 1972, the Town entered into a franchise with Gulf State Electric Utilities Company, now Entergy, to supply electricity to the Town for a period of 60 years. In consideration, the Town shall receive a fee of 4.5% of the gross receipts from sales of electricity to customers within the corporate limits of Addis from October 1, 1972 to September 30, 1982, then from October 1, 1982 to September 30, 2032, a fee of 5%.

### 9. On-Behalf Payments for Fringe Benefits and Salaries

The Town's police chief and police officers received about \$75,739 in police supplemental pay from the State of Louisiana, Department of Public Safety and Corrections. The Town recognizes this supplemental pay received by the employees as revenues and expenditures of the Town. The revenues are reported in the General Fund and the expenditures are included in Public Safety expenditures.

### 10. Interfund Balances

The Town reports interfund balances between its funds. The totals of all balances agree with the sum of interfund balances present in the fund statements.

	Due From		
	General Fund	Sewer Fund	Total
<b>Due To</b>			
General Fund	\$ -	\$ 9,045	\$ 9,045
Sewer Fund	1,152,300	-	1,152,300
<b>Total</b>	<b>\$ 1,152,300</b>	<b>\$ 9,045</b>	<b>\$ 1,143,255</b>

The balances primarily result from the time lag between the dates the 1) transactions are recorded in the accounting system and 2) payments between funds are made.

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## TOWN OF ADDIS, LOUISIANA

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### *Notes to Financial Statements, Continued*

*December 31, 2022*

#### **11. Pension Plan**

The Town's police employees are members of the Municipal Police Employees Retirement System of Louisiana. The system is a cost sharing, multiple-employer defined benefit pension plan administered by separate board of trustees. Pertinent information relative to the plan follows:

**Plan Description.** The Municipal Police Employees' Retirement System (MPERS) is a cost-sharing multiple-employer defined benefit plan. Membership in the System is mandatory for any full-time police officer employed by a municipality of the State of Louisiana and engaged in law enforcement, empowered to make arrests, providing he or she does not have to pay social security and providing he or she meets the statutory criteria. The System provides retirement benefits for municipal police officers. The projections of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

**Benefits Provided.** Benefit provisions are authorized within Act 189 of 1973 and amended by LRS 11:2211-11:2233. The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

##### **1. Retirement**

###### Membership Prior to January 1, 2013

A member is eligible for regular retirement after he has been a member of the System and has 25 years of creditable service at any age or has 20 years of creditable service and is age 50 or has 12 years creditable service and is age 55. A member is eligible for early retirement after he has been a member of the System for 20 years of creditable service at any age with an actuarially reduced benefit.

Benefit rates are three and one-third percent of average final compensation (average monthly earnings during the highest 36 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary.

Upon the death of an active contributing member, or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from forty to sixty percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives benefits equal to ten



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## **TOWN OF ADDIS, LOUISIANA**

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### ***Notes to Financial Statements, Continued***

***December 31, 2022***

percent of the member's average final compensation or \$200.00 per month, whichever is greater.

#### Membership Commencing January 1, 2013

Member eligibility for regular retirement, early retirement, disability and survivor benefits are based on Hazardous Duty and Non Hazardous Duty sub plans. Under the Hazardous Duty sub plan, a member is eligible for regular retirement after he has been a member of the System and has 25 years of creditable service at any age or has 12 years of creditable service at age 55. Under the Non Hazardous Duty sub plan, a member is eligible for regular retirement after he has been a member of the System and has 30 years of creditable service at any age, 25 years of creditable service at age 55, or 10 years of creditable service at age 60. Under both sub plans, a member is eligible for early retirement after he has been a member of the System for 20 years of creditable service at any age, with an actuarially reduced benefit from age 55.

Under the Hazardous and Non Hazardous Duty sub plans, the benefit rates are three percent and two and a half percent, respectively, of average final compensation (average monthly earnings during the highest 60 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary.

Upon death of an active contributing member, or disability retiree, the plan provides for surviving spouses and minor children. Under certain conditions outlined in the statutes, the benefits range from twenty-five to fifty-five percent of the member's average final compensation for the surviving spouse. In addition, each child under age eighteen receives ten percent of average final compensation or \$200 per month whichever is greater. If deceased member had less than ten years of service, beneficiary will receive a refund of employee contributions only.

### **2. Deferred Retirement Option Plan**

A member is eligible to elect to enter the deferred retirement option plan (DROP) when he is eligible for regular retirement based on the members' sub plan participation. Upon filing the application for the program, the employee's active membership in the System is terminated. At the entry date into the DROP, the employee and employer contributions cease. The amount to be deposited into the DROP account is equal to the benefit computed under the retirement plan elected by the participant at date of application. The duration of participation in the DROP is thirty six months or less. If employment is terminated after the three-year period the participant may receive his benefits by lump sum payment or a true annuity. If employment is not terminated, active contributing membership into the System shall resume and upon later termination, he shall receive additional retirement benefit based on the additional service. For those eligible to enter DROP prior to January 1, 2004, DROP accounts shall earn interest

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## **TOWN OF ADDIS, LOUISIANA**

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### ***Notes to Financial Statements, Continued***

***December 31, 2022***

subsequent to the termination of DROP participation at a rate of half of one percentage point below the percentage rate of return of the System's investment portfolio as certified by the actuary on an annual basis but will never lose money. For those eligible to enter DROP subsequent to January 1, 2004, an irrevocable election is made to earn interest based on the System's investment portfolio return or a money market investment return. This could result in a negative earnings rate being applied to the account.

If the member elects a money market investment return, the funds are transferred to a government money market account.

### **3. Initial Benefit Option Plan**

In 1999, the State Legislature authorized the System to establish an Initial Benefit Option program. Initial Benefit Option is available to members who are eligible for regular retirement and have not participated in DROP. The Initial Benefit Option program provides both a one-time single sum payment of up to 36 months of regular monthly retirement benefit, plus a reduced monthly retirement benefit for life. Interest is computed on the balance based on same criteria as DROP.

### **4. Cost of Living Adjustments**

The Board of Trustees is authorized to provide annual cost-of-living adjustments computed on the amount of the current regular retirement, disability, beneficiary or survivor's benefit, not to exceed 3% in any given year. The Board is authorized to provide an additional 2% COLA, computed on the member's original benefit, to all regular retirees, disability, survivors and beneficiaries who are 65 years of age or older on the cut-off date which determines eligibility.

No regular retiree, survivor or beneficiary shall be eligible to receive a cost-of-living adjustment until benefits have been received at least one full fiscal year and the payment of such COLA, when authorized, shall not be effective until the lapse of at least one-half of the fiscal year. Members who elect early retirement are not eligible for a cost of living adjustment until they reach regular retirement age.

A COLA may only be granted if funds are available from interest earnings in excess of normal requirements, as determined by the actuary.

### ***Contributions***

Contributions for all members are actuarially determined as required by state law but cannot be less than 9% of the employees' earnable compensation excluding overtime but including state supplemental pay.

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## **TOWN OF ADDIS, LOUISIANA**

### ***Notes to Financial Statements, Continued***

***December 31, 2022***

For the year ended June 30, 2022, total contributions due for employers and employees were 39.75%. The employer and employee contribution rates for all members hired prior to January 1, 2013 and Hazardous Duty members hired after January 1, 2013 were 29.75% and 10%, respectively. The employer and employee contribution rates for all Non-Hazardous Duty members hired after January 1, 2013 were 29.75% and 8%, respectively. The employer and employee contribution rates for all members whose earnable compensation is less than or equal to the poverty guidelines issued by the United States Department of Health and Human Services were 32.25% and 7.5%, respectively.

#### **Non-employer contributions**

The System also receives insurance premium tax monies as additional employer contributions. The tax is considered support from a non-contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions are recognized as revenue during the year ended December 31, 2022 and excluded in pension expense.

The Town's contractually required composite contribution rate for the year ended December 31, 2022 was 31.25% of annual payroll, 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 Actuarial Accrued Liability. Contributions to the pension plan from the Town were \$179,069 for the year ended December 31, 2022.

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

At December 31, 2022, the Employer reported a liability of \$1,584,079 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2022 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Town's proportion of the Net Pension Liability was based on a projection of the Town's projected contribution effort to the plan for the next fiscal year as compared to the total of all employers' projected contribution effort to the plan for the next fiscal year, actuarially determined. At June 30, 2022, the Town's proportion was .1550%, which was a decrease of .0019% from its proportion measured as of June 30, 2021.

For the year ended December 31, 2022, the Town recognized pension expense of \$281,899 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$5,209.

At December 31, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:



## TOWN OF ADDIS, LOUISIANA

### Notes to Financial Statements, Continued

December 31, 2022

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 7,813	\$ -
Changes of assumptions	54,642	11,782
Net difference between projected and actual earnings on pension plan investments	282,808	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	26,863	-
Town contributions subsequent to the measurement date	96,492	-
Total	<u>\$ 468,618</u>	<u>\$ 11,782</u>

\$96,492 reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended December 31, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	MPERS
2022	\$ 116,013
2023	116,451
2024	6,492
2025	148,345

### Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2022:

Valuation Date	June 30, 2022
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining	
Service Lives	4 years
Investment Rate of Return	6.750%, net of investment expense

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## TOWN OF ADDIS, LOUISIANA

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*Notes to Financial Statements, Continued*

*December 31, 2022*

**Inflation Rate** 2.50%  
**Salary Increases, including  
Inflation and merit**

Years of Service	Salary Growth Rate
1-2	12.30%
Above 2	4.70%

**Mortality**

For annuitants and beneficiaries, the Pub-2010 Public Retirement Mortality Table for Safety Below-Median Healthy Retirees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 scale was used.

For disabled lives, the Pub-2010 Public Retirement Plans Morality Table for Safety Disable Retirees multiplied by 105% for males and 115% for females, each with full generational projection using the MP2019 scale was used.

For employees, the Pub-2010 Public Retirement Mortality Table for Safety Below-Median Employees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 scale was used.

**Cost-of-Living Adjustments**

The present value of future retirement benefits is based on benefits currently being paid by the System 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.

**Mortality Rate**

The mortality rate assumption used was set based upon an experience study performed by the prior actuary on plan data for the period July 1, 2014 through June 30, 2019 and review of similar law enforcement mortality. A change was made full generational mortality which

## TOWN OF ADDIS, LOUISIANA

### Notes to Financial Statements, Continued

December 31, 2022

combines the use of a base mortality table with appropriate mortality improvement scales. In order to set the base mortality table, actual plan mortality experience was assigned a credibility weighting and combined with a standard table to produce current levels of mortality.

The best estimates of arithmetic nominal rates of return for each major asset class included in the System's target asset allocation as of June 30, 2022 are summarized in the following table:

June 30, 2022		
Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Equity	55.50%	3.60%
Fixed Income	30.50%	0.85%
Alternatives	14.00%	0.95%
Totals	100.00%	5.40%
Inflation		2.66%
Expected Arithmetic Nominal Return		8.06%

### Discount Rate

The discount rate used to measure the total pension liability was 6.750%. 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 System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

### *Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Employer's proportionate share of the Net Pension Liability using the discount rate of 6.750%, as well as what the Employer's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage-point lower (5.750%) or one percentage-point higher (7.750%) than the current rate:

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## TOWN OF ADDIS, LOUISIANA

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*Notes to Financial Statements, Continued*

*December 31, 2022*

	<b>1% Decrease (5.75%)</b>	<b>Current Discount Rate (6.75%)</b>	<b>1% Increase (7.75%)</b>
City's proportionate share of the net pension liability	\$ 2,217,407	\$ 1,584,079	\$ 1,055,040

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

Detailed information about the pension plan's fiduciary net position is available in the separately issued MPERS 2022 Comprehensive Annual Financial Report at [www.Lampers.org](http://www.Lampers.org).

## **12. Deferred Compensation Plan**

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Plan, available to all permanent Town employees, permits them to defer until future years up to 100% of annual compensation not to exceed \$18,500 in 2022, adjusted thereafter for cost of living adjustments in \$500 annual increments up to age 50; participants age 50 and over are eligible for catch-up contributions provided the catch-up contributions do not exceed the catch-up limit for the taxable year. The Town contributes on behalf of its employees based upon employee contributions with a maximum match of 20.1 %. The Town also contributes an additional annual contribution for participating full time employees of \$1,500, except for police officers. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. In accordance with GASB No. 32 the Town is no longer required to report the plan in its financial statements.

## **14. Intergovernmental Agreements**

West Baton Rouge Parish Natural Gas and Water Systems –

A service agreement is in effect between West Baton Rouge Parish and the Town in which the Parish agrees to bill and collect sewer fees from water customers served by the Town sewer system. The sewer rates are based on water usage, and customers may have their water service discontinued for non-payment of sewer fees. The amount due from the Parish for customer sewer fees billed through December 31, 2022 was \$94,054.

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## **TOWN OF ADDIS, LOUISIANA**

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### ***Notes to Financial Statements, Continued***

***December 31, 2022***

#### **15. Sewer User Fees**

Charges for sewer use are as follows:

Residential - \$24.00 plus \$3.25 per 1,000 gallons after 4,000.

Non-residential - \$38.00 plus \$3.00 per 1,000 gallons after 4,000.

#### **16. Economic Dependence**

The Town of Addis received 69.1%, of its total revenue from parish and district sales tax.

#### **17. Risk Management**

The Town of Addis is exposed to various risks of loss for which the Town carries commercial insurance. There have been no reductions in insurance coverage during the last year. Settled claims have not exceeded coverage in the last three years.

#### **18. Contingencies and Commitments**

Litigation - In the opinion of the Town's management after consultation with legal counsel, the potential loss for any claims and lawsuits cannot be reasonably determined.

The Louisiana Department of Environmental Quality purchase of the Taxable Sewer Revenue Bond – Series 2017 was financed by the Drinking Water Revolving Loan Fund, a federal program operated through the United States Environmental Protection Agency (EPA). Amounts received are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the Town. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time although the Town expects such amounts, if any, to be immaterial.

#### **19. Cooperative Endeavor Agreement and Restrictions of Fund Balance and Net Position**

The Town of Addis entered into a Cooperative Endeavor Agreement with the Department of Transportation and Development (DOTD) on December 13, 2015, for the transfer of ownership of a portion of state route LA 990 known as Main Street when certain conditions and requirements for the road transfer were met, and for DOTD to also provide funds in the amount of \$203,036 in road transfer credit to be transferred to the Town to be applied for improvements to storm drain system for the portion of road transferred. On May 1, 2020, the act of transfer and acceptance was signed. The Town



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## **TOWN OF ADDIS, LOUISIANA**

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### ***Notes to Financial Statements, Continued***

***December 31, 2022***

received the funds of \$203,036 which is restricted for the purpose of the improvements to storm drain system. As of December 31, 2022, no amount of these funds has been expended.

#### **20. American Rescue Plan Act**

The American Rescue Plan Act (ARPA) established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to provide governments with the resources needed to respond to the pandemic. The Town is required to spend these funds in accordance with applicable guidelines, with the funds required to be obligated by December 31, 2024, and expended by December 31, 2026. During the 2022 and 2021 years, the Town received \$1,152,300 each year respectively from the SLFRF that is restricted in its use. As of the year end December 31, 2022, no amount of these funds has been expended. The total payments received under ARPA total \$2,304,600.

#### **21. New Accounting Pronouncements Not Yet Implemented**

GASB Statement 96, Subscription-Based Information Technology Arrangements: This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangement for government end users. This Statement is effective for fiscal years beginning after June 15, 2022.

GASB Statement 91, Conduit Debt Obligations: The primary objectives of this statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations and (3) related note disclosures. This Statement is effect for reporting periods beginning with the fiscal year that ends December 31, 2022.

GASB Statement 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements: The primary object of this statement is to improve financial reporting by addressing issues related to these arrangements. This statement is effective for reporting periods beginning after June 15, 2022.

Management is currently assessing the impact that the implementation of these pronouncements will have on the basic financial statements, if any.

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**TOWN OF ADDIS, LOUISIANA**

*Required Supplementary Schedules*

*December 31, 2022*



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## **TOWN OF ADDIS, LOUISIANA**

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***Required Supplementary Schedules***

***December 31, 2022***

### **Budgetary Comparison Schedules**

Town of Addis, Louisiana  
Budgetary Comparison Schedule  
General Fund

For the Year Ended December 31, 2022

#### **Notes:**

The Original and Final Budgets are prepared using the Modified Accrual Basis of Accounting

**TOWN OF ADDIS, LOUISIANA****Schedule of Revenues and Other Financing****Year Ended December 31, 2022****Sources - Budget and Actual****General Fund**

	Original Budget	Revised Budget	Actual	Variance - Favorable (Unfavorable)
Taxes and licenses				
Occupational license	\$ 150,000	\$ 174,000	\$ 190,216	\$ 16,216
Building permits	15,000	9,400	11,827	2,427
Trailer moving permits	100	155	155	-
Bartender permits	100	-	-	-
Franchise fees				
Entergy	175,000	252,000	327,407	75,407
Cable television	16,000	16,000	46,174	30,174
Telephone	15,000	9,000	15,395	6,395
Internet	1,200	1,060	1,809	749
Intergovernmental				
Sales tax-parish	1,300,000	2,900,000	2,862,253	(37,747)
Sales tax-district	2,000,000	2,900,000	2,862,253	(37,747)
Alcoholic beverage tax	2,500	2,500	3,121	621
Video poker tax	2,500	9,900	15,012	5,112
State of Louisiana - Police Supplemental Pay	-	-	75,739	75,739
Emergency Task Force Grant	500	-	-	-
LGAP Grant	25,000	-	-	-
Charges for services				
Rental-Civic Center	2,500	3,500	4,220	720
Highway maintenance	6,860	6,860	6,860	-
Planning and zoning	100	-	200	200
Grass mowing-town	100	-	-	-
Culvert program	5,000	1,000	-	(1,000)
Fines and forfeitures	225,000	320,000	343,713	23,713
Investment earnings	4,000	16,500	4,728	(11,772)
Sale of fixed assets	-	18,000	-	(18,000)
Miscellaneous	1,160,425	70,300	85,979	15,679
Amounts available for appropriation	5,106,885	6,710,175	6,857,061	146,886
Current				
General government	1,197,650	1,124,960	1,133,515	(8,555)
Public safety-police	2,017,150	2,054,750	2,165,328	(110,578)
Public works-Streets & sanitation	786,050	1,251,400	553,287	698,113
Capital Outlay				
General government	1,000,000	150,000	130,000	20,000
Museum and park	10,000	3,000	-	3,000
Police	250,000	320,000	265,240	54,760
Public Works	755,000	800,000	1,419,269	(619,269)
Total Expenditures	6,015,850	5,704,110	5,666,639	37,471
<b>Net Change in Fund Balance</b>	<b>(1,658,965)</b>	<b>1,006,065</b>	<b>1,190,422</b>	<b>184,357</b>
<b>Beginning Fund Balance</b>			<b>5,289,887</b>	<b>5,289,887</b>
<b>Ending Fund Balance</b>	<b>\$ (1,658,965)</b>	<b>\$ 1,006,065</b>	<b>\$ 6,480,309</b>	<b>\$ 5,474,244</b>

**TOWN OF ADDIS, LOUISIANA*****Schedule of Employer's Proportionate Share of the Net Pension Liability******Year Ended December 31, 2022***

<b>Fiscal Year*</b>	<b>Employer's Proportion of the Net Pension Liability (Asset)</b>	<b>Employer's Proportionate Share of the Net Pension Liability (Asset)</b>	<b>Employer's Covered Payroll</b>	<b>Employer's Proportionate Share of the Net Pension Liability (Asset) as a % of its Covered Payroll</b>	<b>Plan Fiduciary Net Position as a % of the Total Pension Liability</b>
<b><u>MPERS:</u></b>					
2022	0.1550%	\$ 1,584,079	\$ 478,418	331.11%	70.80%
2021	0.1569%	\$ 836,331	\$ 478,654	174.73%	84.09%
2020	0.1507%	\$ 1,392,597	\$ 375,652	370.71%	70.94%
2019	0.1389%	\$ 1,261,281	\$ 420,238	339.26%	71.01%
2018	0.1506%	\$ 1,273,528	\$ 444,562	311.95%	71.39%
2017	0.1566%	\$ 1,367,752	\$ 467,694	292.45%	70.08%
2016	0.1689%	\$ 1,575,130	\$ 470,755	334.60%	66.04%
2015	0.1669%	\$ 1,307,456	\$ 452,032	289.24%	70.73%
2014	0.1678%	\$ 1,049,965	\$ 455,470	230.52%	75.10%
2013	0.1500%	\$ 1,198,368	\$ 350,076	342.32%	66.71%

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

\* The amounts presented have a measurement date of June 30 of the current fiscal year end.

**TOWN OF ADDIS, LOUISIANA*****Schedule of Employer's Pension Contributions******Year Ended December 31, 2022***

<b>Fiscal Year</b>	<b>Contractually Required Contribution</b>	<b>Contributions in Relation to Contractually Required Contribution</b>	<b>Contribution Deficiency (Excess)</b>	<b>Employer's Covered Payroll</b>	<b>Contributions as a Percentage of Covered Employee Payroll</b>
<b><u>MPERS:</u></b>					
2022	\$ 179,068	\$ 179,068	\$ -	\$ 586,344	30.54%
2021	\$ 140,060	\$ 140,060	\$ -	\$ 438,793	31.92%
2020	\$ 159,722	\$ 159,722	\$ -	\$ 482,195	33.12%
2019	\$ 141,691	\$ 141,691	\$ -	\$ 375,652	37.72%
2018	\$ 136,836	\$ 136,836	\$ -	\$ 424,487	32.24%
2017	\$ 148,493	\$ 148,493	\$ -	\$ 463,795	32.02%
2016	\$ 138,872	\$ 138,872	\$ -	\$ 470,259	29.53%
2015	\$ 140,570	\$ 140,570	\$ -	\$ 465,948	31.50%
2014	\$ 137,021	\$ 137,021	\$ -	\$ 438,494	31.00%
2013	\$ 127,192	\$ 127,192	\$ -	\$ 355,615	31.00%

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## **TOWN OF ADDIS, LOUISIANA**

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### ***Notes to Required Supplementary Schedules Schedule of Employer's Proportionate Share of the Net Pension Liability and Schedule of Employer's Pension Contributions***

***December 31, 2022***

#### ***Changes of Benefit Terms***

There were no changes in benefit terms.

#### ***Changes of Assumptions***

There were no changes in actuarial assumptions.

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## **TOWN OF ADDIS, LOUISIANA**

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*Other Supplementary Information*

*December 31, 2022*



**TOWN OF ADDIS, LOUISIANA*****Schedule of Compensation Paid to Mayor******Year Ended December 31, 2022*****Agency Head Name: Mayor David Toups****Purpose**

Salary	\$ 90,761
Benefits - insurance	38,317
Benefits - retirement	19,662
Social security and medicare employer contributions	8,815
Car allowance	4,800
Registration fee	590
Travel	3,219
	<u>\$ 166,164</u>

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**TOWN OF ADDIS, LOUISIANA**

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*Schedule 5****Schedule of Compensation Paid to Town Council******Year Ended December 31, 2022***

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**Council Member**

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Kevin Leblanc	\$ 9,300
Rhonda L. Kelly	9,300
Russell L Parrish	9,300
Bliss Bernard	9,300
Ray LeJeunue, Sr.	9,300
	<hr/>
	\$ 46,500

**TOWN OF ADDIS, LOUISIANA****Justice System Funding Schedule - Collecting/Disbursing Entity****Year Ended December 31, 2022**

	First Six Month Period Ended 6/30/2022	Second Six Month Period Ended 12/31/2022
<b>Beginning Balance of Amounts Collected</b>	<b>\$ 14,628</b>	<b>\$ 17,958</b>
<b>Add: Collections</b>		
Bond Fees	2,300	3,600
Criminal Court Costs/Fees	8,912	6,812
Criminal Fines - Contempt	170,834	156,823
Service/Collection Fees	10,710	9,688
<b>Subtotal Collections</b>	<b>192,756</b>	<b>176,923</b>
<b>Less: Disbursements to Governments and Non-Profits</b>		
Trial Court Case Management Information , Criminal Costs/Fees	3,045	2,799
Crime Victims Reparation Fund, Criminal Costs /Fees	45	105
Law Training and Assistance Fund, Criminal Costs /Fees	2,030	1,866
Louisiana Traumatization Head & Spinal Cord Injury Trust Fund, Criminal Costs /Fees	990	1,125
Louisiana Judicial College Form A, Criminal Costs/Fees	508	467
Disability Affairs, Criminal Costs/Fees	475	450
Criminal Court Cost/Fees, Criminal Court/Fees	-	390
<b>Less: Amounts Retained by Collecting Agency</b>		
Town of Addis, Criminal Costs/Fees	170,834	156,823
Town of Addis, Criminal Court Costs/Fines	8,912	6,812
<b>Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies</b>		
Bond Fee Refunds	800	1,300
Payments to 3rd Party Collection/Processing Agencies	1,787	1,810
<b>Subtotal Disbursements/Retainage</b>	<b>189,426</b>	<b>173,947</b>
<b>Ending Balance of Amounts Collected but not Disbursed/Retained</b>	<b>\$ 17,958</b>	<b>\$ 20,934</b>

**TOWN OF ADDIS, LOUISIANA*****Justice System Funding Schedule - Receiving Entity******Year Ended December 31, 2022***

	<b>First Six Month Period Ended 6/30/2022</b>	<b>Second Six Month Period Ended 12/31/2022</b>
<b>Receipts From:</b>		
Bond Fees	\$ 1,500	\$ 2,300
DMV - Reinstatement Court Fee	1,188	1,200
<b>Subtotal Receipts</b>	<b>\$ 2,688</b>	<b>\$ 3,500</b>

## TOWN OF ADDIS, LOUISIANA

### *Schedule of Insurance in Force*

*Year Ended December 31, 2022*

EMC Insurance	Fidelity Bond - Government Theft & Forgery	\$100,000 employee faithful performance bond	9/1/22-9/1/23
Louisiana Municipal Risk Management Agency	Workers Compensation	Statutory	1/1/22-12/31/22
EMC Insurance Co	Business Protection - Property & Inland Marine	Buildings, lift stations, EDP equipment	12/12/22-12/12/23
EMC Insurance Co	Crime	Theft; Forgery or Alteration	9/1/22-9/1/23
Louisiana Municipal Risk Management Agency	Auto & Commercial General liability, Errors and Omissions, Law Enforcement Officer	All risks \$500,000 Combined Single Limit; Comprehensive ACV with a \$1,000 deductible	5/1/22-5/1/23
Assurant	Flood insurance- 7833 Ray Rivet Drive	Building-\$60,100 Contents \$9,600	5/14/22-5/14/23
Assurant	Flood insurance- Town Hall	Building-\$100,000 Contents \$50,000	6/21/22-6/21/23

**TOWN OF ADDIS, LOUISIANA*****Schedule of Statistical Data******Year Ended December 31, 2022***

Number of sewer customers for the year ended December 31, 2022	2,762
User fee in effect at December 31, 2022:	
Residential:	
First 4,000 gallons of water used	24.00
Every 1,000 gallons of water in excess of 4,000 gallons	3.25
Commercial:	
First 4,000 gallons of water used	38.00
Every 1,000 gallons of water in excess of 4,000 gallons	3.00
Total sewer revenue	\$ 1,416,530
Average monthly bill per user	\$ 42.74



**TOWN OF ADDIS, LOUISIANA*****Schedule of Debt Service Coverage Ratio******Year Ended December 31, 2022***

Net operating income	\$ 263,138
Depreciation	398,046
Total net revenues	<u>661,184</u>
Interest (largest payment year)	14,649
Principal (largest payment year)	242,000
Total required deposit	<u>256,649</u>
Debt Service Coverage Ratio	<u><u>2.58</u></u>

# BAXLEY AND ASSOCIATES, LLC

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Hugh F. Baxley, CPA/CGMA – Retired

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

To the Honorable David Toups, Mayor  
and the Council Members  
Town of Addis  
Addis, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Town of Addis, Louisiana, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Town of Addis, Louisiana's basic financial statements, and have issued our report thereon dated June 26, 2023.

### Report on Internal Control over Financial Reporting

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

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

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

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

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

### **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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document. Accordingly, this communication is not suitable for any other purpose.

*Baxley & Associates, LLC*

Plaquemine, Louisiana  
June 26, 2023

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**TOWN OF ADDIS, LOUISIANA**

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***Schedule of Findings and Responses***

***December 31, 2022***

**Section I-Summary of Audit Results**

***Financial Statements***

Type of auditor's report issued: Unmodified

Report on Internal Control and Compliance Material to the Financial Statements

- Material Weaknesses   ☐Yes ☒No                      Significant deficiencies   ☐Yes ☒None noted
- Noncompliance Material to the Financial Statements   ☐Yes ☒No

***Federal Awards***

N/A – Federal awards below \$750,000 threshold required by the Uniform Guidance

***Management Letter***

No management letter issued.

**Section II-Financial Statement Findings**

None.

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**TOWN OF ADDIS, LOUISIANA**

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***Schedule of Findings and Responses***

***December 31, 2022***

**Section III-Independent Auditor's Comment on Resolution of Prior Audit Findings Internal Control Findings**

2021-001      Unfavorable Budget Revenue Variance Greater Than 5%

Condition:

In the General Fund budgeted revenues exceeded actual revenues by 13.6%.

Recommendation:

We recommend that management implement procedures to monitor budget to actual comparisons and amend budgets as necessary to comply with the Louisiana Local Government Budget Act.

Resolution:

The finding was resolved.

# **BAXLEY AND ASSOCIATES, LLC**

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

To the **Governing Board of Town of Addis, Louisiana** and the Louisiana Legislative Auditor:

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, 2022 through December 31, 2022**. **Town of Addis, Louisiana's** management is responsible for those C/C areas identified in the SAUPs.

**Town of Addis, Louisiana** 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, 2022 through December 31, 2022**. 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:

### **1) Written Policies and Procedures**

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



procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates 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) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- h) **Credit Cards (and debit cards, fuel cards, purchase 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).
- 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) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*No exceptions noted.*

## **2) Board or Finance Committee**

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

to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- iii. 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.
- iv. Observe whether the board/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.

***No exceptions noted.***

### ***3) 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:
  - i. 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);
  - ii. Bank reconciliations include written evidence that a member of management or a 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
  - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

***No exceptions noted.***

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

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- A. 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).
- B. 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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
  - i. Employees responsible for cash collections do not share cash drawers/registers;

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
  - iii. Each employee responsible for collecting cash is not also 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; and
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. 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 in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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). *Alternatively, 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:
- i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - iv. 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).
  - v. Trace the actual deposit per the bank statement to the general ledger.

***No exceptions noted.***

***5) Non-Payroll Disbursements (excluding card purchases, 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 procedure #5A 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, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
- ii. At least two employees are involved in processing and approving payments to vendors;
- iii. 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;
- iv. 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; and
- v. 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.

*[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]*

- 10. For each location selected under procedure #5A 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
  - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- 11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, 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. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

***No exceptions noted.***

#### ***6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)***

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- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement



for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #7B 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 (e.g., each card should have 10 transactions subject to inspection). 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 observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*No exceptions noted.*

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

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- A. 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 and 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
- i. 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));
  - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
  - iii. 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 Policies and Procedures procedure #1A(vii); and
  - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions noted.*

## **8) Contracts**

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- A. 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. *Alternatively, 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
  - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
  - iii. 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); and
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*No exceptions noted.*

## **9) Payroll and Personnel**

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- A. 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.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
  - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. 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 and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours



to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

- D. 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.

*No exceptions noted.*

#### **10) Ethics**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
  - a. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - b. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- 23. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*No exceptions noted.*

#### **11) Debt Service**

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- A. 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.
- B. 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).

*No exceptions noted.*

## ***12) Fraud Notice***

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

***No exceptions noted.***

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

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - i. 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.
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - iii. 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.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

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

## ***14) Prevention of Sexual Harassment***

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, 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.

- B. 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).
- C. 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 the report includes the applicable requirements of R.S. 42:344:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

***No exceptions noted.***

We were engaged by **Town of Addis, Louisiana** 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 **Town of Addis, Louisiana** 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.

***Baxley & Associates, LLC***

**Baxley & Associates, LLC**

**Plaquemine, LA**

**June 26, 2023**