

**VILLAGE OF PLEASANT HILL, LOUISIANA**

**ANNUAL FINANCIAL REPORT**

**DECEMBER 31, 2024**

Village of Pleasant Hill, Louisiana  
Financial Report  
December 31, 2024

TABLE OF CONTENTS

	<u>Page</u>
Required Supplementary Information	
Management's Discussion and Analysis	1-4
Independent Auditors' Report	5-7
<u>Basic Financial Statements</u>	
Government-Wide Financial Statements	
Statement of Net Position	10
Statement of Activities	11
Fund Financial Statements	
Governmental Fund	
Balance Sheet-Governmental Fund	13
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	14
Statement of Revenues, Expenditures and Changes in Fund Balance-Governmental Fund	15
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	16
Proprietary Fund	
Statement of Net Position	17
Statement of Revenues, Expenses and Changes in Net Position	18
Statement of Cash Flows	19
Notes to Financial Statements	21-29
<u>Other Required Supplementary Information</u>	
Budgetary Comparison Schedule-General Fund	31

Village of Pleasant Hill, Louisiana  
Financial Report  
December 31, 2024

TABLE OF CONTENTS

	<u>Page</u>
<u>Supplementary Information</u>	
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer	33
Reporting Fraud and Misappropriations	34
Justice System Funding Schedule – Collecting/Disbursing Entity, as Required by Act 87 of the 2020 Regular Legislative Session	35
<u>Other Reports/Schedules</u>	
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 <i>Government Auditing Standards</i>	37-38
Schedule of Audit Findings	39-40
Independent Accountant’s Report on Applying Statewide Agreed-Upon Procedures	41-49
Management’s Response to Exceptions to Statewide Agreed-Upon Procedures	50

# Village of Pleasant Hill, Louisiana

P. O. Box 216  
Campti, LA 71411

## MANAGEMENT'S DISCUSSION AND ANALYSIS for the Year ended December 31, 2024

The Management's Discussion and Analysis of the Village of Pleasant Hill's financial performance presents a narrative overview and analysis of the Village's financial activities for the year ended December 31, 2024. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the Village of Pleasant Hill's financial statements, which begin on page 10.

### Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities provide information about the activities of the Village as a whole and present a longer-term view of the Village's finances. These statements tell how the services were financed in the short-term as well as what remains for future spending.

### Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities. The Village uses funds to ensure and demonstrate compliance with finance related laws and regulations. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources at the end of the year. As the Government-Wide Financial Statements includes the long-term view, comparisons between these two views may provide insight into the long-term impact of short-term financing decreases. Both the governmental funds balance sheet and the governmental funds operating statement provide a reconciliation to assist in understanding the difference between these two views.

The Village conducts its day-to-day operations through a governmental fund, the General Fund, and a business-type activity, the Village's utility system.

A Summary of basic government-wide financial statements is as followed:

Summary of Statement of Net Position

	December 31, 2024			December 31, 2023		
	Governmental Activities	Business- Type Activities	Total	Governmental Activities	Business- Type Activities	Total
<b>ASSETS:</b>						
Assets	\$ 772,864	\$ 77,615	\$ 850,479	\$ 686,768	\$ 72,720	\$ 759,488
Capital Assets, Net of Accumulated Deprecation	<u>757,680</u>	<u>1,936,939</u>	<u>2,694,619</u>	<u>641,491</u>	<u>1,735,522</u>	<u>2,377,013</u>
Total Assets	<u>\$ 1,530,544</u>	<u>\$ 2,014,554</u>	<u>\$ 3,545,098</u>	<u>\$ 1,328,259</u>	<u>\$ 1,808,242</u>	<u>\$ 3,136,501</u>
<b>LIABILITIES:</b>						
Accounts Payable	\$ 8,668	\$ 8,448	\$ 17,116	\$ 5,496	\$ 4,907	\$ 10,403
Accrued Expenses	3,429	-	3,429	5,294	-	5,294
Due to Other Funds	-	209,018	209,018	-	38,492	38,492
Customer Deposits	<u>-</u>	<u>17,360</u>	<u>17,360</u>	<u>-</u>	<u>15,880</u>	<u>15,880</u>
Total Liabilities	<u>\$ 12,097</u>	<u>\$ 234,826</u>	<u>\$ 246,923</u>	<u>\$ 10,790</u>	<u>\$ 59,279</u>	<u>\$ 70,069</u>
<b>NET POSITION:</b>						
Net Investment in Capital Assets	\$ 757,680	\$ 1,936,939	\$ 2,694,619	\$ 641,491	\$ 1,735,522	\$ 2,377,013
Unrestricted	<u>760,767</u>	<u>(157,211)</u>	<u>603,556</u>	<u>675,980</u>	<u>13,441</u>	<u>689,421</u>
Total Net Position	<u>\$ 1,518,447</u>	<u>\$ 1,779,728</u>	<u>\$ 3,298,175</u>	<u>\$ 1,317,471</u>	<u>\$ 1,748,963</u>	<u>\$ 3,066,434</u>

A summary of basic government-wide financial statements is as followed:

Summary of Statement of Activities

	December 31, 2024			December 31, 2023		
	Governmental Activities	Business- Type Activities	Total	Governmental Activities	Business- Type Activities	Total
REVENUES						
Program Revenues-						
Intergovernmental-						
Grants	\$ 160,631	\$ 198,326	\$ 358,957	\$ 1,550	\$ -	\$ 1,550
Charges for Services	90,582	148,646	239,228	97,569	166,977	264,546
General Revenues-						
Taxes	164,530	-	164,530	193,244	-	193,244
Licenses & Permits	24,181	-	24,181	24,773	-	24,773
Interest & Miscellaneous	18,634	1,012	19,646	13,292	937	14,229
Total Revenues	\$ 458,558	\$ 347,984	\$ 806,542	\$ 330,428	\$ 167,914	\$ 498,342
EXPENSES:						
General Government	\$ 104,214	\$ -	\$ 104,214	\$ 94,500	\$ -	\$ 94,500
Public Safety	78,118	-	78,118	69,556	-	69,556
Public Works	75,250	-	75,250	54,198	-	54,198
Utility Operating Expenses	-	317,219	317,219	-	301,716	301,716
Total Expenses	\$ 257,582	\$ 317,219	\$ 574,801	\$ 218,254	\$ 301,716	\$ 519,970
Change in Net Position	\$ 200,976	\$ 30,765	\$ 231,741	\$ 112,174	\$ (133,802)	\$ (21,628)

Governmental Activities

The Village's assets exceeded its liabilities by \$1,518,447 for the year ending December 31, 2024. This is an increase of \$200,976 from prior year.

Business-Type Activities

The Proprietary Fund, the water and sewer system, had an increase in net position of \$30,765 from the year ending December 31, 2024. This compares to a decrease of \$133,802 from the prior year.

General Fund Budgetary Highlights

Actual revenues for the year were \$9,280 more than the budgeted revenues and actual expenditures were \$16,484 more than the budgeted expenditures.

Economic Factors and Next Year's Budget

The budget for 2025 General Fund should not change significantly from the 2024 original budget.

Contacting the Village

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Village's finances and to show the Village's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the Village at P. O. Box 125, Pleasant Hill, LA 71065.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation  
Roger M. Cunningham, CPA – LLC  
Jessica H. Broadway, CPA – A Professional Corporation  
Ryan E. Todtenbier, CPA – A Professional Corporation

321 Bienville Street  
Natchitoches, Louisiana 71457  
(318) 352-3652  
Fax (318) 352-4447  
[www.tcbtcpa.com](http://www.tcbtcpa.com)

**INDEPENDENT AUDITORS' REPORT**

The Honorable Ms. Stewart, Mayor  
and the Village Aldermen  
P. O. Box 125  
Pleasant Hill, Louisiana, 71065

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

***Opinions***

We have audited the accompanying financial statements of the governmental activities, business-type activities, and major funds of the Village of Pleasant Hill (Village), as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities and major funds of the Village as of December 31, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

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

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

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for twelve months beyond the financial statements 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 opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards 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 Village's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village'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 Schedule be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer, Reporting Fraud and Missappropriations, and Justice System Funding Schedule – Collecting/Disbursing Entity, 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 Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer, Reporting Fraud and Misappropriations, and Justice System Funding Schedule – Disbursing/Receiving Entity, are fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 22, 2025, on our consideration of the Village'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 Village's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.

### ***Report on Other Legal and Regulatory Requirements***

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated December 22, 2025, on the results of our state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

December 22, 2025

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

Village of Pleasant Hill  
Statement of Net Position  
December 31, 2024

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
ASSETS:			
Current Assets:			
Cash & Cash Equivalents	\$ 521,067	\$ 22,765	\$ 543,832
Revenue Receivable	42,779	14,798	57,577
Due from Other Funds	209,018	-	209,018
Restricted Assets-			
Cash & Cash Equivalents	<u>-</u>	<u>40,052</u>	<u>40,052</u>
Total Current Assets	<u>\$ 772,864</u>	<u>\$ 77,615</u>	<u>\$ 850,479</u>
Non-current Assets:			
Capital Assets (net)	<u>\$ 757,680</u>	<u>\$ 1,936,939</u>	<u>\$ 2,694,619</u>
Total Assets	<u>\$ 1,530,544</u>	<u>\$ 2,014,554</u>	<u>\$ 3,545,098</u>
LIABILITIES:			
Current Liabilities:			
Accounts Payable	\$ 8,668	\$ 8,448	\$ 17,116
Accrued Expenses	3,429	-	3,429
Due to Other Funds	<u>-</u>	<u>209,018</u>	<u>209,018</u>
Total Current Liabilities	<u>\$ 12,097</u>	<u>\$ 217,466</u>	<u>\$ 229,563</u>
Non-current Liabilities			
Customer Deposits	<u>-</u>	<u>17,360</u>	<u>17,360</u>
Total Liabilities	<u>\$ 12,097</u>	<u>\$ 234,826</u>	<u>\$ 246,923</u>
NET POSITION:			
Net Investment in Capital Assets	\$ 757,680	\$ 1,936,939	\$ 2,694,619
Unrestricted	<u>760,767</u>	<u>(157,211)</u>	<u>603,556</u>
Total Net Position	<u>\$ 1,518,447</u>	<u>\$ 1,779,728</u>	<u>\$ 3,298,175</u>

See accompanying notes and independent auditors' report.



FUND FINANCIAL STATEMENTS

Village of Pleasant Hill  
Balance Sheet - Governmental Fund  
December 31, 2024

	<u>Governmental Activities</u>
<b>ASSETS:</b>	
Cash & Cash Equivalents	\$ 521,067
Revenue Receivable	42,779
Due from Utility Fund	<u>209,018</u>
Total Assets	<u>\$ 772,864</u>
<b>LIABILITIES:</b>	
Accounts Payable	\$ 8,668
Accrued Expenses	<u>3,429</u>
Total Liabilities	\$ 12,097
<b>FUND BALANCE:</b>	
Unassigned	<u>760,767</u>
Total Liabilities and Fund Balance	<u>\$ 772,864</u>

See accompanying notes and independent auditors' report.

Village of Pleasant Hill  
Reconciliation of Governmental Fund  
Balance Sheet to the Statement of Net Position  
December 31, 2024

Total Fund Balance for the Governmental Fund at December 31, 2024	\$ 760,767
Total Net Position reported for Governmental Activities in Statement of Net Position is different because:	
The following used in Governmental Activities are not current financial resources; and, therefore, are not reported in the Governmental Funds Balance Sheet-	
Capital Assets (Net)	<u>757,680</u>
Total Net Position of Governmental Activities at December 31, 2024	<u>\$ 1,518,447</u>

See accompanying notes and independent auditors' report.

Village of Pleasant Hill  
Statement of Revenues, Expenditures, and Changes in Fund Balance-  
Governmental Fund  
December 31, 2024

	Governmental Activities
REVENUES:	
Taxes-	
Ad Valorem	\$ 22,063
Sales Tax	115,642
Franchise Taxes	26,825
Licenses & Permits	24,181
Intergovernmental-	
Grants	160,631
Charges for Service-	
Fines & Forfeits	90,582
Interest & Miscellaneous	18,634
Total Revenues	\$ 458,558
EXPENDITURES:	
General Government	\$ 99,152
Public Safety	78,118
Public Works	196,501
Total Expenditures	\$ 373,771
Excess of Revenues over Expenditures	\$ 84,787
Fund Balance-Beginning of Year	675,980
Fund Balance-End of Year	\$ 760,767

See accompanying notes and independent auditors' report.

Village of Pleasant Hill  
 Reconciliation of the Statement of Revenues, Expenditures,  
 and Changes in Fund Balance of the Governmental Fund  
 to the Statement of Activities  
 December 31, 2024

Net change in fund balance-governmental fund	\$	84,787
--	----	--------

Some revenues reported in the Statement of Activities do not provide current financial resources and these are not reported as revenues in governmental funds. 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 the funds. These timing differences are summarized below:

Capital Outlay		150,000
Deprecation Expense		<u>(33,811)</u>

Change in net position per statement of activities at December 31, 2024.	\$	<u>200,976</u>
---	----	----------------

Village of Pleasant Hill  
Statement of Net Position  
Proprietary Fund-Water & Sewer Fund  
December 31, 2024

## ASSETS:

## Current Assets-

Cash & Cash Equivalents	\$ 22,765
Revenue Receivable	<u>14,798</u>
Total Current Assets	<u>\$ 37,563</u>

## Restricted Assets-

Cash & Cash Equivalents	<u>\$ 40,052</u>
-------------------------	------------------

Capital Assets (net)	<u>1,936,939</u>
----------------------	------------------

Total Assets	<u>\$ 2,014,554</u>
--------------	---------------------

## LIABILITIES:

## Current Liabilities-

Accounts Payable	\$ 8,448
Due to Other Funds	<u>209,018</u>
Total Current Liabilities	\$ 217,466

## Liabilities Payable from Restricted Assets-

Customer Deposits	<u>17,360</u>
-------------------	---------------

Total Liabilities	<u>\$ 234,826</u>
-------------------	-------------------

## Net Position:-

Net Investment in Capital Assets	\$ 1,936,939
Unrestricted	<u>(157,211)</u>

Total Net Position	<u>\$ 1,779,728</u>
--------------------	---------------------

Village of Pleasant Hill  
Statement of Revenues, Expenses, and Changes in Net Position-  
Proprietary Fund-Water & Sewer Fund  
December 31, 2024

## OPERATING REVENUES:

Charges for Services	
Water Fees	\$ 88,812
Sewer Fees	54,005
Miscellaneous	<u>5,829</u>
Total Operating Revenues	<u>\$ 148,646</u>

## OPERATING EXPENSES:

Depreciation	\$ 111,775
Personnel Services	83,352
Supplies	46,186
Utilities & Telephone	25,807
Repairs & Maintenance	22,480
Contractual Services	20,238
Miscellaneous	<u>7,381</u>
Total Operating Expenses	<u>\$ 317,219</u>

Loss from Operations	<u>\$ (168,573)</u>
----------------------	---------------------

## NON-OPERATING REVENUES (EXPENSES):

Grant Income	\$ 198,326
Interest Income	<u>1,012</u>
Total Non-operating Revenues (Expenses)	<u>\$ 199,338</u>

Change in Net Position	\$ 30,765
------------------------	-----------

Net Position-Beginning of Year	
- Restated (see Note 9)	<u>1,748,963</u>

Net Position-End of Year	<u>\$ 1,779,728</u>
--------------------------	---------------------

Village of Pleasant Hill  
Statement of Cash Flows  
Proprietary Fund-Water & Sewer Fund  
December 31, 2024

Cash Flow from Operating Activities:	
Cash Received from Customers	\$ 149,307
Cash Payments to Employers	(83,352)
Cash Payments to Suppliers for Goods and Services	<u>(118,551)</u>
Net Cash Used by Operating Activities	<u>\$ (52,596)</u>
Cash Flows from Non-Capital & Related Financing Activities:	
Proceeds from General Fund	<u>\$ 170,524</u>
Cash Flows from Capital & Related Financing Activities:	
Acquisition of Capital Assets	\$ (313,192)
Grant Revenue	<u>198,326</u>
Net Cash Used by Capital & Related Financing Activities	<u>\$ (114,866)</u>
Cash Flows from Investing Activities	
Interest Income	<u>\$ 1,012</u>
Net Increase in Cash & Cash Equivalents	\$ 4,074
Cash & Cash Equivalents - Beginning of Year	<u>58,743</u>
Cash & Cash Equivalents - End of Year	<u><u>\$ 62,817</u></u>
Reconciliation of Operating Loss to Net Cash Used by Operating Activities:	
Operating Income(Loss)	<u>\$ (168,573)</u>
Adjustments to Reconcile Operating Income to Net Cash Provided (used) by Operating Activities:	
Depreciation	\$ 111,775
Changes in Assets & Liabilities:	
(Increase) Decrease in Accounts Receivable	(820)
Increase (Decrease) in Accounts Payable	3,542
Increase (Decrease) in Customer Deposits	<u>1,480</u>
Total Adjustments	<u>\$ 115,977</u>
Net Cash Used by Operating Activities	<u><u>\$ (52,596)</u></u>
Reconciliation of Cash & Cash Equivalents at Year End:	
Cash & Cash Equivalents	\$ 22,765
Restricted Cash	<u>40,052</u>
Total Cash Ending & Cash Equivalents	<u><u>\$ 62,817</u></u>

See accompanying notes and independent auditors' report.

## NOTES TO FINANCIAL STATEMENTS

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

Introduction:

The Village of Pleasant Hill operates under an elected Mayor/Aldermen (3 members) administrative/ legislative form of government. This report includes all funds which are controlled by or dependent on the Village of Pleasant Hill, Louisiana's executive and legislative branches (the Mayor and Aldermen). Control by or dependence on the Village of Pleasant Hill, Louisiana was determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of government body, and other general oversight responsibility. The Village's operations include police protection, general and administrative services, and public works. In addition, the Village operates a Utility System which provides water and sewer services.

1. Summary of Significant Accounting Policies:

A. REPORTING ENTITY-

The Village is the basic level of government which has financial accountability and control over all activities related to the Village's operations and services provided. The Village is not included in any other governmental "reporting entity" as defined by GASB pronouncements, since the Village Mayor and Aldermen are elected by the public and have decision making authority to levy taxes, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. In addition, there are no component units as defined in Governmental Accounting Standards Board Statement 14, which are included in the Village's reporting entity.

B. BASIS OF PRESENTATION-

The financial statements of the Village of Pleasant Hill, Louisiana are prepared in accordance with generally accepted accounting principles (GAAP). The Village's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements.

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. These statements include the financial activities of the overall government. These statements distinguish between the governmental and business-type activities of the Village. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues. Business-type activities are financed, in whole or in part, by fees charged to external parties.

The Statement of Activities presents a comparison between direct expenses and program revenues for the business-type activities of the Village and for each function of the Village's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

C. FUND ACCOUNTING-

The financial statements of the Village are organized into funds. Separate statements for each fund category-governmental and proprietary-are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements.

The Village maintains two funds. One is categorized as a governmental fund and one is a proprietary fund. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria.

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The Village considers all funds to be major.

Governmental Fund -

General Fund

The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund.

Proprietary Fund-

Enterprise Fund

The enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for the proprietary funds include the cost of personnel and contractual services, supplies and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING-

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Village as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Village considers all revenues "available" if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. CASH AND INTEREST-BEARING DEPOSITS-

For purposes of the Statement of Cash Flows, cash and interest-bearing deposits include all demand accounts and savings accounts within the proprietary fund of the Village .

F. CAPITAL ASSETS-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Village maintains a threshold level of \$1,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Buildings and improvements	40 years
Equipment and vehicles	5-12 years
Utility system and improvements	40 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

G. RESTRICTED ASSETS-

Restricted assets include cash, interest-bearing deposits, and investments of the proprietary fund that are legally restricted as to their use. The restricted assets are related to customer deposits.

H. COMPENSATED ABSENCES-

Employees of the Village cannot carry leave forward from year to year. Therefore, there is no accrual made for compensated absences.

I. EQUITY CLASSIFICATIONS-

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net position - All other net resources that do not meet the definition of "restricted" or "net investment in capital assets".

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

In the fund statements, governmental fund equity is classified as fund balance and is displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose. Only the General Fund would report positive amounts in unassigned fund balance.

The General Fund has an unassigned fund balance of \$760,767. The Village establishes, modifies/ rescinds fund balance assignments by passage of a resolution. The Village would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

#### J. EXPENDITURES/EXPENSES-

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified as follows:

Governmental Funds - By Character  
Proprietary Fund - By Operating and Nonoperating

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to use of economic resources.

#### K. BUDGET AND BUDGETARY ACCOUNTING-

Prior to the beginning of each fiscal year, the Village adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year.

#### L. LONG-TERM OBLIGATIONS-

In the government-wide financial statements, long-term debt is reported as liabilities in the applicable governmental activities statement of net position.

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

In the fund financial statements, governmental fund types recognize debt issued as other financing sources. Repayment of the principal and interest is shown as an expenditure.

M. ESTIMATES-

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, require 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 statement and the reported amounts of revenue, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

2. Ad Valorem Taxes:

The Village levies taxes on real and business personal property located within the boundaries of the Village. Property taxes are levied by the Village on property values assessed by the Sabine Parish Tax Assessor and approved by the State of Louisiana Tax Commission. There were no taxes abated within the Village for the current year.

The Village bills and collects property taxes. The Village recognizes property tax revenues when levied.

Property Tax Calendar	
Assessment date	January 1
Levy date	August 31
Tax bills mailed	October 15
Total taxes are due	December 29
Penalties and interest added	February 41
Lien date	February 41
Tax sale	May 15

For the year ended December 31, 2024, taxes of 4.01 mills for general alimony and 4.22 mills for street maintenance were levied.

Total taxes collected were \$22,063 for 2024, and no provision for uncollectibles is made.

3. Cash and Cash Equivalents:

The cash and cash equivalents of the Village are subject to the following risk:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Village will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Village that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Sheriff's name.

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

At December 31, 2024, the Village had cash and cash equivalents with a bank balances totaling \$589,178. Cash and cash equivalents are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the Village. All of the Village's deposits were properly secured at December 31, 2024. Of the \$589,178 in bank balances, \$250,000 was secured by federal deposit insurance and \$339,178 was secured by pledged securities.

4. Restricted Assets - Proprietary Fund Type:

Restricted assets of the Utility Fund were applicable to the following at December 31, 2024:

Customer Deposits Account	<u>\$40,052</u>
---------------------------	-----------------

5. Receivables:

The following is a summary of receivables at December 31, 2024:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Proprietary Fund</u>
Charges for Services	\$12,000	\$14,798
Taxes	<u>30,779</u>	<u>0</u>
Total	<u>\$42,779</u>	<u>\$14,798</u>

6. Litigation:

At December 31, 2024, the Village was not involved in any civil suits.

7. Compensation Paid to the Council Members:

A detail of compensation paid to individual council members for the year ended December 31, 2024 follows:

Lisa Henderson	\$2,175
Samoa McClanahan	2,175
John "Scotty" Guillory	<u>2,175</u>
Total	<u>\$6,525</u>

8. Restated Net Position in Proprietary Fund:

During the current fiscal year, the Proprietary Fund identified an overstatement of accounts receivable in the prior year. As a result, beginning net position has been restated to correct this error. The restatement decreased beginning net position from \$1,761,045 to \$1,748,963, a net decrease of \$12,082. This adjustment had no effect on current-year operating results.

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

9. Capital Assets:

Capital assets and depreciation activity for the year ended December 31, 2024, are as follows:

<u>Governmental Activities</u>	<u>Balance</u> <u>1/1/2024</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>12/31/2024</u>
Capital Assets not Depreciated:				
Land	\$ 3,100	\$ -	\$ -	\$ 3,100
Capital Assets Depreciated				
Building & Improvements	1,090,917	150,000	-	1,240,917
Furniture, Fixtures, & Equipment	<u>105,026</u>	<u>-</u>	<u>(13,842)</u>	<u>91,184</u>
Total Capital Assets Depreciated	<u>\$ 1,195,943</u>	<u>\$ 150,000</u>	<u>\$ (13,842)</u>	<u>\$ 1,332,101</u>
Total Assets	<u>\$ 1,199,043</u>	<u>\$ 150,000</u>	<u>\$ (13,842)</u>	<u>\$ 1,335,201</u>
Less, Accumulated Depreciation				
Building & Improvements	\$ 456,367	\$ 33,064	\$ -	\$ 489,431
Furniture, Fixtures, & Equipment	<u>101,185</u>	<u>747</u>	<u>(13,842)</u>	<u>88,090</u>
Total Depreciation	<u>\$ 557,552</u>	<u>\$ 33,811</u>	<u>\$ (13,842)</u>	<u>\$ 577,521</u>
Net Capital Assets	<u>\$ 641,491</u>	<u>\$ 116,189</u>	<u>\$ -</u>	<u>\$ 757,680</u>
 <u>Business-Type Activities</u>				
Capital Assets Depreciated				
Distribution System	\$ 4,071,693	\$ 313,192	\$ -	\$ 4,384,885
Equipment	<u>145,945</u>	<u>-</u>	<u>-</u>	<u>145,945</u>
Total Capital Assets Depreciated	<u>\$ 4,217,638</u>	<u>\$ 313,192</u>	<u>\$ -</u>	<u>\$ 4,530,830</u>
Accumulated Depreciation:				
Distribution System	\$ 2,418,543	\$ 104,643	\$ -	\$ 2,523,186
Equipment	<u>63,573</u>	<u>7,132</u>	<u>-</u>	<u>70,705</u>
Total Depreciation	<u>\$ 2,482,116</u>	<u>\$ 111,775</u>	<u>\$ -</u>	<u>\$ 2,593,891</u>
Net Capital Assets	<u>\$ 1,735,522</u>	<u>\$ 201,417</u>	<u>\$ -</u>	<u>\$ 1,936,939</u>

Depreciation expense of \$5,062 was charged to the General Government function and \$28,749 was charged to the Public Works function and \$111,775 was charged to the Utility Fund.

Village of Pleasant Hill, Louisiana  
Notes to Financial Statements  
December 31, 2024

10. Subsequent Events:

Management has evaluated events through December 22, 2025, the date which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED SUPPLEMENTARY INFORMATION

Village of Pleasant Hill  
General Fund  
Budgetary Comparison Schedule  
December 31, 2024

	<u>Budget</u>		Actual	Adjustments to Budgetary Basis	Budgetary Basis	Variance- Favorable (Unfavorable)
	Original	Final				
REVENUES:						
Taxes-						
Ad Valorem	\$ 25,600	\$ 25,600	\$ 22,063	\$ -	\$ 22,063	\$ (3,537)
Sales Tax	150,000	120,000	115,642	-	115,642	(4,358)
Franchise Taxes	40,000	40,000	26,825	-	26,825	(13,175)
Licenses & Permits	20,000	20,000	24,181	-	24,181	4,181
Intergovernmental- Grants	3,100	325,583	160,631	172,483	333,114	7,531
Charges for Service- Fines & Forfeits	75,000	75,000	90,582	-	90,582	15,582
Interest & Miscellaneous	12,200	15,578	18,634	-	18,634	3,056
Total Revenues	<u>\$ 325,900</u>	<u>\$ 621,761</u>	<u>\$ 458,558</u>	<u>\$ 172,483</u>	<u>\$ 631,041</u>	<u>\$ 9,280</u>
EXPENDITURES:						
General Government	\$ 81,650	\$ 84,170	\$ 99,152	\$ -	\$ 99,152	\$ (14,982)
Public Safety	37,600	\$ 368,000	78,118	172,483	250,601	117,399
Public Works	62,900	77,600	196,501	-	196,501	(118,901)
Total Expenditures	<u>\$ 182,150</u>	<u>\$ 529,770</u>	<u>\$ 373,771</u>	<u>\$ 172,483</u>	<u>\$ 546,254</u>	<u>\$ (16,484)</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 143,750	\$ 91,991	\$ 84,787	\$ -	\$ 84,787	\$ (7,204)
Fund Balance-Beginning of Year	<u>675,980</u>	<u>675,980</u>	<u>675,980</u>	<u>-</u>	<u>675,980</u>	<u>-</u>
Fund Balance-End of Year	<u>\$ 819,730</u>	<u>\$ 767,971</u>	<u>\$ 760,767</u>	<u>\$ -</u>	<u>\$ 760,767</u>	<u>\$ (7,204)</u>

## SUPPLEMENTARY INFORMATION

Village of Pleasant Hill, Louisiana  
Schedule of Compensation, Benefits and Other Payments to  
Agency Head or Chief Executive Officer  
For the Year Ended December 31, 2024

Agency Head Name: Gloria Stewart, Mayor

<u>Purpose</u>	<u>Amount</u>
Salary	\$8,700
Benefits-Social Security	539
Benefits-Medicare	<u>126</u>
Total	<u>\$9,365</u>

See independent auditors' report.

Village of Pleasant Hill  
Reporting Fraud and Misappropriations  
Year Ended December 31, 2024

#	ELEMENT OF FINDING	RESPONSE
1	A general statement describing the fraud or misappropriation that occurred.	During the audit period, the Village processed a wire transfer totaling \$77,220 to an unauthorized third party. The payment was initiated based on instructions received via email from what appeared to be a legitimate vendor contact. Subsequent investigation determined that the vendor's email account had been compromised, and the wire instructions were fraudulent. The payment was not recovered.
2	A description of the funds or assets that were the subject of the fraud or misappropriation (ex., utility receipts, petty cash, computer equipment).	Cash by Wire Transfer
3	The amount of funds or approximate value of assets involved.	\$77,220
4	The department or office in which the fraud or misappropriation occurred.	Utility Fund
5	The period of time over which the fraud or misappropriation occurred.	August 21, 2024
6	The title/agency affiliation of the person who committed or is believed to have committed the act of fraud or misappropriation.	Not Applicable
7	The name of the person who committed or is believed to have committed the act of fraud or misappropriation, if formal charges have been brought against the person and/or the matter has been adjudicated.	Unknown
8	Is the person who committed or is believed to have committed the act of fraud still employed by the agency?	No
9	If the person who committed or is believed to have committed the act of fraud is still employed by the agency, do they have access to assets that may be subject to fraud or misappropriation?	No
10	Has the agency notified the appropriate law enforcement body about the fraud or misappropriation?	Sheriff, District Attorney and Legislative Auditor were notified.
11	What is the status of the investigation at the date of the auditor's/accountant's report?	District Attorney believes that the funds are not recoverable as there is not any person to pay restitution.
12	If the investigation is complete and the person believed to have committed the act of fraud or misappropriation has been identified, has the agency filed charges against that person?	See #7
13	What is the status of any related adjudication at the date of the auditor's/accountant's report?	See #7
14	Has restitution been made or has an insurance claim been filed?	See #11
15	Has the agency notified the Louisiana Legislative Auditor and the District Attorney in writing, as required by Louisiana Revised Statute 24:523 (Applicable to local governments only)	Both agencies were notified in writing.
16	Did the agency's internal controls allow the detection of the fraud or misappropriation in a timely manner?	No, the actual vendor sent an invoice.
17	If the answer to the last question is "no," describe the control deficiency/significant deficiency/material weakness that allowed the fraud or misappropriation to occur and not be detected in a timely manner.	See Schedule of Audit Findings
18	Management's plan to ensure that the fraud or misappropriation does not occur in the future.	Future wire transfers will be completed through a banking institution to validate the legitimacy of the request.

See independent auditor's report.

## Justice System Funding Schedule - Collecting/Disbursing Entity

### As Required by Act 87 of the 2020 Regular Legislative Session

Identifying Information		
Entity Name	Village of Pleasant Hill	
LLA Entity ID # (This is the ID number assigned to the entity by the Legislative Auditor for identification purposes.)	2427	
Date that reporting period ended (mm/dd/yyyy)	12/31/2024	
	<b>First Six Month Period Ended 6/30/2024</b>	<b>Second Six Month Period Ended 12/31/2024</b>
<b>Cash Basis Presentation</b>		
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	-	222
<b>Add: Collections</b>		
Criminal Court Cost/Fees	58,040	32,542
<b>Less: Disbursements To Governments &amp; Nonprofits:</b> (Must include one agency name and one collection type on each line and may require multiple lines for the same agency if more than one collection type is applicable. Additional rows may be added as necessary.)		
<i>LA Commission on Law Enforcement</i>	239	193
<i>Department of the Treasury</i>	246	196
<i>North Louisiana Criminal Lab</i>	-	-
<i>Ware Youth Center</i>	-	-
<i>Supreme Court</i>	61	49
<i>LDHH THSCI</i>	410	410
<b>Less: Amounts Retained by Collecting Agency</b>		
Collection Fee retained by the Village	56,862	30,112
<b>Total: Ending Balance of Amounts Collected but not Disbursed/Retained (i.e. cash on hand)</b>	<b>222</b>	<b>1,804</b>
<b>Ending Balance of "Partial Payments" Collected but not Disbursed</b> (only applies if collecting agency does not disburse partial payments until fully collected) - This balance is included in the Ending Balance of Amounts Collected but not Disbursed/Retained above.	-	-
<b>Other Information:</b>		
Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	0	0
Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	0	0

OTHER REPORTS/SCHEDULES

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation  
Roger M. Cunningham, CPA – LLC  
Jessica H. Broadway, CPA – A Professional Corporation  
Ryan E. Todtenbier, CPA – A Professional Corporation

321 Bienville Street  
Natchitoches, Louisiana 71457  
(318) 352-3652  
Fax (318) 352-4447  
[www.tcbtcpa.com](http://www.tcbtcpa.com)

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

The Honorable Ms. Stewart, Mayor  
and the Village Aldermen  
P. O. Box 125  
Pleasant Hill, Louisiana 71065

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 and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, business-type activities, and major funds of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Village of Pleasant Hill's (Village) basic financial statements and have issued our report thereon dated December 22, 2025.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Village's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village'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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a certain deficiency in internal control, described in the accompanying schedule of audit findings as item 2024-001 that we consider to be a material weakness.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village '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 determination of 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*.

## Village of Pleasant Hill's Responses to Findings

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

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

December 22, 2025

Village of Pleasant Hill, Louisiana  
Schedule of Audit Findings  
Year Ended December 31, 2024

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit results:

1. An unmodified opinion was issued on the financial statements of the Village of Pleasant Hill as of and for the year ended December 31, 2024.
2. There was one material weakness in the internal control noted during the audit of the financial statements.
3. The audit disclosed no instances of noncompliance that are required to be reported under *Governmental Auditing Standards*.

I. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Internal Control –

*2024-001 Fraudulent Wire Transfer Due to Compromised Email*

*Account Criteria* – According to Village’s best practices, changes to vendor banking information and wire payment instructions should be independently verified through phone verification using known contact information and subject to appropriate segregation of duties and approval controls.

*Condition* – During the audit period, the Village processed a wire transfer totaling \$77,220 to an unauthorized third party. The payment was initiated based on instructions received via email from what appeared to be a legitimate vendor contact. Subsequent investigation determined that the vendor’s email account had been compromised, and the wire instructions were fraudulent. The payment was not recovered.

*Cause* – The fraudulent payment occurred because 1) wire instructions received via email were not independently verified, 2) existing controls did not require secondary authentication or callback verification for high-risk payment requests, and 3) employees relied on email communications without confirming the authenticity of the request.

*Effect* – As a result, the Village incurred a direct financial loss of \$77,220, along with potential additional impacts including additional time and cost spent on investigation, remediation, and reporting.

*Recommendation* – The Village should strengthen wire payment controls by requiring independent verification for all new or changed wire instructions and implementing multi-level approval for wire transfers.

*Management’s Response* – The Village stayed in constant contact with the Company which the wire was intended for, and they even confirmed the person we were contacted by. In the future, the Village will not be doing any wires, and if we do, it will be done through our banking institution to validate the legitimacy of the request.

Village of Pleasant Hill, Louisiana  
Schedule of Audit Findings (continued)  
Year Ended December 31, 2024

II. PRIOR YEAR AUDIT FINDING

Internal Control –

*2023-001 Internal Control Over Expenditures Documentation*

*Condition* – During the audit period, the Village of Pleasant Hill made payments to a contractor for the update of Village Hall for \$56,000; however, the invoices provided did not have any indication that there was approval by the governing authority (member of the Board of Aldermen). In addition, the payments made to the contractor were \$400 more than the invoices charged. Office furniture purchased by the Village of Pleasant Hill was supported by an invoice, but the documentation did not show approval by the governing authority. When sampling expenditures to review, sixty-one samples were selected. Of those samples, four did not have invoices or other documentation to support the expenditure, none had documentation of being received, twelve were not cancelled to aid in prevention of duplicate payments, and eight expenditures (check amounts) did not agree with supporting documentation.

*Status* – This finding was cleared for December 31, 2024.

*2023-002 Internal Control Over Credit Card Expenditures*

*Condition* – During the audit period, the Village of Pleasant Hill could not produce the credit card statements and invoices for purchases for three different months. Credit card statements for the other nine months showed no evidence that the purchases were reviewed by the supervisor or governing authority. Five months of the credit card statements did not include all of the original/itemized receipts to be reconciled with the credit card statement, and five of the months of credit card receipts did not include an explanation of the business/public purpose. The Village of Pleasant Hill had two store credit cards that statements and receipts were unable to be produced for any month during the audit period.

*Status* – This finding was cleared for December 31, 2024.

Compliance –

*2023-003 Compliance with Local Government Budget Act*

*Condition* – The Village of Pleasant Hill's actual expenditures were more than budgeted expenditures by more than 5%.

*Status* – This finding was cleared for December 31, 2024.

*2023-004 Submission of Audit Report*

*Condition* – The Village of Pleasant Hill's audit report was not submitted to the Louisiana Legislative Auditor within 180 days of the fiscal year end.

*Status* – This finding was cleared for December 31, 2024.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation  
Roger M. Cunningham, CPA, LLC  
Jessica H. Broadway, CPA – A Professional Corporation  
Ryan E. Todtenbier, CPA – A Professional Corporation

321 Bienville Street  
Natchitoches, Louisiana 71457  
(318) 352-3652  
Fax (318) 352-4447  
[www.tcbtcpa.com](http://www.tcbtcpa.com)

**INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING  
STATEWIDE AGREED-UPON PROCEDURES**

To the Village of Pleasant Hill 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, 2024 through December 31, 2024. The Village of Pleasant Hill’s (Village) management is responsible for those C/C areas identified in the SAUPs.

The Village 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, 2024 through December 31, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

---

1. We obtained and inspected the entity’s written policies and procedures and observed that they address each of the following categories and subcategories if applicable to public funds and the operations:
  - ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ***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.
  - ***Disbursements***, including processing, reviewing, and approving.
  - ***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.)
  - ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **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).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **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.
- **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

***Procedure Results: Exceptions were noted related to written policies and procedures. Written policies and procedures did not address budgeting, purchasing, disbursements, receipts/collections, contracting, travel, information technology disaster recovery, or prevention of sexual harassment.***

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

---

2. We obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
  - Observed 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.
  - Observed that the minutes referenced or included quarterly budget-to-actual comparisons on the proprietary fund.
  - Obtained the prior year audit report and observed the unrestricted net position in the General Fund. If the General Fund had a negative ending unrestricted net position in the prior year audit report, observed that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted net position in the General Fund.
  - Observed 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Bank Reconciliations***

---

3. We obtained a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. We selected the entity's main operating account and randomly selected 4 additional accounts (or all if less than 5). We randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:
  - Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
  - Bank reconciliations included 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
  - Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

***Procedure Results: Exceptions were noted as a result of these procedures relating to no evidence that the bank reconciliation is reviewed and no documentation reflecting outstanding items.***

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

---

4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money orders (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, then inquired of employees about their job duties) at each collection location, and observed that job duties were properly segregated at each collection location such that:
  - Employees that are responsible for cash collections do not share cash drawers/registers.
  - 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.
  - 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.
  - The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed that the bond or insurance policy for theft was in force during the fiscal period.

7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under “Bank Reconciliations” above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits were made on the same day). We obtained supporting documentation for each of the deposits selected and:
- We observed that receipts are sequentially pre-numbered.
  - We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - We traced the deposit slip total to the actual deposit per the bank statement.
  - We observed 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).
  - We traced the actual deposit per the bank statement to the general ledger.

***Procedure Results: No exceptions were noted as a result of these procedures.***

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

---

8. We obtained a listing of locations that process payments for the fiscal period and management’s representation that the listing is complete. We randomly selected the required amount of disbursement locations (or all locations if less than 5).
9. For each location selected under #8 above, obtained a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquired of employees about their job duties), and we observed that job duties are properly segregated such that:
- At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.
  - At least two employees are involved in processing and approving payments to vendors.
  - 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.
  - 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.
  - Only employees/officials authorized to sign checks approved the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some electronic means.
10. For each location selected under #8 above, we obtained the entity’s non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management’s representation that the population is complete. We randomly selected 5 disbursements for each location, and obtained supporting documentation for each transaction and:
- We observed that the disbursement, whether 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.

- We observed whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
11. Using the entity's main operating account and the month selected in procedure #3 under Bank Reconciliations, we randomly selected 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observed 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. If no electronic payments were made from the main operating account during the month selected, we selected an alternative month and/or account for testing that does include electronic disbursements.

***Procedure Results: No exceptions were noted as a result of these procedures.***

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

---

12. We obtained 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. We obtained management's representation that the listing is complete.
13. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly selected one monthly bank statement), and obtained supporting documentation, and:
- We observed that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
  - We observed that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (a) an original itemized receipt that identified precisely what was purchased, (b) written documentation of the business/public purpose, and (c) documentation of the individuals participating in meals (for meal charges only). For missing receipts, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

***Procedure Results: No exceptions were noted as a result of these procedures.***

#### ***Travel and Expense Reimbursement***

---

15. We obtained 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. We randomly selected 5 reimbursements, and obtained 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:
- If reimbursed using a per diem, we observed that the approved reimbursement rate is no more than those rates established by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

- We observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1, 8<sup>th</sup> bullet).
- We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Contracts***

---

16. We obtained from management a listing of all agreements/contracts (or active vendor list) for professional services, materials, and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. We obtained management's representation that the listing is complete. We randomly selected the required amount of contracts (up to 5) from the listing, excluding our contract, and:
- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - We observed whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - If the contract was amended (e.g. change order), we observed 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 document approval).
  - We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Payroll and Personnel***

---

17. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected 5 employees or officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
18. We randomly selected one pay period during the fiscal period. For the 5 employees or officials selected under #17 above, we obtained attendance records and leave documentation for the pay period, and:
- We observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - We observed that supervisors approved the attendance and leave of the selected employees or officials.
  - We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - We observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found with the personnel file.

19. We obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected two employees or officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. If applicable, we agreed the hours to the employee's or official's cumulative leave records, and the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and the termination payment to entity policy.
20. We obtained 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Ethics***

---

21. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, we obtained ethics documentation from management, and:
  - We observed 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.
  - We observed that the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. We inquired and/or observed whether the agency has appointed an ethics designee as required by R.S. 42:1170.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Debt Service***

---

23. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed 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).

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Fraud Notice***

---

25. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
26. We observed whether 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

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

---

27. We performed the following procedures:
  - We obtained and inspected the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquired of personnel responsible for backing up critical data) and observed 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.
  - We obtained and inspected the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquired of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
  - We obtained a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. We randomly selected the required number of computers (at least 5) and observed while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
28. We randomly selected 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19, and observed evidence that the selected terminated employees have been removed or disabled from the network.

***Procedure Results: We performed the procedures and discussed the results with management.***

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

---

29. We randomly selected the employees/officials from procedure #17 under "Payroll and Personnel" above, obtained sexual harassment training documentation from management, and observed 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.
30. We observed that the entity has posted its sexual harassment policy and complaint procedures on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

31. We obtained the entity's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that it includes the applicable requirements of R.S. 42:344:
- Number and percentage of public servants in the agency who have completed the training requirements;
  - Number of sexual harassment complaints received by the agency;
  - Number of complaints which resulted in a finding that sexual harassment occurred;
  - Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - Amount of time it took to resolve each complaint.

***Procedure Results: No exceptions were noted as a result of these procedures.***

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

We are required to be independent of the Village 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.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

December 22, 2025

Village of Pleasant Hill  
Management's Responses to Exceptions to  
Statewide Agreed-Upon Procedures  
December 31, 2024

Written Policies and Procedures –

Procedure Results: The results of these procedures identified exceptions regarding written policies and procedures. Written policies and procedures did not address budgeting, purchasing, disbursements, receipts/collections, contracting, travel, information technology disaster recovery, or prevention of sexual harassment.

Response: The above-mentioned policies and procedures are done through resolutions and ordinances. In the future, we will attach all resolutions to accompany the Personnel policies.

Bank Reconciliation –

Procedure Results: The results of these procedures identified exceptions were noted as a result of these procedures relating to no evidence that the bank reconciliation is reviewed and no documentation reflecting outstanding items.

Response: The bank reconciliations were reviewed by the Mayor and not signed off on by the Village Clerk. In the future, the Clerk and Mayor will ensure that the documents are initialed for review.