

ST. TAMMANY PARISH
RECREATION DISTRICT NO. 4
LACOMBE, LOUISIANA
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2023

(SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT)



ERICKSEN KRENTEL^{LLP}
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Commissioners and Management of
St. Tammany Parish Recreation District No. 4
Lacombe, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, the major fund of St. Tammany Parish Recreation District No. 4 (the District), a component of St. Tammany Parish, Louisiana as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility 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; this includes 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.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to my our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



To the Board of Commissioners and Management of
St. Tammany Parish Recreation District No. 4
Page 2

Required Supplementary Information

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

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 17 be presented to supplement the basic financial statements. Such information, although not a required 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. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

Other Information

The schedule of governing board on page 18 and the schedule of compensation, benefits, and other payments to agency head, as required by Louisiana Revised Statute (R.S.) 24:513 A(3), on page 19, 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. We have not audited, reviewed, or compiled this supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

Mandeville, Louisiana
June 19, 2024

Erickson Krentel, LLP
Certified Public Accountants

BASIC FINANCIAL STATEMENTS

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
STATEMENT OF NET POSITION
AS OF DECEMBER 31, 2023

(See Independent Accountants' Review Report)

ASSETS:

Cash and cash equivalents	\$ 465,074
Ad valorem taxes receivable, net	378,357
State revenue sharing receivable	11,862
Capital assets, net of accumulated depreciation	<u>752,076</u>
 Total assets	 <u>1,607,369</u>

LIABILITIES:

Accounts payable	11,467
Accrued liabilities	<u>2,794</u>
 Total liabilities	 <u>14,261</u>

NET POSITION:

Net investment in capital assets	752,076
Unrestricted	<u>841,032</u>
 Total net position	 <u>\$ 1,593,108</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023

(See Independent Accountants' Review Report)

Functions/Programs	Expenses	<u>Program Revenues</u>		Net Revenues (Expenses) and Change in Net Position
		Charges for Services	Operating Grants and Contributions	
<u>Governmental activities:</u>				
Recreation	\$ 501,928	\$ 10,745	\$ -	\$ (491,183)
Total governmental activities				(491,183)
 <u>General revenues:</u>				
				469,475
				11,572
				425
				<u>12,379</u>
			Total general revenues	<u>493,851</u>
			Change in net position	2,668
			Net position - beginning	<u>1,590,440</u>
			Net position - ending	<u>\$ 1,593,108</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
BALANCE SHEET - GOVERNMENTAL FUNDS
AS OF DECEMBER 31, 2023

(See Independent Accountants' Review Report)

	<u>General Fund</u>
<u>ASSETS:</u>	
Cash	\$ 465,074
Ad valorem taxes receivable, net	378,357
State revenue sharing receivable	<u>11,862</u>
 Total assets	 <u>\$ 855,293</u>
<u>LIABILITIES:</u>	
Accounts payable	\$ 11,467
Accrued liabilities	<u>2,794</u>
 Total liabilities	 <u>14,261</u>
<u>DEFERRED INFLOWS OF RESOURCES:</u>	
Deferred ad valorem taxes	<u>102,617</u>
 Total deferred inflows of resources	 <u>102,617</u>
<u>FUND BALANCE:</u>	
Unassigned	<u>738,415</u>
 Total fund balance	 <u>738,415</u>
 Total liabilities and fund balance	 <u>\$ 855,293</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
RECONCILIATION OF BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
AS OF DECEMBER 31, 2023

(See Independent Accountants' Review Report)

Fund balance - governmental fund	\$ 738,415
Deferred inflows of resources - unavailable ad valorem taxes are not reported on government-wide financial statements	102,617
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	<u>752,076</u>
Net position of governmental activities	<u>\$ 1,593,108</u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2023

(See Independent Accountants' Review Report)

	<u>General Fund</u>
<u>REVENUES:</u>	
Ad valorem taxes	\$ 381,083
Sports registration fees	4,932
State revenue sharing	11,572
Facility rentals	5,813
Other income	12,379
Interest income	<u>425</u>
 Total revenues	 <u>416,204</u>
<u>EXPENDITURES:</u>	
General and administration	297,429
Recreation	136,838
Capital outlay	<u>119,721</u>
 Total expenditures	 <u>553,988</u>
 Excess (deficit) of revenues over expenditures	 (137,784)
 Fund balance - beginning	 <u>876,199</u>
 Fund balance - ending	 <u><u>\$ 738,415</u></u>

The accompanying notes are an integral part of this statement

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
TO STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023

(See Independent Accountants' Review Report)

Net change in fund balance - governmental fund	\$	(137,784)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated lives and reported as depreciation expense. This is the amount by which capital asset additions of \$119,721 exceeded depreciation expense of \$67,661 in the current period.		52,060
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Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:

Change in unavailable ad valorem taxes		88,392
Change in net position of governmental activities	\$	2,668

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

(See Independent Accountants' Review Report)

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Recreation District No. 4 of St. Tammany Parish (the District) was created by the St. Tammany Parish Police Jury on August 6, 1981, pursuant to Louisiana Revised Statute 33:4564. The District has the authority to own and operate facilities and engage in activities which promote recreation. The governing board is made up of seven commissioners appointed by the St. Tammany Parish Council (the Parish Council) who serve four-year terms.

Reporting Entity

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of an entity for financial reporting purposes. The basic criterion for including a potential component unit with the reporting entity is financial accountability. As such, the District has no component units under the criteria established.

The District is a component unit of St. Tammany Parish (the Parish) because the Parish Council appoints all members of the District's governing board and, as such, is financially accountable for the District. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Parish, the general government services provided by that governmental unit, or the governmental units that comprise the financial reporting entity. The accounting and reporting policies of the District conform to accounting principles generally accepted in the United States of America applicable to governmental entities. Following is a summary of significant accounting policies.

Basis of Presentation

The accompanying basic financial statements of the District have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, issued in June 1999, as amended by GASB Statement No. 63 in June 2011.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

(See Independent Accountants' Review Report)

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the District. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Because of the nature of the District's operations, the District reports only governmental activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues. Separate financial statements are provided for the governmental funds.

Fund Financial Statements

The District uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain district functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The funds of the District are classified as governmental. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the District, or the total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds.

The District reports the following major governmental fund:

General Fund - The General Fund is the primary operating fund of the District. It accounts for all the financial resources except those that are required to be accounted for in other funds.

Measurement Focus/Basis of Accounting

The government-wide financial statements are accounted for using an economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income and changes in financial position. The government-wide financial statements are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used, regardless of the timing of related cash flows.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

(See Independent Accountants' Review Report)

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Measurement Focus/Basis of Accounting (Continued)

The amounts reflected in the governmental fund financial statements are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to the government-wide financial statements.

The amounts reflected in the governmental fund financial statements use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become 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 District considers all revenues available if they are collected within 60 days after the fiscal year-end.

Ad valorem taxes are considered to be collected when they are collected by the St. Tammany Parish Sheriff. Ad valorem taxes collected after 60 days are recorded as deferred inflows of resources on the governmental fund balance sheet. State revenue sharing associated with the current fiscal period is considered susceptible to accrual and so has been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the District. Property taxes, intergovernmental revenues, and interest associated with the current fiscal year are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt, which are recognized when payment is due, and certain compensated absences and claims and judgments, which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Budget and Budgetary Accounting

Formal budgetary accounting is employed as a management control device during the year for the General Fund. The budget is adopted for the General Fund on a basis consistent with accounting principles generally accepted in the United States of America. All appropriations which are not expended lapse at year-end.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

(See Independent Accountants' Review Report)

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

Cash includes amounts in interest-bearing demand deposits. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the District may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at market.

Receivables

Receivables are reported net of estimated uncollectible amounts. At December 31, 2023 the allowance for uncollectibles was \$18,573. This represents 4% of the total ad valorem tax assessed. This estimate is based on the District's history of collections within this revenue stream.

Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial individual cost of more than \$600 and an estimated life in excess of two years. Such assets are recorded at historical cost or estimated cost if historical cost is not available. Donated capital assets are recorded at estimated fair market value at the date of donation. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

Equity Classifications

Government-wide net position is divided into three components:

- a. Net Investment in Capital Assets - Consists of capital assets, including restricted 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 - Consists of assets that have constraints that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
- c. Unrestricted - All other net position is reported in this category.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

(See Independent Accountants' Review Report)

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equity Classifications (Continued)

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the District's policy is to apply restricted net position first.

In the governmental fund financial statements, fund balances are classified as follows:

1. Nonspendable - Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. Restricted - Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. Committed - Amounts that can be used only for specific purposes determined by a formal action of the Board of Commissioners (the Board). The Board is the highest level of decision-making authority for the District. Commitments may be established, modified, or rescinded only through formal actions of the Board.
4. Assigned - Amounts that do not meet the criteria to be classified as restricted or committed, but that are intended to be used for specific purposes. Under the District's adopted policy, only the Board may assign amounts for specific purposes.
5. Unassigned - All other spendable amounts.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board has provided otherwise in its commitment or assignment actions.

Use of Estimates

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

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

(See Independent Accountants' Review Report)

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Date of Management Review

Subsequent events have been evaluated through June 19, 2024, which is the date the financial statements were available to be issued.

(2) CASH AND CASH EQUIVALENTS

At December 31, 2023, the District has cash and cash equivalents (book balances) totaling \$465,074.

These deposits are stated at cost, which approximates market. The District does not have a policy for custodial credit risk; however, 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 the amount on deposit with the fiscal agent. These securities are held in the name of the pledging agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Cash and deposits are categorized into three categories of credit risk.

Category 1 includes deposits covered by federal depository insurance or by collateral held by the District or its agent, in the District's name.

Category 2 includes deposits covered by collateral held by the pledging financial institution's trust department, or its agent, in the District's name.

Category 3 includes deposits covered by collateral held by the pledging financial institution, or its trust department or agent but not in the District's name, and deposits which are uninsured or uncollateralized.

At December 31, 2023, the carrying amount and the bank balances of deposits of the primary government are summarized as follows:

	Bank Balances Category			Bank Balance
	1	2	3	
Cash	\$ 479,175	\$ -	\$ 1,160	\$ 480,335

At December 31, 2023, bank deposits in the amount of \$1,160 were not secured by pledged collateral, which is not in compliance with Louisiana Revised Statute 39:1221.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

(See Independent Accountants' Review Report)

(3) AD VALOREM TAXES

The District's ad valorem tax is levied in October of each year on the assessed value of property within the District's taxing area. Taxes are due and payable by December 31st, and an enforceable lien attaches to the property on January 1st. The taxes are collected on behalf of the District by the St. Tammany Parish Sheriff and then remitted to the District. The District receives most of the ad valorem taxes in February, March, and April. For the year ended December 31, 2023, taxes of 10.0 mills were levied on property within the District.

(4) CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2023 is as follows:

	<u>1/1/2023</u>	<u>Additions</u>	<u>Reductions</u>	<u>12/31/2023</u>
<u>Governmental Activities:</u>				
Capital assets being depreciated:				
Recreation facilities	\$ 1,696,337	\$ 103,688	\$ -	\$ 1,800,025
Equipment	<u>-</u>	<u>16,033</u>	<u>-</u>	<u>16,033</u>
 Total capital assets being depreciated	 <u>1,696,337</u>	 <u>119,721</u>	 <u>-</u>	 <u>1,816,058</u>
 Less accumulated depreciation for:				
Recreation facilities	(996,321)	(65,837)	-	(1,062,158)
Equipment	<u>-</u>	<u>(1,824)</u>	<u>-</u>	<u>(1,824)</u>
 Total accumulated depreciation	 <u>(996,321)</u>	 <u>(67,661)</u>	 <u>-</u>	 <u>(1,063,982)</u>
 Total capital assets being depreciated, net	 <u>\$ 700,016</u>	 <u>\$ 52,060</u>	 <u>\$ -</u>	 <u>\$ 752,076</u>

Depreciation expense for the year ended December 31, 2023 was \$67,661.

(5) RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended December 31, 2023, the District carried insurance through various commercial carriers to cover all risks of loss. The District had no settled claims resulting from these risks that exceeded its commercial coverage in any of the past three fiscal years.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

(See Independent Accountants' Review Report)

(6) NEW ACCOUNTING PRONOUNCEMENTS

Adopted

The GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements. The Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements for government end users. The Statement is effective for fiscal years beginning after June 15, 2022. The adoption of this GASB did not have a material impact to the financial statements.

Not Yet Adopted

The GASB has released Statement No. 101, Compensated Absences (Statement 101), which replaces GASB Statement No. 16, Accounting for Compensated Absences. The Statement 101 requires liabilities for compensated absences to be recognized for: Leave that has not been used and leave that has been used but not yet paid in cash or settled through noncash means. Under the new Statement a liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered; (b) the leave has accumulated; and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits is not included in the compensated absences liability. The Statement also addresses the timing of the recognition of a liability for certain types of compensated absences, such as sabbatical leave, parental leave, military leave, jury duty leave and other specific types of compensated balances. The Statement is effective for fiscal years beginning after December 15, 2023.

REQUIRED SUPPLEMENTARY INFORMATION

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - BUDGET TO ACTUAL - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2023

(See Independent Accountants' Review Report)

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>REVENUES:</u>				
Ad valorem taxes	\$ 387,210	\$ 381,083	\$ 381,083	\$ -
Sports registration fees	11,433	5,556	4,932	(624)
State revenue sharing	3,954	11,572	11,572	-
Facility rentals	34,253	6,361	5,813	(548)
Grants	15,000	-	-	-
Other income	-	-	12,379	12,379
Interest revenue	1,720	425	425	-
	<u>453,570</u>	<u>404,997</u>	<u>416,204</u>	<u>11,207</u>
<u>EXPENDITURES:</u>				
General and administration	331,629	313,492	297,429	16,063
Recreation	84,010	118,387	136,838	(18,451)
Capital outlay	10,000	119,721	119,721	-
	<u>425,639</u>	<u>551,600</u>	<u>553,988</u>	<u>(2,388)</u>
Excess (deficit) of revenues over expenditures	27,931	(146,603)	(137,784)	8,819
Fund balance - beginning	<u>876,199</u>	<u>876,199</u>	<u>876,199</u>	
Fund balance - ending	<u>\$ 904,130</u>	<u>\$ 729,596</u>	<u>\$ 738,415</u>	

OTHER SUPPLEMENTARY INFORMATION

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
SCHEDULE OF GOVERNING BOARD
FOR THE YEAR ENDED DECEMBER 31, 2023

(See Independent Accountants' Review Report)

<u>Board of Commissioners</u>	<u>Compensation</u>
Jimmy Laurent	\$ -
Shannon Menard	\$ -
Al Hamaeui	\$ -
Marie Wright	\$ -
Wendy Batiste	\$ -
Karen Raymond	\$ -
Nanette Ziegler	\$ -

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER
PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2023

(See Independent Accountants' Review Report)

<u>PURPOSE</u>	Interim <u>Executive Director</u>	<u>Executive Director</u>
	<u>Harry Witt</u>	<u>Anthony Henry</u>
	1/1/2023 to 12/31/2023	6/1/2023 to 12/31/2023
	<u>AMOUNT</u>	<u>AMOUNT</u>
Contracted services	\$ 48,161	\$ -
Salary	-	28,135
Benefits	-	1,990
	<u> </u>	<u> </u>
Total compensation, benefits, and other payments	<u>\$ 48,161</u>	<u>\$ 30,125</u>

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2023

We have reviewed the financial statements of the St. Tammany Parish Recreation District No. 4 (the District) as of and for the year ended December 31, 2023, and have issued our report thereon dated June 18, 2024. We conducted the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

During our engagement to review the financial statements, we became aware of the following matters that we deemed reportable to management of the District.

SECTION I SUMMARY OF FINANCIAL STATEMENT FINDINGS

Material Weaknesses

Finding 2023-001 Improper Revenue Recognition

Criteria: Revenue should be recognized in the fiscal period for the property taxes are levied and presented appropriately as ad valorem tax revenue or property tax revenue. Transfers between cash and cash equivalents accounts should be recorded as transfers to the general ledger.

Condition: A portion of the ad valorem tax revenue collected during the year was improperly recorded to an other income account. Transfers from one cash and cash equivalents account was recorded to other income.

Cause: The District changed outsourced bookkeepers several times during the year.

Effect: Revenues were misclassified. Revenues were overstated.

Recommendation: Internally track the receipts of ad valorem payments received from the Sheriff's Office and compare what has been recorded to the accounting system. Record transfers as transfers.

Management's Response: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer.

Finding 2023-002 Maintaining Depreciation Schedules

Criteria: Governments should maintain a subsidiary capital assets ledger that is, in effect, a database for governmental capital assets reported on the accrual basis in the government-wide statement of net position. Although this ledger may serve as an inventory of capital assets, the ledger should also capture information about assets that meet the government's capitalization threshold for financial reporting purposes. This ledger should also track depreciation expense reported in the government-wide and proprietary fund statements, as well as the departmental allocation of depreciation expense.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
SCHEDULE OF FINDINGS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2023

SECTION I SUMMARY OF FINANCIAL STATEMENT FINDINGS (CONTINUED)

Material Weaknesses (continued)

Finding 2023-002 Maintaining Depreciation Schedules (continued)

Condition: The District did not maintain its governmental depreciation schedule. The District also recorded capital asset purchases to expenditure accounts.

Cause: The District experienced significant turnover in its accounting function during the year.

Effect: Capital assets that are no longer in service remain on the schedule; capital assets that should be added, are not; depreciation expense is not properly reflected in the financial statements. Also, capital assets are understated, and expenditures are overstated.

Recommendation: The District should incorporate maintaining the depreciation schedule in its monthly accounting process with the outsourced CPA.

Management's Response: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer.

Finding 2023-003 Improper Bank Reconciliation Procedures

Criteria: Bank reconciliations should be performed on a monthly basis for all cash and cash equivalent accounts.

Condition: The District failed to perform bank reconciliations for all cash and cash equivalent account. One side of a number of transfers between cash and cash equivalents were not recorded.

Cause: The District changed outsourced bookkeepers several times during the year.

Effect: Cash was overstated.

Recommendation: Perform bank reconciliations on a monthly basis for all cash and cash equivalent accounts.

Management's Response: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
SCHEDULE OF FINDINGS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2023

SECTION I SUMMARY OF FINANCIAL STATEMENT FINDINGS (CONTINUED)

Significant Deficiencies

Finding 2023-004 Improper Recording of Inventories

Criteria: The inventories of governmental entities usually are materials and supplies necessary for providing operating services (for example, water meters, spare parts, forms, and documents) rather than goods purchased or produced for resale. One exception would be food items acquired by a governmental unit for resale in a cafeteria or snack bar.

Condition: The District recorded several transactions to inventories that do not meet the criteria enumerated above.

Cause: The District changed outsourced bookkeepers several times during the year.

Effect: Inventories were overstated and expenditures were understated. Adjusting journal entries made to reclassify these amounts out of inventory to correct accounts.

Recommendation: Exclude non-inventory items from the inventories asset.

Management's Response: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer.

Finding 2023-005 Understated Beginning Fund Balance and Net Position

Criteria: Revenue should be recognized in the fiscal period for the property taxes are levied and presented appropriately as ad valorem tax revenue or property tax revenue.

Condition: The District has not recorded prior periods' journal entries.

Cause: The District changed outsourced bookkeepers several times during the year.

Effect: Beginning fund balance and net position were understated.

Recommendation: Compare internal year-end financial statements to reported year-end financial statements.

Management's Response: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer. Additionally, the new 2024 Board of Directors has taken a more proactive approach to financial statements review.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
SCHEDULE OF FINDINGS (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2023

SECTION I SUMMARY OF FINANCIAL STATEMENT FINDINGS (CONTINUED)

Noncompliance

Finding 2023-006 Noncompliance with Fiscal Agency and Cash Management Laws

Criteria: Louisiana Revised Statute 39:1221 requires that local depositing authorities shall obtain additional security for deposits in excess of amounts insured by the Federal Deposit Insurance Corporation (FDIC).

Condition: Deposits were exposed to credit risk due to inadequate collateralization of bank deposits in excess of FDIC coverage.

Cause: Lack of controls or procedures to ensure that all depository institutions in which the District's funds are held are providing additional security for deposits in excess of FDIC coverage.

Effect: Public funds were exposed to credit risk.

Recommendation: Implementation of controls or procedures to ensure that all depository institutions in which the District's funds are held are providing additional security for deposits in excess of FDIC coverage.

Management's Response: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer. Additionally, the new 2024 Board of Directors has taken a more proactive approach to bank statements review and requiring banking fiscal agents provide collateral for deposits above FDIC limits.

SECTION II MANAGEMENT LETTER

There was no management letter issued for the year ended December 31, 2023.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2023

SECTION I SUMMARY OF FINANCIAL STATEMENT FINDINGS

There were no findings for the year ended December 31, 2022.

SECTION II MANAGEMENT LETTER

There was no management letter issued for the year ended December 31, 2022.



ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
61100 North 12th Street
Lacombe, Louisiana 70445

June 19, 2024

Louisiana Legislative Auditor

St. Tammany Parish Recreation District No. 4 respectfully submits the following corrective action plan for the year ended December 31, 2023.

Name and address of independent public accounting firm:

Ericksen Krentel L.L.P.
2895 Highway 190, Ste. 213
Mandeville, LA 70471

Audit Period: January 1, 2023 – December 31, 2023

The finding from the December 31, 2023 management letter is discussed below. The finding is numbered consistently with the number assigned in the schedule.

SECTION I FINDINGS - FINANCIAL STATEMENTS REVIEW

Material Weaknesses

Finding 2023-001 Improper Revenue Recognition

Recommendation: Internally track the receipts of ad valorem payments received from the Sheriff's Office and compare what has been recorded to the accounting system. Record transfers as transfers.

Views of Responsible Officials: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer.

Finding 2023-002 Maintaining

Recommendation: The District should incorporate maintaining the depreciation schedule in its monthly accounting process with the outsourced CPA.

Views of Responsible Officials: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer.

Finding 2023-003 Improper Bank Reconciliation Procedures

Recommendation: Perform bank reconciliations on a monthly basis for all cash and cash equivalent accounts.

Views of Responsible Officials: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer.

SECTION II FINDINGS - FINANCIAL STATEMENTS AUDIT (CONTINUED)

Significant Deficiencies

Finding 2023-004 Improper Recording of Inventories

Recommendation: Exclude non-inventory items from the inventories asset.

Views of Responsible Officials: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer.

Finding 2023-005 Understated Beginning Fund Balance and Net Position

Recommendation: Compare internal year-end financial statements to reported year-end financial statements.

Views of Responsible Officials: The District will implement the recommendation. The District is actively working on rectifying the finding through better

consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer. Additionally, the new 2024 Board of Directors has taken a more proactive approach to financial statements review.

Noncompliance

Finding 2023-006 Noncompliance with Fiscal Agency and Cash Management

Laws

Recommendation: Implementation of controls or procedures to ensure that all depository institutions in which the District's funds are held are providing additional security for deposits in excess of FDIC coverage.

Views of Responsible Officials: The District will implement the recommendation. The District is actively working on rectifying the finding through better consistency in its internal bookkeeping personnel and active oversight by its outsourced Treasurer. Additionally, the new 2024 Board of Directors has taken a more proactive approach to bank statements review and requiring banking fiscal agents provide collateral for deposits above FDIC limits.

SECTION II MANAGEMENT LETTER

Not applicable.

If there are any questions regarding this plan, please contact Mike Sevante, Chairman of Board, 61100 N. 12th Street Lacombe, Louisiana 70445. msevante@lacomberrec.com

Sincerely,



Mike Sevante, Chairman
Board of Commissioners
St. Tammany Parish Recreation District No.4

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

_____ (Date Transmitted)

ERICKSEN KRENTEL, LLP (CPA Firm Name)

2895 HIGHWAY 190, SUITE 213 (CPA Firm Address)

MANDEVILLE, LOUISIANA 70471 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of 12/31/2023 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No N/A

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes No N/A

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes No N/A

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No N/A

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No N/A

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No N/A

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No N/A

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No N/A

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No N/A

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes No N/A

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes No N/A

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes No N/A

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes No N/A

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No N/A

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No N/A

We acknowledge that we are responsible for determining that that the procedures performed are appropriate for the purposes of this engagement.

Yes No N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes No N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes No N/A

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose

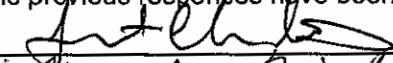
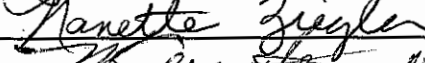
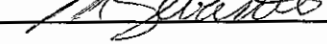
to you any such communication received between the end of the period under examination and the date of your report.

Yes [X] No [] N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes [X] No [] N/A

The previous responses have been made to the best of our belief and knowledge.

	Treasurer	06/26/2024	Date
	Vice-Chair	6/20/24	Date
 MIKE SEVANTE	Chairman	6/19/2024	Date



ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
61100 North 12th Street
Lacombe, Louisiana 70445

June 19, 2024

Mr. Jim Tonglet
Ericksen Krentel, LLP
2895 Highway 190, Suite 213
Mandeville, Louisiana 70471

Re: Louisiana Attestation Questionnaire and Management Representation Letter
2023 STP Recreation District No. 4 Review of Financial Statements

Dear Mr. Tonglet:

The Board of Commissioners for St. Tammany Parish Recreation District No. 4 is providing you this letter to be included and made a part of its approval and execution of the Louisiana Attestation Questionnaire and Management Representation Letter required as part of the Review of the District's 2023 Financial Statements.

The six current board members of the District were appointed by the St. Tammany Parish Council on January 11, 2024. Only two of the members were re-appointments from the prior term and neither were officers of the board during that prior term. The current District Director, Mr. Anthony Henry, became employed by the District in the Fall 2023.

Despite the limited personal knowledge of current board members and the District Director concerning the administrative and financial activities of the District during the entirety of Fiscal Year 2023, every effort was made to review district records and practices in order to reasonably attest to that represented in the Louisiana Attestation Questionnaire and Management Representation Letter, to the best of our ability.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. Sevante".

Mike Sevante, Chairman
Board of Commissioners
St. Tammany Parish Recreation District No. 4

ST. TAMMANY PARISH
RECREATION DISTRICT NO. 4
LACOMBE, LOUISIANA
ATTESTATION AGREED-UPON PROCEDURES
FOR THE YEAR ENDED
DECEMBER 31, 2023



ERICKSEN KRENTEL^{LLP}
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS



INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners and Management of
St. Tammany Parish Recreation District No. 4
Lacombe, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified by the Louisiana Legislative Auditor's (LLA's) Attestation Agreed-Upon Procedures for the year ended December 31, 2023. St. Tammany Parish Recreation District No. 4's (the District) management is responsible for those C/C areas identified in the agreed-upon procedures.

The District 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 Attestation AUPs for the year ended December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are attached in Schedule "1".

We were engaged by the District 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 agreed-upon procedures. 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 District 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 agreed-upon procedures, 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.

June 19, 2024
Mandeville, Louisiana

Erickson Krentel, LLP
Certified Public Accountants

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
ATTESTATION AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2023

PUBLIC BID LAW

1. **Procedure:** Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$60,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1755 (the state procurement code), R.S. 38:2211-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

Results: No exceptions were found as a result of applying the procedure.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. **Procedure:** Obtain from management a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).
3. **Procedure:** Obtain from management a listing of all employees paid during the fiscal year.
4. **Procedure:** Report whether any employees' names appear on both lists obtained in procedures #2 and #3.
5. **Procedure:** Obtain a list of all disbursements made during the year and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Results: No exceptions were found as a result of applying the procedures.

BUDGETING

6. **Procedure:** Obtain a copy of the legally adopted budget and all amendments.
7. **Procedure:** Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.
8. **Procedure:** Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more.

Results: No exceptions were found as a result of applying the procedures.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
ATTESTATION AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2023

ACCOUNTING AND REPORTING

9. **Procedure:** Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:
- a) report whether the six disbursements agree to the amount and payee in the supporting documentation,
 - b) report whether the six disbursements are coded to the correct fund and general ledger account, and
 - c) report whether the six disbursements were approved in accordance with management's policies and procedures.

Results: No exceptions were found as a result of applying the procedure.

MEETINGS

10. **Procedure:** Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law), and report whether there were any exceptions.

Results: No exceptions were found as a result of applying the procedure.

DEBT

11. **Procedure:** Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

Results: Not applicable as the District has no debt.

ADVANCES AND BONUSES

12. **Procedure:** Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

Results: No exceptions were found as a result of applying the procedure.

ST. TAMMANY PARISH RECREATION DISTRICT NO. 4
ATTESTATION AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2023

STATE AUDIT LAW

13. **Procedure:** Report whether the agency provided a timely report in accordance with R.S. 24:513.
14. **Procedure:** Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2), and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Results: No exceptions were found as a result of applying the procedures.

PRIOR-YEAR COMMENTS

15. **Procedure:** Obtain and report management's representation as to whether any prior-year suggestions, recommendations, and/or comments have been resolved.

Results: Not applicable as there were no prior-year findings.