

**JEFFERSON DAVIS PARISH LIBRARY**  
Jennings, Louisiana

Annual Financial Statements  
As of and for the Year Ended December 31, 2023

**JEFFERSON DAVIS PARISH LIBRARY**  
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 Annual Financial Statements  
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**INDEPENDENT AUDITOR'S REPORT**

Board of Control  
Jefferson Davis Parish Library  
Jennings, Louisiana

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

**Opinions**

We have audited the accompanying financial statements of the governmental activities and the major fund information of the Jefferson Davis Parish Library (Library), a component unit of the Jefferson Davis Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Library'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 and the major fund information of the Library, as of December 31, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinions**

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

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of 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 Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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

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

Management has omitted a management's discussion and analysis that accounting principles generally accepted in the United States 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 the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

## Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The accompanying other supplemental information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information, as listed in the table of contents, is 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 June 27, 2024, on our consideration of Library'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 to describe the scope of our testing of internal control over financial reporting and compliance and results of that testing, and not to provide an opinion on the effectiveness of the Library'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 Library's internal control over financial reporting and compliance.

*Mike B. Gillespie, CPA, APAC*

Jennings, Louisiana  
June 27, 2024

## **BASIC FINANCIAL STATEMENTS**

**JEFFERSON DAVIS PARISH LIBRARY**  
**Governmental Funds Balance Sheet / Statement of Net Position**  
**December 31, 2023**

**Statement A**

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
<b>ASSETS</b>			
Cash	43,317	-	43,317
Investments	2,586,919	-	2,586,919
Receivables:			
Due from other governments:			
Property taxes	1,536,266	-	1,536,266
State revenue sharing	20,500	-	20,500
Prepaid Expenses	3,768	-	3,768
Capital and Right-to-use assets, net	-	2,798,189	2,798,189
	<u>4,190,770</u>	<u>2,798,189</u>	<u>6,988,959</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflow amounts on pension	-	294,083	294,083
	<u>-</u>	<u>294,083</u>	<u>294,083</u>
<b>LIABILITIES</b>			
Accounts payable	4,473	-	4,473
Payroll and related liabilities	28,974	-	28,974
Long-term liabilities:			
Due within one year:			
Lease liability	-	5,912	5,912
Compensated absences	-	6,875	6,875
Due in more than one year:			
Lease liability	-	6,162	6,162
Net Pension liability	-	208,358	208,358
	<u>33,447</u>	<u>227,307</u>	<u>260,754</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred property tax revenue	1,636,028	-	1,636,028
Deferred state revenue sharing revenue	30,751	-	30,751
Deferred inflow amounts on pension		22,956	22,956
	<u>1,666,779</u>	<u>22,956</u>	<u>1,689,735</u>
<b>FUND BALANCE</b>			
Nonspendable-prepaid expense	3,768	(3,768)	-
Unassigned	2,486,776	(2,486,776)	-
	<u>2,490,544</u>	<u>(2,490,544)</u>	<u>-</u>
Total Liabilities, Deferred Inflow of Resources, and Fund Balance	<u>\$ 4,190,770</u>		
<b>NET POSITION</b>			
Investment in capital assets, net		2,786,115	2,786,115
Restricted-nonexpendable		3,768	3,768
Unrestricted		2,542,670	2,542,670
		<u>5,332,553</u>	<u>5,332,553</u>
Total Net Position		<u>\$ 5,332,553</u>	<u>5,332,553</u>

The accompanying notes are an integral part of this statement.

**JEFFERSON DAVIS PARISH LIBRARY  
 Reconciliation of the Governmental Funds  
 Balance Sheet to the Statement of Net Position  
 December 31, 2023**

**Statement B**

**Total Ending Fund Balances - Governmental Funds (Statement A)** \$ 2,490,544

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

Capital assets used in governmental activities are not financial

Costs of capital assets	\$ 5,172,904	
Accumulated depreciation	(2,386,259)	
Costs of right-to-use assets	43,375	
Accumulated amortization	<u>(31,831)</u>	
		2,798,189

Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the governmental funds. Long-term liabilities at year-end consist of:

Compensated absences payable	\$ (6,875)	
Lease liability	(12,074)	
Net pension liability	<u>(208,358)</u>	
		(227,307)

Deferred outflow and inflow of resources associated with pension and retirement are not current financial resources or uses and therefore are not reported in the governmental funds.

Deferred outflows-pension	\$ 293,544	
Deferred inflows-pension	<u>(22,417)</u>	
		271,127

**Net Position** \$ 5,332,553



**JEFFERSON DAVIS PARISH LIBRARY**  
**Statement of Governmental Fund Revenues, Expenditures, and**  
**Changes in Fund Balances / Statement of Activities**  
**For the Year Ended December 31, 2023**

**Statement C**

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
<b>EXPENDITURES/ EXPENSES</b>			
<b>Current</b>			
Culture and Recreation-Library Services:			
Salaries and related benefits	\$ 697,538	28,245	725,783
Operating services	346,122	-	346,122
Materials and supplies	45,540	-	45,540
Travel and other charges	9,058	-	9,058
Deduction from property taxes	49,712	-	49,712
Amortization expense	-	13,049	13,049
Depreciation expense	-	157,037	157,037
Debt service:			
Principal - lease	13,178	(13,178)	-
Interest	860	-	860
<b>Capital outlay</b>	<u>247,644</u>	<u>(247,644)</u>	<u>-</u>
Total Expenditures / Expenses	<u>1,409,652</u>	<u>(62,491)</u>	<u>1,347,161</u>
<b>PROGRAM REVENUES</b>			
Fees, fines and other charges for service	16,478	-	16,478
Operating grants and contributions	73,386	-	73,386
Capital grants and contributions	123,354	-	123,354
Total Program Revenues	<u>213,218</u>	<u>-</u>	<u>213,218</u>
Net Program Expenses			<u>(1,133,943)</u>
<b>GENERAL REVENUES</b>			
Property taxes, levied for general purposes	1,595,658	(4,282)	1,591,376
State revenue sharing	30,559	-	30,559
Interest earnings	143,768	-	143,768
Miscellaneous	3,453	-	3,453
Total General Revenues	<u>1,773,438</u>	<u>(4,282)</u>	<u>1,769,156</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Lease financing	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>			
	577,004	(577,004)	-
<b>CHANGE IN NET POSITION</b>			
	<u>-</u>	<u>635,213</u>	<u>635,213</u>
<b>FUND BALANCE / NET POSITION:</b>			
Beginning of the Year	1,913,540	2,783,800	4,697,340
End of the Year	<u>\$ 2,490,544</u>	<u>2,842,009</u>	<u>5,332,553</u>

The accompanying notes are an integral part of this statement.

**JEFFERSON DAVIS PARISH LIBRARY**  
**Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and**  
**Changes in Fund Balance of Governmental Funds to the Statement of Activities**  
**For the Year Ended December 31, 2023**

**Statement D**

**Total Net Change in Fund Balance - Governmental Funds (Statement B)** **\$ 577,004**

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

In statement of activities pension expense is based on proportionate share computation based on changes in total net pension liability, and in governmental funds pension expense is measured by the amount of financial resources used (essentially employer contribution paid). (32,310)

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeds capital outlays in the period:

Depreciation expense	(157,037)	
Capital outlays	247,644	
Amortization expense	(13,049)	
ROU leased assets	-	
	-	77,558

Long-term debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. Post-employment benefits are not reported in governmental fund financial statements. The net amount of these transactions for the current year were as follows:

Payments to lease liability	13,178	
Lease liability incurred	-	
	-	13,178

In the statement of activities, certain operating expenses - compensated absences (vacations and other absences) - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid):

Change in compensated absences payable		(217)
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**Change In Net Position of Governmental Activities** **\$ 635,213**

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## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

# **JEFFERSON DAVIS PARISH LIBRARY NOTES TO THE BASIC FINANCIAL STATEMENTS**

## **INTRODUCTION**

The Jefferson Davis Parish Library (Library) was established by the parish governing authority under the provisions of Louisiana Revised Statute 25:211. The Library provides citizens of the parish access to library materials, books, magazines, records, and films. The Library is governed by a board of control that is appointed by the parish police jury in accordance with the provisions of Louisiana Revised Statute 25:214. The members of the board of control serve without pay. The Library operates through four facilities in Jefferson Davis Parish. The main facility is in Jennings, and others are located in Elton, Welsh, and Lake Arthur. The library has approximately twenty employees.

## **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **A. BASIS OF PRESENTATION**

The accompanying basic financial statements of the Library 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 34, *Basic Financial Statements-and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999.

### **B. REPORTING ENTITY**

The Library does not possess all the corporate powers necessary to make it a legally separate entity from the Jefferson Davis Parish Police Jury, which holds the library's corporate powers. For this reason, the Library is a component unit of the Jefferson Davis Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Library and do not present information of the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

### **C. FUND ACCOUNTING**

The Library 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 Library functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

#### **Governmental Funds**

Governmental funds account for all or most of the Library's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the Library.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

The following are the Library's governmental funds:

**General Fund** – the primary operating fund of the Library and it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Library policy.

**D. MEASUREMENT FOCUS / BASIS OF ACCOUNTING**

**Fund Financial Statements (FFS)**

The amounts reflected in the General Fund of Statements A and B 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 revenue, expenditures, and changes in fund balances 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 a government-wide view of Library operations.

The amounts reflected in the General Fund of Statements A and B 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 Library considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when 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. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recognized as revenue in the period for which levied, thus the 2022 property taxes which are being levied to finance the 2023 budget will be recognized as revenue in 2023. The 2023 tax levy has been recorded as deferred revenue in the Library's 2023 financial statements. Charges for services are recorded when earned since they are measurable and available. Fines, forfeitures, and miscellaneous revenues are recorded as revenues when received in cash by the Library because they are generally not measurable until actually received. Grant revenues are recognized at the time the Library is entitled to the funds. Interest income represents amounts earned on deposits and investments with financial institutions. Interest earned is recorded when earned and available.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for vacation leave, which is recognized when paid. Allocations of cost such as depreciation are not recognized in the governmental funds.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**Government-Wide Financial Statements (GWFS)**

The column labeled Statement of Net Position (Statement A) and the column labeled Statement of Activities (Statement B) display information about the Library as a whole. These statements include all the financial activities of the Library. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

**Program Revenues** – Program revenues included in the column labeled Statement of Activities (Statement B) are derived directly from Library users as a fee for services; program revenues reduce the cost of the function to be financed from the Library’s general revenues.

**E. INVESTMENTS**

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. The Library does not have a formal investment policy, but does adhere to State laws regarding allowable investments.

State statutes authorize the Library to invest in United States bonds, treasury notes and bills, or certificates or time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (LAMP), a non-profit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool.

The Library participates in the LAMP which is an external investment pool that is not SEC-registered. Because LAMP is an arrangement sponsored by a type of governmental entity, it is exempt by statute from regulation by the SEC. LAMP is a 2a7-like investment pool.

LAMP is administered by LAMP, Inc., a non-profit corporation under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33.2955.

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

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

An annual audit of LAMP is conducted by an independent by an independent certified public accountant. The Legislative Auditor of the State of Louisiana has full access to the records of LAMP. LAMP issues financial reports which can be obtained by writing: LAMP, Inc, 228 St. Charles Avenue, Suite 1123, New Orleans, LA 70130.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**F. ACCOUNTS RECEIVABLE**

The financial statements for the Library contain an allowance for uncollectible accounts of \$21,548. Uncollectible amounts for ad valorem taxes are estimated and recognized as bad debts based on historical trends and amounts for other receivables are recognized at the time information becomes available which would indicate the collectability of the particular receivable.

**G. PREPAID EXPENSES**

Prepaid items are recorded as assets on the balance sheet and statement of net position. The Library uses the consumption method to recognize these items as expenses in the period in which the service applies or the goods are utilized.

**H. CAPITAL ASSETS**

**Fund Financial Statements**

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.

**Government-wide Financial Statements**

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets, except the library collections, purchased or acquired with an original cost of \$1,000 or more are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. The library collection is valued at historical cost. Library collection items disposed of are accounted for at 100% of the average cost of the item. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance is expensed as incurred.

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 estimated useful lives by type of asset is as follows:

Buildings and building improvements	40 years
Furniture and fixtures	5 – 12 years
Vehicles	5 years
Library Collections	7 years

Amortization of the right-to-use leased assets is computed by the straight-line method over the estimated contract period.

**I. NON-CURRENT LIABILITIES**

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**Fund Financial Statements**

Non-current liabilities for governmental funds are not reported as liabilities in the fund financial statements.

**Government-wide Financial Statements**

All non-current liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. The long-term obligation consists of net pension liability.

**J. COMPENSATED ABSENCES**

Full-time and part-time employees are eligible for annual leave after 90 days of employment. Temporary personnel shall not earn annual leave. Employees are eligible for annual leave according to the schedule below. This schedule is based on calendar year, so new accrual rate begins January 1 following achievement of that Year of Service.

**A. Employees working 40 hours per week**

Years of Service	Annual Leave Accrual
0	If hired before Sept. 1, 40hrs (5 days). If hired after, 24hrs (3 days).
1	80hrs (10 days)
2	120hrs (15 days)
3+	160hrs (20 days)

**B. Employees working less than 40 hours per week shall earn annual leave at a prorated amount based on the above schedule.**

Holidays falling during the annual leave period are not counted as part of the annual leave allowance. No vacation hours are earned during an extended leave period. Employees requesting an extended leave of absence must use all earned annual leave before beginning extended leave of absence. An employee may accrue and carry over up to 40 hours of yearly annual leave or the prorated equivalent. Upon resignation or termination, an employee will be paid for unused annual leave.

Sick leave with pay based on a 40 hour work week is allowed all employees. Employees working less than forty hours per week shall earn sick leave at a prorated amount as per the Jefferson Davis Parish Library Board of Control Salary Schedule. Temporary personnel shall not earn sick leave. One day of sick leave with pay is allowed all full time staff members per month after thirty days of employment. Staff members working less than eight (8) hours per day receive a proportionate amount of sick leave as per the Jefferson Davis Parish Library Board Salary Schedule. An employee may accrue up to 60 days of sick leave. Unused sick leave will be forfeited upon resignation or termination

Vacation and compensatory time that is expected to be liquidated with expendable available financial resources is reported as expenditures and a fund liability in the fund financial statements. The amount not expected to be paid with current resources is not reported in the fund financial statements. The entire compensated absence liability is reported in the government-wide financial statements.



**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**K. PENSION/ RETIREMENT SYSTEM**

For purposes of measuring the Net Pension Liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employees' Retirement System of Louisiana (PERS), and additions to/deductions from PERS's and fiduciary net position have been determined on the same basis as they are reported by PERS. PERS's fiduciary net position was determined using the accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**L. DEFERRED OUTFLOW/ INFLOWS OF RESOURCES**

In addition to assets the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future periods(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. All of the items that qualify for reporting in this category are related to pension amounts. See pension/ retirement footnote for further details of these items. No deferred outflows of resources affect the governmental funds financial statements in the current year.

In addition to liabilities, the statement of net position and or balance sheet will sometimes report a separate section for deferred inflows of resources.

This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

In the current year, this separate financial statement element reflects an increase in net assets that applies to a future period. Deferred inflow of resources reported in the accompanying statements relate to property tax revenues and state revenue sharing revenues assessed in 2023, but levied to finance the Library's 2024 expenditures. The Library will not recognize the related revenues until 2024. Additionally, items related to pension amounts qualify for reporting in this category. See pension/ retirement footnote for further details of these items.

**M. FUND EQUITY**

**Fund Financial Statements**

Governmental funds can report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form- prepaid items or inventories; or (b) legally or contractually required to be maintained intact. The spendable portion of the fund balance can be comprised of the remaining four classifications: restricted, committed, assigned, and unassigned defined as follows:

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

## **JEFFERSON DAVIS PARISH LIBRARY NOTES TO THE BASIC FINANCIAL STATEMENTS**

Committed fund balance- These amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the organization's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned fund balance- This classification reflects the amounts constrained by the organization's "intent" to be used for specific purposes but are neither restricted nor committed. The Board has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned fund balance- This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

Flow Assumptions – When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the Library's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the Library's policy to use fund balance in the following order: (1) Committed, (2) Assigned, (3) Unassigned.

### **Government-wide Financial Statements**

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Equity on the government-wide financial statements is classified as net position and displayed in three categories:

Net investment in capital assets – Consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by the balances of deferred outflows of resources related to those assets.

Restricted net position – Net position is considered restricted if their use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws or buyers of the Library's bonds. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.

Unrestricted net position – Consists of all other net position that does not meet the definition of the above two components and is available for general use by the Library.

When both restricted and unrestricted net position are available for use, it is the Library's policy to use restricted net position first, then unrestricted net position as they are needed.

### **N. USE OF 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 statements and the reported amounts of revenues, expenditures, and expenses during the reported period. Accordingly, actual results could differ from those estimates.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**2. LEVIED TAXES**

The following is a summary of authorized and levied property taxes:

Parish-wide tax	Authorized		Expiration Date
	Millage	Levied Millage	
	5.78	5.78	2028

Property taxes are levied each November 1<sup>st</sup> on the assessed value listed as of the prior January 1<sup>st</sup> for all real property, merchandise and movable property located in the Parish. Assessed values are established by the Jefferson Davis Parish Assessor’s Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. Taxes are due and payable December 31<sup>st</sup> with interest being charged on payments after January 1<sup>st</sup>. Taxes can be paid through the tax sale date which is usually in June. Properties for which taxes have not been paid are sold for the amount of the taxes. Taxes levied November 1, 2022 and the related state revenue sharing is for budgeted expenditures in 2023 and will be recognized as revenue in 2023.

Taxes receivable at December 31, 2023, were \$1,536,267 net of allowance for uncollectible taxes of \$21,547.

**3. DEPOSITS AND INVESTMENTS**

**Bank Deposits**

The year end balances of deposits are as follows:

<u>Deposit Type</u>	<u>Bank Balances</u>	<u>Reported Amount</u>
Cash –on hand	\$ -	\$ 680
Cash -demand deposits	69,343	42,637
Totals	\$ <u>69,343</u>	\$ <u>43,317</u>

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 fiscal agent bank in a holding or custodial bank.

Custodial credit risk is the risk that in the event of a bank failure, the Library’s deposits may not be returned to it. The Library’s deposit policy for custodial credit risk requires that all uninsured deposits must be secured with acceptable collateral as defined in LRS 39:1221 valued at market. As of December 31, 2023, the Library had deposits (collected bank balances) totaling \$69,343. As of yearend all deposits were either insured by FDIC coverage or collateralized by securities held by the pledging financial institution’s agent in the name of the Library.

**JEFFERSON DAVIS PARISH LIBRARY**  
**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**Investments**

At December 31, 2023, the Library had the following investments and maturities:

Investment Type	Fair Value	Investment Maturities (in Years) Less Than 1
Louisiana Asset Management Pool (LAMP)	\$ 2,586,919	\$ 2,586,919
Totals	\$ 2,586,919	\$ 2,586,919

Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. LAMP is rated AAAM by Standard & Poor's.

Custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Investments in external investment pools like LAMP by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The Library's investment is with the pool, not the securities that make up the pool; therefore no disclosure is required.

Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments (to reset) is 43 days and (to final) is 68 days as of June 10, 2024.

A reconciliation of deposits and investments as shown on the Statement of Net Position is as follows:

Reported amount of cash on hand	\$ 680
Reported amount of deposits	42,637
Reported amount of investments	2,586,919
Total	\$ 2,630,236
Classified as:	
Cash	\$ 43,317
Investments	2,586,919
Total	\$ 2,630,236

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**4. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in capital assets is as follows:

	Balance Beginning	Additions	Dispositions/ Reclassifica- tions	Balance Ending
Capital assets not being depreciated:				
Land	\$ 118,363	\$ -	\$ -	\$ 118,363
Construction in progress	21,901	147,955	-	169,856
Total capital assets not being depreciated	<u>140,264</u>	<u>147,955</u>	<u>-</u>	<u>288,219</u>
Capital assets being depreciated:				
Buildings and improvements	3,252,914	9,380	-	3,262,294
Furniture and equipment	415,679	15,949	-	431,628
Vehicles	185,766	-	-	185,766
Library collections	991,165	74,360	(60,528)	1,004,997
Total capital assets being depreciated	<u>4,845,524</u>	<u>99,689</u>	<u>(60,528)</u>	<u>4,884,685</u>
Less accumulated depreciation for:				
Buildings and improvements	977,021	75,740	-	1,052,761
Furniture and equipment	349,381	20,886	-	370,267
Vehicles	185,766	-	-	185,766
Library collections	777,582	60,411	(60,528)	777,466
Total accumulated depreciation	<u>2,289,750</u>	<u>157,037</u>	<u>(60,528)</u>	<u>2,386,259</u>
Total capital assets being depreciated, net	<u>2,555,774</u>	<u>(57,348)</u>	<u>-</u>	<u>2,498,426</u>
Right-to-use Lease Assets:				
Equipment	38,771	-	(4,826)	33,945
Building	9,430	-	-	9,430
Total right-to-use leased assets	<u>48,201</u>	<u>-</u>	<u>(4,826)</u>	<u>43,375</u>
Less accumulated amortization for:				
Equipment	19,300	8,328	(4,826)	22,802
Building	4,308	4,721	-	9,029
Total accumulated amortization	<u>23,608</u>	<u>13,049</u>	<u>(4,826)</u>	<u>31,831</u>
Total right-of-use leased Assets being amortized, net	<u>24,593</u>	<u>(13,049)</u>	<u>-</u>	<u>11,544</u>
Capital and Right-to-use lease assets, net	<u>\$ 2,720,631</u>	<u>77,559</u>	<u>-</u>	<u>2,798,189</u>

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**5. PENSION PLAN**

**General Information about the Pension Plan**

The employer pension schedules for the Parochial Employees' Retirement System of Louisiana (PRES) are prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. For purposes of measuring the net pension liability/asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plan, and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

PERS is governed by Louisiana Revised Statutes, Title 11, Sections 1901 through 2025, specifically, and other general laws of the State of Louisiana. PERS issues a publicly available financial report that can be obtained at [www.persla.org](http://www.persla.org).

***Plan Description and Eligibility Requirements***

The Parochial Employees' Retirement System of Louisiana (PERS) is a cost-sharing multiple-employer defined benefit pension plan established by R.S. 11:1901 of the Louisiana Revised Statutes (Act 205 of the 1952 regular session of the Legislature of the State of Louisiana).

The system provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the state which does not have its own retirement system and which elects to become members of the system.

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

As of January 1997, elected officials, except coroners, justices of the peace and parish presidents may no longer join the Retirement System.

Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the PERS to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The Library only participates in Plan A, as of December 31, 2023.

***Benefits Provided***

The following is a description of the plan and its benefits and is provided for general informational purposes only. PERS provides normal retirement, survivor's benefits, deferred retirement option (DROP), and disability benefits. Participants should refer to the appropriate statutes for more complete information.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**Retirement Benefits:**

**A. Normal Retirement**

Any member of Plan A can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.
4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

Any member of Plan B can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Age 55 with thirty (30) years of creditable service.
2. Age 60 with a minimum of ten (10) years of creditable service.
3. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to 3% of the member's final average compensation multiplied by his/her years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts.

Generally, the monthly amount of the retirement allowance for any member of Plan B shall consist of an amount equal to 2% of the members' final average compensation multiplied by his years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts.

**B. Survivor Benefits**

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes.

Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

Plan B members need ten (10) years of service credit to be eligible for survivor benefits. Upon the death of any member of Plan B with twenty (20) or more years of creditable service who is not eligible for normal retirement, the plan provides for an automatic Option 2 benefit for the surviving spouse when he/she reaches age 50 and until remarriage, if the remarriage occurs before age 55.

A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

**C. Deferred Retirement Option Plan**

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for that member who is eligible for normal retirement.

In lieu of terminating employment and accepting a service retirement, any member of Plan A or B who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) in which they are enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account.

Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

For individuals who become eligible to participate in the Deferred Retirement Option Plan on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in the Plan will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of the System, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of this Plan must agree that the benefits payable to the participant are not the obligations of the state or the System, and that any returns and other rights of the Plan are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

**D. Disability Benefits**

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty.



## **JEFFERSON DAVIS PARISH LIBRARY NOTES TO THE BASIC FINANCIAL STATEMENTS**

For Plan B, a member shall be eligible to retire and receive a disability benefit if he/she was hired prior to January 1, 2007, and has at least five years of creditable service or if hired after January 1, 2007, has seven years of creditable service, and is not eligible for normal retirement, and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan B shall be paid a disability benefit equal to the lesser of an amount equal to two percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or an amount equal to what the member's normal benefit would be based on the member's current final compensation but assuming the member remained in continuous service until his earliest normal retirement age.

### **Cost of Living Increases**

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements.

In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (RS 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

### **Contributions**

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2023, the actuarially determined contribution rate was 7.10% of member's compensation for Plan A and 4.93% of member's compensation for Plan B. However, the actual rate for the fiscal year ending December 31, 2023 was 11.50% for Plan A and 7.50% for Plan B.

According to state statute, the System also receives  $\frac{1}{4}$  of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities. The Library recognized \$9,326 of non-employer contributions.

The Library's contractually required employer contribution rate for the year ended December 31, 2023 was 11.50% of annual covered wages. Employer contributions to the pension plan from the Library were \$49,463 for the year ended December 31, 2023.

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

At December 31, 2023 the Library reported a liability of \$208,358 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of December 31, 2022 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Library's proportion of the Net Pension Liability was based on a projection of the Library's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2022, the Library's proportion was .0541361%, which was a decrease of .009179% points from its proportion measured as of December 31, 2021.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

For the year ended December 31, 2022, the Library recognized pension expense of \$44,749 plus/(less) employer’s amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$42.

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

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflow of Resources</b>
Differences between expected and actual experience	\$ 7,703	\$ 22,956
Net difference between projected and actual earnings on pension plan investments	219,959	-
Changes of Assumptions	6,649	-
Changes in proportion and difference between Employer contributions and proportionate share of contributions	10,309	-
Employer contribution subsequent to the measurement date	49,463	-
<b>Total</b>	<b>\$ 294,083</b>	<b>\$ 22,956</b>

Deferred outflows of resources of \$49,463 related to pensions resulting from Library contributions subsequent to the measurement date will be recognized as an adjustment of the Net Pension (Liability) /Asset in the year ended December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (benefit) as follows:

Year ended June 30:		
2024	\$	12,356
2025		37,908
2026		72,992
2027		98,408
Thereafter		-

Deferred outflow/inflow resource amounts, except for net difference between projected and actual earnings on pension plan investments, are being recognized in employer’s pension expense/(benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. Deferred amounts related to net difference between projected and actual earnings on pension plan investments is being recognized in pension expense/(benefit) using the straight-line method amortization method over a closed five-year period.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**Actuarial Methods and Assumptions**

The net pension asset was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2023, are as follows:

<b>Valuation Date</b>	December 31, 2022
<b>Actuarial cost method</b>	Entry Age Normal
<b>Actuarial assumptions:</b>	
<b>Expected Remaining Service Lives</b>	4 years
<b>Investment rate of return</b>	6.40% net of investment expenses, including inflation
<b>Projected salary increases</b>	Plan A 4.75% Plan B 4.25%
<b>Cost-of-living adjustments</b>	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.
<b>Mortality</b>	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.

The discount rate used to measure the total pension liability was 6.40% for Plan A and 6.40% for Plan B. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.30% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.70% for the year ended December 31, 2022.

Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2022, are summarized in the following table.

Asset Class	Target Asset Allocation	Long-term Expected Real Rate of Return
Fixed income	33%	1.17%
Equity	51%	3.58%
Alternatives	14%	0.73%
Real assets	2%	0.12%
Totals	100%	5.60%
Inflation		2.10%
Expected Arithmetic Nominal Return		7.70%

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

The following presents the net pension liability/(asset) of the participating employers as of December 31, 2022 calculated using the discount rate of 6.40%, as well as what the employers' net pension liability/asset would be if it were calculated using a discount rate that is one percentage point lower 5.40% or one percentage point higher 7.40% than the current rate.

Plan A:

	1% Decrease 5.40%	Current Discount Rate 6.40%	1% Increase 7.40%
Net Pension Liability (Asset)	\$ 515,277	\$ 208,358	\$ (48,954)

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERS December 31, 2022 Annual Financial Report at [www.persla.org](http://www.persla.org).

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**Payables to the Pension Plan**

As of December 31, 2023, the Library owed \$0 in legally required contributions to PERS.

**6. LONG-TERM DEBT AND OBLIGATIONS**

Summary of the long-term liability transactions during the year:

	Balance Beginning	Additions	Reductions	Balance Ending	Due Within One Year
Other Obligations:					
Lease liability	\$ 25,252	-	(13,178)	12,074	5,912
Compensated absences	6,658	217	-	6,875	6,875
Total long-term liabilities	\$ <u>31,910</u>	<u>217</u>	<u>(13,178)</u>	<u>18,949</u>	<u>12,787</u>

The Library has entered a lease agreement involving printing and imaging equipment. The total of the Library's right-to-use leased assets are recorded at a cost of \$43,375 less accumulated amortization of \$31,831.

The future minimum lease payments under lease agreements are as follows:

Year Ending December,	Leases		Total
	Principal	Interest	
2024	\$ 5,912	\$ 355	\$ 6,267
2025	4,113	174	4,287
2026	1,871	34	1,905
2027	178	1	179
2028	-	-	-
2029-2033	-	-	-
2034-2038	-	-	-
2039-2043	-	-	-
	\$ <u>12,074</u>	\$ <u>564</u>	\$ <u>12,638</u>

**7. LITIGATION AND CLAIMS**

As of the date of this report, the Library is not involved in any litigation and is not aware of any pending claims that could have a material impact on these financial statements.

**JEFFERSON DAVIS PARISH LIBRARY  
NOTES TO THE BASIC FINANCIAL STATEMENTS**

**8. RISK MANAGEMENT**

The Library is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; injuries to employees; and natural disasters. The Library carries commercial insurance to cover all of these risks except theft. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**9. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES**

Retirement plan payments in the amount of \$9,326 were made by the Sheriff, acting in his capacity as Ex Officio Tax Collector, to The Parochial Employees' Retirement System of Louisiana on behalf of the Board. These remittances represent a portion of the ad valorem taxes and state revenue sharing collections which are statutorily set aside for payment to The Parochial Employees' Retirement System of Louisiana on behalf of the Board. These on-behalf payments have been recorded in the accompanying financial statements, in accordance with GASB Statement 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance* as revenues and expenditures in the General Fund.

**10. Subsequent Events**

The Library evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through June 20, 2024, which is the date the financial statements were available to be issued.

## **REQUIRED SUPPLEMENTAL INFORMATION**

**JEFFERSON DAVIS PARISH LIBRARY  
GOVERNMENTAL FUND - GENERAL FUND  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2023**

**Schedule 1**

	Budgeted Amounts		Actual Amounts	Variance Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Fees, fines and other charges for service	\$ 17,150	16,525	\$ 16,478	\$ (47)
Ad valorem taxes	1,492,064	1,586,064	1,595,658	9,594
State revenue sharing	30,446	30,546	30,559	13
Other grants	73,386	196,740	196,740	-
Interest earned	55,500	145,000	143,768	(1,232)
Miscellaneous	2,950	3,275	3,453	178
Total Revenues	<u>1,671,496</u>	<u>1,978,150</u>	<u>1,986,656</u>	<u>8,506</u>
<b>EXPENDITURES</b>				
Culture and recreation:				
Salaries and related benefits	699,058	680,878	697,538	(16,660)
Operating services	358,619	466,056	346,122	119,934
Materials and supplies	39,340	48,100	45,540	2,560
Travel and other charges	13,000	11,000	9,058	1,942
Deduction from ad valorem taxes	48,000	49,710	49,712	(2)
Capital outlay	465,900	468,950	247,644	221,306
Debt Service	-	-	14,038	(14,038)
Total Expenditures	<u>1,623,917</u>	<u>1,724,694</u>	<u>1,409,652</u>	<u>315,042</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	47,579	253,456	577,004	323,548
FUND BALANCES BEGINNING OF YEAR	1,459,780	1,425,431	1,913,540	488,109
FUND BALANCES END OF YEAR	<u>\$ 1,507,359</u>	<u>\$ 1,678,887</u>	<u>\$ 2,490,544</u>	<u>\$ 811,657</u>

See accompanying note to budgetary comparison schedule.



**JEFFERSON DAVIS PARISH LIBRARY**  
**Notes to Budgetary Comparison Schedule**  
**For the Year Ended December 31, 2023**

**A. BUDGETARY PRACTICES**

**General Budget Practices** The Jefferson Davis Parish Library (Library) follows the following procedures in establishing budgetary data reported in the accompanying budgetary comparison schedule:

Pursuant to the Louisiana Government Budget Act (LSA-RS 39:1301-1314), the Library is required to adopt an annual budget no later than fifteen days prior to the beginning of each fiscal year.

Each year prior to December 15th, the Library's Director develops a proposed annual budget for the general fund. The budget includes proposed expenditures and the means of financing them. The proposed budget is advertised as available for public inspection at least 10 days prior to final adoption simultaneously with a notice of the date of public hearing. The public hearing is conducted during a board meeting in order to obtain public input. The budget is subsequently adopted by the Board through a formal budget resolution.

General fund appropriations (unexpended budget balances) lapse at end of fiscal year.

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not employed.

Formal budget integration (within the accounting records) is employed as a management control device. All budgets are controlled at the object level. Budget amounts included in the accompanying financial statements include the original budget and all subsequent amendments. All budget revisions are approved by the Board of Control.

**Budget Basis of Accounting** The governmental fund budgets are prepared on the modified cash basis of accounting. Legally, the Library cannot budget total expenditures and other financing uses which would exceed total budgeted revenues and other financing sources including beginning fund balance. State statutes require the Library to amend the budget to prevent overall projected revenues, expenditures, or beginning fund balance from causing an adverse budget variance of five percent or more in an individual fund.

**B. EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN INDIVIDUAL MAJOR FUNDS**

The following budgeted major funds had actual expenditures over budgeted expenditures for the fiscal year:

<u>Fund</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
General Fund	\$ -	\$ -	\$ -

Reason for unfavorable variance: N/A

**JEFFERSON DAVIS PARISH LIBRARY**  
**Required Supplementary Information**  
**Additional Pension/ Retirement Information**  
**Schedule of Employer's Proportionate Share of Net Pension Liability**  
**For the Year Ended December 31, 2023\***

**Parochial Retirement System of Louisiana:**

**Plan A:**

Year Ending December 31st	Employer's proportion of net pension liability (asset)	Employer's proportionate share of the net pension liability (asset)	Employer's covered- employee payroll	Employer's proportionate share of the net pension liability (asset) as a percentage of its covered- employee payroll	Plan fiduciary net position as a percentage of the total pension liability
2023	0.054136%	208,358	397,849	52.37%	91.74%
2022	(0.063315%)	(298,241)	396,077	(75.30%)	110.46%
2021	(0.061237%)	(107,374)	409,008	(26.25%)	104.00%
2020	(0.053346%)	(2,730)	367,731	(0.68%)	99.89%
2019	0.066408%	294,744	408,251	72.20%	88.86%
2018	0.060863%	(45,175)	374,623	(12.06%)	101.98%
2017	0.061211%	126,065	362,845	34.74%	94.15%
2016	0.061963%	163,104	355,266	45.91%	92.23%
2015	0.073283%	20,036	392,686	5.10%	99.15%

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

\*The amounts presented have a measurement date of the previous fiscal year end. Note that the Library did not participate in Plan B during the current fiscal year.

**JEFFERSON DAVIS PARISH LIBRARY**  
**Required Supplementary Information**  
**Additional Pension/ Retirement Information**  
**Schedule of Employer Contributions**  
**For the Year Ended December 31, 2023**

**Parochial Retirement System of Louisiana:**

**Plan A:**

<u>Date</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a % of Covered Employee Payroll</u>
2023	49,463	49,463	-	430,111	11.50%
2022	45,752	45,752	-	397,849	11.50%
2021	48,519	48,519	-	396,077	12.25%
2020	50,103	50,103	-	409,008	12.25%
2019	42,289	42,289	-	367,731	11.50%
2018	46,949	46,949	-	408,251	11.50%
2017	46,828	46,828	-	374,623	12.50%
2016	47,170	47,170	-	362,845	13.00%
2015	51,514	51,514	-	355,266	14.50%

Additional Comments - Note that the Library did not participate in Plan B during the current fiscal year.

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

**JEFFERSON DAVIS PARISH LIBRARY  
Required Supplementary Information  
Additional Pension/ Retirement Information  
Notes to Required Supplementary Information  
For the Year Ended December 31, 2023**

**Parochial Retirement System of Louisiana:**

**Plan A:**

**Changes of Benefit Terms:** None.

**Changes of Assumptions:** None.

Additional Comments - Note that the Library did not participate in Plan B during the current fiscal year.

## **OTHER SUPPLEMENTARY INFORMATION**

**JEFFERSON DAVIS PARISH LIBRARY**  
**Schedule of Compensation, Benefits and Other Payments to Agency Head**  
**or Chief Executive Officer**  
**For the Year Ended December 31, 2023**

**Schedule 5**

Agency Head Name:	Clare Coleman	Michael Staton
Agency Head Title:	Director	Director
Salary	\$ 15,000	\$ 48,012
Benefits- insurance	2,294	6,377
Benefits- retirement	1,725	5,521
Benefits- Medicare	195	619
Benefits- Life Insurance	28	81
Benefits- Worker Compensation Insurance	38	120
Telephone	-	584
Travel	202	1,318
Registration fees	-	295
Conference Travel	-	1,689
	<u>\$ 19,482</u>	<u>\$ 64,616</u>

Period of service:		
	Begin:	1/1/2023 4/6/2023
	End:	4/5/2023 12/31/2023

**OTHER REPORTS REQUIRED BY  
GOVERNMENTAL AUDITING STANDARDS**

**Mike B. Gillespie**  
**Certified Public Accountant**  
A Professional Accounting Corporation

Mike B. Gillespie, CPA, CGMA

Eric C. Gillespie, CPA

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**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 *GOVERNMENTAL AUDITING STANDARDS***

Board of Control  
Jefferson Davis Parish Library  
Jennings, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund information of the Jefferson Davis Parish Library (Library), a component unit of the Jefferson Davis Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated June 27, 2024.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library'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. However, material weaknesses may exist that have not been identified.



## **Report Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Library's financial statements are free of 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 statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

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

*Mike B. Gillespie, CPA, APAC*

Jennings, Louisiana

June 27, 2024

**JEFFERSON DAVIS PARISH LIBRARY**  
**Jennings, Louisiana**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**For the Year Ended December 31, 2023**

**SECTION I - SUMMARY OF AUDITOR'S RESULTS**

1. The auditor's report expresses an unmodified opinion on the financial statements of the Jefferson Davis Parish Library.
2. No significant deficiencies were disclosed during the audit of the financial statements and reported in the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of the Jefferson Davis Parish Library, which would be required to be reported in accordance with Government Auditing Standards, were disclosed during the audit.
4. Since the Jefferson Davis Parish Library did not require a Single Audit, a report on significant deficiencies conditions concerning internal control over major federal award programs was not applicable.
5. Since the Jefferson Davis Parish Library did not require a Single Audit, an auditor's report on compliance for the major federal award programs was not applicable.
6. Since the Jefferson Davis Parish Library did not require a Single Audit, a report of audit findings relative to the major federal award programs was not applicable.
7. A management letter was not issued.
8. The programs tested as major programs included:

<u>CFDA No.</u>	<u>Program Name</u>
Not applicable	Not applicable

9. The threshold used for distinguishing between Type A and B federal award programs was not applicable.
10. A statement as to whether the auditee qualified as a low-risk auditee under OMB Circular Q-133 was not applicable.

**SECTION II – INTERNAL CONTROL AND COMPLIANCE FINDINGS**

No findings reported.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

Not applicable

**JEFFERSON DAVIS PARISH LIBRARY**  
**Jennings, Louisiana**  
**MANAGEMENT'S STATUS OF PRIOR YEAR AUDIT FINDINGS**  
**For the Year Ended December 31, 2023**

**SECTION I –INTERNAL CONTROL AND COMPLIANCE FINDINGS**

No finding reported.

**SECTION II –FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No findings reported.

**SECTION III –MANAGEMENT LETTER**

No findings reported.

\* \* \* \*

THIS REPORT HAS BEEN PREPARED BY MANAGEMENT

**JEFFERSON DAVIS PARISH LIBRARY**  
**Jennings, Louisiana**  
**MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR AUDIT FINDINGS**  
**For the Year Ended December 31, 2023**

**SECTION I –INTERNAL CONTROL AND COMPLIANCE FINDINGS**

No findings reported.

**SECION II –FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No findings reported.

**SECTION III –MANAGEMENT LETTER**

No findings reported.

\* \* \* \* \*

THIS REPORT HAS BEEN PREPARED BY MANAGEMENT

**Mike B. Gillespie**  
**Certified Public Accountant**  
A Professional Accounting Corporation

Mike B. Gillespie, CPA, CGMA

Eric C. Gillespie, CPA

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Control  
Jefferson Davis Parish Library  
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, 2023 through December 31, 2023. Jefferson Davis Parish Library's management is responsible for those C/C areas identified in the SAUPs.

Jefferson Davis Parish Library has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

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

---

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ii. ***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.
  - iii. ***Disbursements***, including processing, reviewing, and approving.
  - iv. ***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).

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **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).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

## 2) Board or Finance Committee

---

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
  - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal

period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

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

### **3) Bank Reconciliations**

---

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

***Obtained listing of entity bank accounts and management's representation that the listing is complete.***

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

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

---

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

***Obtained the listing of deposit sites and management's representation that the listing is complete.***

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

***Obtained the listing of collection locations and management's representation that the listing is complete.***

- i. Employees responsible for cash collections do not share cash drawers/registers;
- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - v. Trace the actual deposit per the bank statement to the general ledger.

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

---

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).  
***Obtained the listing of locations that process payments and management's representation that the listing is complete.***
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that  
***Obtained a listing of those employees involved with non-payroll purchasing, payment functions, and inquired of those listed employees about their job duties.***
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - ii. At least two employees are involved in processing and approving payments to vendors;
  - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;



- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
  - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
- Obtained the entity's non-payroll disbursement transaction population and management's representation that the population is complete.***
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

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

---

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- Obtained the listing of all active credit cards, bank debit cards, fuel cards, p-cards, and management's representation that the listing is complete.***
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

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

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- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

***Obtained listing of all travel and travel-related expense reimbursement and management's representation that the listing is complete.***

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

#### ***8) Contracts***

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- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

***Obtained listing of all agreements/contracts that were initiated or renewed and management's representation that the listing is complete.***

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

## **9) Payroll and Personnel**

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

***Obtained a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete.***

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

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

***Obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the listing is complete.***

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

### **10) Ethics**

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

### **11) Debt Service (This section is NOT applicable)**

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- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

### **12) Fraud Notice**

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- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

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

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

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

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

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

- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

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

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

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

- C. Using the 5 randomly selected 5 employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 – completed the training; and
- Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

***We performed the procedure and verbally discussed the results with management.***

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

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;

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

No exceptions were noted as a result of applying the procedures listed above except for the following findings:

***Written Policies and Procedures***

1. The Jefferson Davis Parish Library's written policies and procedures regarding Payroll/Personnel category did not contain (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

***Management's response:*** Management agreed to the finding and plans to add the approval process for employee rates of pay or approval and maintenance of pay rate schedules to written policies for Payroll/Personnel.

***Bank Reconciliations***

1. Bank reconciliations included evidence that a member of management has reviewed the bank reconciliation, however, there was no evidence of a date to show that management reviewed the bank reconciliation within 1 month of it being prepared.

***Management's response:*** Management agreed to the finding and plans to implement the procedure of including the date the bank reconciliations are reviewed.

***Collections***

1. The entity does not use sequentially pre-numbered receipts

***Management's response:*** Management agreed to finding.

We were engaged by Jefferson Davis Parish Library 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 Jefferson Davis Parish Library 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.

*Mike B. Gillespie, CPA, APAC*

Mike B. Gillespie, CPA, APAC

Jennings, Louisiana

June 27, 2024