

**Webster Parish Police Jury
Minden, Louisiana**

**Annual Financial Report
As of and for the Year Ended December 31, 2021**

Webster Parish Police Jury

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Webster Parish Police Jury

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Independent Auditor's Report

Police Jurors
Webster Parish Police Jury
Minden, Louisiana

Report on the Audit of the Financial Statements

Adverse and Unmodified Opinions

We have audited the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Webster Parish Police Jury, Minden, Louisiana, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Police Jury's primary government's basic financial statements as listed in the table of contents.

Adverse Opinion on Aggregate Discretely Presented Component Units

In our opinion, because of the significance of the matter discussed in the Basis for Adverse and Unmodified Opinions section of our report, the accompanying financial statements referred to above do not present fairly the financial position of the aggregate discretely presented component units of the Police Jury as of December 31, 2021, or the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions on Government Activities, Each Major Fund and Aggregate Remaining Fund Information

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Police Jury as of December 31, 2021, 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 Adverse and Unmodified Opinions

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

Matters Giving Rise to Adverse Opinion on the Aggregate Discretely Presented Component Units

The financial statements do not include financial data for all of the Police Jury's legally separate component units. Accounting principles generally accepted in the United States of America require the financial data for those component units to be reported with the financial data of the Police Jury's primary government unless the Police Jury also issues financial statements for the financial reporting entity that include the financial data for its component units. The Police Jury has not issued such reporting entity financial statements. Because of this departure from accounting principles generally accepted in the United States of America, the amount by which this departure would affect the assets, liabilities, deferred inflows/outflows of resources, net position, revenues and expenses of the aggregate discretely presented component units has not been determined.

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 Police Jury'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 GAAS 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 GAAS 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 Police Jury'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 Police Jury'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.

Emphasis of Matters

As disclosed in Note 8 to the financial statements, the net pension asset for the Police Jury was \$876,824 at December 31, 2021, as determined by the Parochial Employees' Retirement System of Louisiana. The related actuarial valuation was performed by the Retirement System's actuary using various assumptions. Because actual experience may differ from the assumptions used, there is a risk that this amount at December 31, 2021, could be under or overstated. Our opinion is not modified with respect to this matter.

As disclosed in Note 16 to the financial statements, the other post-employment benefit (OPEB) liability for the Police Jury was \$7,513,539 at December 31, 2021, as determined by the Police Jury's actuary. The related actuarial valuation was performed using various assumptions. Because actual experience may differ from the assumptions used, there is a risk that this amount at December 31, 2021, could be under or overstated. Our opinion is not modified with respect to this matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Schedule of Changes in the Total OPEB Liability and Related Ratios, Schedule of Employer's Proportionate Share of the Net Pension Liability (Asset), Schedule of Employer Contributions to Pension Plans, Budgetary Comparison Schedules, and notes to the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements of the Police Jury's primary government. The accompanying supplementary information, as listed in the table of contents, and Schedule of Expenditures of Federal Awards as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information, as listed in the table of contents, and Schedule of Expenditures of Federal Awards as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information, as listed in the table of contents, does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 30, 2022 on our consideration of the Police Jury's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Police Jury's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Police Jury's internal control over financial reporting and compliance.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP
Monroe, Louisiana
June 30, 2022

REQUIRED SUPPLEMENTARY INFORMATION

**Management's Discussion
And Analysis (MD&A)**

**Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021**

Our discussion and analysis of Webster Parish Police Jury's financial performance provides an overview of the Police Jury's financial activities for the year ended December 31, 2021.

FINANCIAL HIGHLIGHTS Our financial statements provide these insights into the results of this year's operations:

- The assets and deferred outflows of resources of the Police Jury exceeded its liabilities and deferred inflows of resources at the close of 2021 by \$22,263,610. Of this amount, the Police Jury reported \$(1,984,288) in unrestricted net position.
- The Police Jury's net position increased by \$1,189,118, or 5.6% compared to 2020.
- The Police Jury's total general and program revenues were \$14,222,713 in 2021 which is an increase of \$777,641 over 2020. This year the Policy Jury received new grant funding from the Coronavirus State Local Fiscal Recovery Fund, reporting \$693,468 in grant funding earned in 2021.
- During the year ended December 31, 2021, the Police Jury had total expenses of \$13,033,595, which includes depreciation expense. Expenses for 2020 totaled \$14,559,130. Expenses decreased in 2021 by \$1,525,535. While there were decreases in several functions, the largest decreases occurred within public works and culture and recreation departments. All departments reporting retirement expense reported a total decrease of approximately \$328,000 due to the adjustment to recognize a net pension asset, rather than a net pension liability. There were additional decreases in spending in the public works for hot mix, contract projects, permits and road materials and maintenance of approximately \$850,000 compared to amounts spent in 2020. For the culture and recreation department there were decreases in salaries, insurance, library supplies, tax assessor fees and insurance totaling \$364,000 compared to amounts spent in those areas in 2020.

NEW GASB STANDARD In the current fiscal year the Police Jury implemented GASB Statement No. 84 – *Fiduciary Activities*. The principal objective of this statement is to enhance the consistency and comparability of fiduciary activity reporting by state and local governments. It improves guidance regarding the identification of fiduciary activities for accounting and financial reporting and how those activities should be reported. The implementation of this standard required the Police Jury to present a Statement of Changes in Fiduciary Net Position for custodial funds. Additionally, the implementation of this standard required the Police Jury to reclassify previously reported agency funds as custodial funds. The impact to the Policy Jury resulted in certain activities previously reported as fiduciary not being considered fiduciary under GASB 84. The Master Bank previously reported as an agency fund is now being reported in the General Fund. The Drug Seizure and Forfeiture custodial fund's beginning net position was restated by \$118,715 due to the definition of liabilities in GASB 84.

USING THIS ANNUAL REPORT The Police Jury's annual report consist of a series of financial statements that show information for the Police Jury as a whole, and its funds. The Statement of Net Position and the Statement of Activities provide information about the activities of the Police Jury as a whole and present a longer-term view of the Police Jury's finances. Our fund financial statements are included later in this report. For our governmental activities, these statements tell how we financed our services in the short-term as well as what remains for future spending. Fund statements also may give you some insights into the Police Jury's overall financial health. Fund financial statements also report the Police Jury's operations in more detail than the government-wide financial statements by providing information about the Police Jury's most significant funds - General fund, Sales Tax fund, Library fund, and ARPA fund.

**Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021**

Required Supplementary Information

Management's Discussion & Analysis (MD&A)

Basic Financial Statements

**Government-wide
Financial Statements**



**Fund
Financial Statements**

Notes to the Financial Statements

Required Supplementary Information

**Schedule of Changes in the Total OPEB Liability and Related Ratios
Schedule of Employer's Proportionate Share of the Net Pension Liability (Asset)
Schedule of Employer Contributions to Pension Plans
Budgetary Information for Major Funds**

Supplementary Information

**Nonmajor Funds Combining Statements
Schedule of Compensation Paid Police Jurors
Schedule of Compensation, Benefits and Other Payments to Agency Head
Schedule of Justice System Funding – Receiving Entity**

**Other Reports Required By *Government Auditing Standards*
and Uniform Guidance**

Other Information

Our auditor has provided assurance in the independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the Basic Financial Statements, after considering the fact that certain component units are not included, are fairly stated for the primary government. Varying degrees of assurance is being provided by the auditor regarding the Required Supplementary Information (RSI) and the Supplementary Information. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each part of this report. The Police Jury's report does not include the discretely presented component units; therefore, separate financial statements may be obtained from the component units.

**Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021**

Reporting the Police Jury as a Whole

The Statement of Net Position and the Statement of Activities One of the most important questions asked about the Police Jury is, "Is the Police Jury as a whole better off or worse off financially as a result of the year's activities?" The Statement of Net Position and the Statement of Activities, which appear first in the Police Jury's financial statements, report information on the Police Jury as a whole and its activities in a way that helps you answer this question. We prepare these statements to include all assets, liabilities, and deferred inflows/outflows of resources, using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Police Jury's net position - the difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources, as reported in the Statement of Net Position as one way to measure the Police Jury's financial health, or financial position. Over time, increases or decreases in the Police Jury's net position - as reported in the Statement of Activities - are one indicator of whether its financial health is improving or deteriorating. The relationship between revenues and expenses is the Police Jury's operating results. However, the Police Jury's goal is to provide services to our citizens, not to generate profits as commercial entities do. One must consider many other nonfinancial factors, such as the quality of health and welfare services provided to parish citizens and the condition of roads, bridges, and drainage systems to assess the overall health of the Police Jury.

The Statement of Net Position and Statement of Activities report the following activity for the Police Jury:

Governmental activities - All of the Police Jury's services are reported here, including public works and health and welfare services. Property taxes, sales taxes, and state and federal grants finance most of these activities.

Reporting the Police Jury's Most Significant Funds

Fund Financial Statements The Police Jury's fund financial statements provide detailed information about the most significant funds - not the Police Jury as a whole. Some funds are required to be established by State law and by bond covenants. However, the Police Jury establishes many other funds to help it control and manage money for particular purposes (like the Criminal Court fund) or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. The Police Jury's governmental funds use the following accounting approach:

Governmental funds - All of the Police Jury's services are reported in governmental funds. Governmental fund reporting focuses on showing how money flows into and out of funds and the balances left at year-end that are available for spending. They are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Police Jury's operations and the services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Police Jury's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliations on Statements D and F.

Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021

THE POLICE JURY AS A WHOLE The Police Jury's net position was \$22,263,610 at December 31, 2021. Of this amount, \$(1,984,288) was unrestricted. Restricted net position is reported separately to show legal constraints from debt covenants and enabling legislation that limit the Police Jury's ability to use that net position for day-to-day operations. Our analysis below of the primary government focuses on the net position (Table 1) and change in net position (Table 2) of the Police Jury's governmental activities.

Table 1
Net Position
December 31,

	Governmental Activities		
	2021	2020	Increase (Decrease)
Other assets	\$ 20,726,289	\$ 14,855,145	\$ 5,871,144
Capital assets	14,271,205	15,164,268	(893,063)
Total assets	<u>34,997,494</u>	<u>30,019,413</u>	<u>4,978,081</u>
Deferred outflows of resources	<u>1,789,673</u>	<u>1,837,620</u>	<u>(47,947)</u>
Other liabilities	3,664,754	629,510	3,035,244
Long-term liabilities	<u>8,714,940</u>	<u>8,662,408</u>	<u>52,532</u>
Total liabilities	<u>12,379,694</u>	<u>9,291,918</u>	<u>3,087,776</u>
Deferred inflows of resources	<u>2,143,863</u>	<u>1,490,623</u>	<u>653,240</u>
Net position			
Net investment in capital assets	13,316,205	13,989,268	(673,063)
Restricted	10,931,693	9,437,937	1,493,756
Unrestricted	<u>(1,984,288)</u>	<u>(2,352,713)</u>	<u>368,425</u>
Total net position	<u><u>\$ 22,263,610</u></u>	<u><u>\$ 21,074,492</u></u>	<u><u>\$ 1,189,118</u></u>

The \$(1,984,288) in unrestricted net position of governmental activities represents the accumulated results of all past years' operations. It means that, if we had to pay off all of our bills today including all of our noncapital liabilities (compensated absences for example), we would have a deficit of \$1,984,288.

Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021

The results of this year's operations for the primary government as a whole are reported in the Statement of Activities. Table 2 takes the information from that Statement and rearranges them slightly so you can see our total revenues for the year.

Table 2
Changes in Net Position
For the Years Ended December 31,

	2021	2020	Increase (Decrease)
Revenues:			
Program revenues:			
Charges for services	\$ 282,380	\$ 181,170	\$ 101,210
Operating grants & contributions	1,053,269	970,866	82,403
Capital grants & contributions	137,245	78,072	59,173
General revenues:			
Ad valorem taxes	5,600,960	5,690,183	(89,223)
Sales taxes	3,655,015	3,336,696	318,319
Severance tax	908,648	900,625	8,023
Other revenues	2,585,196	2,287,460	297,736
Total revenues	<u>14,222,713</u>	<u>13,445,072</u>	<u>777,641</u>
Functions/Program Expenses:			
General government	3,804,191	3,950,817	(146,626)
Public safety	1,289,796	1,296,625	(6,829)
Public works	3,718,718	4,797,147	(1,078,429)
Health & welfare	1,296,893	1,194,897	101,996
Culture & recreation	2,883,966	3,276,098	(392,132)
Economic development and assistance	19,308	16,221	3,087
Interest on long-term debt	20,723	27,325	(6,602)
Total expenses	<u>13,033,595</u>	<u>14,559,130</u>	<u>(1,525,535)</u>
Increase (decrease) in net position	<u>1,189,118</u>	<u>(1,114,058)</u>	<u>2,303,176</u>
Net position - beginning	21,074,492	22,188,550	(1,114,058)
Net position - ending	<u>\$ 22,263,610</u>	<u>\$ 21,074,492</u>	<u>\$ 1,189,118</u>

Governmental Activities As reported in the Statement of Activities, the cost of all of our governmental activities this year was \$13,033,595. However, the amount that our taxpayers and unrestricted grants ultimately financed for these activities through Police Jury taxes was only \$11,560,701 because some of the cost was paid by those who benefited from the programs \$282,380 or by other governments and organizations who subsidized certain programs with grants and contributions \$1,190,514.

Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021

In the table below, we have presented the cost of each of the Police Jury's six largest functions - judicial, finance and administrative, public safety, public works, health and welfare, and culture and recreation, as well as each program's *net* cost (total cost less revenues generated by the activities). As discussed above, net cost shows the financial burden that was placed on the Police Jury's taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits they believe are provided by that function.

**Years Ended December 31,
Governmental Activities**

	Total Cost of Services	Net Cost of Services	Total Cost of Services	Net Cost of Services
	2021	2021	2020	2020
Judicial	\$ 1,667,310	\$ 1,398,902	\$ 1,833,946	\$ 1,673,990
Finance & administrative	1,444,206	1,444,206	1,434,392	1,434,392
Public safety	1,289,796	1,205,347	1,296,625	1,203,580
Public works	3,718,718	3,186,267	4,797,147	4,271,594
Health & welfare	1,296,893	827,428	1,194,897	821,258
Culture & recreation	2,883,966	2,822,929	3,276,098	3,254,884
All others	732,706	675,622	726,025	669,324
Totals	<u>\$13,033,595</u>	<u>\$11,560,701</u>	<u>\$14,559,130</u>	<u>\$13,329,022</u>

THE POLICE JURY'S FUNDS As we noted earlier, the Police Jury uses funds to help it control and manage money for particular purposes. Looking at funds helps you consider whether the Police Jury is being accountable for the resources taxpayers and others provide to it but may also give you more insight into the Police Jury's overall financial health.

As the Police Jury completed this year, our governmental funds reported a combined fund balance of \$15,773,789 which is an increase of \$2,114,138 from last year. The primary reasons for this difference are as follows:

Our General fund is our principal operating fund. The fund balance in the General fund increased \$458,238 to \$5,671,858. When compared to the prior year, fund balance did increase higher due to transfer of money for government services from the ARPA fund.

The overall increase in fund balance resulted from the increase in transfers to the General fund from the ARPA fund. The ARPA fund transferred \$50,000 in the current year, in contrast to the \$150,000 transferred in from Solid Waste fund in the prior year. However, in the prior year, the General fund had transferred over \$500,000 to the Criminal Court fund, whereas in the current year the transfer to Criminal Court fund came from the ARPA fund.

The Sales Tax fund accounts for funds used for the purpose of blacktopping and sealing parish roads. This fund showed an increase of \$805,228 to \$1,811,957. This increase is due to a 9.5% increase in sales tax revenues, which was approximately \$318,000 more this year. The increase in sales tax revenues was available to cover the additional expenditures for road improvements and increase in personnel costs in public works.

**Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021**

The Library fund accounts for funds used for maintenance and operation of the parish library. This fund showed an increase of \$469,805 to \$4,536,329. Compared to last year, revenues increased by approximately \$169,300 and expenditures also decreased over \$386,900. The fund reported a surplus of approximately \$713,984 before transferring \$244,179 in funds to cover the debt service payment for the year.

The ARPA fund accounts for grant funding from the Coronavirus State Local Fiscal Recovery Fund authorized by American Rescue Plan Act of 2021. This fund showed an increase in fund balance of \$4,505 to \$4,505. Unearned revenue of \$3,030,080 was recorded until expenditures of grant funds are incurred.

The Nonmajor Governmental funds are comprised of the capital project fund, debt service fund and special revenue funds (Parish Road, Road District A, Road District B, Solid Waste, Special Library, Special 2.5 Mill Tax, Criminal Court, and Court Reporter). The combined funds showed an increase of \$376,362 to \$3,749,140. Revenues increased by \$206,970 while expenditures decreased by over \$314,780. There were no transfers out from these funds and \$500,000 was transferred into the Criminal Court fund and \$100,000 to the Solid Waste fund from the ARPA fund. The decrease in expenditures occurred mainly in public works expenditures.

FUND BUDGETARY HIGHLIGHTS Over the course of the year, the Police Jury revises its budget as it attempts to deal with unexpected changes in revenues and expenditures. (A schedule showing the Police Jury's original and final budget amounts compared with amounts actually paid and received is provided later in this report).

General fund There were quarterly revisions made to the 2021 General fund original budget. The final budgeted amounts available for appropriations was decreased from the original budgeted amount by \$310,900, which was due to decreases in the amounts transferred from other funds of \$100,000 and amounts to be received from federal grants of \$260,000. The charges to appropriations were increased \$364,900 mainly due to increases over our original budgeted expenditures in the areas of homeland security expenses.

The actual amounts available for appropriations were more than the final budget by \$2,181,674. This was due to difference between the actual and beginning budgetary fund balance. The final budgeted charges to appropriations exceeded actual by \$610,039 because the funds were not transferred from the General fund as budgeted but were transferred from the ARPA fund to the Criminal Court fund and reduction of public safety expenses from final budget.

Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets At December 31, 2021, the Police Jury had \$14,271,205 invested in a broad range of capital assets, including land, construction in progress, buildings, furniture and equipment and infrastructure assets such as roads and bridges. This amount represents a net decrease (including additions, deductions, and depreciation) of \$893,063 or 5.89% from last year. The major additions for 2021 were for purchases of library books, audio books, and videos of approximately \$180,000, a sand-bagger, shed, three vehicles, and completion of roof work on the Main Library.

Capital Assets at Year-end

	Governmental Activities	
	2021	2020
Land	\$ 1,364,390	\$ 1,365,640
Construction in progress	92,715	161,587
Buildings and improvements	16,444,954	17,236,645
Infrastructure	3,145,682	2,983,470
Furniture, equipment & vehicles	7,369,354	7,608,040
Library books and information materials	1,514,950	1,488,069
Total cost of capital assets	29,932,045	30,843,451
Less: accumulated depreciation	(15,660,840)	(15,679,183)
Total net capital assets	<u>\$ 14,271,205</u>	<u>\$ 15,164,268</u>

For further information on capital assets, see Note 6 of the Notes to the Financial Statements.

Debt Administration At December 31, 2021, the Police Jury had the following debt obligations.

Outstanding Debt, at Year-end

	Governmental Activities	
	2021	2020
Limited tax certificate of indebtedness (backed by the Police Jury)	\$ 955,000	\$ 1,175,000
Total debt	<u>\$ 955,000</u>	<u>\$ 1,175,000</u>

Other obligations include accrued vacation pay, other post-employment benefits and net pension liability. We present more detailed information about our long-term liabilities in Note 10 of Notes to the Financial Statements. See Note 8 for additional information regarding the pension plan and Note 16 regarding information on the other post-employment benefit plan.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES Our elected and appointed officials and citizens consider many factors when setting the Police Jury's 2022 budget and tax rates. One of the most important factors affecting the budget is our ad valorem and sales tax collections. For 2022, we have budgeted a decrease in our ad valorem collections. We have budgeted no change in sales tax collections from 2021 to 2022. We budgeted expenditures to be comparable to 2021, including budgeting a \$300,000 transfer out of the General fund to the Criminal Court fund to help cover the costs of court operations that is expected to exceed its revenues.

**Webster Parish Police Jury
Management's Discussion and Analysis (MD&A)
December 31, 2021**

CONTACTING THE POLICE JURY'S FINANCIAL MANAGEMENT Our financial report is designed to provide our citizens, taxpayers, parents, students, and investors and creditors with a general overview of the Police Jury's finances and to show the Police Jury's accountability for the money it receives. If you have questions about this report or wish to request additional financial information, contact Secretary-Treasurer, at the Webster Parish Police Jury, P. O. Box 389, Minden, Louisiana, 71058-0389, telephone number (318) 377-7564.

BASIC FINANCIAL STATEMENTS

Government-wide Financial Statements (GWFS)

WEBSTER PARISH POLICE JURY

**Statement of Net Position
December 31, 2021**

	Statement A
	PRIMARY GOVERNMENT GOVERNMENTAL ACTIVITIES
ASSETS	
Cash and equivalents	\$ 10,023,490
Investments	2,826,574
Receivables	6,363,179
Prepaid items	636,222
Net pension asset	876,824
Capital assets not being depreciated	1,457,105
Capital assets, net of accumulated depreciation	12,814,100
TOTAL ASSETS	34,997,494
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to OPEB	910,326
Deferred outflows related to pensions	879,347
TOTAL DEFERRED OUTFLOWS OF RESOURCES	1,789,673
LIABILITIES	
Accounts and other payables	606,307
Interest payable	5,396
Due to other governments	22,971
Unearned revenue	3,030,080
Long-term liabilities:	
Long-term debt due within one year	
Certificate of indebtedness and compensated absences	397,362
Long-term debt due in more than one year	
Certificate of indebtedness and compensated absences	804,039
OPEB liability	7,513,539
TOTAL LIABILITIES	12,379,694
DEFERRED INFLOWS OF RESOURCES	
Deferred Inflows related to OPEB	296,242
Deferred Inflows related to pensions	1,847,621
TOTAL DEFERRED INFLOWS OF RESOURCES	2,143,863
NET POSITION	
Net investment in capital assets	13,316,205
Restricted for:	
Solid waste collection, road and jail	1,756,285
Library	5,137,590
Road	3,000,716
Courthouse and health unit	900,044
Criminal court	91,493
Court reporter	41,060
ARPA grant	4,505
Unrestricted	(1,984,288)
TOTAL NET POSITION	\$ 22,263,610

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH POLICE JURY

**Statement of Activities
For the Year Ended December 31, 2021**

Statement B

FUNCTIONS/PROGRAMS	PROGRAM REVENUES				PRIMARY GOVERNMENT GOVERNMENTAL ACTIVITIES
	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
Primary Government: Governmental Activities:					
General Government:					
Legislative	\$ 257,200	\$ -	\$ -	\$ -	\$ (257,200)
Judicial	1,667,310	268,408	-	-	(1,398,902)
Elections	42,959	-	-	-	(42,959)
Finance and administrative	1,444,206	-	-	-	(1,444,206)
Other general government:	392,516	-	57,084	-	(335,432)
Public safety	1,289,796	-	84,449	-	(1,205,347)
Public works	3,718,718	-	473,817	58,634	(3,186,267)
Health and welfare	1,296,893	-	390,854	78,611	(827,428)
Culture and recreation	2,883,966	13,972	47,065	-	(2,822,929)
Economic development and assistance	19,308	-	-	-	(19,308)
Interest on long-term debt	20,723	-	-	-	(20,723)
Total governmental activities	<u>\$ 13,033,595</u>	<u>\$ 282,380</u>	<u>\$ 1,053,269</u>	<u>\$ 137,245</u>	<u>(11,560,701)</u>
General revenues:					
Taxes:					
Property taxes, levied for general purposes					5,600,960
Sales taxes, levied for general purposes					3,655,015
State revenue sharing					237,012
Severance tax					908,648
Grants and contributions not restricted to specific programs					1,150,947
Fees, charges and commissions					148,638
Licenses and permits					413,428
Interest and investment earnings					237,802
Miscellaneous					<u>397,369</u>
Total general revenues					<u>12,749,819</u>
Change in net position					1,189,118
Net position - beginning					<u>21,074,492</u>
Net position - ending					<u>\$ 22,263,610</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Webster Parish Police Jury

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BASIC FINANCIAL STATEMENTS

Fund Financial Statements (FFS)

WEBSTER PARISH POLICE JURY

GOVERNMENTAL FUNDS

**Balance Sheet
December 31, 2021**

	<u>GENERAL</u>	<u>SALES TAX</u>	<u>LIBRARY</u>
ASSETS			
Cash and cash equivalents	\$ 1,986,985	\$ 1,410,999	\$ 1,734,331
Investments	2,314,650	-	-
Receivables	1,382,076	361,295	3,038,889
Interfund receivables	10,150	-	-
Prepaid items	367,815	55,672	157,854
TOTAL ASSETS	<u>6,061,676</u>	<u>1,827,966</u>	<u>4,931,074</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES			
Liabilities:			
Accounts and other payables	305,652	16,009	155,084
Interfund payables	994	-	-
Due to other governments	18,750	-	-
Unearned revenue	-	-	-
TOTAL LIABILITIES	<u>325,396</u>	<u>16,009</u>	<u>155,084</u>
Deferred Inflows of Resources:			
Unavailable revenue - property taxes	64,422	-	239,661
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>64,422</u>	<u>-</u>	<u>239,661</u>
Fund balances:			
Nonspendable - prepaid items	367,815	55,672	157,854
Restricted	1,276,584	1,756,285	4,378,475
Committed	2,000,000	-	-
Unassigned	2,027,459	-	-
TOTAL FUND BALANCES	<u>5,671,858</u>	<u>1,811,957</u>	<u>4,536,329</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 6,061,676</u>	<u>\$ 1,827,966</u>	<u>\$ 4,931,074</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Statement C

ARPA	NONMAJOR GOVERNMENTAL	TOTAL
\$ 3,034,585	\$ 1,856,590	\$ 10,023,490
-	511,924	2,826,574
-	1,580,919	6,363,179
-	994	11,144
-	54,881	636,222
<u>3,034,585</u>	<u>4,005,308</u>	<u>19,860,609</u>
-	129,562	606,307
-	10,150	11,144
-	4,221	22,971
<u>3,030,080</u>	<u>-</u>	<u>3,030,080</u>
<u>3,030,080</u>	<u>143,933</u>	<u>3,670,502</u>
-	112,235	416,318
-	112,235	416,318
-	54,881	636,222
4,505	3,164,360	10,580,209
-	529,899	2,529,899
-	-	2,027,459
<u>4,505</u>	<u>3,749,140</u>	<u>15,773,789</u>
<u>\$ 3,034,585</u>	<u>\$ 4,005,308</u>	<u>\$ 19,860,609</u>

Webster Parish Police Jury

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WEBSTER PARISH POLICE JURY

**Reconciliation of the Governmental Funds
Balance Sheet to the Statement of Net Position
December 31, 2021**

Statement D

Total fund balances - governmental funds	\$ 15,773,789
Balance as of December 31, 2021 for net pension assets	876,824
<p>The cost of capital assets (land, buildings, furniture and equipment and infrastructure) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets of the Police Jury as a whole. The cost of those capital assets is allocated over their estimated useful lives (as depreciation expense) to the various programs reported as governmental activities in the Statement of Activities. Because depreciation expense does not affect financial resources, it is not reported in governmental funds.</p>	
Costs of capital assets	\$ 29,932,045
Accumulated depreciation	<u>(15,660,840)</u>
	14,271,205
Other long-term assets are not available to pay for current period expenditures and, therefore, are reported as deferred inflows of resources - unavailable revenue in the governmental funds.	416,318
Deferred outflows of resources are not available to pay current period expenditures and, therefore, are not reported in the governmental funds.	1,789,673
Deferred inflows of resources are not due and payable in the current period and accordingly are not reported in the governmental funds.	(2,143,863)
Long-term liabilities applicable to the Police Jury's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities - both current and long term - are reported in the Statement of Net Position.	
Balances at December 31, 2021 are:	
Long-term liabilities and related items	
Accrued interest payable	(5,396)
Limited tax debt payable	(955,000)
Compensated absences payable	(246,401)
OPEB liability	<u>(7,513,539)</u>
	<u>(8,720,336)</u>
Net position of governmental activities	<u>\$ 22,263,610</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH POLICE JURY

GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures and Changes

in Fund Balances

For the Year Ended December 31, 2021

	<u>GENERAL</u>	<u>SALES TAX</u>	<u>LIBRARY</u>
REVENUES			
Local sources:			
Taxes:			
Ad Valorem	\$ 933,405	\$ -	\$ 3,277,647
Sales and use	-	3,655,015	-
Licenses and permits	413,428	-	-
Intergovernmental revenues:			
Federal grants	617,291	-	47,065
State funds:			
Parish transportation funds	-	-	-
State revenue sharing	65,053	-	65,822
Severance taxes	908,648	-	-
Other	487,157	-	-
Fees, charges, and commissions for services	30,025	-	-
Fines and forfeitures	-	-	13,972
Use of money and property	79,834	4,479	11,218
Other revenues	329,695	33,423	7,852
	<u>3,864,536</u>	<u>3,692,917</u>	<u>3,423,576</u>
TOTAL REVENUES			
EXPENDITURES			
Current:			
General government:			
Legislative	221,791	-	-
Judicial	636,202	-	-
Elections	42,959	-	-
Finance and administrative	1,191,077	-	-
Other general government	352,040	-	-
Public safety	322,724	822,000	-
Public works	3,153	2,081,738	-
Health and welfare	607,335	-	-
Culture and recreation	8,228	-	2,528,978
Economic development and assistance	19,308	-	-
Capital outlay	51,481	67,800	180,614
Debt service:			
Principal retirement	-	-	-
Interest and bank charges	-	-	-
	<u>3,456,298</u>	<u>2,971,538</u>	<u>2,709,592</u>
TOTAL EXPENDITURES			
EXCESS (DEFICIENCY) OF REVENUES			
OVER EXPENDITURES	<u>\$ 408,238</u>	<u>\$ 721,379</u>	<u>\$ 713,984</u>

Statement E

ARPA	NONMAJOR GOVERNMENTAL	TOTAL
\$ -	\$ 1,548,426	\$ 5,759,478
-	-	3,655,015
-	-	413,428
693,468	41,211	1,399,035
-	455,269	455,269
-	106,137	237,012
-	-	908,648
-	-	487,157
-	118,613	148,638
-	268,408	282,380
4,505	137,766	237,802
-	160,582	531,552
697,973	2,836,412	14,515,414
-	-	221,791
-	964,270	1,600,472
-	-	42,959
-	-	1,191,077
-	35,980	388,020
43,468	72,205	1,260,397
-	1,199,539	3,284,430
-	632,541	1,239,876
-	20	2,537,226
-	-	19,308
-	155,495	455,390
-	220,000	220,000
-	24,179	24,179
43,468	3,304,229	12,485,125
\$ 654,505	\$ (467,817)	\$ 2,030,289

(CONTINUED)

WEBSTER PARISH POLICE JURY

GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures and Changes

in Fund Balances

For the Year Ended December 31, 2021

	<u>GENERAL</u>	<u>SALES TAX</u>	<u>LIBRARY</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ 50,000	\$ -	\$ -
Transfers out	-	-	(244,179)
Sale of surplus property	-	83,849	-
	<u>50,000</u>	<u>83,849</u>	<u>(244,179)</u>
TOTAL OTHER FINANCING SOURCES (USES)			
	458,238	805,228	469,805
NET CHANGE IN FUND BALANCES			
	5,213,620	1,006,729	4,066,524
FUND BALANCES - BEGINNING			
	<u>5,213,620</u>	<u>1,006,729</u>	<u>4,066,524</u>
FUND BALANCES - ENDING			
	<u>\$ 5,671,858</u>	<u>\$ 1,811,957</u>	<u>\$ 4,536,329</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Statement E

<u>ARPA</u>	<u>NONMAJOR GOVERNMENTAL</u>	<u>TOTAL</u>
\$ -	\$ 844,179	\$ 894,179
(650,000)	-	(894,179)
<u>-</u>	<u>-</u>	<u>83,849</u>
<u>(650,000)</u>	<u>844,179</u>	<u>83,849</u>
4,505	376,362	2,114,138
<u>-</u>	<u>3,372,778</u>	<u>13,659,651</u>
<u>\$ 4,505</u>	<u>\$ 3,749,140</u>	<u>\$ 15,773,789</u>

(CONCLUDED)

WEBSTER PARISH POLICE JURY

**Reconciliation of the Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities
For the Year Ended December 31, 2021**

Statement F

Total net change in fund balances - governmental funds	\$	2,114,138
--	----	-----------

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

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 exceeded capital outlays in the period:

Capital outlay	455,390	
Depreciation expense	<u>(1,130,421)</u>	
		(675,031)

Loss on sale of asset		(218,032)
-----------------------	--	-----------

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.		(158,518)
--	--	-----------

In the Statement of Activities, certain operating expenses-compensated absences (vacations) 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). This year, vacation used (\$167,362) exceeded vacation earned (\$164,682) by \$2,680.		2,680
---	--	-------

The recognition of pension expense in the Statement of Activities is based on projected benefit payments discounted to actuarial present value and attributed to periods of employee service. Pension expenditures in the fund financial statements are the amounts actually paid.		328,115
--	--	---------

Other post-employment benefits are reported in the governmental funds as expenditures when paid. The unfunded annual contributions is reported in the Statement of Activities as it accrues.		(427,690)
--	--	-----------

Interest on long-term debt in the Statement of Activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due and thus requires the use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.		3,456
--	--	-------

Issuance of long-term debt provides current financial resources of governmental funds, while the repayment consumes the current financial resources in the governmental funds. Neither transaction, however, has any effect on the Statement of Net Position.

Principal payments on certificate of indebtedness		<u>220,000</u>
---	--	----------------

Change in net position of governmental activities.	\$	<u><u>1,189,118</u></u>
--	----	-------------------------

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH POLICE JURY
FIDUCIARY FUND - CUSTODIAL FUND
Statement of Fiduciary Net Position
December 31, 2021

	Statement G
	DRUG SEIZURE AND FORFEITURE
ASSETS	
Cash and cash equivalents	\$ 93,393
TOTAL ASSETS	<u>93,393</u>
LIABILITIES	
Due to local governments	<u>93,393</u>
TOTAL LIABILITIES	<u>93,393</u>
NET POSITION	
Restricted for:	
Pending court order	-
TOTAL NET POSITION	<u><u>\$ -</u></u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH POLICE JURY
FIDUCIARY FUND - CUSTODIAL FUND
Statement of Changes in Fiduciary Net Position
December 31, 2021

	Statement H
	DRUG SEIZURE AND FORFEITURE
ADDITIONS	
Seizures and Forfeitures	\$ 63,859
Interest	314
TOTAL ADDITIONS	<u>64,173</u>
DEDUCTIONS	
Distributions per court order	80,821
Transfer custody of fund to 26th District Attorney's Office	54,432
Transfer of prior year interest to Criminal Court fund	45,777
Miscellaneous expenses	<u>1,858</u>
TOTAL DEDUCTIONS	<u>182,888</u>
NET INCREASE (DECREASE) IN FIDUCIARY NET POSTION	(118,715)
NET POSITION - BEGINNING	-
Prior Period Adjustment, implementation of GASB 84	<u>118,715</u>
NET POSITION - BEGINNING RESTATED	118,715
NET POSITION - ENDING	<u><u>\$ -</u></u>

Webster Parish Police Jury
Notes to the Financial Statements
December 31, 2021

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Webster Parish Police Jury
Notes to the Financial Statements
December 31, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The Webster Parish Police Jury (the Police Jury) is the governing authority for Webster Parish and is a political subdivision of the State of Louisiana. The Police Jury is governed by twelve jurors representing the various districts within the parish who are elected to serve four-year terms.

Louisiana Revised Statute 33:1236 gives the Police Jury various powers in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the powers to make regulations for their own government; to regulate the construction and maintenance of roads and bridges; to regulate the construction and maintenance of drainage systems; to regulate the sale of alcoholic beverages; and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the parish. Funding to accomplish these tasks is provided by ad valorem taxes, beer and alcoholic beverage permits, state revenue sharing, and various other state and federal grants.

In accomplishing its objectives, the Police Jury also has the authority to create special districts (component units) within the parish. The districts perform specialized functions, such as fire protection, airport facilities, and health care facilities.

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

GASB Statements establish criteria for determining the governmental reporting entity and component units that should be considered part of the Webster Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the Police Jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Police Jury.
2. Organizations that are fiscally dependent on the Police Jury and there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Police Jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

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Based on the previous criteria, the Police Jury has determined that the following component units are part of the reporting entity:

<u>Component Unit</u>	<u>Method of Inclusion</u>	<u>Fiscal Year End</u>	<u>Criteria Used</u>
Included within the reporting entity:			
Twenty-sixth Judicial District Criminal Court Fund	Blended	December 31	2 and 3
Not included within the reporting entity:			
Webster Parish Office of Community Services (Community Action)		December 31	1 and 3
Webster Parish Communication District (E-911)		December 31	3
Sarepta Waterworks District		December 31	1
Doyline Waterworks District		December 31	1
Springhill Fire Protection District		December 31	1
Evergreen Fire Protection District		December 31	1
Heflin Fire Protection District		November 30	1
Cullen Fire Protection District		December 31	1
Dixie Inn Fire Protection District		June 30	1
Cotton Valley Fire Protection District		December 31	1

The Police Jury has chosen not to include the component units above in its basic financial statements; however, these are necessary in order for the Police Jury to be reporting in conformity with GAAP. Separate financial statements for the component units can be obtained by contacting the component unit. If these component units were included, it would be through discrete presentation.

The Police Jury is also responsible for appointing a majority of the members of the boards of the Doyline Fire Protection District but the Police Jury's accountability for the organization does not extend beyond making appointments.

B. FUNDS The accounts of the Police Jury are organized and operated on the basis of funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

The governmental funds are divided into separate "fund types." Governmental funds are used to account for government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on the recovering the cost of providing services to the public or other agencies through service charges or user fees. The Police Jury's current operations require the use of governmental funds. The fund types and major funds of the Police Jury are described as follows:

Governmental Funds

General fund - is the general operating fund of the Police Jury. It accounts for all activities except those required to be accounted for in other funds.

Sales Tax fund - accounts for proceeds and use of sales taxes.

Library fund - accounts for the activities performed for the public library. The main source of revenue is ad valorem tax restricted for the library.

Webster Parish Police Jury
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ARPA fund - accounts for grant funding from the Coronavirus State Local Fiscal Recovery Fund authorized by American Rescue Plan Act of 2021.

Fiduciary Funds

Fiduciary Funds - are used to account for assets held on behalf of the outside parties, including other governments.

Custodial fund - accounts for assets that the Police Jury holds on behalf of others as their custodian. Custodial funds are custodial in nature. The custodial fund is accounted for using the accrual basis of accounting. The custodial fund is as follows:

Drug Seizure and Forfeiture fund - accounts for funds received from assets seized in drug related matters.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Government-wide Financial Statements (GWFS) The Statement of Net Position and the Statement of Activities displays information about the reporting government as a whole. The Statement of Net Position and the Statement of Activities was prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, liabilities and deferred inflows/outflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, liabilities, and deferred inflow/outflows of resources resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for Nonexchange Transactions." Fiduciary funds are not included in the government-wide financial statements.

Program revenues Program revenues included in the Statement of Activities derive directly from the program itself or from parties outside the Police Jury's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the Police Jury's general revenues.

Allocation of indirect expenses The Police Jury reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Depreciation expense is specifically identified by function and is included in the direct expense of each function. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

Webster Parish Police Jury
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Fund Financial Statements (FFS)

Governmental Funds The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "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 government considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest 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.

With this measurement focus, only current assets, current liabilities, and current deferred inflows and outflows of resources are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The governmental funds use the following practices in recording revenues and expenditures:

Revenues Ad valorem taxes and the related state revenue sharing are recorded in the year they are assessed. Ad valorem taxes are assessed on a calendar-year basis and become due on November 15 of each year, and become delinquent on December 31. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year. The ad valorem tax receivable at December 31, 2021 was \$5,269,243.

Interest income on investments is recorded when earned and the income is available.

Substantially all other revenues are recorded when they become available to the Police Jury.

Based on the above criteria, ad valorem taxes, sales taxes, federal and state grants, and fines, forfeitures, and court costs have been treated as susceptible to accrual.

Expenditures Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term obligations, which are recognized when due.

Other Financing Sources (Uses) Sale of fixed assets, increases in capital lease purchases, and transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

D. ENCUMBRANCES Outstanding encumbrances lapse at year-end. Authorization for the eventual expenditure will be included in the following year's budget appropriations. Encumbrance accounting is not employed in governmental funds.

Encumbrance accounting (e.g., purchase orders, contracts) is not recognized within the accounting records for budgetary control purposes.

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E. CASH AND CASH EQUIVALENTS Cash includes amounts petty cash, in demand deposits and interest-bearing demand deposits, and time deposit accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Police Jury may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law or any other state in the United States or under the laws of United States.

F. INVESTMENTS Investments are limited by R.S. 33:2955 and the Police Jury's investment policy. If the original maturities of investments exceed 90 days they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at fair value except for the following which are required/permitted as per GASB Statement No. 31:

1. Investments in nonparticipating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.
2. The Police Jury reported at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less.

Short term investments are reported at amortized cost which approximates fair value. Long-term investments, those with original maturities greater than one (1) year, are valued at the last reported sales price at current exchange rates.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

Money market investments are short-term, highly liquid debt instruments that include U. S. Treasury obligations.

The Police Jury participates in the Louisiana Asset Management Pool, Inc., (LAMP) which is an external investment pool that is not SEC-registered. Because the 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 organized 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.

The investments in LAMP are stated at fair value based on quoted market rates. 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.

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An annual audit of LAMP is conducted by an independent certified public accountant. The Legislative Auditor of the State of Louisiana has full access to the records of the LAMP.

LAMP issues financial reports which can be obtained by writing: LAMP, Inc., 228 St. Charles Avenue, Suite 1123, New Orleans, LA 70130.

G. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES (FFS) During the course of operations, numerous transactions occur between individual funds for services rendered. These receivables and payables are classified as interfund receivables/payables on the balance sheet. Short-term interfund loans are also classified as interfund receivables/payables.

H. ELIMINATION AND RECLASSIFICATIONS In the process of aggregating data for the Statement of Net Position and the Statement of Activities some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the “grossing up” effect on assets and liabilities within the governmental activities column.

I. INVENTORY AND PREPAID ITEMS Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. All inventory items are valued at cost using first-in, first-out method. Inventory is recorded using the consumption method.

J. CAPITAL ASSETS Capital assets for the Police Jury purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at their acquisition value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Straight line depreciation is used based on the following estimated useful lives:

Buildings	20-40 years
Infrastructure	40 years
Furniture and equipment	5 - 10 years
Vehicles	5-15 years
Library books and related materials	5 years
Intangibles-software	5 years
Intangibles-other	5 years

GASB No. 34 requires the Police Jury to report and depreciate new infrastructure assets. Infrastructure assets include roads, bridges, traffic signals, etc. These infrastructure assets are likely to be the largest asset class of the Police Jury. The Police Jury does not and is not required to retroactively report infrastructure constructed before January 1, 2004. The Police Jury's policy is to capitalize infrastructure construction or improvements of \$250,000 or more.

K. COMPENSATED ABSENCES All full-time employees of the Police Jury and Criminal Court earn annual leave at rates varying from 10 to 25 days per year, depending on length of service. Employees may accumulate up to a maximum of 90 days of annual leave. Employees hired after January 1, 2006 may carry forward 30 days. No more than 30 days of annual leave will be paid out due to termination, retirement, or death of the employee. All full-time permanent employees earn one sick day per month. Sick leave may be accumulated without limitation. Upon retirement, unused sick leave is used in the retirement benefit computation as earned service. Employees are not compensated for accumulated sick leave upon separation of service.

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Full-time employees of the Webster Parish Library earn from two to five weeks of vacation leave, depending on their job classification. Part-time employees earn vacation leave each year in proportion to the number of hours worked per week on a regular basis. Vacation leave can be accrued up to a maximum of six work weeks. Upon resignation or retirement, employees receive payment for unused vacation leave. Sick leave with pay is allowed for all full-time and part-time employees working on a regular basis in the amount of two work weeks per year. Sick leave can be accumulated up to a maximum of 12 work weeks. Sick leave lapses upon termination of employment.

The cost of leave privileges, computed in accordance with the previous codification, is recognized as current-year expenditure within the various funds when leave is actually taken or when employees are paid for accrued vacation leave upon retirement.

The Police Jury's recognition and measurement criterion for compensated absences follows:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

The employees' right to receive compensation is attributable to services already rendered.

It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

L. LIABILITIES For government-wide reporting, the costs associated with the bonds, except any portion related to prepaid insurance costs, are recognized as an expense in the period incurred as established by GASB Statement No. 65.

For fund financial reporting, bond premiums and discounts, as well as issuance costs are recognized in the period the bonds are issued. Bond proceeds are reported as other financing source net of the applicable premium or discount. Issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures.

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 retirement systems and additions to/deductions from the retirements systems fiduciary net position have been determined on the accrual basis, the same basis as they are reported by the retirement systems. 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.

M. RESTRICTED NET POSITION For the government-wide Statement of Net Position, net position is reported as restricted when constraints placed on net position use are either:

- Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments;
- Imposed by law through constitutional provisions or enabling legislation. \$8,998,597 of the Police Jury's net position is restricted by enabling legislation.

It is the Police Jury's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

Webster Parish Police Jury
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N. FUND EQUITY OF FUND FINANCIAL STATEMENTS Fund balances are reported in the following categories:

Non-spendable: Fund balance that is not in spendable form or legally or contractually required to be maintained intact. This category includes items that are not easily converted to cash such as inventories and prepaid items.

Restricted: Fund balance that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed: Fund balance that can only be used for specific purposes determined by the Police Jury's highest level of decision making authority. The Jury is the highest level of decision making authority of the Police Jury that can, by adoption of a resolution prior to fiscal year, commit fund balance. Committed amounts cannot be used for any other purpose unless the Jury removes or changes the specified use by taking the same type of action it employed to previously commit the funds.

Assigned: Fund balance that is constrained by the Police Jury's intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned: Fund balance that is the residual classification for the General fund or a deficit fund balance in other funds.

The Police Jury reduces committed amounts, followed by assigned amounts and then unassigned amounts when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. The Police Jury considers restricted amounts have been spent first when an expenditure has incurred for purpose for which both restricted and unrestricted fund balance is available.

O. INTERFUND TRANSACTIONS Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

P. SALES TAXES The Police Jury has a one half of one percent sales and use tax, which was passed by the voters at a special election on May 5, 1984. The tax went into effect on June 1, 1984 and will remain in effect for an indefinite period. The tax is to be used for solid waste collection and disposal; constructing, maintaining, and improving public roads, streets, highways and bridges; and constructing and renovating jail and penal farm facilities.

Q. UNEARNED REVENUE Unearned revenues arise when assets are recognized before the revenue recognition criteria have been satisfied, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Police Jury has a legal claim to the resources, the liability for unearned revenue is removed and revenue is recognized.

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

S. LONG-TERM OBLIGATIONS In the government-wide financial statements, long-term debt and other long-term obligations are reported a liability in the applicable governmental activities in the Statement of Net Position. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance cost, except any portion related to prepaid insurance costs are expensed in the period incurred. In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance cost, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the acute debt proceeds received, are reported as debt service expenditures.

T. RISK MANAGEMENT The Police Jury is exposed to various risks of losses related to torts, theft of, damage to, and destructions of assets; error and omissions; injuries to employees; and natural disasters. The Police Jury maintains insurance to cover such risk. In the past, the insurance has been sufficient to cover any settlements. Settled claims resulting from these risks have not exceeded commercial insurance coverage in the past three fiscal years.

U. DEFERRED OUTFLOWS/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 period(s) and so will not be recognized as an outflow or resources (expense/expenditure) until then. The Police Jury does have two items that qualify as deferred outflows of resources, which are related to OPEB and pension obligations. See Note 8 for additional information related to pensions and Note 16 for additional information related to OPEB.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. The Police Jury has items that qualify for reporting in this category. One of the items arise under the modified accrual basis of accounting, *unavailable revenue*, which is reported only in the governmental funds balance sheet as unavailable property taxes. These amounts are referred and recognized as an inflow of resources in the period that the amounts become available. The other items that qualify as deferred inflow of resources related to OPEB and pension obligations. See Note 8 for additional information related to pensions and Note 16 for additional information related to OPEB.

NOTE 2 - LEVIED TAXES The Police Jury levies taxes on real and business personal property located within Webster Parish's boundaries. Property taxes are levied by the Police Jury on property values assessed by the Webster Parish Tax Assessor and approved by the State of Louisiana Tax Commission.

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The Webster Parish Sheriff's Office bills and collects property taxes for the Police Jury. Collections are remitted to the Police Jury monthly.

Property Tax Calendar

Millage rates adopted/levied	August 3, 2021
Tax bills mailed	On or about November 1, 2021
Due date	December 31, 2021
Collection dates	December 31, 2021 through April 2022
Penalty and interest accrues	January 1, 2022
Tax sale – 2021 property	May 2022

Assessed values are established by the Webster Parish Tax Assessor each year on a uniform basis at the following ratios of assessed value to fair market value:

10% land	15% industrial improvements
15% machinery	15% commercial improvements
10% residential improvements	25% public service properties, excluding land

A revaluation of all property is required after 1978 to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2017. Total assessed value was \$318,658,377 in calendar year 2021. Louisiana state law exempts the first \$75,000 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was \$58,743,332 of the assessed value in calendar year 2021.

State law requires the sheriff to collect property taxes in the calendar year in which the assessment is made. Property taxes become delinquent January 1 of the following year. If taxes are not paid by the due date, taxes bear interest at the rate of 1.25% per month until the taxes are paid. After notice is given to the delinquent taxpayers, the sheriff is required by the Constitution of the State of Louisiana to sell the least quantity of property necessary to settle the taxes and interest owed.

The calendar year tax roll is prepared by the parish tax assessor in November of each year. The amount of property taxes to be collected occurs in December 2021 and January and February 2022. All property taxes are recorded in the general, special revenue and debt service funds. The Police Jury considers the lien date (January 1, 2022) as the date an enforceable legal claim occurs for 2021 property taxes. Property tax revenue is recognized in the period for which the taxes are levied (budgeted).

Estimated uncollectible taxes are those taxes based on past experience which will not be collected in the subsequent year and are primarily due to subsequent adjustments to the tax roll. Historically, virtually all ad valorem taxes receivable were collected since they are secured by property. Therefore, there is no allowance for uncollectible taxes.

Webster Parish Police Jury
Notes to the Financial Statements
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The following is a summary of authorized and levied (tax rate per \$1,000 assessed value) ad valorem taxes:

<u>Parish-wide taxes:</u>	<u>Maximum Millage Rate</u>	<u>Authorized/ Levied Rate</u>
General maintenance	6.40	6.40
Library maintenance and operation	12.43	12.39
Courthouse, health unit, and agricultural extension service maintenance and operation	2.78	2.77
<u>District taxes:</u>		
Road District A construction and maintenance	2.65	2.62
Road District B construction and maintenance	3.95	3.95

NOTE 3 - DEPOSITS At December 31, 2021, the Police Jury had cash and cash equivalents (book balances) as follows:

Demand deposits (cash and cash equivalents per Statement A)	\$ 10,023,265
Time deposits (reported as investments per Statement A)	2,822,960
Demand deposits (cash and cash equivalents per Statement G – Custodial fund)	93,393
Petty cash (cash and cash equivalents per Statement A)	225
Total	<u><u>\$ 12,939,843</u></u>

These deposits are stated at cost, which approximates market. 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 that is mutually acceptable to both parties.

Custodial Credit Risk-Deposits: At year-end the bank balance for the Police Jury was \$13,071,634. Of the bank balance, \$2,262,495 was covered by federal depository insurance. The remaining balance, \$10,809,139 was collateralized with securities held by the pledging financial institution's trust department or agent but not in the Police Jury's name.

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Police Jury that the fiscal agent has failed to pay deposited funds upon demand. The Police Jury's policy does not address custodial credit risk.

Interest Rate Risk-Deposits: The Police Jury's policy does not address interest rate risk.

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Notes to the Financial Statements
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NOTE 4 - INVESTMENTS At year end, the Police Jury investment balances were as follows:

<u>Investment</u>	<u>Maturities</u>	<u>Credit Rating</u>	<u>Fair Value Carrying Amount</u>	<u>% of Investments</u>
External investment pool - LAMP	< 1 year	AAAm	\$ 3,614	100%
Total investments			<u>3,614</u>	
Time deposits reported as investments			<u>2,822,960</u>	
Total investments reported as Statement A			<u>\$ 2,826,574</u>	

Investments held at December 31, 2021 consist of \$3,614 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7-like investment pools:

Credit Risk: LAMP is rated AAAm by Standard and Poor's.

Custodial Credit Risk-Investments: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of Credit Risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Interest Rate Risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest note 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. The WAM for LAMP's investments is 58 days as of December 31, 2021.

NOTE 5 - RECEIVABLES The following is a summary of receivables at December 31, 2021:

<u>Class of Receivables</u>	<u>General</u>	<u>Sales Tax</u>	<u>Library</u>	<u>Nonmajor Governmental</u>	<u>Total</u>
Ad valorem taxes	\$ 857,769	\$ -	\$ 2,991,473	\$ 1,420,001	\$ 5,269,243
Sales and use taxes	-	361,295	-	-	361,295
Intergovernmental	494,952	-	22,624	153,615	671,191
Fees, charges, and commissions for services	5,284	-	-	-	5,284
Other	<u>24,071</u>	<u>-</u>	<u>24,792</u>	<u>7,303</u>	<u>56,166</u>
Total	<u>\$ 1,382,076</u>	<u>\$ 361,295</u>	<u>\$ 3,038,889</u>	<u>\$ 1,580,919</u>	<u>\$ 6,363,179</u>

Historically, virtually all ad valorem taxes receivable were collected since they are secured by property; therefore, no allowance for doubtful accounts has been established for ad valorem taxes. The balance of remaining classes of accounts receivable is also expected to be collected in full; therefore, no allowance for doubtful accounts has been established.

Webster Parish Police Jury
Notes to the Financial Statements
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NOTE 6 - CAPITAL ASSETS The following schedule presents changes in capital assets for governmental activities:

	<u>Balance at Beginning</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at Ending</u>
Governmental activities				
Capital assets, not being depreciated				
Land	\$ 1,365,640	\$ -	\$ 1,250	\$ 1,364,390
Construction in progress	161,587	93,340	162,212	92,715
Total capital assets, not being depreciated	<u>1,527,227</u>	<u>93,340</u>	<u>163,462</u>	<u>1,457,105</u>
Capital assets, being depreciated				
Buildings and improvements	17,236,645	37,780	829,471	16,444,954
Infrastructure	2,983,470	162,212	-	3,145,682
Furniture, equipment & vehicles	7,608,040	144,281	382,967	7,369,354
Library books and information materials	1,488,069	179,989	153,108	1,514,950
Total capital assets, being depreciated	<u>29,316,224</u>	<u>524,262</u>	<u>1,365,546</u>	<u>28,474,940</u>
Less accumulated depreciation:				
Buildings and improvements	8,415,394	426,079	615,558	8,225,915
Infrastructure	694,603	78,602	-	773,205
Furniture, equipment & vehicles	5,710,246	370,343	382,967	5,697,622
Library books and information materials	858,940	255,397	150,239	964,098
Total accumulated depreciation	<u>15,679,183</u>	<u>1,130,421</u>	<u>1,148,764</u>	<u>15,660,840</u>
Total capital assets, being depreciated, net	<u>13,637,041</u>	<u>(606,159)</u>	<u>216,782</u>	<u>12,814,100</u>
Governmental activities capital assets, net	<u>\$ 15,164,268</u>	<u>\$ (512,819)</u>	<u>\$ 380,244</u>	<u>\$ 14,271,205</u>

Depreciation expense was charged to the governmental activities as follows:

Judicial	\$ 9,839
Finance & administrative	231,557
Other general government	4,609
Public safety	24,029
Public works	346,570
Health & welfare	44,895
Culture & recreation	468,922
Total	<u>\$1,130,421</u>

Webster Parish Police Jury
Notes to the Financial Statements
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NOTE 7 - ACCOUNTS AND OTHER PAYABLES The accounts and other payables for December 31, 2021 fiscal year end are as follows:

	General Fund	Sales Tax	Library	Nonmajor Governmental	Total
Vendors	\$ 273,553	\$ 12,013	\$ 31,427	\$ 44,937	\$ 361,930
Pension - ad valorem tax	32,099	-	112,767	53,430	198,296
Utilities	-	3,996	10,890	31,195	46,081
	<u>\$ 305,652</u>	<u>\$ 16,009</u>	<u>\$ 155,084</u>	<u>\$ 129,562</u>	<u>\$ 606,307</u>

Pension - ad valorem tax represents amounts withheld from the Police Jury's ad valorem taxes for Sheriff pension collection costs.

NOTE 8 - PENSION PLAN The Police Jury is a participating employer in a statewide, public employee retirement system, the Parochial Employees' Retirement System of Louisiana (System). The System has a separate board of trustees and administers a cost-sharing, multiple-employer defined benefit pension plan. The System is composed of two plans, Plan A and Plan B, with separate asset and benefit provisions. All employees of the Police Jury are members of Plan A. The authority to establish and amend the benefit terms of the System was granted to the Board of Trustees and the Louisiana Legislature by Title 11 of the Louisiana Revised Statutes. The System issues a public report that includes financial statements and required supplementary information. Copies of the report for the System may be obtained at www.persla.org.

General Information about the Pension Plan

Plan Description/Benefits Provided:

The System administers a plan to provide retirement, disability, and survivor's benefits to employees of taxing districts of a parish or any branch or section of a parish within the state which does not have their own retirement system and which elect to become members of the System. The age and years of creditable service (service) required in order for a member to receive retirement benefits are established by R.S. 11:1901 and vary depending on the member's hire date.

A member who joined the system on or before January 1, 2007 is eligible for normal retirement if the member has at least 30 years of creditable service regardless of age, 25 years of creditable service and is at least age 55, 10 years of creditable service and is at least age 60, or 7 years of creditable service and is at least age 65. A member who joined the System on or after January 1, 2007 is eligible for normal retirement if the member has at least 30 years of creditable service and is at least age 55, 10 years of creditable service and is at least age 62, or 7 years of creditable service and is at least age 67.

The retirement allowance is equal to 3% of the member's final average compensation multiplied by the member's years of creditable service. Final average compensation is defined as the average of the highest consecutive 36 months' salary for members hired prior to January 1, 2007. For members hired January 1, 2007 and later, final average compensation shall be defined as the average of the highest consecutive 60 months' salary.

A member is eligible to retire and receive disability benefits if the member has at least 5 years of creditable service and is not eligible for normal retirement and has become totally and permanently disabled and is certified as disabled by the State Medical Disability Board. A member who joins the system on or after January 1, 2007, must have at least 7 years of service to qualify for disability benefits.

Upon the death of a member with five or more years of creditable service who is not eligible for retirement, the plan provides benefits for surviving spouses and minor children.

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Deferred Retirement Option Plan

In lieu of terminating employment and accepting a service retirement, any member who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) in which they are enrolled for 3 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 the participant's option, a lump sum from the account equal to the payments into the account, a true annuity based upon the account balance in that fund, or roll over the fund to an individual retirement account.

Cost of Living Adjustments

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 65 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

Contributions for all members are established by statute at 9.5% of compensation and are deducted from the member's salary and remitted by the participating employer. According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2021, the actuarially determined contribution rate was 11.11%, based on the December 2020 report and the actual contribution rate was 12.25% or \$409,146. For fiscal year ended December 31, 2021, the actual contribution rate was 12.25% or \$377,073. According to state statute, the System also receives ¼ 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-contributing entities. The Police Jury's proportionate share of nonemployer contributions was \$42,042 and was recognized as revenue by the Police Jury.

Pension Liabilities (Assets), Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2021, the Police Jury reported a liability (asset) of (\$876,824) for its proportionate share of the Net Pension Liability (Asset) (NPA). The NPL (NPA) was measured as of December 31, 2020, and the total pension assets and liabilities used to calculate the NPL (NPA) were determined by actuarial valuations as of that date. This liability (asset) will be liquidated by the General fund and special revenue funds with recorded salaries. The Police Jury's proportions of the NPL (NPA) were based on projections of the Police Jury's long-term share of contributions to the pension plan relative to the projected contribution of all participating employers, actuarially determined. As of December 31, 2020, the most recent measurement date, the Police Jury's proportions and the changes in proportion from the prior measurement date were .500067%, or a decrease of .0159050%.

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The following reflects the changes in the net pension liability (asset):

Beginning Balances	Additions/Changes in Estimates	Deletions	Ending Bance
<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
24,289	(524,040)	377,073	(876,824)

For the year ended December 31, 2021, the Police Jury recognized a total pension expense of \$48,598. The Police Jury reported deferred outflows of resources and deferred inflows of resources related to pensions as components of unrestricted net position from the following sources:

	<u>Deferred Outflows</u>	<u>Deferred Inflows</u>
Differences between expected and actual experience	\$ 213,477	\$ 104,654
Change in assumptions	286,869	-
Net difference between projected and actual earnings on pension plan investments	-	1,711,306
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,928	31,661
Employer contributions after measurement date	377,073	-
Total	<u>\$ 879,347</u>	<u>\$ 1,847,621</u>

Deferred outflows of resources related to pensions resulting from the Police Jury's contributions subsequent to the measurement date will be recognized as a reduction of the NPL (NPA) in the year ended December 31, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

2022	\$ (377,457)
2023	(137,741)
2024	(550,581)
2025	(279,568)

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Actuarial Assumptions

The total pension liability for PERS in the December 31, 2020, actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurements:

Valuation Date	December 31, 2020
Actuarial Cost Method	Entry Age Normal Cost
Expected Remaining Service Lives	4 years
Investment Rate of Return	6.40%, net of investment expense, including inflation
Inflation Rate	2.30%
Mortality - Non-disabled	Pub-2010 Public Retirement Plans Mortality Table for General Healthy Employees multiplied by 130% for males and 125% for females with full generational projection using the 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, each with full generational projection using MP2018 scale
Mortality - Disabled	Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using MP2018 scale
Salary Increases	4.75% (2.35% Merit/2.40% Inflation)
Cost of Living Adjustments	Not substantively automatic
Termination, Disability, Retirement	Projected based on a 5 year (January 1, 2013 - December 31, 2017) experience study

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM 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 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long term rate of return is 7.00% for the year ended December 31, 2020.

Webster Parish Police Jury
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Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2020, are summarized in the following table:

Asset Class	Target Allocation	LT Expected Real Rate of Return
Fixed income	33%	0.86%
Equity	51%	3.36%
Alternatives	14%	0.67%
Real assets	2%	0.11%
Total	<u>100%</u>	<u>5.00%</u>
Inflation		<u>2.00%</u>
Expected arithmetic nominal return		<u>7.00%</u>

Discount Rate. The discount rate used to measure the total pension liability (asset) was 6.40%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that employer contributions from participating employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the proportionate share of the NPL (NPA) to changes in the discount rate. The following presents the Police Jury's proportionate share of the NPL (NPA) using the current discount rate as well as what the Police Jury's proportionate share of the NPL (NPA) would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
\$ 1,838,445	\$ (876,824)	\$ (3,150,805)

Pension plan fiduciary net position Detailed information about fiduciary net position is available in the separately issued financial report referenced above.

Payables to the Pension Plan. At December 31, 2021, the Police Jury had \$160,183 in payables for the December 2021 employee and employer legally required contributions.

NOTE 9 - COMPENSATED ABSENCES At December 31, 2021, employees of the Police Jury, Library, and Criminal Court had accumulated and vested \$246,401 of employee leave benefits. The liability for compensated absences includes salary related benefits.

Webster Parish Police Jury
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NOTE 10 - LONG-TERM LIABILITIES The following is a summary of the long-term liabilities transactions and balances for the year ended December 31:

	Beginning Balance	Additions	Deletions	Ending Balance	Amounts Due Within One year
Governmental Activities:					
Direct Borrowing and Private Placement:					
Limited tax certificate of indebtedness	\$ 1,175,000	\$ -	\$ 220,000	\$ 955,000	\$ 230,000
Compensated absences	249,081	164,682	167,362	246,401	167,362
Total	<u>\$ 1,424,081</u>	<u>\$ 164,682</u>	<u>\$ 387,362</u>	<u>\$ 1,201,401</u>	<u>\$ 397,362</u>

The compensated absence liability will be liquidated by General fund 10%, Special Revenue funds 50%, and Library fund 40%.

The Direct Borrowing and Private Placement debt at December 31 is as follows:

	Amount
2014 Limited Tax Certificates of Indebtedness:	\$ 955,000
\$2,200,000 Certificate of Indebtedness, dated 10/15/2014; due in annual principal installments of \$195,000 - \$250,000 through March 1, 2025; interest at 2.260%; secured by levy and collection of ad valorem taxes	

The annual requirement to amortize long-term debt outstanding as of December 31, 2021, including interest payments are as follows:

	Principal Payments	Interest Payments	Total
2022	\$ 230,000	\$ 18,984	\$ 248,984
2023	235,000	13,730	248,730
2024	240,000	8,362	248,362
2025	250,000	2,825	252,825
	<u>\$ 955,000</u>	<u>\$ 43,901</u>	<u>\$ 998,901</u>

At December 31, 2021, \$395 was available in Debt Service fund to service the limited tax certificate of indebtedness.

In accordance with Louisiana Revised Statute 39:562, the Police Jury and its component units are legally restricted from incurring long-term bonded general obligation debt in excess of ten percent of the assessed value of taxable property in the parish or district. At December 31, 2021, the statutory limit is \$31,865,838 and net outstanding bonded general obligation debt totaled \$0. The Police Jury is within limits required by statute.

In accordance with Louisiana Revised Statute 39:742.2, the principal and interest due on limited tax certificates of indebtedness in any year on the amount so borrowed for and on behalf of any political subdivision in anticipation of the revenues to be received from a special ad valorem tax shall not exceed seventy-five percent of the revenues estimated to be realized from the levy of such special tax in the year in which such bonds are issued.

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Pledged Revenue: In October 2014, the Police Jury issued \$2,200,000 in limited tax certificates of indebtedness to finance the acquiring, constructing, improving, furnishing and equipping public libraries in Webster Parish. The Police Jury has pledged, as security, a portion of the 12.43 mills Library ad valorem tax. The certificates are payable solely from the library ad valorem tax collected and are payable through fiscal year end 2025. The principal and interest payments are estimated to be 7.6% over the next 4 years. The total principal and interest remaining to be paid is \$955,000 and \$43,901, respectively. For fiscal year ended December 31, 2021, the Police Jury received \$3,277,647 from the collection of the 12.43 mills and paid \$220,000 in principal and \$24,179 in interest obligations for the 2014 certificates of indebtedness.

NOTE 11 - CRIMINAL COURT FUND Louisiana Revised Statute 15:571.11 requires that one-half of any balance remaining in the Criminal Court fund at year end-be transferred to the parish General fund. Criminal Court had a fund balance at the end of the year of \$108,599. Due to the ARPA fund transferring \$500,000 during the fiscal year to the Criminal Court fund to cover excess expenses, the General fund chose not to transfer one-half of the remaining fund balance from the Criminal Court fund and decided to leave the fund balance intact to assist in a reduction of future transfers from the General fund to the criminal court for excess expenses.

NOTE 12 - INTERFUND TRANSACTIONS (FFS LEVEL ONLY)

Transfers In/Out

<u>Transferred In</u>	<u>Transferred Out</u>	<u>Amount</u>
General fund	ARPA	\$ 50,000
Nonmajor Governmental	ARPA	600,000
Nonmajor Governmental	Library	244,179
Total		<u>\$ 894,179</u>

Transfers were made from the ARPA fund to the General fund to help cover coroner expenditures. Transfer from the ARPA fund to the Nonmajor Governmental funds were to cover shortfalls in the Criminal Court fund and budget shortfalls in the Solid Waste fund. Additionally, the transfer from the Library fund was to the Nonmajor Governmental debt service fund due to the required sinking fund payment.

Interfund Receivables/Payables

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
Nonmajor Governmental	General fund	\$ 994
General Fund	Nonmajor Governmental	10,150
Total		<u>\$ 11,144</u>

The purpose of the receivable to the General fund was to reimburse for expenses paid at year end. The remaining reimbursement to Nonmajor governmental fund due to an accounting error.

Webster Parish Police Jury
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NOTE 13 - LITIGATION AND CLAIMS

Litigation At December 31, 2021, the Police Jury was involved in a litigation. It is the opinion of legal counsel for the Police Jury that ultimate resolution of the litigation would not materially affect the financial statements.

Grant Disallowances The Police Jury participates in a number of state and federally assisted grant programs. The programs are subject to compliance audits under the single audit approach based on the total received in the fiscal year. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grant.

Head Start Program Disallowance The Department of Health and Human Services' (HHS), Administration for Children and Families conducted a monitoring review of the 2012 Head Start program year at the Webster Parish Office of Community Services, a component unit of the Police Jury. The monitoring reported findings resulted in disallowed costs by the Office of Community Services in the amount of \$273,251. Although this is a liability being reported by the Office of Community Services, the communication to the Office of Community Services by HHS has been addressed to the Webster Parish Police Jury. The Webster Parish Police Jury and the Office of Community Services are currently waiting to hear back from the Department of Health and Human Services on the final outcome. The repayment of this liability is expected to be paid by the Office of Community Services; therefore, the Police Jury has not recorded a liability at December 31, 2021 for the disallowance nor any accrued interest.

FEMA Contractor In 2016, the Police Jury hired a 3rd party contractor to assist with the oversight of the reporting of project worksheets, reimbursement request forms, and quarterly reports, that are required to be submitted to the State of Louisiana for the expenditures incurred for repairs resulting from flood damages. The contractor has submitted invoices for their costs of time spent from 2016-2019 to the Police Jury totaling \$1,240,093 in which the Police Jury had paid \$248,111 in previous years. The remaining balance of \$991,982 is being questioned by the Police Jury regarding the validity of these costs. Additionally, it was noted that the Police Jury had not received any additional invoices from the contractor in the 2021 fiscal year end. Therefore, the Police Jury has not recorded a liability at December 31, 2021 for these outstanding invoices.

NOTE 14 - RISK MANAGEMENT The Police Jury is at risk for property damage, liability and theft which are covered by commercial insurance through the Traveler's Insurance Company. The Police Jury is responsible only for the payment of premiums. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three years.

NOTE 15 - LANDFILL CLOSURE AND POST-CLOSURE CARE COST State and federal laws and regulations requires the Police Jury to place a final cover on its landfill site when it stops receiving waste and to perform certain maintenance and monitoring functions at the site for thirty years after closure. In August 1997, the Police Jury entered into a long term lease of the landfill. At this time the Police Jury had completed closure costs on the landfill cells it had used under the terms of the lease, the new operator will be responsible for closure of all landfill cells it utilizes and will also be responsible for all required post-closure activities related to such areas. The closure cost and post-closure cost estimate completed in 2021 was \$6,082,258. Louisiana Department of Environmental Quality (LDEQ) considers the owner of the landfill to be responsible for the closure costs; however the Police Jury has an agreement with the operator to cover their portion of the closure costs. Therefore, no long-term debt due to landfill closure and post closure costs as defined in Governmental Accounting Standard No. 18 has been accrued by the Police Jury. The Police Jury has \$2,000,000 in investments in the General fund, which are committed for any future landfill closure or post-closure costs. Additionally, as of December 31, 2021, the landfill operator maintained a surety bond to cover the landfill closure or post-closure costs of \$1,500,000. The landfill was sold in March 2022. See Note 21 – Subsequent Event for further details.

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NOTE 16 - OTHER POST EMPLOYMENT BENEFITS (OPEB)

Plan description - The Police Jury provides certain continuing health care and life insurance benefits for its retired employees on a pay-as-you-go basis. The Police Jury's OPEB plan is a single-employer defined benefit "substantive plan" as understood by past practices of the Police Jury and its employees. Although no written plan or trust currently exists or is sanctioned by law, the OPEB plan is reported based on communication to plan members. Substantially all of the Police Jury's employees become eligible for these benefits if they reach normal retirement age while working for the Police Jury. The benefits and similar benefits for active employees are provided through an insurance program, whose monthly premiums are paid jointly by the employee and the Police Jury. The OPEB plan does not issue a stand-alone financial report. Additionally, no assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Benefits Provided and Funding Policy - The insurance for retired individuals is provided through the Police Jury's group plan, which covers both active and retired members. Employees do not contribute to their post-employment benefits cost until they become retirees and begin receiving those benefits. Contribution amounts are approximately 13% retiree/87% employer of the stated costs of healthcare coverage. The retiree pays 100% of any elected dependent medical coverage and for dental and life insurance elected in retirement.

Employees Covered by Benefit Terms - At December 31, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit	20
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	48
Total	<u>68</u>

Total OPEB Liability - The Police Jury's total OPEB liability of \$7,513,539 was measured as of December 31, 2021 and was determined by an actuarial valuation as of December 31, 2020. The OPEB liability will be liquidated by the General fund.

The total OPEB liability is based on census information as of December 31, 2020 and benefit payments and salary information as of December 31, 2020 and 2021. There have been no significant changes between the latest valuation and the current year end.

Actuarial Assumptions and Other Inputs - The total OPEB liability for December 31, 2021, using the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

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Actuarial method	Individual entry age normal cost - Level percentage of projected salary
Discount rate	2.12% Bond Pay GO-20 bond index
Healthcare trend	Level 4.50% trend rate
Mortality	RPH-2014 total table with projection MP-2020
Turnover	Range from 25% with zero years of service to 1% with twenty plus years of service
Retirement rates	Range from 15% for age 45 to 14% for age 65
Salary increase	3.50%
Retirees' share of benefit-related costs	13%

Changes in the Total OPEB Liability:

	Total OPEB Liability
Balance at January 1, 2021	\$ 7,214,038
Changes for the year:	
Service cost	286,899
Interest	157,484
Difference between expected and actual experience	-
Changes in assumptions and other inputs	-
Benefit payments	(144,882)
Net changes	299,501
Balance at December 31, 2021	<u>\$ 7,513,539</u>

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate - The following presents the total OPEB liability of the Police Jury, as well as what the Police Jury's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower and one percentage point higher than the current discount rate.

	1% Decrease (1.12%)	Discount Rate (2.12%)	1% Increase (3.12%)
Total OPEB liability	\$ 9,114,086	\$ 7,513,539	\$ 6,260,408

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Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates - The following presents the total OPEB liability of the Police Jury, as well as what the Police Jury's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower and one percentage point higher than the current healthcare cost trend rates.

	1% Decrease (3.50%)	Trend Rate (4.50%)	1% Increase (5.50%)
Total OPEB liability	\$ 6,181,708	\$ 7,513,539	\$ 9,450,611

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB - For the year ended December 31, 2021, the Police Jury recognized OPEB expense of \$572,572. At December 31, 2021 the Police Jury reported deferred outflows/inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred (Inflows) of Resources
Differences between expected and actual experience	\$ -	\$ (104,464)
Changes of assumptions/inputs	910,326	(191,778)
Total	<u>\$ 910,326</u>	<u>\$ (296,242)</u>

Amounts reported as deferred outflows/inflows (net) of resources related to OPEB will be recognized in OPEB expense as follows:

2022	\$ 128,189
2023	128,189
2024	128,189
2025	128,189
2026	128,189
2027+	(26,861)

NOTE 17 - OPERATING LEASES The Police Jury leases postage machines and printers under noncancelable operating leases. Total costs paid for such leases were \$21,386 for the year ended December 31, 2021. The minimum lease payments for these leases are as follows:

Year Ending December 31,	<u>Amount</u>
2022	\$ 25,269
2023	19,320
2024	18,102
2025	10,312

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NOTE 18 - FUND BALANCE CLASSIFICATION DETAILS: The following are details of the fund balance classifications as of December 31, 2021.

	General Fund	Sales Tax	Library	ARPA	Nonmajor Governmental	Total
Non-spendable:						
Prepaid items	\$ 367,815	\$ 55,672	\$ 157,854	\$ -	\$ 54,881	\$ 636,222
Restricted for:						
Solid waste collection, road and jail	-	1,756,285	-	-	-	1,756,285
Road	1,276,584	-	-	-	1,665,477	2,942,061
Library	-	-	4,378,475	-	519,471	4,897,946
Debt Service	-	-	-	-	395	395
Operations & maintenance of courthouse & health unit	-	-	-	-	846,464	846,464
Criminal court	-	-	-	-	91,493	91,493
Court reporter	-	-	-	-	41,060	41,060
ARPA grant restrictions	-	-	-	4,505	-	4,505
Committed to:						
Solid Waste	-	-	-	-	529,899	529,899
Landfill	2,000,000	-	-	-	-	2,000,000
Unassigned:						
General fund	2,027,459	-	-	-	-	2,027,459
Total	<u>\$ 5,671,858</u>	<u>\$ 1,811,957</u>	<u>\$ 4,536,329</u>	<u>\$ 4,505</u>	<u>\$ 3,749,140</u>	<u>\$ 15,773,789</u>

NOTE 19 - NEW GASB STANDARDS In the current fiscal year, the Police Jury implemented GASB Statement No. 84 – *Fiduciary Activities*. The principal objective of this statement is to enhance the consistency and comparability of fiduciary activity reporting by state and local governments. It improves guidance regarding the identification of fiduciary activities for accounting and financial reporting and how those activities should be reported. The implementation of this standard required that the Police Jury present a Statement of Changes in Fiduciary Net Position for fiduciary funds.

The implementation of this standard required the Police Jury to reclassify previously reported agency funds as custodial funds. Due to this restatement, the Drug Seizure and Forfeiture fund's beginning net position was restated to \$118,715. At December 31, 2021, the 26th District Attorney's Office assumed custody of the Drug Seizure and Forfeiture fund and deduction was made to transfer funds to that agency. Also, Justice System Funding Schedule of Collecting/Disbursing Entity as required by Act 87 of the 2020 Regular Legislative Session for the Drug Seizure and Forfeiture fund is included in the 26th District Attorney's 2021 audit report.

The Master Bank fund which was previously reported as a Fiduciary fund did not meet the current definition of a Fiduciary fund and was combined with the General fund.

Webster Parish Police Jury
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NOTE 20 - TAX ABATEMENTS The Police Jury is subject to tax abatements granted by the Louisiana Department of Economic Development, Office of Commerce and Industry: Industrial Tax Exemption Program (ITEP). Louisiana has a ten-year industrial exemption law that provides any manufacturing establishment entering Louisiana, or any manufacturing establishment expanding its Louisiana facilities is eligible to receive exemption on buildings and equipment from state, parish and local property taxes for a period of ten years. The exemption is for the “contract” value of buildings or equipment used by the business. When the exemption expires, the property is to be placed on the tax roll at 15% of its current market value.

The amount of tax abatement under this program during the fiscal year ended December 31, 2021 by authorized millage is as follows:

<u>Tax Code</u>	<u>Millage</u>	Assessed Value	Estimated Tax
		<u>Lost to ITEP</u>	<u>Dollar Lost to ITEP</u>
General maintenance	6.40	\$ 18,113,052	\$ 77,015
Library maintenance and operation	12.39	18,113,052	224,421
Courthouse, health unit, and agricultural extension service	2.77	18,113,052	50,173
Road District A construction and maintenance	2.62	14,344,417	37,582
Road District B construction and maintenance	3.95	3,768,635	14,886
			<u>\$ 404,077</u>

NOTE 21 - SUBSEQUENT EVENTS On March 11, 2021, the American Rescue Plan Act was signed into Federal law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds. This program is intended to provide support to governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents and businesses. Webster Parish Police Jury was awarded \$7,447,096 for this program and the final payment of \$3,723,548 was received on June 9, 2022.

The landfill was sold to a private company for \$20 million dollars on March 25, 2022.

NOTE 22 - PRIOR PERIOD ADJUSTMENT Due to the implementation of GASB 84, as mentioned in Note 19, the Drug Seizure and Forfeiture fund net position was restated by \$118,715.

NOTE 23 - CHANGE IN PRESENTATION Due to the implementation of GASB 84, as mentioned in Note 19, the Masterbank fund was combined with the General fund for the fiscal year 2021. The DA Asset Forfeiture fund was combined with the Criminal Court fund in fiscal year 2021 due to similar functions. The Special 2.5 Mill Tax fund did not meet the requirements to be a major fund in fiscal year 2021 and was included in the Nonmajor special revenue funds. ARPA fund, originating in fiscal year 2021, met the requirements to be a major special revenue fund.

Webster Parish Police Jury

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REQUIRED SUPPLEMENTARY INFORMATION

Webster Parish Police Jury

Schedule of Changes in the Total OPEB Liability and Related Ratios Last Four Years

Exhibit 1

Total OPEB Liability	2021	2020	2019	2018
Service costs	\$ 286,899	\$ 274,669	\$ 180,295	\$ 173,194
Interest	157,484	204,726	232,528	221,939
Experience (Gain)/Loss	-	(137,522)	-	-
Changes in assumptions and other inputs	-	(252,468)	1,435,515	-
Benefit payments	(144,882)	(144,882)	(139,881)	(148,065)
Net change in total OPEB liability	299,501	(55,477)	1,708,457	247,068
Total OPEB liability - Beginning	7,214,038	7,269,515	5,561,058	5,313,990
Total OPEB liability - Ending	<u>\$ 7,513,539</u>	<u>\$ 7,214,038</u>	<u>\$ 7,269,515</u>	<u>\$ 5,561,058</u>
Covered employee payroll	\$ 1,685,592	\$ 1,685,592	\$ 1,878,614	\$ 1,878,614
Total OPEB liability as a percentage of covered employ	445.75%	427.98%	386.96%	296.02%

Changes of Assumptions

The discount rate used:	2.12%	2.12%	2.74%	4.10%
The annual medical trend rate used:	4.50%	4.50%	5.00%	5.00%
The mortality projection assumption was updated using the RPH-2014 Total table with Projection using the:	MP-2020 scale	MP-2020 scale	MP-2019 scale	MP-2018 scale

Notes:

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10 year trend is compiled, only information for those years for which information is available is presented.

No assets are accumulated in a trust that meets the criteria in GASB 75, paragraph 4, to pay related benefits.

Webster Parish Police Jury

Schedule of Employer's Proportionate Share of the Net Pension Liability (Asset) Last Seven Years

Exhibit 2-1

<u>Fiscal Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
Parochial Employees' Retirement System of Louisiana					
2015	0.507982%	\$ 142,257	\$ 2,831,304	5%	99.15%
2016	0.533967%	1,405,555	3,061,552	46%	92.23%
2017	0.530874%	1,093,342	3,148,370	35%	94.15%
2018	0.520181%	(386,103)	3,201,800	-12%	101.98%
2019	0.535127%	2,375,086	3,265,770	73%	88.86%
2020	0.515972%	24,289	3,271,655	1%	99.89%
2021	0.500067%	(876,824)	3,339,971	-26%	104.00%

Notes:

The amounts presented have a measurement date of the previous fiscal year end.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10 year trend is compiled, only information for those years for which information is available is presented.

Webster Parish Police Jury

**Schedule of Employer Contributions to Pension Plans
Last Seven Years**

Exhibit 2-2

<u>Fiscal Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
Parochial Employees' Retirement System of Louisiana					
2015	\$ 443,925	\$ 443,925	\$ -	\$ 3,061,552	14.50%
2016	409,289	409,289	-	3,148,370	13.00%
2017	400,225	400,225	-	3,201,800	12.50%
2018	375,564	375,564	-	3,265,770	11.50%
2019	376,241	376,241	-	3,271,655	11.50%
2020	409,146	409,146	-	3,339,971	12.25%
2021	377,073	377,073	-	3,078,148	12.25%

Notes:

The amounts presented were determined as of fiscal year end.

This schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10 year trend is compiled, only information for those years for which information is available is presented.

Webster Parish Police Jury

Notes to the Required Supplementary Information for Pensions December 31, 2021

Change in Assumptions Changes in actuarial assumptions are as follows:

Valuation Date	<u>December 31, 2020</u>	<u>December 31, 2019</u>	<u>December 31, 2018</u>	<u>December 31, 2017</u>	<u>December 31, 2016</u>
Investment Rate of Return (Discount Rate)	6.40%	6.50%	6.50%	6.75%	7.00%
Inflation Rate	2.30%	2.40%	2.40%	2.50%	2.50%
Mortality	Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females with full generational projection using the 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.	Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females with full generational projection using the 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.	Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females with full generational projection using the 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.	RP-2000 Healthy Annuitant Sex Distinct Tables (set forward 2 years for males and set forward 1 year for females) projected to 2031 using Scale AA were selected for annuitant and beneficiary mortality. For employees, the RP-2000 Employees Sex Distinct Tables set back 4 years for males and 3 years for females was selected. The RP-2000 Disabled Lives Mortality Table set back 5 years for males and set back 3 years for females was selected for disabled annuitants.	RP-2000 Healthy Annuitant Sex Distinct Tables projected to 2031 using Scale AA were selected for annuitant and beneficiary mortality. For employees, the RP-2000 Employees Sex Distinct Tables set back 4 years for males and 3 years for females was selected. The RP-2000 Disabled Lives Mortality Table set back 5 years for males and set back 3 years for females was selected for disabled annuitants.
Termination, Disability, Retirement	Projected based on a 5 year (January 1, 2013 - December 31, 2017) experience study	Projected based on a 5 year (January 1, 2013 - December 31, 2017) experience study	Projected based on a 5 year (January 1, 2013 - December 31, 2017) experience study	Projected based on a 5 year (January 1, 2010 - December 31, 2014) experience study	Projected based on a 5 year (January 1, 2010 - December 31, 2014) experience study
Projected Salary Increases	4.75% (2.45% Merit/2.30% Inflation)	4.75% (2.35% Merit/2.40% Inflation)	4.75% (2.35% Merit/2.40% Inflation)	5.25% (2.75% Merit/2.50% Inflation)	5.25% (2.75% Merit/2.50% Inflation)
Expected arithmetic nominal return	7.00%	7.18%	7.43%	7.62%	7.66%

Webster Parish Police Jury

Budgetary Comparison Schedules

General Fund and Any Major Special Revenue Funds With a Legally Adopted Annual Budget

GENERAL FUND - is the general operating fund of the Police Jury. It accounts for all activities except those required to be accounted for in other funds.

SALES TAX FUND - accounts for proceeds and use of sales taxes.

LIBRARY FUND - accounts for the activities performed for the public library. The main source of revenue is ad valorem tax restricted for the library.

ARPA - accounts for grant funding from the Coronavirus State Local Fiscal Recovery Fund authorized by American Rescue Plan Act of 2021.

WEBSTER PARISH POLICE JURY
GENERAL FUND
Budgetary Comparison Schedule
For the year ended December 31, 2021

Exhibit 3-1

	BUDGETED AMOUNT		ACTUAL	VARIANCE WITH
	ORIGINAL	FINAL	AMOUNTS	FINAL BUDGET
				POSITIVE
				(NEGATIVE)
BUDGETARY FUND BALANCES, BEGINNING	\$ 3,621,732	\$ 3,621,732	\$ 5,213,620	\$ 1,591,888
Resources (inflows)				
Local sources:				
Taxes:				
Ad Valorem	840,000	840,000	933,405	93,405
Licenses and permits	431,150	431,150	413,428	(17,722)
Intergovernmental revenues:				
Federal grants	640,000	380,000	617,291	237,291
State funds:				
State revenue sharing	60,000	60,000	65,053	5,053
Severance taxes	800,000	800,000	908,648	108,648
Other	355,500	355,500	487,157	131,657
Fees, charges, and commissions for services	30,000	30,000	30,025	25
Use of money and property	33,000	32,100	79,834	47,734
Other revenues	246,000	296,000	329,695	33,695
Transfers from other funds	200,000	100,000	50,000	(50,000)
Amounts available for appropriations	7,257,382	6,946,482	9,128,156	2,181,674
Charges to appropriations (outflows)				
Current:				
General government:				
Legislative	226,812	226,812	221,791	5,021
Judicial	689,200	689,200	636,202	52,998
Elections	53,500	53,500	42,959	10,541
Finance and administrative	1,187,200	1,191,200	1,191,077	123
Other general government	306,000	321,000	352,040	(31,040)
Public safety	337,680	683,580	322,724	360,856
Health and welfare	435,545	435,545	607,335	(171,790)
Culture and recreation	12,500	12,500	8,228	4,272
Economic development and assistance	19,500	19,500	19,308	192
Capital outlay	33,500	33,500	51,481	(17,981)
Transfers to other funds	400,000	400,000	-	400,000
Total charges to appropriations	3,701,437	4,066,337	3,456,298	610,039
BUDGETARY FUND BALANCES, ENDING	\$ 3,555,945	\$ 2,880,145	\$ 5,671,858	\$ 2,791,713

WEBSTER PARISH POLICE JURY

**SALES TAX
Budgetary Comparison Schedule
For the year ended December 31, 2021**

Exhibit 3-2

	BUDGETED AMOUNT		ACTUAL	VARIANCE WITH
	ORIGINAL	FINAL	AMOUNTS	FINAL BUDGET
				POSITIVE
				(NEGATIVE)
BUDGETARY FUND BALANCES, BEGINNING	\$ 596,655	\$ 596,655	\$ 1,006,729	\$ 410,074
Resources (inflows)				
Local sources:				
Taxes:				
Sales and use	3,000,000	3,000,000	3,655,015	655,015
Intergovernmental revenues:				
Use of money and property	5,000	5,000	4,479	(521)
Other revenues	35,000	35,000	33,423	(1,577)
Sale of surplus property	-	-	83,849	83,849
Amounts available for appropriations	3,636,655	3,636,655	4,783,495	1,146,840
Charges to appropriations (outflows)				
Current:				
Public safety	828,500	828,500	822,000	6,500
Public works	2,344,970	2,347,970	2,081,738	266,232
Capital outlay	100,000	100,000	67,800	32,200
Total charges to appropriations	3,273,470	3,276,470	2,971,538	304,932
BUDGETARY FUND BALANCES, ENDING	\$ 363,185	\$ 360,185	\$ 1,811,957	\$ 1,451,772

WEBSTER PARISH POLICE JURY
LIBRARY
Budgetary Comparison Schedule
For the year ended December 31, 2021

Exhibit 3-3

	BUDGETED AMOUNT		ACTUAL	VARIANCE WITH
	ORIGINAL	FINAL	AMOUNTS	FINAL BUDGET
				POSITIVE
				(NEGATIVE)
BUDGETARY FUND BALANCES, BEGINNING	\$ 1,157,400	\$ 1,157,400	\$ 4,066,524	\$ 2,909,124
Resources (inflows)				
Local sources:				
Taxes:				
Ad Valorem	3,019,278	3,065,278	3,277,647	212,369
Intergovernmental revenues:				
Federal grants	-	47,065	47,065	-
State funds:				
State revenue sharing	65,000	64,796	65,822	1,026
Fines and forfeitures	20,000	15,000	13,972	(1,028)
Use of money and property	5,000	9,414	11,218	1,804
Other revenues	-	6,294	7,852	1,558
	<u>4,266,678</u>	<u>4,365,247</u>	<u>7,490,100</u>	<u>3,124,853</u>
Amounts available for appropriations				
Charges to appropriations (outflows)				
Current:				
General government:				
Culture and recreation	2,764,989	2,741,534	2,528,978	212,556
Debt service:				
Principal retirement	220,000	220,000	-	220,000
Interest and bank charges	24,070	24,179	-	24,179
Capital outlay	340,000	282,000	180,614	101,386
Transfers to other funds	-	-	244,179	(244,179)
	<u>3,349,059</u>	<u>3,267,713</u>	<u>2,953,771</u>	<u>313,942</u>
Total charges to appropriations				
BUDGETARY FUND BALANCES, ENDING	<u>\$ 917,619</u>	<u>\$ 1,097,534</u>	<u>\$ 4,536,329</u>	<u>\$ 3,438,795</u>

WEBSTER PARISH POLICE JURY

**ARPA
Budgetary Comparison Schedule
For the year ended December 31, 2021**

Exhibit 3-4

	BUDGETED AMOUNT		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
BUDGETARY FUND BALANCES, BEGINNING	\$ -	\$ -	\$ -	\$ -
Resources (inflows)				
Local sources:				
Federal grants	-	700,000	693,468	(6,532)
Use of money and property	-	5,000	4,505	(495)
Amounts available for appropriations	-	705,000	697,973	(7,027)
Charges to appropriations (outflows)				
Current:				
Public safety	-	50,000	43,468	6,532
Transfers to other funds	-	650,000	650,000	-
Total charges to appropriations	-	700,000	693,468	6,532
BUDGETARY FUND BALANCES, ENDING	\$ -	\$ 5,000	\$ 4,505	\$ (495)

Webster Parish Police Jury

Notes to the Budgetary Comparison Schedules For the Year Ended December 31, 2021

A. BUDGETS

General Budget Policies Preliminary budgets for the ensuing year are prepared by the Secretary-Treasurer prior to December 31 of each year. The availability of the proposed budgets for public inspection and the date of the public hearing on the proposed budgets are then advertised in the official journal. During its regular December meeting, the Police Jury holds a public hearing on the proposed budgets in order to receive comments from residents of the parish. Changes are made to the proposed budgets based on the public hearing and the desires of the Police Jury as a whole. The budgets are then adopted during the Police Jury's regular December meeting, and a notice of the adoption is then published in the official journal.

The Secretary-Treasurer presents necessary budget amendments to the Police Jury during the year when, in her judgment, actual operations are differing materially from those anticipated in the original budget. During a regular meeting, the Police Jury reviews the proposed amendments, makes changes as it deems necessary, and formally adopts the amendments. The adoption of the amendments is included in Police Jury minutes published in the official journal.

The Police Jury exercises budgetary control at the functional level. Within functions the Secretary-Treasurer has the discretion to make changes as she deems necessary for proper control. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expended. Formal budgetary integration is employed as a management control device.

For the year ended December 31, 2021, modified accrual basis budgets were adopted for the General fund and all special revenue funds, except the criminal court special revenue fund, which is exempt from the requirements Louisiana Revised Statutes 30:1301-1314 (Local Government Budget Act).

The 2021 budget was amended quarterly. The Police Jury's final amended budget was approved January 4, 2022.

Encumbrances Encumbrance accounting is not recognized within the accounting records for budgetary control purposes. Authorization for the eventual expenditure will be included in the following year's budget appropriations.

Budget Basis of Accounting All governmental funds' budgets are prepared on the modified accrual basis of accounting. Budgeted amounts are as originally adopted or as amended by the Police Jury. Legally, the Police Jury must adopt a balanced budget; that is, total budgeted revenues and other financing sources including fund balance must equal or exceed total budgeted expenditures and other financing uses. State statutes require the Police Jury to amend its budgets when revenues plus projected revenues within a fund are expected to be less than budgeted revenues by five percent or more and/or expenditures within a fund are expected to exceed budgeted expenditures by five percent or more.

Webster Parish Police Jury

**Notes to the Budgetary Comparison Schedules
For the Year Ended December 31, 2021**

**B. BUDGET TO GAAP RECONCILIATION - EXPLANATION OF DIFFERENCES BETWEEN
BUDGETARY INFLOWS AND OUTFLOWS AND GAAP REVENUES AND EXPENDITURES**

<u>Sources/inflows of resources:</u>	<u>General</u>	<u>Sales Tax</u>	<u>Library</u>	<u>ARPA</u>
Actual amounts (budgetary basis) "available for appropriations" from the Budgetary Comparison Schedule	\$ 9,128,156	\$ 4,783,495	\$ 7,490,100	\$ 697,973
Adjustment to revenue for transfers in are inflows of budgetary resources but are not revenues for financial statement purposes	(50,000)	-	-	-
Adjustment to revenue for sale of surplus property are inflows of budgetary resources but are not revenues for financial statement purposes	-	(83,849)	-	-
The fund balance at the beginning of the year is a budgetary resource but is not a current-year revenue for financial reporting purposes	(5,213,620)	(1,006,729)	(4,066,524)	-
Total revenues as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	<u>\$ 3,864,536</u>	<u>\$ 3,692,917</u>	<u>\$ 3,423,576</u>	<u>\$ 697,973</u>
<u>Uses/Outflows of resources:</u>				
Actual amounts (budgetary basis) "total charges to appropriations" from the Budgetary Comparison Schedule	\$ 3,456,298	\$ 2,971,538	\$ 2,953,771	\$ 693,468
Transfers to other funds classified as expenditures for budgetary purposes and as an operating transfer for financial reporting	-	-	(244,179)	(650,000)
Total expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	<u>\$ 3,456,298</u>	<u>\$ 2,971,538</u>	<u>\$ 2,709,592</u>	<u>\$ 43,468</u>

SUPPLEMENTARY INFORMATION

**COMBINING
NONMAJOR GOVERNMENTAL FUNDS -
BY FUND TYPE**

Webster Parish Police Jury

**NONMAJOR GOVERNMENTAL FUNDS
Combining Balance Sheet - By Fund Type
December 31, 2021**

Exhibit 4

	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
ASSETS				
Cash and cash equivalents	\$ 1,846,028	\$ 395	\$ 10,167	\$ 1,856,590
Investments	511,924	-	-	511,924
Receivables	1,539,708	-	41,211	1,580,919
Interfund receivables	994	-	-	994
Prepaid items	54,881	-	-	54,881
TOTAL ASSETS	3,953,535	395	51,378	4,005,308
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
Liabilities:				
Accounts and other payables	88,351	-	41,211	129,562
Interfund payables	-	-	10,150	10,150
Due to other governments	4,221	-	-	4,221
TOTAL LIABILITIES	92,572	-	51,361	143,933
Deferred Inflows of Resources:				
Unavailable revenue - property taxes	112,235	-	-	112,235
TOTAL DEFERRED INFLOWS OF RESOURCES	112,235	-	-	112,235
Fund balances:				
Nonspendable - prepaid items	54,881	-	-	54,881
Restricted	3,163,948	395	17	3,164,360
Committed	529,899	-	-	529,899
TOTAL FUND BALANCES	3,748,728	395	17	3,749,140
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 3,953,535	\$ 395	\$ 51,378	\$ 4,005,308

WEBSTER PARISH POLICE JURY

NONMAJOR GOVERNMENTAL FUNDS

Combining Statement of Revenues, Expenditures,

And Changes in Fund Balances - By Fund Type

For the Year Ended December 31, 2021

Exhibit 5

	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL
REVENUES				
Local sources:				
Taxes:				
Ad Valorem	\$ 1,548,395	\$ 31	\$ -	\$ 1,548,426
Intergovernmental revenues:				
Federal grants	-	-	41,211	41,211
State funds:				
Parish transportation funds	455,269	-	-	455,269
State revenue sharing	106,137	-	-	106,137
Fees, charges, and commissions for services	118,613	-	-	118,613
Fines and forfeitures	268,408	-	-	268,408
Use of money and property	137,766	-	-	137,766
Other revenues	160,582	-	-	160,582
TOTAL REVENUES	2,795,170	31	41,211	2,836,412
EXPENDITURES				
Current:				
General government:				
Judicial	964,270	-	-	964,270
Other general government	35,980	-	-	35,980
Public safety	72,205	-	-	72,205
Public works	1,199,539	-	-	1,199,539
Health and welfare	632,541	-	-	632,541
Culture and Recreation	-	-	20	20
Capital outlay	114,284	-	41,211	155,495
Debt service:				
Principal retirement	-	220,000	-	220,000
Interest and bank charges	-	24,179	-	24,179
TOTAL EXPENDITURES	3,018,819	244,179	41,231	3,304,229
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(223,649)	(244,148)	(20)	(467,817)
OTHER FINANCING SOURCES (USES)				
Transfers in	600,000	244,179	-	844,179
TOTAL OTHER FINANCING SOURCES (USES)	600,000	244,179	-	844,179
NET CHANGE IN FUND BALANCES	376,351	31	(20)	376,362
FUND BALANCES - BEGINNING	3,372,377	364	37	3,372,778
FUND BALANCES - ENDING	\$ 3,748,728	\$ 395	\$ 17	\$ 3,749,140

Webster Parish Police Jury

NONMAJOR SPECIAL REVENUE FUNDS

PARISH ROAD FUND The Parish Road Fund accounts for the construction and maintenance of the parish roads and bridges. Financing is provided primarily by the Parish Transportation funds and from the sale of surplus property.

ROAD DISTRICT MAINTENANCE FUNDS The Road District Maintenance funds (A & B) account for the operations and maintenance of District A and B roads and bridges. Financing is provided by a special annual property tax levy, state revenue sharing funds, and interest on time deposits.

SOLID WASTE FUND The Solid Waste fund accounts for the receipt of tipping fees for use of the landfill and the operation of the solid waste fund.

SPECIAL LIBRARY FUND The Special Library fund accounts for the receipt of proceeds of the use of the library's copy machines and other equipment and property rentals. The revenues are to be used for the purpose of the purchase of capital equipment and property improvements for the Webster Parish Library System.

SPECIAL 2.5 MILL TAX FUND The Special 2.5 Mill Tax fund accounts for the operation and maintenance of the parish courthouse and health unit. Financing is provided by a special annual property tax levy, state revenue sharing funds, and interest on time deposits.

CRIMINAL COURT FUND The Criminal Court fund was created by Section 571.11 of Title 15 of the Louisiana Revised Statutes of 1950, which provides that fines and forfeitures imposed by district accounts and district attorney's conviction fees in criminal cases, be transferred to the parish treasurer and deposited in a special "Criminal Court Fund" account to be used for the expense of the criminal court of the parish. Expenditures shall be made from the fund on motion of the district attorney and approval of the district judge. The criminal court fund also includes funds authorized by the Webster Parish District Attorney for supplemental payroll reimbursement under Title 46:2400 eq. seq. The revenues are considered deemed contraband (drug money and drug vehicles) forfeited in accordance with the applicable state laws. Its primary activity is to provide additional revenues for payroll purposes.

The statute also required that one-half of the surplus (fund balance) remaining in the fund at December 31 of each year be transferred to the parish General fund.

COURT REPORTER FUND The Court Reporter fund accounts for the operations of the court reporter for the district court. Financing is provided primarily by fees.

WEBSTER PARISH POLICE JURY

NONMAJOR SPECIAL REVENUE FUNDS

Combining Balance Sheet

December 31, 2021

	PARISH ROAD	ROAD DISTRICT A	ROAD DISTRICT B	SOLID WASTE
ASSETS				
Cash and cash equivalents	\$ 361,209	\$ 312,162	\$ 272,080	\$ 10,942
Investments	-	-	-	511,924
Receivables	37,803	399,861	369,742	7,033
Interfund receivables	-	-	-	-
Prepaid items	-	-	-	13,482
TOTAL ASSETS	399,012	712,023	641,822	543,381
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
Liabilities:				
Accounts and other payables	17	15,114	13,594	-
Due to other governments	-	-	-	-
TOTAL LIABILITIES	17	15,114	13,594	-
Deferred Inflows of Resources:				
Unavailable revenue - property taxes	-	34,969	23,686	-
TOTAL DEFERRED INFLOWS OF RESOURCES	-	34,969	23,686	-
Fund balances:				
Nonspendable - prepaid items	-	-	-	13,482
Restricted	398,995	661,940	604,542	-
Committed	-	-	-	529,899
TOTAL FUND BALANCES	398,995	661,940	604,542	543,381
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 399,012	\$ 712,023	\$ 641,822	\$ 543,381

Exhibit 6

SPECIAL LIBRARY	SPECIAL 2.5 MILL TAX	CRIMINAL COURT	COURT REPORTER	TOTAL
\$ 519,454	\$ 271,030	\$ 59,985	\$ 39,166	\$ 1,846,028
-	-	-	-	511,924
-	687,130	37,239	900	1,539,708
-	-	-	994	994
-	24,293	17,106	-	54,881
<u>519,454</u>	<u>982,453</u>	<u>114,330</u>	<u>41,060</u>	<u>3,953,535</u>
-	58,116	1,510	-	88,351
-	-	4,221	-	4,221
-	58,116	5,731	-	92,572
-	53,580	-	-	112,235
-	53,580	-	-	112,235
-	24,293	17,106	-	54,881
519,454	846,464	91,493	41,060	3,163,948
-	-	-	-	529,899
<u>519,454</u>	<u>870,757</u>	<u>108,599</u>	<u>41,060</u>	<u>3,748,728</u>
<u>\$ 519,454</u>	<u>\$ 982,453</u>	<u>\$ 114,330</u>	<u>\$ 41,060</u>	<u>\$ 3,953,535</u>

WEBSTER PARISH POLICE JURY

NONMAJOR SPECIAL REVENUE FUNDS
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2021

	<u>PARISH ROAD</u>	<u>ROAD DISTRICT A</u>	<u>ROAD DISTRICT B</u>	<u>SOLID WASTE</u>
REVENUES				
Local sources:				
Taxes:				
Ad Valorem	\$ -	\$ 442,774	\$ 372,547	\$ -
Intergovernmental revenues:				
State funds:				
Parish transportation funds	455,269	-	-	-
State revenue sharing	-	30,788	22,794	-
Fees, charges, and commissions for services	40,892	-	-	-
Fines and forfeitures	-	-	-	-
Use of money and property	2,397	1,710	1,884	81,879
Other revenues	-	-	472	-
	<u>498,558</u>	<u>475,272</u>	<u>397,697</u>	<u>81,879</u>
TOTAL REVENUES				
EXPENDITURES				
Current:				
General government:				
Judicial	-	-	-	-
Other general government	-	-	-	-
Public safety	-	-	-	72,205
Public works	475,992	290,074	377,971	55,502
Health and welfare	-	-	-	-
Capital outlay	114,284	-	-	-
	<u>590,276</u>	<u>290,074</u>	<u>377,971</u>	<u>127,707</u>
TOTAL EXPENDITURES				
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(91,718)</u>	<u>185,198</u>	<u>19,726</u>	<u>(45,828)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	100,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>
TOTAL OTHER FINANCING SOURCES (USES)				
NET CHANGE IN FUND BALANCES	(91,718)	185,198	19,726	54,172
FUND BALANCES - BEGINNING	<u>490,713</u>	<u>476,742</u>	<u>584,816</u>	<u>489,209</u>
FUND BALANCES - ENDING	<u>\$ 398,995</u>	<u>\$ 661,940</u>	<u>\$ 604,542</u>	<u>\$ 543,381</u>

Exhibit 7

<u>SPECIAL LIBRARY</u>	<u>SPECIAL 2.5 MILL TAX</u>	<u>CRIMINAL COURT</u>	<u>COURT REPORTER</u>	<u>TOTAL</u>
\$ -	\$ 733,074	\$ -	\$ -	\$ 1,548,395
-	-	-	-	455,269
-	52,555	-	-	106,137
38,762	2,002	17,955	19,002	118,613
-	-	268,408	-	268,408
1,932	2,044	45,806	114	137,766
5	-	149,102	11,003	160,582
<u>40,699</u>	<u>789,675</u>	<u>481,271</u>	<u>30,119</u>	<u>2,795,170</u>
-	-	954,049	10,221	964,270
-	35,980	-	-	35,980
-	-	-	-	72,205
-	-	-	-	1,199,539
-	632,541	-	-	632,541
-	-	-	-	114,284
<u>-</u>	<u>668,521</u>	<u>954,049</u>	<u>10,221</u>	<u>3,018,819</u>
<u>40,699</u>	<u>121,154</u>	<u>(472,778)</u>	<u>19,898</u>	<u>(223,649)</u>
<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>600,000</u>
<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>	<u>600,000</u>
40,699	121,154	27,222	19,898	376,351
<u>478,755</u>	<u>749,603</u>	<u>81,377</u>	<u>21,162</u>	<u>3,372,377</u>
<u>\$ 519,454</u>	<u>\$ 870,757</u>	<u>\$ 108,599</u>	<u>\$ 41,060</u>	<u>\$ 3,748,728</u>

Webster Parish Police Jury

Schedule of Compensation Paid Police Jurors For the Year Ended December 31, 2021

Exhibit 8

COMPENSATION PAID POLICE JURORS The schedule of compensation paid to Police Jurors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the Police Jurors is included in the legislative expenditures of the General fund.

Jim Bonsall, President	\$	19,200
Nick Cox, Vice President		14,400
Bruce Blanton		14,400
Allen Gilbert		14,400
Daniel Thomas		14,400
Randy Thomas		14,400
Bernard Hudson		14,400
Steve Lemmons		14,400
Vera Davison		14,400
Beverly Kennon		14,400
Steve Ramsey		14,400
Benjamin Jordan		14,400
Total	\$	<u>177,600</u>

Webster Parish Police Jury

**Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2021**

Exhibit 9

Agency Head Name: Lisa Balkom, Secretary-Treasurer

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 74,506
Benefits-insurance	15,053
Benefits-retirement	9,127
Benefits - medicare	1,080
Cell phone	767

Webster Parish Police Jury

Schedule of Justice System Funding
For the Year Ended December 31, 2021

Exhibit 10

Justice System Funding Schedule - Receiving Entity

As Required by Act 87 of the 2020 Regular Legislative Session

Cash Basis Presentation	First Six Month Period Ended 06/30/2021	Second Six Month Period Ended 12/31/2021
Receipts From:		
<i>Clerk of Court - Civil Fees</i>	\$ 6,512	\$ 6,096
<i>Webster Parish Sheriff's Office - Criminal Court Costs/Fees</i>	7,745	5,004
<i>Louisiana Department of Public Safety & Corrections - Criminal Court Costs/Fees</i>	1,075	988
<i>Webster Parish Sheriff's Office - Criminal Fines - Other</i>	125,313	82,134
<i>Bossier Parish Policy Jury - Service/Collection Fees</i>	35	91
<i>Webster Parish Sheriff's Office - Other</i>	8,473	6,029
Total Receipts	<u>\$ 149,153</u>	<u>\$ 100,342</u>

**OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS AND
UNIFORM GUIDANCE**



ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

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Principal: Cindy Thomason, CPA

Audit Managers: Amy Tynes, CPA, CFE
Margie Williamson, CPA
Jennie Henry, CPA, CFE

In-Charges: Crystal Patterson, CPA
Sandra Harper, CPA

Ernest L. Allen, CPA
(Retired) 1963 - 2000

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*

Independent Auditor's Report

Police Jurors
Webster Parish Police Jury
Minden, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Webster Parish Police Jury as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Police Jury's basic financial statements, and have issued our report thereon dated June 30, 2022. We issued an adverse opinion on the aggregate discretely presented component units and an unmodified opinion on the governmental activities, each major fund, and the aggregate remaining fund information.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Police Jury'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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Findings and Questioned Costs as item 2021-001.

Police Jury's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the Police Jury's response to the findings identified in our audit and described in the accompanying Schedule of Findings and Responses and Corrective Action Plan for Current Year Findings and Questioned Costs. The Police Jury's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

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 Police Jury's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Police Jury's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP
Monroe, Louisiana
June 30, 2022



ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

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Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance Required by the Uniform Guidance

Independent Auditor's Report

Police Jurors
Webster Parish Police Jury
Minden, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Webster Parish Police Jury's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Police Jury's major federal programs for the year ended December 31, 2021. The Police Jury's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Police Jury complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2021.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Police Jury and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Police Jury's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws,

statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Police Jury's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Police Jury's compliance based on our audit. 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 GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about the Police Jury's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgement and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, 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 Police Jury's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the Police Jury's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Police Jury's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP
Monroe, Louisiana
June 30, 2022

Webster Parish Police Jury
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2021

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM NAME	AL Number	Pass-Through Grantor No.	Expenditures
United States Department of Transportation			
Passed Through Louisiana Department of Transportation and Development			
COVID-19 Formula Grant for Rural Areas FTA Section 5311	20.509	LA 2020-007	\$ 390,854
Non Cash Assistance (Buses)			
Bus and Bus Capital Assistance Program Section 5339	20.526	LA-2017-016	<u>78,611</u>
Total U. S. Department of Transportation (full amount passed through to Webster Parish Community Services Agency)			<u>469,465</u>
United States Department of Homeland Security			
Passed Through Louisiana Governor's Office of Homeland Security and Emergency Preparedness:			
Disaster Grants - Public Assistance	97.036	PW610	18,548
Emergency Management Performance Grant	97.042	EMT-2021-EP-00001-S01	28,174
State Homeland Security Grant	97.067	EMW-2021-SS-00019-S01	<u>44,020</u>
Total United States Department of Homeland Security		EMW-2020-SS-00011-S01	<u>90,742</u>
U. S. Department of Interior			
Passed Through Louisiana Department of Wildlife and Fisheries			
Forestry - Payment in Lieu of Taxes	15.226	N/A	<u>57,084</u>
Total United States Department of Interior			<u>57,084</u>
U. S. Department of Treasury			
Passed Through Louisiana Department of Treasury			
COVID-19 Coronavirus State and Local Fiscal Recovery Fund	21.027	N/A	<u>693,468</u>
Total United States Department of Treasury			<u>693,468</u>
Institute of Museum and Library Services			
Passed through the Louisiana State Library			
COVID-19 Museums for America	45.301	N/A	<u>47,065</u>
Total Institute of Museum and Library Services			<u>47,065</u>
U. S. Department of Housing and Urban Development			
Passed Through Louisiana Office of Community Development			
Community Development Block Grant	14.228	B-21-DC-22-0001	<u>41,211</u>
Total United States Department of Housing and Urban Development			<u>41,211</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 1,399,035</u>

The accompanying notes are an integral part of this schedule.

Webster Parish Police Jury
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2021

NOTE 1 - GENERAL The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of the Webster Parish Police Jury, Minden, Louisiana. The Webster Parish Police Jury (the "Police Jury") reporting entity is defined in Note 1 to the Police Jury's financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through other government agencies, is included on the schedule. The information in this Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the Police Jury, it is not intended to and does not present the financial position or changes in net position of the Police Jury.

NOTE 2 - BASIS OF ACCOUNTING The accompanying Schedule of Expenditures of Federal Awards is presented using the modified accrual basis of accounting, which is described in Note 1 to the Police Jury's financial statements. Such expenses are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenses are not allowable or are limited as to reimbursement.

NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS Federal awards revenues are reported in the Police Jury's fund financial statements as follows:

	<u>Federal Sources</u>
Major Fund:	
General Fund	\$ 617,291
Library	47,065
ARPA	693,468
Nonmajor Governmental Funds - Capital Projects	41,211
Total	<u>\$ 1,399,035</u>

NOTE 4 - RELATIONSHIP TO FEDERAL FINANCIAL REPORTS Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with accounting principles generally accepted in the United States of America.

NOTE 5 - FEDERAL AWARDS For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures. Federal awards do not include the Police Jury's operating income from rents or investment (or other non-federal source). In addition, the entire amount of operating subsidy received during the fiscal year is considered to be "expended during the fiscal year."

NOTE 6 - INDIRECT COST RATE The Police Jury has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**Webster Parish Police Jury
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2021**

PART I - Summary of the Auditor's Results

Financial Statement Audit

- i. The type of audit report issued was an adverse opinion on the aggregate discretely presented component units and an unmodified opinion on the governmental activities, each major fund, and the aggregate remaining fund information.
- ii. There were no significant deficiencies required to be disclosed by *Government Auditing Standards* issued by the Comptroller General of the United States of America.
- iii. There was one instance of noncompliance, as defined by the *Government Auditing Standards*, to the basic financial statements.

Audit of Federal Awards

- iv. There were no significant deficiencies required to be disclosed by the Uniform Guidance (2CFR 200).
- v. The type of report the auditor issued on compliance for major programs was unmodified.
- vi. The audit disclosed no audit findings which the auditor is required to report in accordance with 2 CFR 200.516(a).
- vii. The major federal programs is:

AL# 21.027 Coronavirus State and Local Fiscal Recovery Funds (ARPA)
- viii. The dollar threshold used to distinguish between Type A and Type B programs as described in the Uniform Guidance was \$750,000.
- ix. The auditee does not qualify as a low-risk auditee under the Uniform Guidance.

**Webster Parish Police Jury
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2021**

Part II – Findings related to the financial statements which are required to be reported in accordance with Government Auditing Standards generally accepted in the United States of America:

Reference # and Title: **2021-001** **Bid Law**

Entity-wide or program/department specific: This finding was department specific.

Criteria or specific requirement: In accordance with La. Revised Statute 38:2212.1, all purchases of materials or supplies exceeding the sum of thirty thousand dollars to be paid out of public funds shall be advertised and let by contract to the lowest bidder who has bid according to the specifications as advertised.

Condition found: When testing a sample of four purchases over bid threshold to determine if proper bids or quotes were received, it was noted that one item was not bid out. The Police Jury received verbal quotes but did not follow the proper requirements of public bidding as required by the La. Revised Statutes.

Context: This finding is considered to be an isolated incident.

Cause: The Supervisor was mistaken in bid threshold.

Effect: The Police Jury did not meet state requirements in regard to the public bid law.

Recommendation to prevent future occurrences: The Police Jury should establish quality control procedures to ensure that purchases expected to exceed the bid law thresholds during the fiscal year are properly bid.

Origination date and prior year reference (if applicable): This finding originated fiscal year end December 31, 2021.

View of responsible official: The Police Jury will implement a plan that will insure that all departments within Webster Parish Police Jury follow established Police Jury and Louisiana State Bid Law requirements.

OTHER INFORMATION

Webster Parish Police Jury

P.O. Box 389 Minden, LA 71058-0389
Phone: 318-377-7564 Fax: 318-371-2366
www.websterparishla.org

Status of Prior Year Findings and Responses as of December 31, 2021:

Reference # and Title: **2020-001** **Adopted Budget Deficit**


Condition: Louisiana Revised Statute 39:1309 requires the adopted budget to be balanced, in which the approved expenditures not exceeding the total of estimated funds available.

For fiscal year ended December 31, 2021, the Police Jury had two funds, the General Fund and Special 2.5 Mill Tax fund had approved budgets with expenditures exceeding the estimated funds available. It was noted, however, the actual expenditures did not exceed actual funds available for the fiscal year end.

Corrective action taken: Budgets were prepared to balance with expenditures not exceeding the total of estimated funds available.

This finding is considered to be cleared.

Respectfully,



Lisa C. Balkom
Secretary-Treasurer

Officers:

Jim Bonsall, President
Nick Cox, Vice President
Lisa Balkom, Secretary-Treasurer
Alicia Owens, Asst. Secretary-Treasurer

98

Members:

Bruce Blanton, District #1
Allen Gilbert, District #2
Daniel Thomas, District #3
Randy Thomas, District #4
Bernard Hudson #5
Jim Bonsall, District #6

Steve Lemmons, District #7
Nick Cox, District #8
Beverly Kennon, District #9
Vera Davison, District #10
Steve Ramsey, District #11
Benjamin Jordan, District #12

Webster Parish Police Jury

P.O. Box 389 Minden, LA 71058-0389
Phone: 318-377-7564 Fax: 318-371-2366
www.websterparishla.org

Corrective Action Plan for Current Year Findings and Questioned Costs

Reference # and Title: 2021-001 Bid Law

Entity-wide or program/department specific: This finding was department specific.

Condition found: When testing a sample of four purchases over bid threshold to determine if proper bids or quotes were received, it was noted that one item was not bid out. The Police Jury received verbal quotes but did not follow the proper requirements of public bidding as required by the La. Revised Statutes.

Corrective action planned: The Police Jury will implement a plan that will insure that all departments within Webster Parish Police Jury follow established Police Jury and Louisiana State Bid Law requirements.

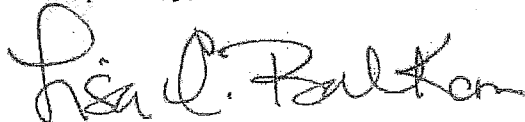
Person responsible for corrective action:

Lisa Balkom, Secretary - Treasurer
Webster Parish Police Jury
P. O. Box 389
Minden, Louisiana 71058-0389

Telephone: (318) 377-7564
Fax: (318) 371-2366

Anticipated completion date: June 30, 2022

Respectfully,



Lisa C. Balkom
Secretary-Treasurer

Members:

Officers:

Jim Bonsall, President
Nick Cox, Vice President
Lisa Balkom, Secretary-Treasurer
Alicia Owens, Asst. Secretary-Treasurer

Bruce Blanton, District #1
Allen Gilbert, District #2
Daniel Thomas, District #3
Randy Thomas, District #4
Bernard Hudson #5
Jim Bonsall, District #6

Steve Lemmons, District #7
Nick Cox, District #8
Beverly Kennon, District #9
Vera Davison, District #10
Steve Ramsey, District #11
Benjamin Jordan, District #12

Webster Parish Police Jury

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AGREED-UPON PROCEDURES



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

Police Jurors
Webster Parish Police Jury
Minden, Louisiana

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 year ended December 31, 2021. Webster Parish Police Jury's management is responsible for those C/C areas identified in the SAUPs.

The Police Jury 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 year ended December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

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

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

Comment: When reviewing the applicable written policies and procedures for the required elements, the following exceptions were noted:

- *Ethics* – The written policy did not include the subcategory (4) of a requirement of documentation for all employees and officials being notified of any changes to the ethics policy.
- *Sexual harassment* – The written policy did not include the subcategory (3) of annual reporting.

Management's Response: We will review the policies and make sure they include the missing requirements stated above.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe 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. *Alternately, for those entities reporting on the nonprofit 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.*
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Comment: There were no exceptions noted as a result of applying agreed upon procedures.

Bank Reconciliations

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

Comment: One exception noted where 17 checks were outstanding in the Master bank account longer than 12 months and no supporting documentation could be provided verifying management had investigated such checks.

Management's Response: We will begin reviewing the outstanding checks each month during the reconciliation.

Collections (excluding electronic funds transfers)

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

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

Comment: There were no exceptions noted as a result of applying agreed upon procedures.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
- b) At least two employees are involved in processing and approving payments to vendors.
- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

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

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
 - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Comment: There were no exceptions noted as a result of applying agreed upon procedures.

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

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Comment: There were no exceptions noted as a result of applying agreed upon procedures.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, observe 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). If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - b) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - c) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Comment: There were no exceptions noted as a result of applying agreed upon procedures.

Contracts

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

Comment: There were no exceptions noted as a result of applying agreed upon procedures.

Payroll and Personnel

16. 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.
17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
19. 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.

Comment: There were no exceptions noted as a result of applying agreed upon procedures.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
 - a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Comment: When reviewing ethics compliance documentation for a sample of five employees, there was one exception noted where documentation of ethics training could not be provided for the employee selected for testing.

Management's Response: Ethic training documentation will be maintained for all employees.

Debt Service

21. 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 State Bond Commission approval was obtained for each debt instrument issued.
22. 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).

Comment: There were no exceptions as a result of applying agreed upon procedures.

Fraud Notice

23. 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.
24. Observe 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.

Comment: There were no exceptions as a result of applying agreed upon procedures.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures,
 - a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
 - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
 - c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Comment: We performed the procedure and discussed the results with management.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
27. Observe 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).
28. 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 it includes the applicable requirements of R.S. 42:344:
 - a) Number and percentage of public servants in the agency who have completed the training requirements;
 - b) Number of sexual harassment complaints received by the agency;
 - c) Number of complaints which resulted in a finding that sexual harassment occurred;
 - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - e) Amount of time it took to resolve each complaint.

Comment: There was no sexual harassment policy and complaint procedure on the Police Jury’s website. Also, the annual sexual harassment report was not dated on or before February 1.

Management’s Response: Sexual harassment policy and procedure has been placed on the Police Jury’s website and report will be completed annually by February 1.

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

We are required to be independent of the Police Jury 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.

Allen, Green + Williamson, LLP

Allen, Green & Williamson, LLP
Monroe, Louisiana
June 30, 2022