

Ward 9 Recreation District

Rapides Parish, Louisiana

Annual Financial Report
For the Year Ended December 31, 2023



TABLE OF CONTENTS

| | <u>PAGE</u> |
|--|-------------|
| INDEPENDENT AUDITORS' REPORT | 1 - 3 |
| REQUIRED SUPPLEMENTAL INFORMATION (PART I) | |
| Management's Discussion and Analysis..... | 4 - 6 |
| GOVERNMENT-WIDE FINANCIAL STATEMENTS | |
| Statement of Net Position..... | 7 |
| Statement of Activities | 8 |
| FUND FINANCIAL STATEMENTS | |
| Governmental Funds | |
| Balance Sheet..... | 9 |
| Statement of Revenues, Expenditures and Changes in Fund Balance..... | 10 |
| NOTES TO FINANCIAL STATEMENTS..... | 11 - 17 |
| REQUIRED SUPPLEMENTAL INFORMATION (PART II) | |
| General Fund - Statement of Revenues, Expenditures and Changes in Fund Balances (Budget and Actual)..... | 18 |
| OTHER SUPPLEMENTAL INFORMATION | |
| Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer | 19 |
| OTHER REPORTING | |
| Independent Auditors' Report on Compliance And On Internal Control over Financial Reporting Based On An Audit of Financial Statements Performed In Accordance With <i>Government Auditing Standards</i> | 20-21 |
| Schedule of Findings..... | 22 |
| Management's Corrective Action Plan | 23 |
| Schedule of Prior Year Findings | 24 |
| STATEWIDE AGREED UPON PROCEDURES..... | Appendix A |



June 28, 2024

Independent Auditors' Report

To the Board of Commissioners
Ward 9 Recreation District
Rapides Parish, Louisiana

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities, and each major fund of the Ward 9 Recreation District, a component unit of the Rapides Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Ward 9 Recreation District as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. 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 Ward 9 Recreation District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Ward 9 Recreation District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will



160 Brown's Bend Road
Alexandria, Louisiana 71303

Voice: 318.442.1608
Fax: 318.487.2027
Online: CenlaCPAs.com

Ward 9 Recreation District
June 28, 2024

always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Ward 9 Recreation District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Ward 9 Recreation District's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the information listed below be presented to supplement the basic financial statements.

- Management's Discussion and Analysis
- Statements of Revenue, Expenditures and Changes in Fund Balances (Budget vs Actual)

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Ward 9 Recreation District's basic financial statements. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements

Ward 9 Recreation District
June 28, 2024

themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated June 28, 2024, on our consideration of the Ward 9 Recreation District'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 Ward 9 Recreation District'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 Ward 9 Recreation District's internal control over financial reporting and compliance.



Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana

Ward 9 Recreation District

Rapides Parish, Louisiana

Management's Discussion and Analysis ***December 31, 2023***

This section of the Ward 9 Recreation District's annual financial report presents our discussion and analysis of the District's financial performance.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the District's financial position and results of operations from differing perspectives, which are described as follows:

Government –Wide Financial Statements

The government-wide financial statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the District's assets and all of the District's liabilities (including long-term debt). Expenses incurred in connection with the operation and maintenance of the District's recreational facilities are reported as governmental activities. The governmental activities are financed by taxes, proceeds from debt and investment income.

Fund Financial Statements

Fund financial statements provide detailed information regarding the District's most significant activities and are not intended to provide information for the District as a whole. Funds are accounting devices that are used to account for specific sources of funds. The District's funds are all classified as governmental funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental fund uses a modified accrual basis of accounting that provides a short-term view of the District's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

A comparative analysis of government-wide data for the current and previous year is presented as follows:

Net Position

A condensed version of the government-wide Statement of Net Position is presented as follows:

| | December 31, | |
|-------------------------------|---------------------|-------------------|
| | 2023 | 2022 |
| <u>Assets:</u> | | |
| Current and Other Assets | \$ 3,003,581 | \$ 6,389,426 |
| Capital Assets | 14,338,044 | 10,906,737 |
| Total Assets | <u>17,341,625</u> | <u>17,296,193</u> |
| <u>Liabilities:</u> | | |
| Current and Other Liabilities | 297,630 | 501,784 |
| Long-term Liabilities | 5,898,278 | 6,181,006 |
| Total Liabilities | <u>6,195,908</u> | <u>6,682,790</u> |

Ward 9 Recreation District

Rapides Parish, Louisiana

Management's Discussion and Analysis ***December 31, 2023***

| | December 31, | |
|---------------------------------|----------------------|----------------------|
| | 2023 | 2022 |
| <u>Net Position:</u> | | |
| Invested in Capital Assets, Net | 8,494,916 | 4,783,331 |
| Restricted | 860,516 | 3,872,284 |
| Unrestricted | 1,790,285 | 1,957,758 |
| Total Net Position | <u>\$ 11,145,717</u> | <u>\$ 10,613,373</u> |

As presented above, the largest portion of the net position (76.21%) is restricted for investment in capital assets and (7.72%) for debt service and capital projects. The remaining net position is unrestricted and may be used to meet the District's ongoing obligations to citizens and creditors.

Changes in Net Position

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

| | For the Year Ended December 31, | |
|--|--|----------------------|
| | 2023 | 2022 |
| <u>Program Revenues:</u> | | |
| Charges for Services | \$ 60,668 | \$ 3,802 |
| Capital Grants and Contributions | ---- | ---- |
| Total Program Revenue | <u>60,668</u> | <u>3,802</u> |
| <u>General Revenues:</u> | | |
| Property Taxes | 1,343,276 | 1,343,426 |
| State Revenue Sharing | 21,915 | 21,966 |
| Investment Income | ---- | ----- |
| Other | 8,118 | 52,906 |
| Total General Revenues | <u>1,373,309</u> | <u>1,418,298</u> |
| Total Revenues | <u>1,433,977</u> | <u>1,422,100</u> |
| <u>Program Expenses:</u> | | |
| Culture and Recreation | 768,236 | 688,494 |
| Interest on Long-Term Debt | 133,397 | 139,253 |
| Total Expenses | <u>901,633</u> | <u>827,747</u> |
| Change in Net Position Before Special Item | 532,344 | 594,353 |
| Special Item: | | |
| Settlement | ----- | 2,325,071 |
| Change in Net Position | <u>-----</u> | <u>2,919,424</u> |
| Net Position Beginning | <u>10,613,373</u> | <u>7,693,949</u> |
| Net Position Ending | <u>\$ 11,145,717</u> | <u>\$ 10,613,373</u> |

As presented above, the District's net position has increased. The increase in net position of \$532,344 is the result of an increase in assessed values across the tax district, and prudent management.

Ward 9 Recreation District

Rapides Parish, Louisiana

Management's Discussion and Analysis
December 31, 2023

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

For the year ended December 31, 2023, the only differences between amounts reported by the District's funds and activities reported in the government-wide financial statements are attributable to excluding capital assets and long-term debt that appear on the government-wide presentation.

GENERAL FUND BUDGET HIGHLIGHTS

The original budget was amended to increase appropriations. The variances between the amended budget and actual results were within limits prescribed by state law.

CAPITAL ASSET ADMINISTRATION

During the year ended December 31, 2023 the District continued work on its new facility improvements, and depreciated existing assets.

DEBT ADMINISTRATION

For the year ended December 31, 2023, no new debt was issued. Activity was limited to repaying maturing portions of existing debt.

FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

No significant factors are expected to affect operations in the near future.

Ward 9 Recreation District

Rapides Parish, Louisiana

Statement of Net Position

December 31, 2023

| | <u>Governmental Activities</u> |
|---|------------------------------------|
| <u>ASSETS</u> | |
| Cash and Cash Equivalents | \$ 1,295,293 |
| Receivables (Net) | 822,685 |
| Restricted Assets: | |
| Cash and Cash Equivalents | 409,310 |
| Receivables (Net) | 476,293 |
| Capital Assets - Non Depreciable | 11,880,352 |
| Capital Assets - Depreciable | <u>2,457,692</u> |
| | |
| Total Assets | <u>17,341,625</u> |
| | |
| <u>LIABILITIES</u> | |
| Accounts Payable | 4,660 |
| Retainage Payable | 274,363 |
| Compensated Absences | 18,607 |
| Liabilities Payable From Restricted Assets | |
| Accrued Interest Payable from Restricted Assets | 55,150 |
| Long-term Debt Payable from Restricted Assets: | |
| Due Within One Year | 255,000 |
| Due in More than One Year | <u>5,588,128</u> |
| | |
| Total Liabilities | <u>6,195,908</u> |
| | |
| <u>NET POSITION</u> | |
| Invested in Capital Assets, Net of Related Debt | 8,494,916 |
| Restricted for: | |
| Debt Service | 860,516 |
| Capital Improvements | - |
| Unrestricted | <u>1,790,285</u> |
| | |
| Total Net Position | <u>\$ 11,145,717</u> |

The accompanying notes are an integral part of the financial statements.

Ward 9 Recreation District

Rapides Parish, Louisiana

Statement of Activities

For the Year Ended December 31, 2023

| | <u>Governmental Activities</u> |
|----------------------------|------------------------------------|
| Expenses: | |
| Culture and Recreation | \$ 768,236 |
| Interest on Long-Term Debt | <u>133,397</u> |
| Total Expenses | 901,633 |
| Program Revenues: | |
| Charges for Services | <u>60,668</u> |
| Net Expenses | <u>840,965</u> |
| General Revenues: | |
| Property Taxes | 1,343,276 |
| State Revenue Sharing | 21,915 |
| Investment Income | - |
| Other | <u>8,118</u> |
| Total General Revenues | <u>1,373,309</u> |
| Change in Net Position | 532,344 |
| Net Position - Beginning | <u>10,613,373</u> |
| Net Position - Ending | <u><u>\$ 11,145,717</u></u> |

The accompanying notes are an integral part of the financial statements.

Ward 9 Recreation District

Rapides Parish, Louisiana

Balance Sheet - Governmental Funds

December 31, 2023

| | General | Debt Service | Capital Projects | Total Governmental Funds |
|---|---------------------|-------------------|-------------------|--------------------------|
| Assets | | | | |
| Cash and Cash Equivalents | \$ 1,295,293 | \$ 409,310 | \$ - | \$ 1,704,603 |
| Receivables | 822,685 | 476,293 | - | 1,298,978 |
| Due From Other Funds | - | 30,063 | 274,363 | 304,426 |
| Total assets | \$ 2,117,978 | \$ 915,666 | \$ 274,363 | \$ 3,308,007 |
| Liabilities and Fund Balance | | | | |
| <u>Liabilities</u> | | | | |
| Accounts Payable | \$ 4,660 | \$ - | \$ - | \$ 4,660 |
| Retainage Payable | - | - | 274,363 | 274,363 |
| Compensated Absences | 18,607 | - | - | 18,607 |
| Accrued Interest Payable | - | 55,150 | - | 55,150 |
| Due to Other Funds | 304,426 | - | - | 304,426 |
| Total liabilities | 327,693 | 55,150 | 274,363 | 657,206 |
| <u>Fund Balance</u> | | | | |
| Restricted For Debt Service | - | 860,516 | - | 860,516 |
| Restricted For Capital Improvements | - | - | - | - |
| Unassigned | 1,790,285 | - | - | 1,790,285 |
| Total Fund Balances | 1,790,285 | 860,516 | - | 2,650,801 |
| Total Liabilities and Fund Balance | \$ 2,117,978 | \$ 915,666 | \$ 274,363 | \$ 3,308,007 |

Reconciliation of the Governmental Funds Balance Sheets to the Statement of Net Position

| | |
|--|----------------------|
| Total Fund Balances - Governmental Funds | \$ 2,650,801 |
| Amounts reported for governmental activities in the statement of net assets are different because: | |
| Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet | (5,843,128) |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. | 14,338,044 |
| Net Position of Governmental Activities | <u>\$ 11,145,717</u> |

The accompanying notes are an integral part of the financial statements.

Ward 9 Recreation District

Rapides Parish, Louisiana

**Statement of Revenue, Expenditures and Changes in
Fund Balance - Governmental Funds
For the Year Ended December 31, 2023**

| | General | Debt Service | Capital Projects | Total Governmental Funds |
|---|---------------------|-------------------|---------------------|--------------------------------|
| Revenues: | | | | |
| Property Taxes | \$ 850,706 | \$ 492,570 | \$ - | \$ 1,343,276 |
| State Revenue Sharing | 21,915 | - | - | 21,915 |
| Other | 67,474 | 1,311 | - | 68,785 |
| Total revenues | <u>940,095</u> | <u>493,881</u> | <u>-</u> | <u>1,433,976</u> |
| Expenditures: | | | | |
| Culture and Recreation | 505,517 | - | 5,494 | 511,011 |
| Capital Expenditures | - | - | 3,688,532 | 3,688,532 |
| Debt Service | - | 413,675 | - | 413,675 |
| Total expenditures | <u>505,517</u> | <u>413,675</u> | <u>3,694,026</u> | <u>4,613,218</u> |
| Transfers In (Out) | <u>(602,052)</u> | <u>-</u> | <u>602,052</u> | <u>-</u> |
| Change in Fund Balance | (167,474) | 80,206 | (3,091,974) | (3,179,242) |
| Fund balance - Beginning of Year | <u>1,957,759</u> | <u>780,310</u> | <u>3,091,974</u> | <u>5,830,043</u> |
| Fund balance - End of Year | <u>\$ 1,790,285</u> | <u>\$ 860,516</u> | <u>\$ -</u> | <u>\$ 2,650,801</u> |

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balances of Governmental Funds to the Statement of Activities**

| | |
|--|-------------------|
| Net change in fund balances of Governmental Funds | \$ (3,179,242) |
| Amounts reported for governmental activities in the statement of activities are different because: | |
| Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position | 245,000 |
| Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures by governmental funds. | 35,278 |
| Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period | <u>3,431,308</u> |
| Change in net position of governmental activities | <u>\$ 532,344</u> |

The accompanying notes are an integral part of the financial statements.

Ward 9 Recreation District

Rapides Parish, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Ward 9 Recreation District (the District) was established by the Rapides Parish Police Jury for the purpose of acquiring, operating and maintaining recreation facilities. The District is governed by a Board of Commissioners appointed by the Rapides Parish Police Jury.

The accompanying policies conform to generally accepted accounting principles for governmental units.

Financial Reporting Entity

The Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of a financial reporting entity. The basic criterion for including a potential component unit within a reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the reporting entity 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 reporting entity.
2. Organizations for which the reporting entity does not appoint a voting majority but are fiscally dependent on the reporting entity.
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.

Based on the previous criteria, the District is a component unit of the Rapides Parish Police Jury. The accompanying component unit financial statements present information only on the funds maintained by the District and do not present information on the police jury, the general government service provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

Basic Financial Statements

The District's operations are classified as governmental activities. Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues. The basic financial statements include both government-wide and fund financial statements. The government-wide and fund financial statements present the District's financial position and results of operations from differing perspectives which are described as follows:

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the District as a whole. The effect of interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, fees, contributions associated with a particular function and most grants.

Ward 9 Recreation District **Rapides Parish, Louisiana**

Notes to Financial Statements **December 31, 2023**

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The District's major funds are described as follows:

- General Fund – The general fund is the primary operating fund and is used to account for all governmental activities that are not required to be presented elsewhere.
- Debt Service Fund – The debt service fund is used to account for the collection of special taxes that are assessed for the purpose of paying principal and interest on the District's general obligation bonds.
- Capital Project Fund – The capital project fund is used to account for construction activity that is financed from the proceeds of issuing general obligation bonds and interest earned on the temporary investment of bond proceeds.

Basis of Accounting and Measurement Focus

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

| <u>Financial Statement Presentation</u> | <u>Basis of Accounting</u> | <u>Measurement Focus</u> |
|--|-----------------------------------|---------------------------------|
| Government-Wide Financial Statements | Accrual Basis | Economic Resources |
| Fund Financial Statements | Modified Accrual Basis | Current Financial Resources |

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of account and the current financial resources measure focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measure focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as another financing source and repayment of long-term debt is reported as an expenditure of funds.

Use of Estimates

The preparation of financial statement in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Budget Practices

The District prepares an annual budget for its general fund. This budget is submitted to the Board of Commissioners and an approved budget is adopted before the beginning of each year. If necessary, amended budgets are prepared prior to the conclusion of each fiscal year. The amended budgets are prepared and approved in the same manner as the original budget.

The general fund budget presents revenue and expenditures on a basis which is consistent with generally accepted accounting principles. No annual budget is required for the District's debt service fund.

Ward 9 Recreation District

Rapides Parish, Louisiana

Notes to Financial Statements **December 31, 2023**

Capital Assets

Capital assets include significant acquisitions of facilities and equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are reported at historical cost less accumulated depreciation. Depreciated is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. A useful life of seven years is typically used for equipment and useful lives ranging from 10 to 40 years for buildings and facility improvements.

Cash and Cash Equivalents

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments.

Compensated Absences

The recreation has implemented the personnel policy utilized by the Rapides Parish Police Jury for vacation pay and compensatory time. Liabilities associated with compensated absence obligations are reported in the accompanying financial statements.

Internal Balances

The District's funds occasionally use resources provided by another fund. When resources are provided without expectation of repayment, the transaction is reported as a transfer. Transfers are treated as a source of income by the recipient and as an expense or expenditure by the provider. If repayment is eventually expected to occur, interfund receivables and payables are recorded. Internal balances are eliminated in preparing government-wide financial statements.

NOTE 2 - CASH AND CASH EQUIVALENTS

Cash and cash equivalents at December 31, 2023 are presented as follows:

| | Cash in Bank | Cash Held by Rapides Parish Police Jury | Total |
|--------------|---------------------|--|---------------------|
| Unrestricted | \$ 43,945 | \$ 1,251,348 | \$ 1,295,293 |
| Restricted | ---- | 409,310 | 409,310 |
| Total | <u>\$ 43,945</u> | <u>\$ 1,660,658</u> | <u>\$ 1,704,603</u> |

Cash in the District's bank account totaling \$43,945 (collected bank balance) is protected from risks by Federal Deposit Insurance. The remaining cash is held on the District's behalf by the Police Jury and is protected by securities pledged to the Rapides Parish Police Jury. The pledged securities are held by a custodial bank in the name of the pledging institution; however, State law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds on demand.

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable are composed entirely of property taxes assessed for the year ended December 31, 2023. Management does not anticipate any collection problems and there is no allowance for uncollectible amounts.

Ward 9 Recreation District **Rapides Parish, Louisiana**

Notes to Financial Statements **December 31, 2023**

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year is summarized as follows:

| | Beginning Balance | Additions | Disposals | Ending Balance |
|--|------------------------------|------------------|------------------|---------------------------|
| <u>Non-Depreciable Capital Assets</u> | | | | |
| Improvements to Land | \$ 2,589,352 | \$ ---- | \$ ---- | \$ 2,589,352 |
| Construction in Process | 5,602,468 | 3,688,532 | ---- | 9,291,000 |
| Non-Depreciable Capital Assets | 8,191,820 | 3,688,532 | ---- | 11,880,352 |
| <u>Depreciable Capital Assets</u> | | | | |
| Equipment | 423,034 | ---- | ---- | 423,034 |
| Buildings and Improvements | 6,634,945 | ---- | ---- | 6,634,945 |
| Accumulated Depreciation | (4,343,268) | (257,019) | ---- | (4,600,287) |
| Depreciable Capital Assets (Net) | 2,714,711 | (257,019) | ---- | 2,457,692 |
| Total Capital Assets | \$10,906,531 | \$ 3,431,513 | \$ ---- | \$14,338,044 |

As part of constructing the recreation complex, improvements were needed to level the site and make it suitable for operations. These improvements are permanent in nature and therefore are not subject to depreciation. Depreciation on equipment and other improvements in the amount of \$257,019 has been reported as part of culture and recreation expenses.

NOTE 5 – ACCOUNTS PAYABLE

Accounts payable at December 31, 2023 consisted of the following:

| | GENERAL FUND | CAPITAL PROJECTS | TOTAL |
|----------------------|-------------------------|-----------------------------|--------------|
| Vendor | \$ 4,660 | \$ ---- | \$ 4,660 |
| Construction Payable | ---- | ---- | ---- |
| Retainage Payable | ---- | 274,363 | 274,363 |
| Total Payables | \$ 4,660 | \$ 274,363 | \$ 279,023 |

NOTE 6 – COMPENSATED ABSENCES

Compensated absences refer to the District's obligation to provide vested accrued leave benefits that have been earned by its employee. These liabilities are typically liquidated by the general fund. Changes in compensated absences for the year ended December 31, 2023 are presented as follows:

| | Beginning Balance | Additions | Reductions | Ending Balance |
|----------------------|------------------------------|------------------|-------------------|---------------------------|
| Compensated Absences | 14,021 | \$ 4,586 | \$ ---- | \$ 18,607 |

NOTE 7 – LONG-TERM LIABILITIES

Debt outstanding at December 31, 2023 is summarized as follows:

Ward 9 Recreation District **Rapides Parish, Louisiana**

Notes to Financial Statements ***December 31, 2023***

| | | |
|---------------------------|----|--------------|
| General Obligation Bonds | \$ | 5,515,000 |
| Bond Premium | | 443,364 |
| Delayed Issue Cost | | (115,236) |
| Total Long-Term Debt | | 5,843,128 |
| Due within one year | | 255,000 |
| Due in more than one year | | \$ 5,588,128 |

A summary of transactions involving General Obligation Bonds is presented as follows:

| | | |
|----------------------------------|----|--------------|
| Bonds payable, January 1, 2023 | \$ | 5,760,000 |
| New issues | | ---- |
| Retirements | | 245,000 |
| Bonds payable, December 31, 2023 | | \$ 5,515,000 |

Details related general obligation bonds outstanding at December 31, 2023 are provided as follows:

General obligation bonds, Series 2020 in the original amount of \$6,000,000. The bonds feature an interest rate of 3.00% The bonds mature serially with the initial payment due March 1, 2021 and the final payment due March 1, 2040. The bonds are secured by a special property tax that was approved by the citizens of the District.

\$ 5,515,000

A schedule of maturities for these bonds is presented as follows:

| <u>Year Ended December 31st</u> | <u>Principal</u> | <u>Interest</u> |
|--|------------------|-----------------|
| 2024 | 255,000 | 161,625 |
| 2025 | 260,000 | 153,900 |
| 2026 | 270,000 | 145,950 |
| 2027 | 275,000 | 137,775 |
| 2028 | 285,000 | 129,375 |
| 2029-2033 | 1,555,000 | 511,575 |
| 2034-2038 | 1,810,000 | 259,950 |
| 2039-2040 | 805,000 | 24,375 |
| Total | \$ 5,515,000 | \$ 1,524,525 |

NOTE 8 – INTERFUND ACTIVITY

Internal activity includes interfund receivables and payables as well as operating transfers. Details related to internal activity are presented as follows:

Ward 9 Recreation District **Rapides Parish, Louisiana**

Notes to Financial Statements **December 31, 2023**

| <u>Receivable Fund</u> | <u>Payable Fund</u> | <u>Amount</u> | <u>Purpose</u> |
|------------------------|---------------------|---------------|---|
| Debt Service | General | \$ 30,063 | Some resources dedicated to repayment of general obligations were deposited in the general fund. Accordingly, the general fund is obligated to repay these amounts. |

| <u>Receivable Fund</u> | <u>Payable Fund</u> | <u>Amount</u> | <u>Purpose</u> |
|------------------------|---------------------|---------------|--|
| Capital Project | General | \$ 274,363 | The general fund is obligated to pay the retainage payable upon completion of the District's renovation project. |

NOTE 9 - PROPERTY TAXES

The District levies property taxes using the assessed values determined by the Tax Assessor of Rapides Parish. For the year ended December 31, 2023, the District levied property taxes as follows:

| <u>Description</u> | <u>Mills Levied</u> |
|---|---------------------|
| Levied per proposition approved August 15, 2020 authorizing 9.5 mills for a period of 10 years for the purpose of acquiring, constructing, improving, maintaining and operating recreational facilities of the District, including necessary equipment in connection therewith. Proceeds from this tax are considered unrestricted income, which is reported as general fund revenue in the accompanying statement of revenue, expenditures and changes in fund balance..... | 9.50 |
| Levied per proposition approved August 15, 2020, authorizing general obligation debt to run for a period of 20 years payable from a levy of property taxes, for the purpose of constructing, purchasing and acquiring, lands, buildings, equipment and other facilities to be used in providing recreational facilities for the District. Proceeds from this tax are restricted for debt service. Tax revenues are reported as debt service fund revenue in the accompanying statement of revenue expenditures and changes in fund balance..... | <u>5.50</u> |
| | <u>15.00</u> |

Property taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from property taxes are recognized as revenue in the year billed.

NOTE 10 - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District insures against these risks by participating in a public entity risk pool that operates as a common insurance program and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 11 - RESTRICTED RESOURCES

Propositions authorizing general obligation bonds require the District to establish bank accounts which serve as debt service sinking funds. Funds on deposit in these accounts may only be used to repay bonds, pay interest accrued on the bonds, or pay related fees. Proceeds from bonds issued to finance improvements to facilities have been deposited in a capital projects fund. The capital projects fund is restricted for construction of facility improvements.

Ward 9 Recreation District

Rapides Parish, Louisiana

Notes to Financial Statements
December 31, 2023

NOTE 12 – LEASES

The District's facilities have been constructed on 163 acres that the State of Louisiana has leased to the City of Pineville. Under the terms of its cooperative endeavor with the City of Pineville, the District has access to the property for a period of 50 years beginning January 1, 2003. In addition, the District has an option to renew the sublease for an additional 40 years. In exchange for access to the property, the District is required to spend \$6,300,000 on improvements and make improvements available to residents of Pinecrest Development Center.

Ward 9 Recreation District

Rapides Parish, Louisiana

Statement of Revenue, Expenditures and Changes in Fund Balance - General Fund Budget and Actual For the Year Ended December 31, 2023

| | <u>Budget Amounts</u> | | <u>Actual</u> | <u>Variance with</u> |
|--|-----------------------|---------------------|---------------------|----------------------|
| | <u>Original</u> | <u>Final</u> | <u>Amounts</u> | <u>Final Budget</u> |
| | | | | <u>Positive</u> |
| | | | | <u>(Negative)</u> |
| <u>Revenues:</u> | | | | |
| Property Taxes | \$ 825,000 | \$ 880,000 | \$ 850,706 | \$ (29,294) |
| Investment Income | 100 | 5,000 | - | (5,000) |
| State Revenue Sharing | 20,000 | 20,000 | 21,915 | 1,915 |
| Other | <u>5,000</u> | <u>2,000</u> | <u>67,474</u> | <u>65,474</u> |
| Total revenues | <u>850,100</u> | <u>907,000</u> | <u>940,095</u> | <u>33,095</u> |
| <u>Expenditures:</u> | | | | |
| Culture and Recreation | 825,100 | 522,000 | 505,517 | 16,483 |
| Capital Expenditures | <u>35,000</u> | <u>35,000</u> | <u>-</u> | <u>35,000</u> |
| Total expenditures | <u>860,100</u> | <u>557,000</u> | <u>505,517</u> | <u>51,483</u> |
| Net Change in Fund Balance, Before Special Item | (10,000) | 350,000 | 434,578 | 84,578 |
| <u>Other Financing Sources (Uses)</u> | | | | |
| Operating Transfers - Out | <u>-</u> | <u>(350,000)</u> | <u>(602,052)</u> | <u>(252,052)</u> |
| Change in Fund Balance | (10,000) | - | (167,474) | (167,474) |
| Fund Balance - Beginning of Year | <u>1,957,759</u> | <u>1,957,759</u> | <u>1,957,759</u> | <u>-</u> |
| Fund Balance - End of Year | <u>\$ 1,947,759</u> | <u>\$ 1,957,759</u> | <u>\$ 1,790,285</u> | <u>\$ (167,474)</u> |

Ward 9 Recreation District

Rapides Parish, Louisiana

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

Agency Head - Charlie Moore, President

Purpose:

| | |
|----------------|---|
| Compensation | - |
| Benefits | - |
| Reimbursements | - |

ADDITIONAL INFORMATION

The President of the Recreation District is the head of the agency and its chief executive officer. The President volunteers his services and does not receive any compensation, benefits or reimbursements.



June 28, 2024

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

To the Board of Commissioners
Ward 9 Recreation District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, and each major fund of the Ward 9 Recreation District, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 28, 2024.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Ward 9 Recreation District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Ward 9 Recreation District's internal control.

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

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

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Ward 9 Recreation District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed two instances of noncompliance that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as item 2023-001 and 2023-002.



160 Brown's Bend Road
Alexandria, Louisiana 71303

Voice: 318.442.1608
Fax: 318.487.2027
Online: CenlaCPAs.com

DISTRICT'S RESPONSE TO FINDINGS

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the findings identified in our audit and described in the accompanying schedule of findings. The District'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 response.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



ROZIER, MCKAY & WILLIS
Certified Public Accountants
Alexandria, Louisiana

WARD 9 RECREATION DISTRICT

SCHEDULE OF FINDINGS

For the Year Ended December 31, 2023

PART I - SUMMARY OF AUDITOR'S RESULTS

- The Independent Auditors' Report on the basic financial statements of the Ward 9 Recreation District as of December 31, 2023 and for the year then ended expressed an unmodified opinion.
- The audit did not disclose any audit findings which are required to be reported as reportable conditions or material weaknesses.
- The results of the audit did disclose two instances of noncompliance (2023-001, 2023-002) that are considered to be material to the basic financial statements of the Ward 9 Recreation District.

PART II - FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS

2023-001: MINUTES

- Condition - Minutes were not available for several meetings during the year.
- Criteria - Louisiana Law requires minutes to be taken and published for each meeting.
- Cause - Minutes were recorded electronically, on a computer that is no longer able to be accessed. In addition, the long-term secretary of the District passed away, and access to her files is not possible.
- Effect - The District was not in compliance with Louisiana Revised Statutes.
- Recommendation - We recommend that the District establish procedures for archiving minutes in bound volumes that are arranged in chronological order.

2023-002: LOCAL GOVERNMENT BUDGET ACT

- Condition - Louisiana Revised Statutes prohibit governmental entities expenditures and other uses from being more than 5% of budgeted amounts.
- Criteria - In the current year, unfavorable variances of expenditures exceeded 5%.
- Cause - The District's construction costs required additional transfers from its general fund, which weren't anticipated when the budget was amended.
- Effect - The District was not in compliance with the Local Government Budget Act.
- Recommendation - We recommend that the District implement policies and procedures to ensure that the budget is amended whenever variances exceed amounts allowed by the Local Government Budget Act.

WARD 9 RECREATION DISTRICT

MANAGEMENT'S CORRECTIVE ACTION PLAN

For the Year Ended December 31, 2023

| SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS. | |
|---|---|
| <p><u>2023-001: MINUTES</u> Minutes were not available for several meetings during the year, resulting in a violation of State Law. We suggest establishing procedures for archiving minutes in bound volumes that are arranged in chronological order.</p> <p><u>2023-002: BUDGET ACT</u> The District's expenditures and other uses exceeded budget appropriations by more than the variances allowed by law.</p> | <p><u>2023-001: MINUTES</u> During the audit period, our District's long-term secretary unfortunately passed away. Her successor has implemented procedures to retain copies of the minutes, and we have resolved this matter going forward.</p> <p><u>2023-002: BUDGET ACT</u> We will more closely monitor our expenditures in the future, and amend the budget as necessary.</p> |
| SECTION II MANAGEMENT LETTER | |
| No management letter was issued with this report. | Response – N/A |

WARD 9 RECREATION DISTRICT

SUMMARY OF PRIOR YEAR FINDINGS For the Year Ended December 31, 2023

| SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS. | |
|--|--|
| <u>2022-001: MINUTES</u> Minutes were not available for several meetings during the year, resulting in a violation of State Law. We suggest establishing procedures for archiving minutes in bound volumes that are arranged in chronological order. | <u>UNRESOLVED: SEE FINDING 2023-001</u> |
| SECTION II MANAGEMENT LETTER | |
| No management letter was issued with this report. | Response – N/A |

APPENDIX A
Statewide Agreed-Upon Procedures



Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Ward 9 Recreation District and
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Ward 9 Recreation District (the Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 01, 2023 through December 31, 2023. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The entity has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period described above. 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.

We were engaged 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 entity 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.

Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana
June 28, 2024



Rozier, McKay & Willis
Certified Public Accountants
Voice: 318.442.1608

160 Brown's Bend Road
Alexandria, Louisiana 71301
Online: CenlaCPAs.com

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Written Policies and Procedures | | |
|--|---|--|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.</p> <ul style="list-style-type: none"> • Budgeting • Purchasing • Disbursements • Receipts • Payroll/Personnel • Contracting • Credit Cards • Travel and expense reimbursements • Ethics • Debt Service • Disaster Recovery / Business Continuity • Sexual Harassment | <p>The entity has not adopted written policies addressing the designated categories; however, most of the entity's transactions are processed by the Rapides Parish Police Jury (the primary government). Accordingly, the transactions are subject to the policies and procedures adopted and implemented by the primary government. The primary government is subject to a separate engagement that applies the Statewide Agreed-Upon procedures to its operations.</p> | <p><i>Since most transactions are subject to policies and procedures implemented by the Rapides Parish Police Jury, adopting written policies and procedures is considered unnecessary.</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Board (or Finance Committee) | | |
|---|--|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>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:</p> <p>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.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.</i></p> <p>c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the</p> | <p>The District was unable to provide the written minutes demonstrating their meeting frequency</p> <p>The District was unable to provide the written minutes demonstrating their meeting frequency</p> <p>There were no deficient fund balances in the previous report.</p> | <p><i>In the future, we will commit to maintaining minutes of all monthly meetings.</i></p> <p><i>In the future, we will commit to maintaining minutes of all monthly meetings.</i></p> <p><i>The results did not include findings or criticisms</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Board (or Finance Committee) | | |
|---|---|--|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.</p> <p>d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.</p> | <p>There was no evidence that the board received written updates of the progress of resolving audit findings.</p> | <p><i>In the future we will commit to provide written updates of the progress of resolving audit findings.</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Bank Reconciliations | | |
|---|---|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>3 Obtain a listing of client 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 selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p> | <p>Based on the entity's relationship with the primary government, the primary government's main account also functions as the entity's main operating account. The primary government is subject to a separate engagement that applies the Statewide Agreed-Upon procedures to its operations. Accordingly, the procedures described below apply only to the checking account used by the entity for incidental activities. There are no additional bank accounts.</p> <p>There was no evidence suggesting reconciliations occurred within a two-month period.</p> <p>There was no evidence that a member of management who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared.</p> <p>There were no reconciling items that were outstanding for more than 12 months</p> | <p><i>We will consider whether revisions to our reconciliation practices are needed.</i></p> <p><i>We will consider whether revisions to our reconciliation practices are needed</i></p> <p><i>The results did not include finding or criticism.</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Collections (excluding EFTs) | | |
|--|---|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>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).</p> <p>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:</p> <p>a) Employees that are responsible for cash collections do not share cash drawers/registers.</p> | <p>Management provided a list and the necessary representations.</p> <p>Taxes and related revenues are collected by the primary government and subject to Statewide Agreed-Upon Procedures applied to the primary government. Procedures presented below are limited to incidental collections performed at the recreation facility.</p> <p>Collections do not utilize cash drawers or registers.</p> | <p><i>The results did not include finding or criticism.</i></p> <p><i>Due to our limited facilities and small transaction volume, dedicated drawers and registers are not considered necessary.</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Collections (excluding EFTs) | | |
|--|---|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>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.</p> <p>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.</p> <p>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 verifies the reconciliation.</p> | <p>A single employee is responsible for collecting cash and preparing and making bank deposits.</p> <p>The employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers.</p> <p>The employee responsible for reconciling cash collections to the general ledger is not responsible for collecting cash.</p> | <p><i>Due to the limited size of our staff, further segregation is not considered practical.</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include finding or criticisms</i></p> |
| <p>6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.</p> | <p>Most collections including all taxes are conducted by the primary government. Bond coverage related to these employees will be addressed by the primary government's agreed-upon procedures engagement. Personnel responsible for incidental collections at the recreation facility are not covered by bonds.</p> | <p><i>We will consider whether coverage for personnel at the collection facility is necessary.</i></p> |
| <p>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</p> | | |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Collections (excluding EFTs) | | |
|--|---|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>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:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p> | <p>Sequentially pre-numbered receipts are not utilized.</p> <p>Sequentially pre-numbered receipts are not utilized.</p> <p>Deposit slips agree with the bank statements.</p> <p>Deposits were made within a business day.</p> <p>Deposit slips agree with the General Ledger.</p> | <p><i>Due to the limited transaction volume and staff, more sophisticated procedures are not considered practical.</i></p> <p><i>Due to the limited transaction volume and staff, more sophisticated procedures are not considered practical.</i></p> <p><i>The result did not include finding or criticism</i></p> <p><i>The result did not include finding or criticism</i></p> <p><i>The result did not include finding or criticism</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments) | | |
|---|--|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>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).</p> | <p>The list (consisting of a single location) and necessary representations have been provided.</p> <p>Most disbursements are processed by the primary government and subject to Statewide Agreed-Upon Procedures applied to the primary government. Procedures presented below are limited to disbursements for the separate bank account maintained for concession activities.</p> | <p><i>The results did not include finding or criticisms</i></p> |
| <p>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:</p> <p>a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.</p> <p>b) At least two employees are involved in processing and approving payments to vendors.</p> <p>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.</p> | <p>Duties associated with initiation, approval and purchasing are not subject to segregation.</p> <p>At least two employees are involved in the process.</p> <p>There are no restrictions or review process associated with vendor files.</p> | <p><i>Existing procedures are considered sufficient for the transaction volume and the limited number of vendors.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>Existing procedures are considered sufficient for the transaction volume and the limited number of vendors.</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments) | | |
|--|--|--|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>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.</p> <p>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:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p> <p>11 Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b)</p> | <p>There is no segregation associated with mailing checks.</p> <p>Disbursement was consistent with the original billing statements.</p> <p>Evidence is provided by dual signatures appearing on cancelled checks.</p> <p>The only electronic disbursement for the year was a bank charge. The transaction did not generate an invoice.</p> | <p><i>Existing procedures are considered sufficient for the transaction volume and the limited number of vendors.</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments) | | |
|---|---------|-----------------------|
| Agreed-Upon Procedure | Results | Managements' Response |
| approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements. | | |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Credit Cards/Debit Cards/Fuel Cards/P-Cards | | |
|---|--|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>12 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.</p> | <p>Management has represented that there are no credit, debit, fuel or P-Cards in use.</p> | <p><i>The results did not include finding or criticisms.</i></p> |
| <p>13 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:</p> <p>a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.</p> | <p>Not applicable</p> | <p><i>The results did not include finding or criticisms</i></p> |
| <p>b. Observe that finance charges and late fees were not assessed on the selected statements.</p> | <p>Not applicable</p> | <p><i>The results did not include finding or criticisms</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Credit Cards/Debit Cards/Fuel Cards/P-Cards | | |
|---|----------------|--|
| Agreed-Upon Procedure | Results | Managements' Response |
| 14 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 that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). | Not applicable | <i>The results did not include finding or criticisms</i> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Travel and Expense Reimbursement | | |
|--|--|--|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>15 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:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).</p> <p>d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.</p> | <p>The primary government is responsible for processing any travel and expense reimbursements. The primary government is subject to a separate engagement that applies the Statewide Agreed-Upon Procedures to its operations.</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> | <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Contracts | | |
|--|--|--|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>16 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:</p> <p>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</p> <p>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).</p> <p>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</p> <p>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 that the invoice and related payment agreed to the terms and conditions of the contract.</p> | <p>Management has provided a list of all contracts.</p> <p>Contracts were bid in accordance with Louisiana Public Bid Law.</p> <p>Contracts were approved by the governing body.</p> <p>The original contract terms provided for change orders.</p> <p>Payments during the fiscal year agreed to the contract terms.</p> | <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Payroll and Personnel | | |
|--|---|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| 17 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files. | <u>Not Applicable</u> The workforce is provided by the primary government and the entity is not responsible for any payroll obligations or processing other than reimbursing the primary government. | <i>The results did not include findings or criticisms.</i> |
| 18 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and: | Not applicable | <i>The results did not include findings or criticisms.</i> |
| a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). | Not applicable | <i>The results did not include findings or criticisms.</i> |
| b. Observe that supervisors approved the attendance and leave of the selected employees/officials. | Not applicable | <i>The results did not include findings or criticisms.</i> |
| c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records. | Not applicable | <i>The results did not include findings or criticisms.</i> |
| 19 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination | Not applicable | <i>The results did not include findings or criticisms.</i> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Payroll and Personnel | | |
|--|----------------|--|
| Agreed-Upon Procedure | Results | Managements' Response |
| payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files. 20 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines. | Not applicable | <i>The results did not include fundings or criticism.</i> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Ethics | | |
|--|---|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>21 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:</p> <p>a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.</p> <p>b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.</p> | <p>Not Applicable The primary government is responsible for all personnel matters and record maintenance. The primary government is subject to a separate engagement that applies the Statewide Agreed-Upon Procedures to its operations.</p> <p>Not applicable</p> <p>Not applicable</p> | <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> |
| <p>22 Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.</p> | <p>Not applicable</p> | <p><i>The results did not include findings or criticisms.</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Debt Service | | |
|---|--|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| 23 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued. | Debt is limited to General Obligation Bonds Series 2011 and 2020. | <i>The results did not include findings or criticisms</i> |
| 25 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. | All required payments were made in accordance with the original debt service schedule. | <i>The results did not include findings or criticisms</i> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Fraud Notice | | |
|--|--|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| 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. | Management has represented that there were no misappropriations of public funds during the year. | <i>The results did not include findings or criticisms</i> |
| 26 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds. | The notice was posted. | <i>The results did not include findings or criticisms.</i> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Information Technology Disaster Recovery /Business Continuity | | |
|--|---|--|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>27 Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</p> <p>a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.</p> <p>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.</p> <p>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.</p> | <p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p> <p>We performed the procedure and discussed the results with management.</p> | <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> <p><i>The results did not include findings or criticisms</i></p> |
| <p>28 Randomly select 5 terminated employees (or</p> | <p>We performed the procedure and discussed</p> | <p><i>The results did not include findings or criticisms</i></p> |

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Information Technology Disaster Recovery /Business Continuity | | |
|---|--|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.</p> <p>29 Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267¹. The requirements are as follows:</p> <ol style="list-style-type: none"> 1. Hired before June 9, 2020 - completed the training; and 2. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment. | <p>the results with management.</p> <p><u>Not Applicable</u> The primary government is responsible for all personnel matters and record maintenance. The primary government is subject to a separate engagement that applies the Statewide Agreed-Upon Procedures to its operations.</p> | <p><i>The results did not include findings or criticisms</i></p> |

¹ While it appears to be a good practice for charter schools to ensure its employees are trained to keep their information technology assets safe from cyberattack, charter schools do not appear required to comply with 42:1267. An individual charter school, though, through specific provisions of its charter, may mandate that all employees/officials receive cybersecurity training.

Ward 9 Recreation District

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

| Sexual Harassment | | |
|--|--|---|
| Agreed-Upon Procedure | Results | Managements' Response |
| <p>30 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.</p> | <p><u>Not Applicable</u> The primary government is responsible for all personnel matters and record maintenance. The primary government is subject to a separate engagement that applies the Statewide Agreed-Upon Procedures to its operations.</p> | <p><i>The results did not include findings or criticisms.</i></p> |
| <p>31 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).</p> | <p>Not Applicable</p> | <p><i>The results did not include findings or criticisms.</i></p> |
| <p>32 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:</p> <ul style="list-style-type: none"> 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. | <p>Not Applicable</p> | <p><i>The results did not include findings or criticisms.</i></p> |