

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA**

**ANNUAL FINANCIAL REPORT
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2021**

**Ducote & Company
Certified Public Accountants
P. O. Box 309
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Independent Auditors' Report

To the Board of Control
Pointe Coupee Parish Library
New Roads, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities of the Pointe Coupee Parish Library, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Pointe Coupee Parish Library's basic financial statements, as listed in the table of contents.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities of the Pointe Coupee Parish Library, as of December 31, 2021, 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 Pointe Coupee Parish Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibility 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 *Government Auditing Standards*, will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than 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 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 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 Pointe Coupee Parish Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Pointe Coupee Parish Library's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information (RSI) presented on pages 35 through 39 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 16, 2022, on our consideration of the Pointe Coupee Parish Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on the 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 Pointe Coupee Parish Library's internal control over financial reporting and compliance.

Ducote & Company
Certified Public Accountants
Marksville, Louisiana
June 23, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2021

The Management's Discussion and Analysis (MD&A) of the Pointe Coupee Parish Library (Library) provides an overview and overall review of the Library's financial activities for the fiscal year ended December 31, 2021. The intent of the MD&A is to look at the Library's financial performance as a whole. It should, therefore, be read in conjunction with the Library's financial statements found in the financial section starting on page 9, and the notes thereto. MD&A is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 *Basic Financial Statements- and Management's Discussion and Analysis- for State and Local Governments* issued June 1999.

FINANCIAL HIGHLIGHTS

- The Library's total net position increased by \$66,096 over the course of this year's operations.
- During the year, the Library's expenses were \$1,432,173 more than the \$57,880, generated in charges for services and operating grants for governmental programs.
- The total cost of the Library's programs was \$1,490,053, an decrease of approximately \$215,058, which an approximate 13% decrease.
- Total revenues including general revenues decreased by \$191,602 or 9 percent.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts—management's discussion and analysis (this section), the basic financial statements, required supplementary information, and other supplemental information. The basic financial statements include two kinds of statements that present different views of the Library:

- The first two statements on pages 10 and 11 are government-wide financial statements that provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances.
- The remaining statements starting on page 13 are fund financial statements that focus on individual parts of the Library's government, reporting the Library's operations in more detail than the government-wide statements.
 - The governmental funds statements tell how general government services, such as library services, were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide additional detailed data. The notes are followed by a section of required supplementary information that further explains and supports the information in the financial statements as well as providing budgetary comparison data. The last section of the report contains additional supplemental information regarding the governmental fund-general fund. The rest of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

Government-wide Statements

The government-wide statements report information about the Library as a whole, using the accrual basis of accounting, which is similar to that which is used by private sector companies. The statement of net position on page 9 includes all of the Library's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities on page 11, regardless of when cash is received or paid.

These two statements report the Library's net position and changes in them. Net position – the difference between the Library's assets and liabilities – is one way to measure the Library's financial health, or financial position. Over time, increases and decreases in the Library's net position are one indicator of whether its financial health is improving or deteriorating. Other nonfinancial factors will also need to be considered to assess the overall health of the Library.

The government-wide financial statements of the Library report only one type of activity – governmental activities. All of the Library's basic services are included here, such as library services and general administration.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2021**

Fund Financial Statements

The fund financial statements, beginning on page 13, provide more detail about the Library's most significant funds – not the Library as a whole. State laws require the establishment of some funds. Funds are accounting devices that the Library uses to keep track of specific sources of funding and spending for particular purposes.

The Library uses only the governmental type of fund with the following accounting approach. Most of the Library's basic services are included in governmental funds, which focus on how cash and other financial assets that can be readily converted to cash, flow in and out of those funds, and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements therefore provide a detailed short-term view of the Library's general government operations and the basic services it provides, and helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Library's programs. Since this information does not include the additional long-term focus of government-wide statements, we provide reconciliations on the subsequent pages that explain the relationship (or differences) between the two different type statements.

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE

Net position. The Library's combined net position changed slightly between fiscal years 2020 and 2021, increasing by \$66,096 to approximately \$9.52 million, an approximate .7%.

**Table 1
Library's Net Position**

	Governmental Activities 2020	Governmental Activities 2021
Assets:		
Current and other assets	\$ 4,950,179	\$ 5,041,988
Capital assets	4,964,144	4,951,517
Total assets	\$ 9,914,323	\$ 9,993,505
Deferred Outflows:		
Resources related to pensions and OPEB	188,711	138,173
Total deferred outflows	\$ 188,711	\$ 138,173
Liabilities:		
Current liabilities	272,229	127,886
Noncurrent liabilities	187,428	191,019
Total liabilities	\$ 495,657	\$ 318,905
Deferred Inflows:		
Resources related to pensions and OPEB	188,995	292,295
Total deferred inflows	\$ 188,995	\$ 292,295
Net Position:		
Invested in capital assets, net of related debt	4,964,144	4,951,517
Restricted for Capital Projects	993,141	856,106
Restricted for Prepaid Expenses	8,834	9,338
Unrestricted	3,488,263	3,703,517
Total net position	\$ 9,454,382	\$ 9,520,478

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2021**

Changes in net position. The Library's total revenues decreased by 8.7 percent to \$2,006,275 (See Table 2), due to a decrease in property tax revenue. Approximately 95 percent of the Library's revenue comes from a general property tax assessed on the property owners in the parish.

The total cost of all programs and services decreased approximately \$215,058 or 12.6 percent. The Library's expenses cover all services, which it offers to the public.

Governmental Activities

Revenues for the Library's governmental activities decreased by 8.7 percent, while total expenses decreased by 12.6 percent.

**Table 2
Changes in Library's Net Position**

	Governmental Activities 2020	Governmental Activities 2021
Revenues		
Program revenues		
Charges for services	\$ 13,339	\$ 5,797
Operating grants and contributions	23,388	52,083
Other revenues	2,161,150	1,948,395
Total revenues	\$ 2,197,877	\$ 2,006,275
Expenses		
General government	1,705,111	1,490,053
Total expenses	\$ 1,705,111	\$ 1,490,053
Increase in net position	\$ 492,766	\$ 516,222

**Table 3
Net Cost of Library's Governmental Activities**

	Total Cost of Services 2021	Net Cost of Services 2021
Library Services	<u>\$ 1,705,111</u>	<u>\$ 1,490,053</u>

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

As the Library completed the year, its governmental funds reported a combined fund balance of \$4,780,543, reflecting an increase over the prior year of \$102,593. Of the combined fund balance total, \$3,915,437 is unassigned indicating availability for continuing the library's activities, \$856,106 is committed for capital projects, and \$9,338 is nonspendable for prepaid expenses. The library kept operating expenses within budget for the year and the library has consistently maintained an annual surplus, operating within the revenues generated. The library has maintained a healthy fund balance and continues to operate within its budget restrictions.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
MANAGEMENT'S DISCUSSION AND ANALYSIS
December 31, 2021**

General Fund Budgetary Highlights

During the year, the library operated within its budget and amended it once. Revenues received during the year were greater than expected and expenditures were slightly less than expected due to monitoring and controlling of operating costs.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of the year, the Library had invested \$4,951,517 in capital assets. (See Table 4).

**Table 4
Library's Capital Assets
(net of accumulated depreciation)**

	Governmental Activities 2021
Land	\$ 170,265
Buildings and improvements	4,306,884
Furniture and equipment	142,603
Library collection	<u>331,765</u>
Total	<u>\$ 4,951,517</u>

Debt

At year-end, the Library had no debt outstanding.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Approximately 95 percent of the Library's revenues are derived from an ad valorem tax on the voters of the parish. The Pointe Coupee Parish Council approves the Library's millage rates for collection of the ad valorem taxes each year; however, the Pointe Coupee Parish Council does not exercise administrative or financial control over the Library. The only function the Pointe Coupee Parish governing authority has regarding the Library is the appointment of the Board of Control members.

Management projections for 2022 and 2023 do not include an increase in revenues, resulting in a continued more conservative budget for 2022 and 2023. Management has experienced a negative impact on the primary revenue source for the Library, ad valorem taxes, due to a reduction in the number of transport companies operating in Pointe Coupee Parish and the possible granting of an exemption from ad valorem taxes to a primary utility company in Pointe Coupee Parish. This trend is expected to continue. Neither library fees nor grant income are expected to increase; therefore, future revenues other than ad valorem taxes, are expected to remain consistent with the current year. Staff levels are not expected to increase, although retirement costs and health costs have continued to rise. Measures taken by the library to operate within budgeted revenues and expenses include retaining sufficient active staff to maintain proper level of services, while reducing the total number of employees and increasing the Library's portion of employee benefit coverage reducing or controlling expenses in other areas.

CONTACTING THE LIBRARY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our parishioners, taxpayers, customers, investors, and creditors with a general overview of the Library's finances and to demonstrate the Library's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mrs. Melissa Hymel, Library Director, 201 Claiborne Street New Roads, Louisiana 70760.

BASIC FINANCIAL STATEMENTS

GOVERNMENT WIDE FINANCIAL STATEMENTS

POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA

Statement of Net Position

December 31, 2021

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 2,822,902
Investments	153,876
Receivables	1,922,313
Prepaid expenses	9,338
Net pension asset	133,559
Land	170,265
Capital assets, net of depreciation	<u>4,781,252</u>
Total assets	<u>9,993,505</u>
DEFERRED OUTFLOWS OF RESOURCES	
Resources related to other post-employment benefits	49,360
Resources related to pensions	<u>88,813</u>
Total deferred outflows of resources	<u>138,173</u>
LIABILITIES	
Accounts payable and accrued expenses	127,886
Non-current liabilities:	
Other post-employment benefits	<u>191,019</u>
Total liabilities	<u>318,905</u>
DEFERRED INFLOWS OF RESOURCES	
Resources related to pensions	283,243
Resources related to other post-employment benefits	<u>9,052</u>
Total deferred inflows of resources	<u>292,295</u>
NET POSITION	
Invested in capital assets, net of related debt	4,951,517
Restricted for:	
Capital projects	856,106
Prepaid expenses	9,338
Unrestricted (deficit)	<u>3,703,517</u>
Total net position	<u>\$ 9,520,478</u>

The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA**

Statement of Activities

For the Year Ended December 31, 2021

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	
Governmental activities:				
General government - Library services	\$ 1,490,053	\$ 5,797	\$ 52,083	\$ (1,432,173)
Total governmental activities:				<u>(1,432,173)</u>
General revenues:				
Property taxes - levied for general purposes				1,913,685
State revenue sharing				29,330
Unrestricted investment earnings				<u>5,380</u>
Total general revenues				<u>1,948,395</u>
Change in net position				516,222
Net position - beginning of year				<u>9,004,256</u>
Net position - end of the year				<u><u>\$ 9,520,478</u></u>

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
GOVERNMENTAL FUNDS**

Balance Sheet

December 31, 2021

	GENERAL FUND	CAPITAL PROJECTS FUND	TOTAL GOVERNMENTAL FUNDS	TOTALS (Memorandum Only) 2020
ASSETS				
Cash and cash equivalents	1,966,796	\$ 856,106	\$ 2,822,902	\$ 2,664,280
Investments	153,876	-	153,876	151,472
Receivables	1,922,313	-	1,922,313	2,125,593
Prepaid expenses	9,338	-	9,338	8,834
Total Assets	\$ 4,052,323	\$ 856,106	\$ 4,908,429	\$ 4,950,179
LIABILITIES & FUND BALANCE				
Liabilities:				
Accounts payable and accrued expenses	\$ 127,886	\$ -	\$ 127,886	\$ 270,705
Payroll deductions payable	-	-	-	1,524
Total Liabilities	127,886	-	127,886	272,229
Fund Balances:				
Nonspendable:				
Prepaid expenses	9,338	-	9,338	8,834
Committed for:				
Capital projects	-	856,106	856,106	993,141
Assigned for:				
Budget stabilization	-	-	-	-
Unassigned	3,915,099	-	3,915,099	3,675,975
Total Fund Balance	3,924,437	856,106	4,780,543	4,677,950
TOTAL LIABILITIES & FUND BALANCE	\$ 4,052,323	\$ 856,106	\$ 4,908,429	\$ 4,950,179

The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA**

**Reconciliation of the Balance Sheet - Governmental Funds
to the Statement of Net Position**

December 31, 2021

Total fund balance - governmental funds	\$ 4,780,543
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Balance Sheet - governmental funds.	4,951,517
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Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the Balance Sheet - governmental funds.

Net pension asset	133,559
Other postemployment benefits	(191,019)

Deferred outflows of resources related to pensions and other post-employment benefits that do require the use of current financial resources and, therefore, are not reported in the Balance Sheet - governmental funds.	138,173
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Deferred inflows of resources related to pensions and other post-employment benefits do not require the use of current financial resources and, therefore, are not reported in the Balance Sheet - governmental funds.	<u>(292,295)</u>
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Total net position of governmental activities	<u><u>\$ 9,520,478</u></u>
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The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
GOVERNMENTAL FUNDS**

**Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Year Ended December 31, 2021**

	GENERAL FUND	CAPITAL PROJECTS FUND	TOTAL GOVERNMENTAL FUNDS	TOTALS (Memorandum Only) 2020
REVENUES				
Ad valorem taxes	\$ 1,913,685	\$ -	\$ 1,913,685	\$ 2,126,155
Intergovernmental revenues:				
State grants	-	-	-	6,775
Federal grants	47,065	-	47,065	16,613
State revenue sharing	29,330	-	29,330	29,600
Interest earnings	5,380	-	5,380	5,395
Other revenues:				
Fees & charges for services	5,633	-	5,633	-
Fines & lost book collections	164	-	164	-
Gifts, donations, misc revenue	5,018	-	5,018	13,339
Total revenues	<u>2,006,275</u>	<u>-</u>	<u>2,006,275</u>	<u>2,197,877</u>
EXPENDITURES				
Salaries and related benefits	813,106	-	813,106	776,819
Legal & accounting	31,384	-	31,384	55,033
Insurance	85,270	-	85,270	66,048
Material and supplies	215,083	16,749	231,832	161,207
Repairs & maintenance	285,316	11,660	296,976	194,118
Utilities and communications	100,275	-	100,275	64,772
Capital outlay	131,140	117,611	248,751	1,892,872
Intergovernmental	75,226	-	75,226	84,539
Other operating services	20,863	-	20,863	28,199
Total expenditures	<u>1,757,663</u>	<u>146,020</u>	<u>1,903,683</u>	<u>3,323,607</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>248,612</u>	<u>(146,020)</u>	<u>102,592</u>	<u>(1,125,730)</u>
OTHER FINANCING SOURCES (USES)				
Operating transfers in	-	-	-	493,106
Operating transfers out	-	-	-	(493,106)
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	<u>248,612</u>	<u>(146,020)</u>	<u>102,592</u>	<u>(1,125,730)</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>3,684,809</u>	<u>993,141</u>	<u>4,677,950</u>	<u>5,803,680</u>
FUND BALANCE AT END OF YEAR	<u>\$ 3,933,421</u>	<u>\$ 856,106</u>	<u>\$ 4,780,543</u>	<u>\$ 4,677,950</u>

The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA**

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

For the Year Ended December 31, 2021

Net change in fund balances - total governmental funds	\$ 102,592
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount which capital outlays exceeded depreciation in the current period.	
Capital Outlays	248,751
Depreciation	(261,377)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
(Increase) decrease in other post-employment benefits	(16,138)
Governmental funds report current year pension contributions as expenditures. However, in the statement of activities it is an actuarially calculated expense. The net adjustment to pension expense and the related assets, liabilities, deferred outflows and deferred inflows of resources as reflected in the statement of activities:	<u>442,394</u>
Change in net position of governmental activities	<u><u>\$ 516,222</u></u>

The accompanying notes are an integral part of this statement.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ending December 31, 2021**

INTRODUCTION

The Pointe Coupee Parish Library, New Roads, Louisiana was established by the parish governing authority, under the provisions of Louisiana Revised Statute 25:211. Louisiana Revised Statute 25:214 provides for public governance through a Library board of control. The Pointe Coupee Parish Council appoints the board of control, which consists of seven non-compensated board members. The mission of the Pointe Coupee Parish Library is to provide resources and services to fulfill individual informational needs for day-to-day living and pleasure, and for cultural, educational, and leisurely pursuits. The Library serves the entire parish of Pointe Coupee, consisting roughly of 21,529 residents. The Library employs approximately 29 workers located at their main branch in New Roads and outlying branches in Morganza, Innis, Livonia, and Rougon, Louisiana.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

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

B. REPORTING ENTITY

2017 HB13, signed into law on June 24, 2017 and effective August 1, 2017, transferred the administration of and accounting functions of the Pointe Coupee Parish Library from the Pointe Coupee Parish governing authority to the Pointe Coupee Parish Board of Control. Louisiana Revised Statute 25:215(B)(18) reflects this administrative transfer. The Pointe Coupee Parish governing authority appoints the Board of Control members and sets the millage rates each year for the Library.

Based on these factors, it is determined that the Library is not a component unit of the Pointe Coupee Parish governing authority and the accompanying financial statements present information only on the funds maintained by the Library, which is the reporting entity.

C. FUND ACCOUNTING

The Library uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain Library functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

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

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

Capital Projects Fund – accounts for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in other governmental funds.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Library as a whole. These statements include all the financial activities of the Library. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

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

Fund Financial Statements (FFS)

The amounts reflected in the FFS of the Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Library's operations (See the reconciliation statements).

The amounts reflected in the FFS use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues –

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. Taxes are generally collected in December of the current year and January and February of the following year.

Where grant revenue is dependent upon expenditures by the Library, revenue is recognized when the related expenditures are incurred.

Interest income on time deposits (certificates of deposit) is recorded when earned.

Substantially all other revenues are recorded when received.

Expenditures –

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred except for accumulated vacation leave, which is not accrued.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING (continued)

Other Financing Sources (Uses)

The sale of fixed assets as well as transfers between funds, which are not expected to be repaid, are accounted for as other financing sources (uses) and are recorded when incurred.

E. BUDGETS

The Library adopts an annual appropriated budget for the General Fund. All annual appropriations lapse at fiscal year-end. The budget is prepared based on the modified accrual basis of accounting and is presented and adopted by the Board of Control.

The proposed budget was published and made available for public inspection on October 14, 2020, in accordance with Louisiana Revised Statute (R.S.) 39:1306. The public hearing was held at the Library's main office in New Roads, LA on November 11, 2020, at which time the Board of Control formally adopted it. The Board of Control has the authority to make changes or amendments within various budget classifications. One amendment was proposed and adopted during the year.

F. ENCUMBRANCES

The Library does not use encumbrance accounting.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Library may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

H. INVESTMENTS

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

GASB Statement No. 31 allows the Library to report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts. Investments listed in the balance sheet are stated at fair value which approximates cost.

I. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated historical cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Library maintains a threshold level of \$500 or more for capitalizing capital assets.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

I. CAPITAL ASSETS (continued)

Capital assets are recorded in the Statement of Net Position and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Land Improvements	20 years
Buildings & Improvements	10 – 40 years
Equipment & furniture	5 years
Vehicles	5 – 10 years
Library collection	5 – 7 years

J. BAD DEBTS

The Library uses the allowance method whereby uncollectible amounts due from other governmental entities are recognized as bad debts through the use of an allowance account or charged off at the time information becomes available which indicates the particular receivable is not collectible. No amounts were charged off in the year ended December 31, 2021.

K. OTHER POSTEMPLOYMENT BENEFITS

The Library follows GASB Statement No. 75, “Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions”, which requires the accrual of other postemployment benefits for retired employees. The Library has recorded a liability for other postemployment benefits (see Note 10). In government-wide financial statements, the other postemployment benefits liability is recorded as an expense and non-current liability and allocated on a functional basis. In the fund financial statements, other postemployment benefit expenditures are recognized in the amount contributed to the plan or expected to be liquidated with expendable available financial resources. Expendable available financial resources generally refer to other postemployment benefit payments due and payable as of the end of the year.

L. COMPENSATED ABSENCES

The Library has the following policy relating to vacation and sick leave:

The Library Director earns the following vacation:

<u>Years of Service</u>	<u>Vacation</u>
1 year	10 days per year
2 years	15 days per year
3 or more years	20 days per year

Full-time professional staff earn the following vacation:

<u>Years of Service</u>	<u>Vacation</u>
1 year	10 days per year payable after six months
Each succeeding year of service after 10 years	10 days plus one additional day per year up to 20 days

Full-time Library employees earn the following vacation:

<u>Years of Service</u>	<u>Vacation</u>
1 - 10	10 days per year
11 or more	15 days per year

Employees may not accumulate vacation time. Vacation time should be used during the calendar year in which it is granted.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

L. COMPENSATED ABSENCES (continued)

If this is impossible or creates an undue hardship on the employee or the Library, the Director may grant permission to use the unused vacation in the first quarter of the next year. Any unused vacation is forfeited after this fifteen-month period. Any employee resigning or retiring will be paid for any unused vacation, which was granted in that same calendar year. The liability for compensated absences at December 31, 2021 was \$369.

All full-time employees earn 12 days of sick leave and 3 days of emergency leave per year after six months of continuous service. Sick leave may be accumulated up to a maximum of 90 days for retirement purposes only. Emergency leave does not accumulate. Employees are not compensated for accrued sick leave upon retirement or termination of employment.

M. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

The Library follows GASB Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position". This statement provides guidance for reporting deferred outflows, deferred inflows and net position in a statement of financial position and related disclosures and applies to transactions that result in the consumption or acquisition of net assets in one period that are applicable to future periods. The Library's deferred outflows/inflows of resources consist of resources related to pensions and other post-employment benefits (see Notes 9 & 10).

N. PENSIONS

Financial reporting information pertaining to the Library's participation in the Parochial Employees' Retirement System of Louisiana (PERS) is prepared in accordance with GASB Statement No. 68, "Accounting and Financial Reporting for Pensions", as amended by GASB Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date", which have been adopted by the Library for the fiscal year ended December 31, 2015.

The fiduciary net position, as well as additions to and deductions from the fiduciary net position, of PERS have been determined on the same basis as they are reported by PERS. The financial statements were prepared using the accrual basis of accounting, member and employer contributions are recognized when due, pursuant to formal commitments and statutory requirements. Benefits and refunds of employee contributions are recognized when due and payable in accordance with the statutes governing PERS. Expenses are recognized when the liability is incurred, regardless of when payment is made. Investments are reported at fair value on a trade date basis. The fiduciary net position is reflected in the measurement of the Library's proportionate share of the plan's net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense.

O. RESTRICTED NET POSITION

For government-wide statement of net position, net position is reported as restricted when constraints placed on net position use are either:

- 1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
- 2) imposed by law through constitutional provisions or enabling legislation.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

P. FUND EQUITY

The Library has adopted GASB Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions." This statement established criteria for classifying fund balances into specifically defined classifications and clarified definitions for governmental fund types. The following describes the different classifications available for fund balances of governmental funds:

Nonspendable – amounts that cannot be spent because they are either (1) not in spendable form or (2) legally or contractually required to be maintained intact.

Restricted – amounts for which constraints have been externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or amounts that are imposed by law through constitutional provisions or enabling legislation.

Committed – amounts that can be used only for specific purposes determined by formal action of the Library Board of Control, who is the highest level of decision-making authority for the Pointe Coupee Parish Library. Commitments cannot be used for any other purpose unless the same action that established them decides to modify or remove them.

Assigned – amounts that do not meet the criteria to be classified as either restricted or committed but are intended to be used for specific purposes. Amounts can only be assigned by the Library Board of Control or by a body or individual designated for that purpose.

Unassigned – the residual fund balance in the general fund.

When fund balance resources are available for a specific purpose, the Library considers the most restrictive funds to be used first. However, the Library reserves the right to spend unassigned resources first and to defer the use of more restrictive funds.

Q. USE OF ESTIMATES

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

2. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

No individual fund had actual expenditures over budgeted appropriations at the adopted budget level for the year ended December 31, 2021.

3. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes:

	<u>Maximum Millage</u>	<u>Authorized Millage</u>	<u>Levied Millage</u>
Library Maintenance Tax	4.03	4.03	4.03

Total taxable value of property subject to levy for 2021 was \$517,150,317 with an assessed tax amount of \$1,912,789.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

3. LEVIED TAXES (continued)

The following are the principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>% of Total Valuation</u>	<u>Ad Valorem Tax Revenue for Library</u>
Kirby Inland Marine	Transport	\$ 102,021,130	19.73%	\$ 377,347
LA Generating LLC	Electric	51,936,330	10.04%	192,097
Union Pacific Railroad	Railroad	23,402,210	4.53%	86,558
Entergy Louisiana, LLC	Electric	23,939,900	4.63%	88,547
Acadian Gas Pipeline	Oil & Gas	19,738,990	3.82%	73,009
Genesis Marine LLC	Transport	17,698,430	3.42%	65,461
SCF Marine Inc	Transport	8,004,190	1.55%	29,605
ORX Resources LLC	Oil & Gas	7,916,070	1.53%	29,279
Alma Plantation LLC	Food Production	7,348,760	1.42%	27,181
Texas Eastern Trans	Oil & Gas	4,837,620	.94%	17,893
Total		\$ 266,843,630	51.60%	\$ 986,977

4. CASH AND INTEREST-BEARING DEPOSITS

A. Cash and cash equivalents

Cash and Cash equivalents include bank accounts and short-term investments. See Note 1(G) for additional cash disclosure note information. Under state law, the Library may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Library may invest in certificates and time deposits of the state banks organized under Louisiana law and national banks having principle offices in Louisiana. At December 31, 2021, the Library had cash and interest-bearing bank deposits (book balances) totaling \$2,975,493, as follows:

Demand deposits – non-interest bearing	\$2,975,493
Money market accounts, certificates of Deposit, and interest-bearing accounts	<u>0</u>
	<u>\$2,975,493</u>

These deposits are stated at cost, which approximates market.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure the Library's deposits may not be returned or recovered. Deposits are exposed to custodial credit risk if they are either (a) uninsured and uncollateralized, or (b) uninsured and collateralized with securities held by the pledging financial institution or its trust department/agent but not in the name of the Library. The Library's cash and investment policy, as well as state law, require that deposits be fully secured by federal deposit insurance or the pledge of securities owned by the bank. The fair value of the pledged securities plus the federal deposit insurance must always equal or exceed the amount on deposit with the bank. The following chart represents bank balances for the Library as of December 31, 2021. Deposits are listed in terms of whether they are exposed to custodial credit risk.

At December 31, 2021, the Library's deposit balance (bank balance) of \$3,010,235, was exposed to custodial credit risk as follows:

<u>Depository Account</u>	<u>Bank Balance</u>
Insured	\$ 524,423
Collateralized:	
Collateral held by pledging bank's trust Department not in the Library's name	2,485,812
Uninsured and uncollateralized	<u>0</u>
Total Deposits	<u>\$ 3,010,235</u>

Total bank balances and total carrying amount of deposits do not include petty cash in the amount of \$1,285 on hand.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

4. CASH AND INTEREST-BEARING DEPOSITS

B. Investments

Investments are stated at fair value. See also Note 1 (H) for additional investment disclosure information.

Credit Risk - Investments

Investments permitted by state statute include obligations issued, insured, or guaranteed by the U.S. government including certificates or other ownership interest in such obligations and/or investments in registered mutual or trust funds consisting solely of U.S. government securities. The Library's investment program is limited to purchases of bank certificate of deposits, U.S. treasury and government agency obligations as well as investments in the Louisiana Asset Management Pool, Inc. (LAMP). LAMP is a nonprofit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana which operates a local government investment pool. It is the Library's opinion that since these securities are governmental agencies, credit risk is not a factor. LAMP is rated AAAM by Standard & Poors.

Custodial Credit Risk - Investments

Custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, the Library will not be able to recover the value of the investment. Investments are exposed to custodial risk if the securities are (a) uninsured and unregistered and held by the counterparty or (b) uninsured, unregistered, and held by the counterparty's trust department or agent but not in the name of the Library. The following chart presents the investment position of the Library as of December 31, 2021. The various types of investments are listed and presented by whether they are exposed to custodial credit risk.

The Library's investment positions as of December 31, 2021 are presented as follows:

<u>Certificates of Deposit</u>	<u>Balance</u>
Uninsured, unregistered & Held by Counterparty	\$ 0
Uninsured, unregistered & Held by Counterparty Trust Dept/Agency But not in Library's name	0
Insured and collateralized	<u>153,876</u>
Total Deposits	<u>\$ 153,876</u>

Interest Rate Risk - Investments

Interest rate risk is defined as the risk that changes in interest rates will adversely affect the fair value of investments. Investments can be highly sensitive to changes in interest rates due to their terms or characteristics. The Library's investment policy with regards to interest rate risk is to match cash flow requirements with cash flows from investments. This matching allows for securities to be held to maturity thereby avoiding realizing losses due to liquidation of securities prior to maturity, especially in a rising interest rate environment. Investments classified by maturity dates at December 31, 2021 are summarized below:

<u>Investment</u>	<u>Fair Value</u>	<u>0-1 Years Before Maturity</u>	<u>1-5 Years Before Maturity</u>	<u>6 + Years Before Maturity</u>
Certificates of Deposit	\$ 153,876	\$ 153,876	\$ -0-	\$ -0-
Total	<u>\$ 153,876</u>	<u>\$ 153,876</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

5. RECEIVABLES

The following is a summary of receivables at December 31, 2021:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Total</u>
Ad Valorem Taxes	\$ 1,912,062	\$ 1,912,062
State Revenue Sharing	9,704	9,704
Accrued Interest Receivable	547	547
Total	<u>\$ 1,922,313</u>	<u>\$ 1,922,313</u>

6. RISK MANAGEMENT

The Pointe Coupee Parish Library is exposed to various risks of loss including injuries to workers, criminal or property damage, theft, and other possible related claims. The Library purchases commercial insurance to minimize this risk of loss from these types of occurrences. There were no significant reductions in insurance coverage from the prior year.

7. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2021 are as follows:

	Balance December 31, 2020	Additions	Deletions	Balance December 31, 2021
Non-Depreciable Assets:				
Land	\$ 170,265	\$ 0	\$ 0	\$ 170,265
Construction in Progress	<u>2,065,790</u>	<u>117,611</u>	<u>(2,183,401)</u>	<u>0</u>
Total Non Depr Assets	<u>2,236,055</u>	<u>117,611</u>	<u>(2,183,401)</u>	<u>170,265</u>
Depreciable Assets:				
Bldgs and Improvements	3,661,033	2,130,665	0	5,791,698
Library Collection	2,041,109	116,103	(225,051)	1,932,161
Furniture and Equipment	694,087	67,773	0	761,860
Automobiles	<u>27,689</u>	<u>0</u>	<u>0</u>	<u>27,689</u>
Cost of depreciable assets	<u>6,423,919</u>	<u>2,314,541</u>	<u>(225,051)</u>	<u>8,513,408</u>
Accumulated Depreciation	<u>(3,695,830)</u>	<u>(261,377)</u>	<u>225,051</u>	<u>(3,732,156)</u>
Net Depreciable Assets	<u>2,728,089</u>			<u>4,781,252</u>
Total Capital Assets, net of accumulated depreciation	<u>\$ 4,964,144</u>			<u>\$ 4,951,517</u>

Depreciation expense of \$261,377 for the year ended December 31, 2021, was charged to the general fund governmental function.

The Pointe Coupee Parish Library has not capitalized a certain collection (The Claiborne Collection) and a historical treasure (Mardi Gras Costume) due to the fact that they are held for public exhibition rather than financial gain, they are protected, cared for, and preserved, and that it is the policy of the Library that, if they are ever sold, proceeds from the sale must be used to acquire other items for collections.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

8. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$164,018 as of December 31, 2021, are as follows:

	General Fund	Capital Projects Fund	Total
Withholdings	\$ 0	\$ 0	\$ 0
Accounts payable & accrued exp	127,886	0	127,886
Total	\$ 127,886	\$ 0	\$ 127,886

9. PENSION PLAN

Plan Description. Parochial Employees' Retirement System of Louisiana is the administrator of a cost sharing multiple employers defined benefit pension plan. The System was established and provided for by R.S. 11:1901. The System provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the state which does not have their own retirement system, and which elects to become members of the System. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Library are members of Plan A. The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to these appropriate statutes for more complete information.

Eligibility Requirements:

All permanent parish government employees (except those employed by Orleans, Lafourche, and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. As of January 1997, elected officials, except coroners, justice of the peace, and parish presidents may no longer join the System.

Retirement Benefits:

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

For employees hired prior to January 1, 2007:

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

For employees hired after January 1, 2007:

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

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

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

9. PENSION PLAN (continued)

Survivor Benefits:

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes. Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.

Deferred Retirement Option Plan:

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the Retirement System. DROP is an option for that member who is eligible for normal retirement. In lieu of terminating employment and accepting a service retirement, any member of Plan A who is eligible to retire may elect to participate in the DROP in which they are enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump-sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account. Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date. For individuals who become eligible to participate in DROP on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in DROP will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of the System, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of DROP must agree that the benefits payable to the participant are not the obligations of the state or the System, and that any returns and other rights of DROP are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

Disability Benefits:

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

Cost of Living Increases:

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977 (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (R.S. 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

9. PENSION PLAN (continued)

Funding Policy. Under Plan A, members are required by state statute to contribute 9.5 percent of their annual covered salary and the Library is required to contribute at an actuarially determined rate. The current rate is 11.50 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Library are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Library's contributions to the System under Plan A for the years ending December 31, 2021, 2020, and 2019 were \$62,322, \$59,290, and \$59,636, respectively, equal to the required contributions for each year. The amount of non-employer contributions recognized as revenue in the government-wide statement of activities was \$6,404 for the year ended December 31, 2021.

Pension Assets, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At December 31, 2021, the Library reported an asset of \$133,559 for its proportionate share of net pension asset. The net pension asset was measured as of December 31, 2020 and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Library's proportion of the net pension asset was based on a projection of the Library's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2020, the Library's proportion was .0767171%, which was an decrease of 0.05067% from its proportion measured as of December 31, 2019.

For the year ended December 31, 2021, the Library recognized pension expense of \$15,573. At December 31, 2021, the Library recognized deferred outflows of resources and deferred inflows of resources related to pensions from the following:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 0	\$ (16,159)
Changes in assumptions	(6,383)	238,003
Net difference between projected and actual earnings on pension plan investments	(71,491)	54,766
Changes in proportion and differences between Library contributions and proportionate share of contributions	94,501	6,633
Library contributions subsequent to the measurement date	72,186	0
Total	<u>\$ 88,813</u>	<u>\$ 283,243</u>

The \$59,290 reported as deferred outflows of resources relating to pensions resulting from the Library contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2021. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31,	
2022	(51,948)
2023	(15,020)
2024	(85,354)
2025	(43,790)
Thereafter	<u>(10,571)</u>
Total	<u>\$ (206,683)</u>

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

9. PENSION PLAN (continued)

Actuarial assumptions. The total pension liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method:	Entry age normal.
Investment Rate of Return:	6.40%, net of investment expense, including inflation
Projected Salary increases:	4.75%
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using the MP2018 scale for annuitant and beneficiary mortality. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increase not yet authorized by the Board of Trustees.
Inflation Rate	2.30%

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

The long term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long rate of return is 7.00% for the year ending December 31, 2020.

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

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income	33%	0.86%
Equity	51%	3.36%
Alternatives	14%	0.67%
Real Assets	2%	0.11%
Totals	100%	5.00%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.00%

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

9. PENSION PLAN (continued)

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2018 scale.

Sensitivity to Changes in Discount Rate. The following presents the Library's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.40%, as well as what the Library's net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of December 31, 2020:

	1% Decrease (5.40%)	Current Discount Rate (6.40%)	1% Increase (7.40%)
Library's proportionate share of the net pension liability (asset)	\$ 280,035	\$ (133,559)	\$ (479,936)

The Parochial Employees' Retirement System of Louisiana has issued a stand-alone audit report on their financial statements for the year ended December 31, 2020. Access to the report can be found on the Louisiana Legislative Auditor's website, www.la.state.la.us.

10. OTHER POSTEMPLOYMENT BENEFITS

Plan Description. The Pointe Coupee Parish Library provides certain continuing health care and life insurance benefits for its retired employees. The Library's OPEB Plan (the OPEB Plan) is a single employer defined benefit OPEB plan administered by the Library. The authority to establish and/or amend the obligation of the employer, employees, and retirees' rests with the Library. No assets are accumulated in a trust that meets the criteria in GASB Codification Section P52, *Postemployment Benefits Other Than Pensions-Reporting for Benefits Not Provided Through Trusts That Meet Specified Criteria-Defined Benefit*.

Benefits Provided – Medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement. Employees retirement eligibility (D.R.O.P. entry) provisions are as follows (ref. R.S. 11:1421): completion of 30 years of service at any age; or, attainment of age 55 and completion of 25 years of service; age 60 and 10 years of service; or age 65 and 7 years of service. For employees hired on or after January 1, 2007 retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 30 years of service; age 62 and 10 years of service; or age 67 and 7 years of service. Life insurance is not covered. Life insurance coverage is considered for the valuation.

Employees covered by benefit terms – At December 31, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	-0-
Inactive employees entitled to but not yet receiving benefit payments	-0-
Active employees	13
Total	13

Total OPEB Liability

The Library's total OPEB liability of \$191,019 was measured as of December 31, 2021 and was determined by an actuarial valuation as of that date.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

10. OTHER POSTEMPLOYMENT BENEFITS (continued)

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

Inflation	2.0%
Salary increases	3.0%, including inflation
Discount rate	2.12% annually (Beginning of Year to Determine ADC) 2.06% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	5.5% annually until year 2030, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2021, the end of the applicable measurement period.

The actuarial assumptions used in the December 31, 2021 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2021.

Changes in the Total OPEB Liability

Balance at December 31, 2020	<u>\$ 183,578</u>
Changes for the year:	
Service cost	2,421
Interest	3,918
Differences between expected and actual experience	(21)
Changes in assumptions	1,123
Benefit payments and net transfer	-
Net changes	<u>7,441</u>
Balance at December 31, 2021	<u>\$ 191,019</u>

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (1.06%) or one percentage point higher (3.06%) than the current discount rate:

	1% Decrease (1.06%)	Current Discount Rate (2.06%)	1% Increase (3.06%)
Total OPEB Liability	\$ 210,410	\$ 191,019	\$ 174,224

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability of the Library, as well as what the Library's total OPEB liability would be if it were calculated using a healthcare cost trend rates that are one percentage point lower (4.5%) or one percentage point higher (6.5%) than the current healthcare trend rates:

	1% Decrease (4.5%)	Current Trend Rate (5.5%)	1% Increase (6.5%)
Total OPEB Liability	\$ 172,603	\$ 191,019	\$ 212,363

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

10. OTHER POSTEMPLOYMENT BENEFITS (continued)

OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2021, the Library recognized OPEB expense of \$13,540. At December 31, 2021, the Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 32,620	\$ 3,424
Changes in assumptions	16,740	5,628
Total	<u>\$ 49,360</u>	<u>\$ 9,052</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended December 31,

2022	\$ 7,201
2023	7,201
2024	7,201
2025	7,201
2026	7,201
Thereafter	4,303

11. COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD

Compensation, benefits and other payments paid to Melissa Hymel, Executive Director, are as follows:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 103,938
Benefits – insurance	11,898
Benefits – retirement	12,732
Telephone	<u>1,824</u>
Total	<u>\$ 130,393</u>

12. RISK MANAGEMENT AND CONTINGENCIES

The Library is exposed to risks of loss in areas of general liability, property hazards and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. The Library has had no settled claims resulting from these risks that exceeded its commercial coverage in any of the past five fiscal years.

There was no litigation pending against the Pointe Coupee Parish Library at December 31, 2021.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
NOTES TO THE FINANCIAL STATEMENTS**

13. BOARD OF CONTROL

The following is a list of board members and term expiration dates:

<u>Board Member</u>	<u>Term Expires</u>
Mary Helen McCoy	December 2023
Philomena Fontenot	December 2024
Grace Hebert	December 2024
Kate Roy	December 2024
Wylene Hurst, President	December 2025

No compensation was paid to board members during the year ended December 31, 2021.

14. SUBSEQUENT EVENTS

Management has performed an evaluation of the Library's activities through June 23, 2022 and has concluded that there are no significant subsequent events requiring recognition or disclosure through the date and time these financial statements were available to be issued on June 23, 2022.

REQUIRED SUPPLEMENTARY INFORMATION

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA
GENERAL FUND**

**BUDGETARY COMPARISON SCHEDULE
For the Year Ended December 31, 2021**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
REVENUES				
Ad valorem taxes	\$ 2,018,000	\$ 2,009,163	\$ 1,913,685	\$ (95,478)
Intergovernmental revenues:				
State grants	-	-	-	-
Federal grants	-	47,065	47,065	-
State revenue sharing	30,000	19,626	29,330	9,704
Interest earnings	-	-	5,380	5,380
Other revenues:				
Fees & charges for services	-	-	5,633	5,633
Fines & lost book collections	-	-	164	164
Gifts, donations, misc revenue	-	-	5,018	5,018
Total revenues	<u>2,048,000</u>	<u>2,075,854</u>	<u>2,006,275</u>	<u>(69,579)</u>
EXPENDITURES				
Salaries and related benefits	1,073,987	819,962	813,106	6,856
Legal & accounting	55,000	55,000	31,384	23,616
Insurance	65,000	85,000	85,270	(270)
Material and supplies	98,200	106,500	231,832	(125,332)
Repairs & maintenance	346,000	444,750	296,976	147,774
Utilities and communications	118,250	118,500	100,275	18,225
Capital outlay	159,251	189,250	248,751	(59,501)
Intergovernmental	86,500	85,000	75,226	9,774
Other operating services	36,000	20,250	20,863	(613)
Total expenditures	<u>2,038,188</u>	<u>1,924,212</u>	<u>1,903,683</u>	<u>20,529</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	9,812	151,642	102,592	(49,050)
OTHER FINANCING SOURCES (USES)				
Operating transfers in	-	-	-	-
Operating transfers out	(10,000)	(151,642)	-	151,642
Total other financing sources (uses)	<u>(10,000)</u>	<u>(151,642)</u>	<u>-</u>	<u>151,642</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(188)	-	102,592	102,592
FUND BALANCE AT BEGINNING OF YEAR	<u>4,677,950</u>	<u>4,677,950</u>	<u>4,677,950</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$ 4,677,762</u>	<u>\$ 4,677,950</u>	<u>\$ 4,780,543</u>	<u>\$ 102,593</u>

See independent auditors' report and accompanying notes to required supplementary information.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA**

**SCHEDULE OF LIBRARY'S PROPORTIONATE SHARE OF NET PENSION LIABILITY -
PAROCHIAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA**

December 31, 2021

<u>Fiscal Year</u>	<u>Agency Proportion of the Net Pension Liability (Asset)</u>	<u>Agency Proportionate of the Net Pension Liability (Asset)</u>	<u>Agency's Covered Payroll</u>	<u>Agency Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage Of the Total Pension Liability</u>
2020	0.07617100%	(\$133,559)	\$484,001	-27.59%	104.00%
2019	0.08178400%	\$3,850	\$518,573	55.44%	99.89%
2018	0.06477600%	\$287,499	\$398,214	72.19%	88.86%
2017	0.06428400%	(\$47,715)	\$398,214	-11.98%	101.98%
2016	0.06591700%	\$135,757	\$393,210	34.53%	94.15%
2015	0.06196900%	\$163,120	\$355,306	45.91%	92.23%
2014	0.06654200%	\$18,193	\$403,221	4.51%	99.15%
2013	0.07336900%	\$5,244	\$361,788	1.45%	99.70%
2012	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
2011	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable

Measurement dates for the current year are based on the previous fiscal year end.

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

See independent auditors' report and accompanying notes to required supplementary information.

**POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA**

**SCHEDULE OF LIBRARY'S CONTRIBUTIONS -
PAROCHIAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA**

December 31, 2021

Fiscal Year	Contractually Required Contributions	Contributions in Relation to Contractual Required Contributions	Contriubtion Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2021	\$72,186	\$72,186	\$0	\$589,270	12.25%
2020	\$59,290	\$59,290	\$0	\$484,001	12.25%
2019	\$59,636	\$59,636	\$0	\$518,573	11.50%
2018	\$45,795	\$45,795	\$0	\$398,214	11.50%
2017	\$49,151	\$49,151	\$0	\$393,210	12.50%
2016	\$50,820	\$50,820	\$0	\$390,921	13.00%
2015	\$56,849	\$56,849	\$0	\$355,306	16.00%
2014	\$67,540	\$67,540	\$0	\$403,221	16.75%
2013	\$56,982	\$56,982	\$0	\$361,788	15.75%
2012	\$50,114	\$50,114	\$0	\$318,184	15.75%

This schedule is intended to show information for 10 years

See independent auditors' report and accompanying notes to required supplementary information.

POINTE COUPEE PARISH LIBRARY
NEW ROADS, LOUISIANA

SCHEDULE OF CHANGES IN TOTAL OPEB
LIABILITY AND RELATED RATIOS

December 31, 2021

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Total OPEB liability										
Service cost	\$ 2,421	\$ 1,254	\$ 942	\$ 1,077	N/A	N/A	N/A	N/A	N/A	N/A
Interest	3,918	3,770	4,393	3,964	N/A	N/A	N/A	N/A	N/A	N/A
Changes in benefit terms	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A
Difference between expected & actual experience	(21)	36,167	9,049	(4,922)	N/A	N/A	N/A	N/A	N/A	N/A
Changes of assumptions	1,123	5,425	15,906	(8,129)	N/A	N/A	N/A	N/A	N/A	N/A
Benefit payments	-	-	-	-	N/A	N/A	N/A	N/A	N/A	N/A
Net change in total OPEB liability	7,441	46,616	30,290	(8,010)	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability - beginning	183,578	136,962	106,672	114,682	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability - ending	\$ 191,019	\$ 183,578	\$ 136,962	\$ 106,672	N/A	N/A	N/A	N/A	N/A	N/A
Covered-employee payroll	\$ 536,010	\$ 520,398	\$ 420,567	\$ 408,317	N/A	N/A	N/A	N/A	N/A	N/A
Total OPEB liability as a percentage of covered-employee payroll	35.64%	35.28%	32.57%	26.12%	N/A	N/A	N/A	N/A	N/A	N/A

See independent auditors' report and accompanying notes to required supplementary information.

POINTE COUPEE PARISH LIBRARY
New Roads, Louisiana
Notes to the Required Supplementary Information
For the Year Ended December 31, 2021

OPEB Plan

Changes in Benefit Terms. There were no changes of benefit terms for the year ended December 31, 2021.

Changes in Assumptions.

- The discount rate as of December 31, 2020 was 2.12% and it changed to 2.06% as of December 31, 2021.
- The Mortality Table used for 2020 and 2021 calculations was RP-2000.
- The Trend percentage remained at Variable for 2021 calculations.

Assets. There are no assets accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

Parochial Employees' Retirement System of Louisiana

Changes in Assumptions or Other Inputs. Changes in assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

Changes in Proportion. Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

**OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

The following independent auditors' report on internal control over financial reporting and on compliance and other matters is presented in compliance with requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States of America.

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

Board of Control
Pointe Coupee Parish Library
New Roads, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Pointe Coupee Parish Library, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements and have issued our report thereon dated September 11, 2020.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.

Ducote & Company
Certified Public Accountants
Marksville, Louisiana
June 23, 2022

POINTE COUPEE PARISH LIBRARY
New Roads, Louisiana

Corrective Action Plan for
Current Year Audit Findings
For the Year Ended December 31, 2021

SECTION I – FINANCIAL STATEMENT AUDIT

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified?	No
Significant deficiency(s) in internal control?	No
Noncompliance material to financial statements noted?	No

SECTION II – FINANCIAL STATEMENT FINDINGS

None

SECTION III – FEDERAL AWARD FINDINGS

Not applicable

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Control
Pointe Coupee Parish Library
New Roads, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The Pointe Coupee Parish Library (the Library)'s management is responsible for those C/C areas identified in the SAUPs.

The Pointe Coupee Parish Library has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2021 through December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) **Disbursements**, including processing, reviewing, and approving.
 - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
 - e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
 - f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

- g) ***Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) ***Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Written policies and procedures were obtained and address all functions with the following exception.

Exception Noted: The Pointe Coupee Parish Library did not have written policies and procedures as specified by the Louisiana Legislative Auditor that address:

- ***Debt Service***

Management's Response:

Management is drafting policies and procedures in this area for adoption by the Board of Control

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Minutes were obtained.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds⁷. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

Minutes reflected that financials were presented.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Not applicable – The Library did not have a negative ending unassigned fund balance in prior year report.

Bank Reconciliations

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

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

Obtained and reviewed all bank reconciliations noting that they were prepared within 2 months of the statement closing date.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Obtained and reviewed all bank reconciliations noting that they were all reviewed by the Library Director.

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Obtained and reviewed bank reconciliations, noting that there were no outstanding items for more than 12 months.

Collections (excluding electronic funds transfers)

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

Obtained a listing from management for the location of deposits sites and management's representation that the list is complete.

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

- a) Employees responsible for cash collections do not share cash drawers/registers.

Some employees share cash drawers; however, two employees are required to open a cash drawer, and two employees are required to accept monies.

- 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.

Observed that employees responsible for collecting cash are not responsible for preparing/making bank deposits

- 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.

Observed that employees responsible for collecting cash are not responsible for posting cash collection entries to the general ledger

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Observed that employee responsible for reconciling cash collections to the general ledger is not responsible for collecting cash, unless another employee verifies the reconciliation

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Employees who have access to cash are covered by a bond or insurance policy for theft.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

Obtained deposit information, deposits are not numbered, but are kept in a log.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

Traced deposits back to deposit slip.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

Traced the deposits back to the actual deposit in the applicable statements.

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Deposits are made on a weekly basis as warranted.

- e) Trace the actual deposit per the bank statement to the general ledger.

Traced the actual deposits to the general ledger.

No exceptions noted.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

All purchasing is done through the Main Library in New Roads.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

The library Director and bookkeeper are involved with non-payroll purchasing functions.

- b) At least two employees are involved in processing and approving payments to vendors.

All purchases are approved by the Director and payments processed by the bookkeeper.

- 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.

Obtained the information that the employee responsible for processing payment is not prohibited from adding or modifying any vendor files.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Obtained from management that the employee responsible for signing checks is also responsible for mailing the said check payments.

No exceptions noted.

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

Obtained and verified that the disbursement matched the itemized invoice and the supporting documentation indicated where the items were received by the entity.

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Observed that the disbursement documentation did not include any evidence that there was a segregation of duties.

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

- 11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Obtained listing from management - only one credit card.

- 12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.

Obtained from management that all statements are reviewed, and all supporting documents are attached to each monthly statement.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

No finance or late fees were assessed on selected statements.

- 13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the

transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Obtained from management the selected statements for the selected transactions.

All items were supported with the documentation, and some provided business purpose. No meals charged on selected statements.

No exceptions were noted.

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

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

a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Obtained information and no exceptions noted.

b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

There was only one reimbursement for fuel.

c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

No exceptions noted.

d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted.

Contracts

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

Obtained from management the listing of current contracts that were in the fiscal year.

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

No exceptions noted.

b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

Not applicable.

c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).

No amended contracts.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions noted.

Payroll and Personnel

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

Obtained listing of employees from management for the fiscal period. No exceptions noted.

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe all selected employees or officials. documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

No exceptions noted.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

No exceptions noted.

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

No exceptions noted.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

No exceptions noted.

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

There were no terminations in the current year.

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

No exceptions noted.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Documentation of ethics training was provided for the 5 employees selected for testing. No exceptions noted.

- b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

No notation of any changes in ethics policy during the fiscal year.

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

Not applicable- No debt was issued within the fiscal year.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Not applicable- The Library has no outstanding debt.

Fraud Notice

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Per discussion with management there was no misappropriation of funds and assets in the fiscal year.

24. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Notice is posted on website.

No exceptions noted.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

We performed the procedure and discussed the results with management

- 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.

We performed the procedure and discussed the results with management

- 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.

We performed the procedure and discussed the results with management

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Documentation of sexual harassment training was provided for the 5 employees selected for testing. No exceptions noted.

27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

No exceptions noted.

28. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

The annual report was prepared by management.

No exceptions noted.

Management of the Pointe Coupee Parish Library concurs with the exceptions and is working to address the matters identified.

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

We are required to be independent of Pointe Coupee Parish Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Ducote & Company
Certified Public Accountants
Marksville, Louisiana
June 23, 2022