

**Natchitoches Parish Port Commission**

Natchitoches, Louisiana

Annual Financial Statements  
with Independent Auditor's Report

As of and For the Year Ended  
December 31, 2019  
with Supplemental Information Schedules

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## Independent Auditor's Report

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Natchitoches Parish Port Commission, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Natchitoches Parish Port Commission's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

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

#### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. 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.

Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the Natchitoches Parish Port Commission, as of December 31, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### *Required Supplementary Information*

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

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

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Natchitoches Parish Port Commission's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head is presented for the purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Agency Head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated September 25, 2020 on our consideration of the Natchitoches Parish Port Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Natchitoches Parish Port Commission's internal control over financial reporting and compliance.

*Kenneth D. Falden & Co., CPAs*

Jonesboro, Louisiana  
September 25, 2020

# **BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS**

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Statement of Net Position  
As of December 31, 2019

		Governmental Activities
<b>Assets</b>		
Cash and equivalents	\$	448,920
Investments		321,878
Accounts receivable		57,030
Capital assets (net of accumulated depreciation)		10,540,482
<b>Total Assets</b>		11,368,310
 <b>Deferred Outflows of Resources</b>		
Pension		117,102
<b>Total Deferred Outflows of Resources</b>		117,102
 <b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts payable		9,615
Payroll liabilities		13,382
<b>Non-Current Liabilities:</b>		
Net pension liability		129,045
<b>Total Liabilities</b>		152,042
 <b>Deferred Inflows of Resources</b>		
Pension		9,986
<b>Total Deferred Inflows of Resources</b>		9,986
 <b>Net Position</b>		
Net investment in capital assets		10,540,482
Unrestricted		782,902
<b>Total Net Position</b>	\$	11,323,384

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



Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Statement of Activities  
For the Year Ended December 31, 2019

	Major Funds			Net (Expense) Revenue and Changes in Net Position	
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<u>Functions/Programs</u>					
Primary government					
Governmental activities					
General government	\$ 860,164	\$ 195,537	\$ 88,407	\$ -	(576,220)
Total governmental activities	<u>\$ 860,164</u>	<u>\$ 195,537</u>	<u>\$ 88,407</u>	<u>\$ -</u>	<u>(576,220)</u>
<u>General Revenues</u>					
Taxes:					
Franchise taxes					28,153
Investment earnings					8,444
Rental income					270,587
Other revenue					15,184
Total general revenues					<u>322,368</u>
Change in net position					(253,852)
Net position - December 31, 2018					<u>11,577,237</u>
Net position - December 31, 2019					<u>\$ 11,323,385</u>

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

# **FUND FINANCIAL STATEMENTS**

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Balance Sheet - Governmental Funds  
As of December 31, 2019

	<u>Governmental Funds</u>
<b>Assets</b>	
Cash and equivalents	\$ 448,920
Investments	321,878
Accounts receivable	57,030
<b>Total Assets</b>	<u>\$ 827,828</u>
<b>Liabilities &amp; Fund Balances</b>	
<b>Liabilities:</b>	
Accounts payable	\$ 9,615
Payroll liabilities	13,382
<b>Total Liabilities</b>	<u>22,997</u>
<b>Fund balances:</b>	
Unassigned	804,831
<b>Total Fund Balances</b>	<u>804,831</u>
<b>Total Liabilities and Fund Balances</b>	<u>\$ 827,828</u>

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

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  
As of December 31, 2019

Total Fund Balances at December 31, 2019 - Governmental Funds (Statement C)	\$	804,831
Total Net Position reported for governmental activities in the Statement of Net Position (Statement A) are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds, net of depreciation.		10,540,482
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Net pension liability		(129,045)
Deferred outflows of resources		117,102
Deferred inflows of resources		<u>(9,986)</u>
Net Position at December 31, 2019	\$	<u><u>11,323,384</u></u>

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

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds  
For the Year Ended December 31, 2019

		Governmental Funds
<b>Revenues</b>		
Taxes:		
Franchise tax	\$	28,153
Operating grant		88,407
Rent, royalty, and commission		270,587
Charges for services		195,537
<b>Total revenues</b>		582,684
<b>Expenditures</b>		
Current:		
General government		
Personnel services		232,684
Utilities		12,680
Repairs and maintenance		28,512
Contractual services		32,755
Insurance		43,377
Legal and accounting		25,955
Office		14,889
Taxes and licenses		1,014
Training, education, and travel		4,534
Capital outlay		30,150
<b>Total expenditures</b>		426,550
<b>Excess (deficiency) of revenues over (under) expenditures</b>		156,134
<b>Other financing sources (uses)</b>		
Investment earnings		8,444
Increase in fund balance due to decrease in construction in progress		17,255
Miscellaneous		12,962
<b>Total other financing sources (uses)</b>		38,661
<b>Net changes in fund balances</b>		194,795
<b>Fund balances - December 31, 2018</b>		610,035
<b>Fund balances - December 31, 2019</b>	\$	804,830

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

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures,  
and Changes in Funds Balances to the Statement of Activities  
For the Year Ended December 31, 2019

Total net change in Fund Balances - Governmental Funds (Statement E)	\$	194,796
Decrease in net investment in capital assets due to decrease in construction in progress		(17,255)

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

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets capitalized over their estimated useful lives as depreciation expense. This is the amount by which capital outlay differs from depreciation for the period.

Depreciation		(435,904)
Capital outlay		30,150

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. These timing differences are summarized below:

Net pension liability decrease (increase)		(25,640)
Change in net position of governmental activities (Statement B)	\$	(253,853)

**NOTES TO THE  
FINANCIAL STATEMENTS**

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

**INTRODUCTION**

The Natchitoches Parish Port Commission (Port) was created by Act 1975 containing Revised Statutes 34:3151 through 34:3157 of the Louisiana Legislature. The Port serves all of Natchitoches Parish. The Port shall regulate the commerce and traffic within the port area in such a manner as may, in its judgment, be for the best interest of the State. One member of the Board is appointed by the Governor, two members are appointed by the Natchitoches Parish Government, and two members are appointed by the City of Natchitoches, Louisiana. The members serve six year terms.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Presentation**

The accompanying financial statements of the Port have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Port applies all relevant GASB pronouncements, and GAAP, as applicable to governmental entities. Also, the Port's financial statements are prepared in accordance with the requirements of Louisiana R.S. 24:513 and Audits of State and Local Government Units, published by the American Institute of Certified Public Accountants.

**B. Reporting Entity**

GASB Statement No. 14, The Financial Reporting Entity, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Port is considered a special purpose government that has a separately appointed governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement No. 14, fiscally independent means that the Port may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

GASB Statement No. 39, Determining Whether Certain Organizations are Component Units, establishes criteria for determining which, if any, component units should be considered part of the Port for financial reporting purposes. GASB Statement No. 61 provides additional criteria for classifying entities as component units. The basic criterion for including a potential component unit within the reporting entity is financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and:
  - i. The ability of the government to impose its will on that organization and/or
  - ii. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
2. Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the government regardless of whether the organization has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.



Natchitoches Parish Port Commission  
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Notes to the Financial Statements  
As of and for the year ended December 31, 2019

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The Natchitoches Parish Port Commission was created as a special purpose government under the provisions of Louisiana Revised Statutes 34:3151-3157. The Revised Statutes authorize the Port to employ officers or agents as it finds necessary to perform its duties to regulate the commerce and traffic within the port area in such a manner as may be for the best interest of the State. Therefore, the Port is not a component unit of any other government entity, nor does the Port have or include in its financial statements any government unit as a component unit.

### C. Government-Wide Financial Statements

The Port's government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements present summaries of the governmental activities for the Port. Fiduciary activities of the Port are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Port's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Natchitoches Parish Port Commission's governmental activities.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) derive directly from parties outside the Port's taxpayers or citizenry, including (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program; program revenues reduce the cost of the function to be financed from the Port's general revenues.

Direct Expenses - The Port reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

Indirect Expenses - The Port reports all indirect expenses separately on the Statement of Activities (Statement B). Indirect expenses are those expenses that are not clearly identifiable with a function. Interest on long-term debt is considered an indirect expense.

General revenues are taxes and other items that are not properly included among program revenues.

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

**D. Fund Financial Statements**

The accounts of the Natchitoches Parish Port Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, expenditures or expenses, as appropriate, additions, and deductions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements. Funds of the Port are classified into one category: governmental.

Governmental Funds

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the Government-Wide financial statements. The Port has presented all major funds.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the Balance Sheets. Amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. Long-term debts are reported as an other financing source, and repayment of long-term debt is reported as an expenditure. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

"Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon thereafter to pay liabilities of the current period. Accordingly, revenues are recorded when received in cash and when collected within 60 days after year-end. Expenditures are recorded in the accounting period in which the related fund liability is incurred, except for principal and interest on general long-term debt, which are recognized when due.

The Natchitoches Parish Port Commission reports the following major governmental funds:

General Fund - The primary operating fund of the Port, the General Fund 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 Port policy.

Natchitoches Parish Port Commission  
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Notes to the Financial Statements  
As of and for the year ended December 31, 2019

*Revenues*

The governmental funds use the following practices in recording revenues:

Those revenues susceptible to accrual are franchise taxes and charges for services.

Entitlements and shared revenues are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible-to-accrual criteria are met.

Expenditure-driven grants are recognized when the qualifying expenditures have been incurred, all other grant requirements have been met, and the susceptible-to-accrual criteria have been met.

*Expenditures*

The governmental funds use the following practices in recording expenditures:

Salaries are recorded as expenditures when earned by employees.

Purchases of various operating supplies, etc. are recorded as expenditures when the related fund liability is incurred.

Compensated absences are recognized as expenditures when leave is actually taken or when employees, or their heirs, are paid for accrued leave upon retirement or death.

Principal and interest on long-term debt are recognized when due.

*Other Financing Sources (Uses)*

The governmental funds use the following practices in recording other financing sources (uses):

Interest earnings are recorded when the investments have matured and the interest is available.

Sales of fixed assets and long-term debt proceeds and payments are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

**E. Equity Classifications**

The Natchitoches Parish Port Commission has implemented GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.

In the Government-Wide Financial Statements, the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and reported in three components:

Net investment in capital assets: This classification consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of these assets.

Natchitoches Parish Port Commission  
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Restricted net position: This classification consists of net position with constraints placed on its use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provision or enabling legislation.

Unrestricted net position: Any other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When an expense is incurred for the purposes for which both restricted and unrestricted net position are available, management applies unrestricted net position first, unless a determination is made to use restricted net position. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

The Governmental Fund Financial Statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Port is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Port did not have any nonspendable funds for the year ended December 31, 2019.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Port did not have any restricted funds for the year ended December 31, 2019.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Port. These amounts cannot be used for any other purpose unless the Port removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Port typically establishes commitments through the adoption and amendment of the budget. The Port did not have any committed funds for the year ended December 31, 2019.

Assigned: This classification includes amounts that are constrained by the Port's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Commissioners or through the Board delegating this responsibility to a body or official (Executive Director) for specific purposes. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Port has no assigned funds for year ended December 31, 2019.

Unassigned: This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts. All funds of the Port are designated as unassigned.

Natchitoches Parish Port Commission  
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The Port would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

**F. Budgets**

Formal budgetary accounting is employed as a management control. The Natchitoches Parish Port Commission prepares and adopts a budget each year for its General Fund in accordance with Louisiana Revised Statutes. The operating budget is prepared based on the prior year's revenues and expenditures and the estimated increase therein for the current year, using the full accrual basis of accounting. The Port amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more and/or projected expenditures are expected to be more than budgeted amounts by five percent or more. All budget appropriations lapse at year end.

The 2018 General Fund budget was published in the official journal and made available for public inspection. The budget was adopted by the Port on November 19, 2018, and the budget was amended on December 16, 2019.

**G. Cash and Cash Equivalents**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Natchitoches Parish Port Commission may deposit funds in demand deposits in stock-owned federally insured depository institutions organized under the laws of the state of Louisiana or of any other state of the United States, or under the laws of the United States. The Port may invest in certificates and time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

For the purposes of the statement of cash flows, cash equivalents include all highly liquid investments with a maturity date of 90 days or less when purchased.

Under state law, the Port may invest in United States bonds, treasury notes, or certificates. Those with maturities of 90 days or less would be classified as cash equivalents and all other reported as investments.

**H. Investments**

The Natchitoches Parish Port Commission's investments comply with Louisiana Revised Statute 33:2955. Under state law, the Port may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Port may invest in United States bonds, treasury notes and bills, or government-backed agency securities or certificates, and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. These deposits are classified as investments if their original maturities exceed 90 days. Investments are stated at fair value except for those which are permitted under GASB Statement No. 31 to use a different valuation measurement.

In accordance with paragraph 69 of GASB Statement No. 72, the Port reports at amortized cost money market investments and participating interest-bearing investment contracts that have a remaining maturity at the time of purchase of one year or less. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

**I. Capital Assets**

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are recorded in the governmental column of the government-wide financial statements, but are not reported in the governmental fund financial statements. Acquisitions of property and equipment are capitalized at historical cost or estimated 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 Port maintains a threshold level of \$1,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Furniture, fixtures, equipment	5-10 years
Buildings, improvements	10-40 years
Site improvements	10-40 years

**J. Compensated Absences**

Employees earn leave at various rates depending on the number of years of service. However, leave cannot be accumulated or carried over from one year to the next. Therefore, no liability for compensated absences has been recorded in the accompanying financial statements.

**K. Deferred Outflows of Resources**

The Port reports decreases in net position that relate to future periods as deferred outflows of resources in a separate section of its government-wide statements of net position. The Port reported deferred outflows of resources of \$117,102 in relation to the net pension liability, but no deferred outflows of resources affect the governmental funds financial statements.

**L. Deferred Inflows of Resources**

The Port reports increases in net position that relate to future periods as deferred inflows of resources in a separate section of its government-wide statements of net position. The Port will not recognize the related revenues until a future event occurs. The Port reported deferred inflows of resources in the government-wide statements of \$9,986 in relation to the net pension liability, but no deferred inflows of resources affect the governmental funds financial statements.

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

**M. Estimates**

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

**2. Cash and Cash Equivalents**

At December 31, 2019, the Port had cash and cash equivalents (book balances) totaling \$448,920 in interest bearing demand deposits. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

At December 31, 2019, the Port had \$448,920 in deposits (collected bank balances). These deposits are secured from risk by \$250,000 federal deposit insurance and \$198,920 in pledged securities. The deposits collateralized by the securities held in the Federal Reserve pledge account are not exposed to custodial credit risk. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the Port.

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement No. 40, Louisiana Revised Statute 30:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand. Louisiana R.S. 39:1224 requires bonds, or other such instruments furnished as security, to be deposited with the depositing authority or with an unaffiliated bank or trust company, Federal Reserve Bank, or any Federal Home Loan Bank or its successor. This security is deemed to be under the control and in the possession of the public entity and deemed to be held in its name. The Natchitoches Parish Port Commission has complied with these requirements of state law.

Cash and investments are categorized to give an indication of the level of risk assumed by the Port at December 31, 2019. Deposits are considered to be exposed to custodial credit risk if they are not covered by depository insurance and the deposits are (a) uncollateralized, (b) collateralized with securities held by the pledging financial institution, or (c) collateralized with securities held by the the pledging financial institution's trust department or agent but not in the depositor-government's name. The Natchitoches Parish Port Commission has cash and cash equivalents that are covered by \$250,000 of federal depository insurance. The remaining balance is exposed to custodial credit risk because it is uninsured and collateralized with securities held by the pledging financial institution. The Port has no policy on custodial credit risk.

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

**3. Investments**

The Natchitoches Parish Port Commission maintains investment accounts as authorized by the Louisiana Revised Statutes. Under state law, the Port may invest in obligations of the U.S. Treasury and U.S. Agencies, or certificates of deposit. Investments are carried at fair market value as of the balance sheet date.

There are three fair valuation techniques that are prescribed in GASB Statement No. 72: the market approach, the cost approach, or the income approach. However, the Port values all investments using the amortized cost because all investments are certificates of deposit with maturities of one year or less.

The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels. Level 1 inputs are quoted prices (unadjusted) for identical assets in active markets that a government can access at the measurement date. Level 2 inputs are inputs-other than quoted prices included within Level 1-that are observable for an asset, either directly or indirectly. Level 3 inputs are unobservable inputs for an asset, and the government should measure fair value using another valuation technique that maximizes the use of relevant observable inputs and minimizes the use of unobservable inputs. Below are the fair value measurements of the investments held by the Natchitoches Parish Port Commission at December 31, 2019.

Type of Investment	Level 1	Level 2	Level 3	Other	Total
Certificates of deposit	\$ -	\$ -	\$ -	\$ 321,878	\$ 321,878
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 321,878</u>	<u>\$ 321,878</u>

**4. Receivables**

The receivables of \$57,030 at December 31, 2019, are as follows:

	Amount
Charges for services	\$ 13,614
Franchise fees	2,939
Rents and commissions	40,000
Other revenue	477
Total	<u>\$ 57,030</u>



Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

**5. Capital Assets**

A summary of changes in capital assets for the year ended December 31, 2019, is as follows:

	Balance, January 01, 2019	Additions	Deletions	Balance, December 31, 2019
Capital assets not being depreciated				
Land	\$ 1,659,040	-	-	\$ 1,659,040
Construction in progress	910,319	22,950	17,255	916,014
Total capital assets not being depreciated	<u>2,569,359</u>	<u>22,950</u>	<u>17,255</u>	<u>2,575,054</u>
Capital assets being depreciated				
Site improvements	14,912,225	-	-	14,912,225
Building and other improvements	289,437	-	-	289,437
Furniture, fixtures, and equipment	145,393	7,200	-	152,593
Total capital assets depreciated	<u>15,347,054</u>	<u>7,200</u>	<u>-</u>	<u>15,354,255</u>
Less accumulated depreciation				
Site improvements	6,741,616	424,761	-	7,166,377
Building and other improvements	104,296	7,064	-	111,360
Furniture, fixtures, and equipment	107,012	4,078	-	111,090
Total accumulated depreciation	<u>6,952,923</u>	<u>435,904</u>	<u>-</u>	<u>7,388,827</u>
Net capital assets being depreciated	<u>8,394,131</u>	<u>(428,704)</u>	<u>-</u>	<u>7,965,428</u>
Governmental Capital Assets, Net	<u>\$ 10,963,490</u>	<u>\$ (405,754)</u>	<u>\$ 17,255</u>	<u>\$ 10,544,482</u>

Depreciation expense of \$435,904 was charged to the general government function.

**6. Payables**

The payables of \$22,998 at December 31, 2019, are as follows:

	Amount
Vendor	\$ 9,615
Salaries and benefits	13,382
Total	<u>\$ 22,998</u>

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

**7. Retirement Systems - Parochial Employees' Retirement System of Louisiana (System)**

*Plan Description*

The Natchitoches Parish Port Commission contributes to the Parochial Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. All permanent employees working at least 28 hours per week are eligible to participate in the System. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS. Section 1901 through 2025 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:1901-2025) and other general laws of the State of Louisiana govern PERS.

The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Port are members of Plan A.

Any member of Plan A who was hired prior to January 1, 2007, can retire providing he/she meets one of the following criteria:

1. Any age with 30 years of creditable service.
2. Age 55 with a minimum of 25 years of creditable service.
3. Age 60 with a minimum of 10 years of creditable service.
4. Age 65 with a minimum of seven years of creditable service.

Eligibility for retirement for members hired on or after January 1, 2007, is as follows:

1. Age 55 after 30 years of creditable service.
2. Age 62 after 10 years of creditable service.
3. Age 67 after seven years of creditable 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 employee's final compensation multiplied by his or her years of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2019, the Natchitoches Parish Port Commission's total payroll for all employees was \$191,170. Total covered payroll was \$191,170. Covered payroll refers to all compensation paid by the Natchitoches Parish Port Commission to active employees covered by the System.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Parochial Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 925-4810, or by visiting the System's website [www.persla.org](http://www.persla.org).

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

*Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2019, the actual employer contribution rate was 11.50% for Plan A, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. The Natchitoches Parish Port Commission's contributions to the System under Plan A for the year ending December 31, 2019 were \$21,984.

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Natchitoches Parish Port Commission to the System monthly.

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

At December 31, 2019, the Port reported a liability of \$129,045 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of December 31, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Natchitoches Parish Port Commission's proportion of the Net Pension Liability was based on a projection of the Natchitoches Parish Port Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2019, the Port's proportion was 0.029075%, which was a decrease of .005377% from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the Natchitoches Parish Port Commission recognized pension expense of \$50,146 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was (\$22,286). Total pension expense for the Natchitoches Parish Port Commission for the year ended December 31, 2019 was \$27,860.

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

At December 31, 2019, the Natchitoches Parish Port Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 7,862
Changes in assumptions	32,266	-
Net difference between projected and actual earnings on pension plan	61,774	-
Changes in employer's proportion of beginning net pension liability	712	2,081
Differences between employer contributions and proportionate share of employer contributions	366	42
Subsequent measurement contributions	21,985	-
Total	<u>\$ 117,103</u>	<u>\$ 9,985</u>

The \$21,985 reported as deferred outflows of resources related to pensions resulting from the Natchitoches Parish Port Commission's contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

<u>Year Ended December 31:</u>	
2020	\$ 29,368
2021	15,898
2022	12,576
2023	27,291

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2018, are as follows:

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.50% (net of investment expense, including inflation)
Expected remaining service life	4 years
Projected salary increases	4.75%
Inflation rate	2.40
Mortality rates	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.
Cost of Living Adjustment	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 increases not yet authorized by the Board of Trustees.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.73% for the year ended December 31, 2018.

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, 2018 are summarized in the following table:

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income	35.00%	1.22%
Equity	52.00%	3.45%
Alternatives	11.00%	0.65%
Real Assets	2.00%	0.11%
Totals	100.00%	5.43%
Inflation		2.00%
Expected arithmetic nominal return		7.43%

*Discount Rate*

The discount rate used to measure the total pension liability was 6.50% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the Natchitoches Parish Port Commission's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Natchitoches Parish Port Commission's proportionate share of the net pension liability calculated using the discount rate of 6.50%, as well as what the Port's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.50%) or one percentage-point higher (7.50%) than the current rate:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Employer's proportionate share of net pension liability	\$ 274,058	\$ 129,045	\$ 7,828

*Payables to the Pension Plan*

There is \$9,971 payable for the year ended December 31, 2019.

*Fund Fiduciary Net Position*

Detailed information about the Plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana Audit Report at [www.persla.org](http://www.persla.org).

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Notes to the Financial Statements  
As of and for the year ended December 31, 2019

**8. Leases**

The Natchitoches Parish Port Commission was not obligated under any noncancellable capital or operating lease agreements at December 31, 2019.

**9. Grants**

The Port received grants funds of \$88,407 for the year ended December 31, 2019. These grants were from the Red River Waterway Commission (\$18,791) and the Governor's Office of Homeland Security and Emergency Preparedness (\$69,616) for repairs on damages incurred during the flood of 2015 and the flood of 2016.

**10. Risk Management**

The Port is exposed to various risk of loss related to torts, thefts of, damage to, and destruction of assets, errors and omissions, and injuries to employees. To handle such risk of loss, the Port maintains commercial insurance policies for general liability, commercial property, and railroad liability. During the past three years, no claims were paid on any of the policies which exceeded the policies' coverage amount.

**11. Litigation and Claims**

At December 31, 2019, the Port is a defendant in one lawsuit. Although the outcome of this lawsuit is not presently determinable, in the opinion of management and legal counsel, resolution of this matter would not create a liability in excess of insurance coverage that would have a material adverse effect on the financial condition of the Natchitoches Parish Port Commission.

**12. Subsequent Events**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, September 25, 2020, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

# Kenneth D. Folden & Co.

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## **Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

We have audited the financial statements of the governmental activities and each major fund of the Natchitoches Parish Port Commission, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Natchitoches Parish Port Commission's basic financial statements and have issued our report thereon dated September 25, 2020. 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.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Natchitoches Parish Port Commission'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 Natchitoches Parish Port Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Natchitoches Parish Port Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Natchitoches Parish Port Commission'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 is 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 result 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 Natchitoches Parish Port Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Kenneth D. Felden & Co., CPAs*

Jonesboro, Louisiana  
September 25, 2020

**REQUIRED SUPPLEMENTARY  
INFORMATION**

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Budgetary Comparison Schedule - General Fund  
For the Year Ended December 31, 2019

	Budget - Original	Budget - Final	Actual	Variance Favorable (Unfavorable)
<b>Revenues</b>				
Taxes:				
Franchise tax	27,000	28,500	28,153	(347)
Contributions	-	88,407	88,407	-
Rent, royalty, and commission	209,900	270,370	270,587	217
Charges for services	160,000	174,500	195,537	21,037
<b>Total revenues</b>	<u>396,900</u>	<u>561,777</u>	<u>582,684</u>	<u>20,907</u>
<b>Expenditures</b>				
Current:				
General government				
Personnel services	236,500	233,500	232,684	816
Utilities	18,000	14,300	12,680	1,620
Repairs and maintenance	45,500	35,550	28,512	7,038
Contractual services	-	-	32,755	(32,755)
Insurance	37,000	39,500	43,377	(3,877)
Legal and accounting	24,960	27,960	25,955	2,005
Office	15,500	19,500	14,889	4,611
Taxes and licenses	400	1,000	1,014	(14)
Training, education, and travel	7,000	4,500	4,534	(34)
Capital outlay	28,240	29,700	30,150	(450)
<b>Total expenditures</b>	<u>413,100</u>	<u>405,510</u>	<u>426,550</u>	<u>(21,040)</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>(16,200)</u>	<u>156,267</u>	<u>156,134</u>	<u>(133)</u>
<b>Other financing sources (uses)</b>				
Interest earnings	6,000	8,000	8,444	444
Increase in fund balance due to decrease in construction in progress	-	-	17,255	17,255
Miscellaneous	10,200	12,962	12,962	-
<b>Total other financing sources (uses)</b>	<u>16,200</u>	<u>20,962</u>	<u>38,661</u>	<u>17,699</u>
<b>Net changes in fund balances</b>	-	177,229	194,795	17,566
<b>Fund balances - December 31, 2018</b>	<u>610,035</u>	<u>610,035</u>	<u>610,035</u>	<u>-</u>
<b>Fund balances - December 31, 2019</b>	<u>\$ 610,035</u>	<u>\$ 787,264</u>	<u>\$ 804,830</u>	<u>\$ 17,566</u>

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

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Schedule of Employer's Share of Net Pension Liability  
Parochial Employee's Retirement System (Plan A)  
For the year ended December 31, 2019

	2019	2018	2017	2016	2015
Employer's proportion of the net pension liability (asset)	0.029075%	0.034452%	0.031162%	0.030903%	0.030732%
Employer's proportionate share of the net pension liability (asset)	\$ 129,045	\$ (25,572)	\$ 64,179	\$ 81,346	\$ 11,815
Employer's covered employee payroll	\$ 178,736	\$ 212,054	\$ 184,806	\$ 177,189	\$ 173,909
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	72.20 %	(12.06)%	34.73 %	45.91 %	6.79 %
Employer's proportion of the net pension liability (asset)	88.86 %	101.98 %	94.15 %	92.23 %	99.15 %

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

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

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Schedule of Employer Contributions  
Parochial Employee's Retirement System (Plan A)  
For the year ended December 31, 2019

	2019	2018	2017	2016	2015
Contractually required contribution	\$ 21,985	\$ 20,555	\$ 26,507	\$ 24,025	\$ 25,692
Contributions in relation to contractually required contribution	21,985	20,555	26,507	24,025	25,692
Contribution deficiency (excess)	-	-	-	-	-
Employer's covered payroll	\$ 191,170	\$ 178,736	\$ 212,054	\$ 184,806	\$ 177,189
Contributions as a percentage of covered employee payroll	11.50 %	11.50 %	12.50 %	13.00 %	14.50 %

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

# **SUPPLEMENTAL INFORMATION**

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Schedule of Findings and Questioned Costs  
For the year ended December 31, 2019

We have audited the basic financial statements of the Natchitoches Parish Port Commission as of and for the year ended December 31, 2019 and have issued our report thereon dated September 25, 2020. 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 Governmental Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2019 resulted in an unqualified opinion.

A. Summary of Auditor's Report

Report on Internal Control and Compliance Material to Financial Statements

Internal Control

Material Weakness       Yes     No      Significant Deficiencies       Yes     No

Compliance

Compliance Material to Financial Statements       Yes     No

B. Findings - Financial Statements Audit

Current Year

No current year findings.

Prior Year

No prior year findings.

Natchitoches Parish Port Commission  
Natchitoches, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the year ended December 31, 2019

Travis Tyler Executive Director	
Salary	\$ 89,250
Benefits - Retirement	10,264
Travel-reimbursement	2,493
	<u>\$ 102,007</u>



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## Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board of Commissioners of the Natchitoches Parish Port Commission  
Natchitoches, Louisiana  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Natchitoches Parish Port Commission and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 01, 2019 through December 31, 2019. The Port's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

### Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
  - 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, 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. Payroll/Personnel, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked,
  - 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, and (5) monitoring card usage,

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 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy, and

j. Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

k. 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.

Exception: The Port has written policies and procedures for all above financial/business functions.

Management's Response: None.

## Board

2. Obtain and review the board/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.

Response: The Board of Commissioners met monthly with a quorum.

b. For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.

Response: The Board of Commissioners reviews a monthly budget-to-actual comparison of the general fund.

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

Response: The Port did not have a negative ending unrestricted fund balance.

Exception: See above responses.

Management's Response: None.

## Bank Reconciliations

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

Response: Management provided us with a list of bank accounts and representation that the list is complete.

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

Response: There was indication that the bank reconciliations were completed within two 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

Response: There was indication that the bank reconciliations were reviewed by a member of management or a board member.

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

Response: The Port had no reconciling items that were outstanding for more than 12 months.

Exception: See above responses.

Management's Response: None.

### Collections

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).

Response: Management provided us with a list of deposit sites and 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:

Response: Management provided us with a list of collection locations and representation that the list is complete. There were no written employee job duties, but we inquired of employees their job duties. Job duties are properly segregated.

a. Employees that are responsible for cash collections do not share cash drawers/registers.

Response: There are no cash collections and no cash drawers.

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.

Response: There are no cash collections, and the Administrative Assistant prepares and makes 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.

Response: The Administrative Assistant makes prepares and makes deposits, and the contract accountant posts 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 verifies the reconciliation.

Response: The contract accountant reconciles deposits to the general ledger but does not prepare or make deposits.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

Response: No cash is collected.

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). Obtain supporting documentation for each of the 10 deposits and:

- a. Observe that receipts are sequentially pre-numbered.
- b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c. Trace the deposit slip total to the actual deposit per the bank statement.
- d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
- e. Trace the actual deposit per the bank statement to the general ledger.

Response: Sequentially numbered receipt books were not used; however, checks received are copied and the date received is listed on the copy of the check along with the corresponding invoice.

Exception: See above responses.

Management's Response: None.

#### **Disbursements - General**

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).

Response: Management provided a listing of locations that process payments and representation that the listing is complete.

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.

Response: All employees can make purchase requests, and the Executive Director approves purchase requests. The Executive Director can initiate a purchase request.

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

Response: Payments to vendors are processed by the Administrative Assistant after the Executive Director approves the payment to vendors. A board member reviews and approves all payments to vendors while signing checks. The Board of Commissioners reviews and approves the monthly statement of activities at monthly board meetings.

- 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.

Response: The Administrative Assistant adds vendors and processes payments; however, the Executive Director and a board member must approve the invoice and confirm by signature on the check that the vendor has been approved.

- 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.

Response: The Administrative Assistant mails the payments and processes payments.

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:

Response: Management provided the disbursement transaction population and representation that the population is complete.

- a. Observe that the disbursement matched the related original invoice/billing statement.

Response: All 20 disbursements selected matched the related original invoice/billing statement.

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

Response: Of the 20 disbursements selected, one invoice did not indicate that it was approved by the Executive Director.

Exception: See above responses.

Management's Response: None.

### **Credit 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.

Response: Management provided a listing of credit cards, bank debit cards, fuel cards, and P-cards and representation that the listing is completed.

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

Response: One card was tested. The statement was approved by the authorized card holder. The charges were incurred by the Executive Director.

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

Response: There were no finance charges or late fees on any of the selected statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing).

- a. For each transaction, observe that it is supported by:
  - i. An original itemized receipt that identifies precisely what was purchased,

Response: For each of the statements, all invoices were available and identified precisely what was purchased.

ii. Written documentation of the business/public purpose, and

Response: The transaction did not have documentation of the business/public purpose.

iii. Documentation of the individuals participating in meals (for meal charges only).

Response: No transactions were for meal charges.

Exception: See above responses.

Management's Response: Management will ensure that a commissioner will review the credit card statement.

### **Travel and Expense Reimbursement**

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:

Response: Management provided a listing of travel and related expense reimbursements and representation that the listing is complete.

a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

Response: There were no per diem reimbursements.

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

Response: Reimbursements were for actual costs and mileage. Actual costs were supported by an original itemized receipt and mileage was reimbursed at the IRS business mileage rate.

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

Response: Two out of five reimbursements tested listed the business/public purpose. No other documentation is required.

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

Response: All reimbursements tested were reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Exception: See above responses.

Management's Response: Management will ensure that business/public purpose is listed for each reimbursement.

## 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:

Response: Management provided representation that no new contracts products or services paid were initiated or renewed during the fiscal period.

- a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
- c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
- d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Exception: None.

Management's Response: None.

## Payroll and Personnel

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

Response: Management provided a listing of employees/elected officials and representation that the listing is complete.

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

- a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Response: All employees documented their daily attendance and leave.

- b. Observe that supervisors approved the attendance and leave of the selected employees/officials.

Response: Two of the three employees reviewed had attendance and leave documentation approved by a supervisor.

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

Response: There is no cumulative leave records for employees.

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

Response: No employees were terminated during the audit year.

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Response: Management provided representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed by required deadlines.

Exception: See above responses.

Management's Response: Management will ensure that all attendance and leave documentation of the Executive Director will be approved by a member of the Board. The Port will develop a cumulative leave document so that any leave time taken will be recorded.

## 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 that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Response: Ethics training was completed by all employees.

b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Response: There is no documentation that the employees have read the entity's ethics policy during the fiscal period.

Exception: See above responses.

Management's Response: The Port will document annually that all employees have read the ethics policy and verify by signature. These documents will be kept in the personnel files for all employees.

## Debt Service

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

Response: Management has provided representation that no bonds/notes were issued during the fiscal period.

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.

Response: Management has provided representation that no bonds/notes were outstanding during the fiscal period.

## Other

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.



Response: Management has provided representation that there were no misappropriations of public funds and assets during the fiscal period.

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

Response: We observed the notice posted in the office of the Port.

We were not engaged to and did not perform an examination or review, 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.

The purpose of this report is 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.

*Kenneth D. Felden & Co., CPAs*

Jonesboro, Louisiana  
September 25, 2020



September 25, 2020

Kenneth D. Folden & Co., CPAs  
302 Eighth Street  
Jonesboro, Louisiana

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period January 1, 2019 through December 31, 2019, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We are responsible for the C/C areas identified in the SAUPs, including written policies and procedures; board or finance committee; bank reconciliations; collections; disbursements; credit/debit/fuel/purchasing cards; travel and expense reimbursement; contracts; payroll and personnel; ethics; debt service; and other areas as applicable.

Yes  No

2. For the fiscal period January 1, 2019 through December 31, 2019, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.

Yes  No

3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes.

Yes  No

4. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.

Yes  No

5. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between December 31, 2019, and September 25, 2020.
- Yes  No
6. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.
- Yes  No
7. We represent that the listing of bank accounts provided to you is complete.
- Yes  No
8. We represent that the listing of cash/check/money order (cash) collection locations provided to you is complete.
- Yes  No
9. We represent that the listing of entity disbursements or the general ledger population of entity disbursements provided to you is complete.
- Yes  No
10. We represent that the listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards, provided to you is complete.
- Yes  No
11. We represent that the listing of all travel and related expense reimbursements, by person, during the fiscal period or the general ledger population of travel and related expense reimbursements provided to you is complete.
- Yes  No
12. We represent that the listing of all contracts in effect during the fiscal period or the general ledger population of contract payments provided to you is complete.
- Yes  No
13. We represent that the listing of employees (and elected officials, if applicable) with their related salaries provided to you is complete.
- Yes  No

14. We represent that the listing of employees (and elected officials, if applicable) that terminated during the fiscal period provided to you is complete.

Yes  No

15. We have disclosed to you other data you deemed necessary to complete SAUPs.

Yes  No

16. We have responded fully to all inquiries made by you during the engagement.

Yes  No

17. We are not aware of any events that have occurred subsequent to December 31, 2019, that would require adjustment to or modification of the results of the agreed-upon procedures.

Yes  No

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

Signature



Date

September 25, 2020

Title

Executive Director