

**Terrebonne Parish Veterans'
Memorial District**

Annual Financial Report
Year Ended December 31, 2023

Terrebonne Parish Veterans' Memorial District
 Terrebonne Parish Consolidated Government
 Annual Financial Report
 Year Ended December 31, 2023

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Houma, Louisiana

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of Terrebonne Parish Veterans' Memorial District (the District), a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

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

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; 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.

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

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

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 8 and the budgetary comparison schedule on page 27 be presented to supplement the basic financial statements. Such

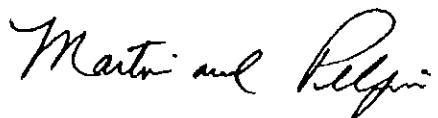
information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have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

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Terrebonne Parish Veterans' Memorial District's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to District Board President on page 28 is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to 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 District Board President 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 May 14, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the 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 District's internal control over financial reporting and compliance.



Houma, Louisiana
May 14, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Management's Discussion and Analysis
Year Ended December 31, 2023

As management of the Terrebonne Parish Veterans' Memorial District (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the year ended December 31, 2023.

FINANCIAL HIGHLIGHTS

- Terrebonne Parish Veterans' Memorial District's assets exceeded its liabilities and deferred inflows of resources by \$2,429,953 (net position) as of December 31, 2023.
- Revenues exceeded expenses by \$118,732 during the year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis serves as an introduction to the District's financial statements. The Terrebonne Parish Veterans' Memorial District's financial statements consist of the following components:

Statement of Net Position. This statement combines and consolidates the governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations, regardless if they are currently available or not.

Statement of Activities. Consistent with the full accrual basis method of accounting, this statement accounts for the entity-wide current year revenues and expenses regardless of when cash is received or paid.

Balance Sheet – Governmental Funds. This statement presents the District's assets, liabilities, and fund balances for its general fund and capital projects fund.

Statement of Revenues, Expenditures, and Change in Fund Balances – Governmental Funds. Consistent with the modified accrual basis method of accounting, this statement accounts for current year revenues when received except when they are measurable and available. Expenditures are accounted for in the period that goods and services are used in the government's activities. In addition, capital asset purchases are expensed and not recorded as an asset. The statement also exhibits the relationship of revenues and expenditures with the change in fund balance.

Notes to the Financial Statements. The accompanying notes provide additional information essential to a full understanding of the data provided in the financial statements.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Management's Discussion and Analysis
Year Ended December 31, 2023

BASIC FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities and deferred inflows of resources by \$2,429,953 at the close of the most recent year, December 31, 2023. The largest portion of the District's total assets is capital assets, net of accumulated depreciation (80%).

The District's Net Position

	<u>December 31,</u>	
	<u>2023</u>	<u>2022</u>
ASSETS		
Cash	\$ 273,098	\$ 345,915
Investments	113,969	108,400
Other assets	559,482	514,001
Capital assets		
Non-depreciable	22,600	22,600
Depreciable, net	<u>3,700,709</u>	<u>3,758,630</u>
Total assets	<u>4,669,858</u>	<u>4,749,546</u>
LIABILITIES		
Payables	21,466	39,025
Bonds payable		
Due within one year	195,000	190,000
Due in more than one year	<u>1,485,000</u>	<u>1,680,000</u>
Total liabilities	<u>1,701,466</u>	<u>1,909,025</u>
DEFERRED INFLOWS OF RESOURCES		
Ad valorem taxes revenue	527,235	517,579
State revenue sharing	<u>11,204</u>	<u>11,721</u>
Total deferred inflows of resources	<u>538,439</u>	<u>529,300</u>
NET POSITION		
Net investment in capital assets	2,043,309	1,911,230
Unrestricted	<u>386,644</u>	<u>399,991</u>
Total net position	<u>\$ 2,429,953</u>	<u>\$ 2,311,221</u>

- Bonds payable accounts for 99% of total liabilities.

Terrebonne Parish Veterans' Memorial District
 Terrebonne Parish Consolidated Government
 Management's Discussion and Analysis
 Year Ended December 31, 2023

BASIC FINANCIAL ANALYSIS (Cont.)

During the year, the District's net position increased by \$118,732. The elements of the increase are as follows:

The District's Change in Net Position

	2023	2022
REVENUES		
Program revenues		
Capital grants and contributions	\$ 70,000	\$ -
General revenues		
Taxes	518,278	500,422
Intergovernmental:		
State of Louisiana revenue sharing	11,721	12,182
Insurance proceeds	24,115	145,228
Interest income	5,599	1,800
Other	1,067	357
Total general revenues	560,780	659,989
Total revenues	630,780	659,989
EXPENSES		
General government:		
Ad valorem tax deductions	28,085	30,512
Culture and recreation:		
Other services and charges	246,941	241,574
Depreciation	127,921	117,084
Repairs and maintenance	68,890	24,541
Supplies and materials	5,798	10,447
Interest expense	34,413	42,927
Total expenses	512,048	467,085
CHANGE IN NET POSITION	118,732	192,904
NET POSITION - BEGINNING	2,311,221	2,118,317
NET POSITION - ENDING	\$ 2,429,953	\$ 2,311,221

As indicated above, net position increased by \$118,732 which indicates revenues were sufficient to cover expenses incurred during the year. The decrease in change in net position

Terrebonne Parish Veterans' Memorial District
 Terrebonne Parish Consolidated Government
 Management's Discussion and Analysis
 Year Ended December 31, 2023

BASIC FINANCIAL ANALYSIS (Cont.)

from the prior year is primarily due to the decrease in insurance proceeds and increase in repairs and maintenance.

CAPITAL ASSETS

As of December 31, 2023, the District had \$3,723,309 invested in capital assets as follows:

Land	\$ 22,600
Buildings	4,314,540
Improvements other than buildings	237,508
Artifacts	152,565
Office furniture, fixtures, and equipment	16,399
	4,743,612
Less accumulated depreciation	(1,020,303)
	\$ 3,723,309

BONDS PAYABLE

Series 2016 limited tax bonds are recorded as liabilities. The total amount of principal paid on these bonds during the year was \$190,000 resulting in an ending balance of \$1,680,000. Interest paid was \$40,734. More detailed information about the bonds is presented in the notes to the financial statements.

BUDGET

The District amended its general fund budget once during the fiscal year. The budget for revenues was \$559,214, and the budget for expenditures was \$596,658.

Revenues

The District's budget for revenues was increased as follows:

Total revenues original budget	\$ 530,929
Total revenues revised budget	559,214
	\$ 28,285

The District's general fund actual revenues were \$283 less than budgeted revenues, an unfavorable variance of 0.05%.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Management's Discussion and Analysis
Year Ended December 31, 2023

BUDGET (Cont.)

Expenditures

The District's budget for expenditures was increased as follows:

Total expenditures original budget	\$ 496,615
Total expenditures revised budget	<u>596,658</u>
	<u>\$ 100,043</u>

The District's actual expenditures were \$16,195 less than the budgeted expenditures, a 2.71% favorable variance.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with such an interest. Call the District's office at (985) 873-6459, attention Kandace Mauldin, Chief Financial Officer, Terrebonne Parish Consolidated Government, if you should have any further questions concerning any of the information provided in this report or have a request for additional financial information.

FINANCIAL STATEMENTS

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Statement of Net Position
December 31, 2023

	Governmental Activities
ASSETS	
Current assets	
Cash	\$ 273,098
Investments	113,969
Due from other governmental units	373,416
Taxes receivable	144,199
Other assets	<u>41,867</u>
Total current assets	<u>946,549</u>
Capital assets	
Non-depreciable	22,600
Depreciable, net	<u>3,700,709</u>
Total capital assets	<u>3,723,309</u>
TOTAL ASSETS	<u><u>4,669,858</u></u>
LIABILITIES	
Current liabilities	
Accounts payable	8,555
Interest payable	<u>12,911</u>
	21,466
Bonds payable	
Due within one year	195,000
Due after one year	<u>1,485,000</u>
TOTAL LIABILITIES	<u><u>1,701,466</u></u>
DEFERRED INFLOWS OF RESOURCES	
Ad valorem taxes revenue	527,235
State revenue sharing	<u>11,204</u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u><u>538,439</u></u>
NET POSITION	
Net investment in capital assets	2,043,309
Unrestricted	<u>386,644</u>
TOTAL NET POSITION	<u><u>\$ 2,429,953</u></u>

See accompanying notes.

Terrebonne Parish Veterans' Memorial District
 Terrebonne Parish Consolidated Government
 Statement of Activities
 Year Ended December 31, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Increase (Decrease) in Net Position
		Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	
GOVERNMENTAL ACTIVITIES					
General government	\$ 28,085	\$ -	\$ -	\$ -	\$ (28,085)
Culture and recreation	483,963	-	-	70,000	(413,963)
Total governmental activities	\$ 512,048	\$ -	\$ -	\$ 70,000	(442,048)
General Revenues:					
Taxes				\$ 518,278	
Insurance proceeds				24,115	
Intergovernmental				11,721	
Other				1,067	
Interest income				5,599	
Total General Revenues					560,780
Increase in Net Position					118,732
NET POSITION - BEGINNING OF YEAR					2,311,221
NET POSITION - END OF YEAR					\$ 2,429,953

See accompanying notes.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Balance Sheet – Governmental Funds
December 31, 2023

	General Fund	Capital Projects Fund	Total Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash	\$ 225,957	\$ 47,141	\$ 273,098
Investments	76,271	37,698	113,969
Due from other governmental units	373,416	-	373,416
Taxes receivable	144,199	-	144,199
Other assets	41,867	-	41,867
	<u> </u>	<u> </u>	<u> </u>
TOTAL ASSETS	<u>\$ 861,710</u>	<u>\$ 84,839</u>	<u>\$ 946,549</u>
LIABILITIES			
Accounts payable	\$ 8,489	\$ 66	\$ 8,555
	<u> </u>	<u> </u>	<u> </u>
DEFERRED INFLOWS OF RESOURCES			
Ad valorem taxes revenue	527,235	-	527,235
State revenue sharing	11,204	-	11,204
	<u> </u>	<u> </u>	<u> </u>
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>538,439</u>	<u>-</u>	<u>538,439</u>
FUND BALANCE			
Nonspendable	41,867	-	41,867
Restricted	-	84,773	84,773
Unassigned	272,915	-	272,915
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUND BALANCE	<u>314,782</u>	<u>84,773</u>	<u>399,555</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE	<u>\$ 861,710</u>	<u>\$ 84,839</u>	<u>\$ 946,549</u>

See accompanying notes.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Statement of Revenues, Expenditures, and
Change in Fund Balances – Governmental Funds
Year Ended December 31, 2023

	General Fund	Capital Projects Fund	Total Governmental Funds
REVENUES			
Taxes	\$ 518,278	\$ -	\$ 518,278
Intergovernmental			
State of Louisiana revenue sharing	11,721	-	11,721
Insurance proceeds	24,115	-	24,115
Other	4,817	1,849	6,666
TOTAL REVENUES	558,931	1,849	560,780
EXPENDITURES			
Current:			
General government			
Ad valorem tax deductions	28,085	-	28,085
Culture and recreation			
Other services and charges	246,941	-	246,941
Repairs and maintenance	68,890	-	68,890
Supplies and materials	5,798	-	5,798
Total culture and recreation	321,629	-	321,629
Debt service			
Principal	-	190,000	190,000
Interest	-	40,734	40,734
TOTAL EXPENDITURES	349,714	230,734	580,448
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	209,217	(228,885)	(19,668)
OTHER FINANCING SOURCES (USES)			
Transfers in	-	230,749	230,749
Transfers out	(230,749)	-	(230,749)
TOTAL OTHER FINANCING SOURCES (USES)	(230,749)	230,749	-
NET CHANGE IN FUND BALANCES	(21,532)	1,864	(19,668)
FUND BALANCE - Beginning of year	336,314	82,909	419,223
FUND BALANCE - End of year	\$ 314,782	\$ 84,773	\$ 399,555

See accompanying notes.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Position
December 31, 2023

Total fund balance - governmental funds \$ 399,555

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

Capital assets of \$4,743,612 net of accumulated depreciation of \$1,020,303 are not financial resources and, therefore, are not reported in the funds. 3,723,309

Outstanding limited tax bonds of \$1,680,000 and associated payable of \$12,911 are not due and payable in the current period and, therefore, are not reported in the funds. (1,692,911)

Total net position of governmental activities \$ 2,429,953

See accompanying notes.

Terrebonne Parish Veterans' Memorial District
 Terrebonne Parish Consolidated Government
 Reconciliation of the Statement of Revenues, Expenditures, and
 Change in Fund Balances of Governmental Funds to the
 Statement of Activities
 Year Ended December 31, 2023

Change in fund balances - governmental funds	\$ (19,668)
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>	
<p>Governmental funds report capital outlays as expenditures, whereas in the statement of activities, these costs are depreciated over their estimated useful lives.</p>	
Depreciation expense	(127,921)
Donated capital assets are not recognized in the fund financial statements.	70,000
<p>The issuance of long-term debt provides current financial resources to governmental funds. This transaction has no effect on net position.</p>	
Principal payments of bonds	190,000
Change in interest payable	<u>6,321</u>
Change in net position of governmental activities	<u>\$ 118,732</u>

See accompanying notes.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Terrebonne Parish Veterans' Memorial District (the District), which operates, maintains and supplies a regional military museum and Veterans' Memorial Park in Houma, Louisiana, complies with accounting principles generally accepted in the United States of America (GAAP). GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. The more significant of the District's accounting policies are described below.

A. REPORTING ENTITY

The District is a component unit of Terrebonne Parish Consolidated Government (the Parish) and as such, these financial statements will be included in the comprehensive annual financial report (CAFR) of the Parish for the year ended December 31, 2023. GASB Statement No. 14, *The Financial Reporting Entity*, and GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units – an amendment of GASB Statement No. 14*, established the criterion for determining which component units should be considered part of the District for financial reporting purposes. The basic criteria are as follows:

- 1) Legal status of the potential component unit including the right to incur its own debt, levy its own taxes and charges, expropriate property in its own name, sue and be sued, and the right to buy, sell, and lease property in its own name.
- 2) Whether the District appoints a majority of the board members of the potential component unit.
- 3) Fiscal interdependency between the District and the potential component unit.
- 4) Imposition of will by the District on the component unit.
- 5) Financial benefit/burden relationship between the District and the potential component unit.

The District has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

B. BASIS OF PRESENTATION

The District's basic financial statements consist of the government-wide statements on all activities of the District and the governmental fund financial statements.

Government-Wide Financial Statements:

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the District. The government-wide presentation focuses primarily on the sustainability of the District as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Fund Financial Statements:

The daily accounts and operations of the District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Government resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The following are the governmental funds of the District:

General Fund – The General Fund is the general operating fund of the District. It is used to account for all financial resources except those that are required to be accounted for in another fund. The General Fund is always a major fund.

Capital Projects Fund – The Capital Projects Fund is used to account for financial resources to be used for the acquisition, construction, and renovation of major capital facilities and is reported as a major fund.

C. **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Government-Wide Financial Statements:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Fund Financial Statements:

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Governmental funds are maintained on the modified accrual basis of accounting.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meet the government's availability criteria (susceptible to accrual). Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Ad valorem taxes and the related state revenue sharing (intergovernmental revenue) are recognized as revenue in the period for which levied, thus the 2023 property taxes which are being levied to finance the 2024 budget will be recognized as revenue in 2024. The 2023 tax levy is recorded as unearned revenue (deferred inflows of resources) in the District's 2023 financial statements. Charges for services are recorded when earned since they are measurable and available. Miscellaneous revenues are recorded as revenues when received in cash by the District because they are generally not measurable until actually received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recognized when due. Allocations of cost such as depreciation are not recognized in the governmental funds.

D. USE OF ESTIMATES

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

E. OPERATING BUDGETARY DATA

As required by Louisiana Revised Statute 39:1303, the Board of Commissioners adopted a budget for the District's General Fund and Capital Project Fund. Prior to adoption of the budget, approval of the Terrebonne Parish Council must be first obtained (R.S. 33:9357).

Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the District's Board with prior approval by the Terrebonne Parish Council. All budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

The General Fund budget is adopted on a basis materially consistent with accounting principles generally accepted in the United States of America.

The District's General Fund budget was amended once during the fiscal year.

The General Fund budget presentation is included in the required supplemental information.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

F. ACCOUNTS RECEIVABLE

The financial statements for the District contain no allowance for uncollectible accounts. Uncollectible amounts due for ad valorem taxes and other receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operations of the funds.

G. CAPITAL ASSETS

The accounting treatment over capital assets depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets purchased, or acquired, with an original cost of \$1,000 or more are valued at historical cost, or estimated historical cost if actual is unavailable. Donated assets are valued at acquisition value on the date donated.

Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

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

Buildings	20 - 40 years
Improvements other than buildings	5 - 50 years
Office furniture, fixtures, and equipment	5 years
Artifacts	5 years

Fund Financial Statements:

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

H. LONG-TERM DEBT

The accounting treatment of long-term debt depends on whether the debt is reported in the government-wide or fund financial statements.

Government-Wide Financial Statements:

All long debt to be repaid from governmental resources are reported as liabilities in the government-wide statements. The long-term debt consists of limited tax bonds.

Fund Financial Statements:

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payments of principal and interest reported as expenditures.

I. VACATION AND SICK LEAVE

The District has no employees. As such, there is no accumulated unpaid vacation and sick leave as of December 31, 2023.

J. FUND EQUITY

Government-Wide Statements:

Equity is classified as net position and displayed in three components:

Net investment in capital assets – 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 those assets, if any.

Restricted – Consists of components of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted – All other components of net position that do not meet the definition of "restricted" or "net investment in capital assets."

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

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

- 1) Nonspendable – amounts that cannot be spent either because they are in non-spendable form or because they are legally contractually required to maintain intact.
- 2) Restricted – amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- 3) Unassigned- is the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications.

NOTE 2 – DEPOSITS AND INVESTMENTS

Bank Deposits:

Under state law, the District may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of another state in the Union, or the laws of the United States Treasury.

State law requires that deposits (cash and certificates of deposits) of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of the securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision.

The year-end balance of deposits is as follows:

	<u>Bank Balances</u>	<u>Reported Amounts</u>
Cash	\$ 273,098	\$ 273,098

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a written policy for custodial credit risk. As of December 31, 2023, none of the District's bank balance of \$1,452 was exposed to credit risk as these amounts were covered by FDIC insurance.

The District also has monies held in a cash and investment pool maintained by the Parish and available for use by all funds. The District's cash portion of this pool, \$271,646 at December 31, 2023, is included on the Statement of the Net Position and Governmental Fund Balance Sheet as "Cash". These funds are held and invested by the Parish who has proper pledging to cover deposits for the District.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 2 – DEPOSITS AND INVESTMENTS (Cont.)

As of December 31, 2023, such cash deposits were adequately collateralized in accordance with state law by securities held by unaffiliated banks for the account of the District and the Parish, respectively. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the deposits are considered subject to custodial credit risk under the provisions of GASB Statement No. 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

Investments:

State statutes authorize the District to invest in the U.S. Treasury, agencies and instrumentalities; commercial paper rated AAA 1, 2, or 3; repurchase agreements and the Louisiana Asset Management Pool.

As a means of limiting its exposure to fair value losses arising from interest rates, the District's investment policy limits investments to securities maturing less than six months from the date of purchase unless the investment is matched to a specific cash flow.

Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District's investment policy requires the application of the prudent-person rule. The policy states, *investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.* Primary emphasis shall be placed upon the safety of such funds in an effort to minimize risk while earning maximum returns. The District's investment policy limits investments to those discussed earlier in this note.

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Investments in external investment pools are not exposed to custodial credit risk because of their natural diversification and the diversification required by Securities and Exchange Commission.

LAMP, is administered by LAMP, Inc., a non-profit corporation organized under the laws of State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA – R.S. 33:2955.

Terrebonne Parish Veterans' Memorial District
 Terrebonne Parish Consolidated Government
 Notes to the Financial Statements
 Year Ended December 31, 2023

NOTE 2 – DEPOSITS AND INVESTMENTS (Cont.)

GASB Statement No. 40 Deposit and Investment Risk Disclosure, requires disclosure of credit risk, custodial credit risk, concentration of credit risk interest rate risk, and foreign currency risk for all public entity investments.

LAMP is an investment pool that, to the extent practical, invests in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consist of no securities with a maturity in excess of 397 days or 762 days for US Government floating/variable rate investments. The WAM for LAMP's total investments is 70 days as of December 31, 2023.
- Foreign currency risk: Not applicable.

The investment in LAMP is stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares. Investment in LAMP as of December 31, 2023 amounted to \$113,969 and is classified on the Statement of Net Position as "Investments".

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

A reconciliation of deposits and investments as shown on the statement of net position follows:

Reported amount of deposits	\$	273,098
Reported amount of investments		113,969
	\$	387,067
Cash and cash equivalents	\$	273,098
Investments		113,969
	\$	387,067

Terrebonne Parish Veterans' Memorial District
 Terrebonne Parish Consolidated Government
 Notes to the Financial Statements
 Year Ended December 31, 2023

NOTE 3 – PROPERTY TAXES

Property taxes are levied each November 1 on the assessed value listed as of the prior January 1 for all real property, merchandise and movable property located in the Parish. Assessed values are established by the Terrebonne Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A statewide reevaluation of all property is required to be completed no less than every four years. The last statewide reevaluation was completed for the list on January 1, 2020. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the last Wednesday in June. Properties for which the taxes have not been paid are sold for the amount of the taxes. The tax rate for the year ended December 31, 2023 was \$0.50 per \$1,000 of assessed valuation on property within the District. As indicated in Note 1c, taxes levied November 1, 2023 are for budgeted expenditures in 2024 and will be recognized as revenues in 2024.

NOTE 4 – DUE FROM OTHER GOVERNMENTAL UNITS

Amounts due from other governmental units as of December 31, 2023 consisted of the following:

Terrebonne Parish Sheriff's Office (Tax Collector) - December 2023	
collections remitted to the District in January 2024:	
Ad valorem taxes	\$ 361,889
State revenue sharing	3,735
State of Louisiana -	
State revenue sharing	7,792
	\$ 373,416

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 5 – CHANGES IN CAPITAL ASSETS

A summary of capital asset activity for the year ended December 31, 2023 is as follows:

	January 1, 2023	Additions	Deletions	December 31, 2023
Capital assets being not depreciated:				
Land	\$ 22,600	\$ -	\$ -	\$ 22,600
Capital assets being depreciated:				
Buildings	4,314,540	-	-	4,314,540
Improvements other than buildings	237,508	-	-	237,508
Artifacts	82,565	70,000	-	152,565
Office furniture, fixtures, and equipment	16,399	-	-	16,399
Total capital assets being depreciated	4,651,012	70,000	-	4,721,012
Less accumulated depreciation for:				
Buildings	(754,608)	(107,865)	-	(862,473)
Improvements other than buildings	(57,580)	(6,620)	-	(64,200)
Artifacts	(70,855)	(11,950)	-	(82,805)
Office furniture, fixtures, and equipment	(9,339)	(1,486)	-	(10,825)
Total accumulated depreciation	(892,382)	(127,921)	-	(1,020,303)
Total capital assets being depreciated, net	3,758,630	(57,921)	-	3,700,709
Total capital assets, net	\$ 3,781,230	\$ (57,921)	\$ -	\$ 3,723,309

An artifact with an estimated acquisition value of \$70,000 was donated to the District during the year.

Depreciation expense of \$127,921 was recorded as a culture and recreation expense for the year ended December 31, 2023.

NOTE 6 – LONG-TERM DEBT

As of December 31, 2023, the District had outstanding limited tax bonds, Series 2016, totaling \$1,680,000 bearing interest at a rate of 2.26% per year. These bonds are repayable through March 1, 2031 from ad valorem tax revenues.

The following is a summary of changes in long-term debt for the year ended December 31, 2023:

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 6 – LONG-TERM DEBT (Cont.)

Bonds payable as of January 1, 2023	\$ 1,870,000
Principal payment of bonds payable	<u>(190,000)</u>
Bonds payable as of December 31, 2023	<u><u>\$ 1,680,000</u></u>

The annual requirements to amortize long-term debt outstanding as of December 31, 2023 are as follows:

Year	Principal	Interest	Total
2024	\$ 195,000	\$ 36,624	\$ 231,624
2025	200,000	32,306	232,306
2026	205,000	27,786	232,786
2027	205,000	23,123	228,123
2028	210,000	18,324	228,324
2029-2031	665,000	24,283	689,283
	<u>\$ 1,680,000</u>	<u>\$ 162,446</u>	<u>\$ 1,842,446</u>

NOTE 7 – HURRICANE IDA

On August 29, 2021, Hurricane Ida made landfall near Port Fourchon, Louisiana as a category 4 storm, with winds in excess of 150 miles per hour. The natural disaster caused significant wind-related and water-related damage to homes and businesses throughout Terrebonne Parish, to which property owned by the District was no exception. The District filed an insurance claim in connection with the damages suffered and received a portion of the related proceeds in 2021 and 2022. During the year ended December 31, 2023, the District received the remaining \$24,115 in insurance proceeds.

NOTE 8 – COMPENSATION OF BOARD MEMBERS

No compensation was paid to board members for the year ended December 31, 2023.

NOTE 9 – COOPERATIVE ENDEAVOR AGREEMENT

The District has entered into a cooperative endeavor agreement with the Regional Military Museum Foundation, a Louisiana non-profit corporation, to operate the District's museum and memorial park. Amounts paid to the Foundation under this agreement during the year ended December 31, 2023 totaled \$171,126.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Notes to the Financial Statements
Year Ended December 31, 2023

NOTE 10 – RECENT ACCOUNTING PRONOUNCEMENTS

The following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the District's financial report:

GASB Statement 100, *Accounting Changes and Error Corrections - An Amendment of GASB Statement No. 62*. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The standard is effective for annual reporting periods beginning after June 15, 2023. The effect of implementation on the District's financial statements has not yet been determined.

NOTE 11 – SUBSEQUENT EVENTS

Subsequent events were evaluated through May 14, 2024, which is the date the financial statements were available to be issued. It was determined that no events occurred which require disclosure.

REQUIRED SUPPLEMENTARY INFORMATION

Terrebonne Parish Veteran's Memorial District
 Terrebonne Parish Consolidated Government
 Budgetary Comparison Schedule – General Fund
 Year Ended December 31, 2023

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>Favorable/ (Unfavorable)</u>
REVENUES				
Taxes	\$ 517,579	\$ 518,268	\$ 518,278	\$ 10
Intergovernmental:				
State of Louisiana - revenue sharing	12,500	11,721	11,721	-
Insurance proceeds	-	24,115	24,115	-
Other	850	5,110	4,817	(293)
TOTAL REVENUES	<u>530,929</u>	<u>559,214</u>	<u>558,931</u>	<u>(283)</u>
EXPENDITURES				
Current				
General government:				
Ad valorem tax deductions	16,500	17,305	28,085	(10,780)
Culture and recreation:				
Other services and charges	223,531	247,811	246,941	870
Repairs and maintenance	18,000	94,587	68,890	25,697
Supplies and materials	7,850	6,221	5,798	423
Other financing uses:	230,734	230,734	230,749	(15)
TOTAL EXPENDITURES	<u>496,615</u>	<u>596,658</u>	<u>580,463</u>	<u>16,195</u>
EXCESS OF REVENUES OVER EXPENDITURES	34,314	(37,444)	(21,532)	15,912
FUND BALANCES				
Beginning of year	<u>336,921</u>	<u>336,921</u>	<u>336,314</u>	<u>(607)</u>
End of year	<u>\$ 371,235</u>	<u>\$ 299,477</u>	<u>\$ 314,782</u>	<u>\$ 15,305</u>

See Independent Auditor's Report.

OTHER INFORMATION

Terrebonne Parish Veterans' Memorial District
 Terrebonne Parish Consolidated Government
 Schedule of Compensation, Benefits, and Other Payments
 to District Board President
 Year Ended December 31, 2023

Agency Head: Ms. Kayla Duthu, President

Purpose	Amount
Salary	\$ -
Benefits - Retirement	-
Reimbursements	-
Travel	-
Special meals	-
	\$ -

This schedule is used to satisfy the reporting requirements of R.S. 24:513(A)(3).

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

**Martin
and
Pellegrin**

103 Ramey Road
Houma, Louisiana 70360

*Certified public Accountants
(A Professional Corporation)*

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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**

To the Board of Commissioners
Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Houma, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Terrebonne Parish Veterans' Memorial District (the District), a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated May 14, 2024.

Report on Internal Control Over Financial Reporting

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

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

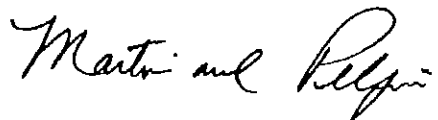
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

Report on Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the 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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Houma, Louisiana
May 14, 2024

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Schedule of Findings and Responses
Year Ended December 31, 2023

Section I – Summary of Auditor's Results

1. The auditor's report expresses an unmodified opinion on the financial statements of the Terrebonne Parish Veterans' Memorial District.
2. No deficiencies in internal control over financial reporting were noted during the audit of the financial statements.
3. No instances of noncompliance or other matters required to be reported in accordance with *Government Auditing Standards*, were noted during the audit.
4. No instances of noncompliance under the provisions of the Louisiana Governmental Audit Guide were disclosed during the audit of the financial statements.
5. A management letter was not issued.
6. The District did not receive or expend federal funds during the year.

Section II – Financial Statement Findings

No findings related to the Terrebonne Parish Veterans' Memorial District, which would be required to be reported in accordance with *Government Auditing Standards*, were noted during the audit.

Section III –Federal Awards

No federal awards were received during the year.

Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Summary Schedule of Prior Audit Findings
Year Ended December 31, 2023

Note: All prior findings relate to the December 31, 2022 audit engagement.

Section I – Internal Control and Compliance Material to the Financial Statements

No findings related to the Terrebonne Parish Veterans' Memorial District's internal control, which would be required to be reported in accordance with *Government Auditing Standards*, were noted during the audit. No compliance findings material to the basic financial statements were noted during the audit.

Section II – Internal Control and Compliance Material to Federal Awards

The Terrebonne Parish Veterans' Memorial District did not receive federal awards during the year ended December 31, 2022.

Section III – Management Letter

A management letter was not issued.

STATEWIDE AGREED-UPON PROCEDURES

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and
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Houma, Louisiana 70360

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

To the Board of Commissioners
Terrebonne Parish Veterans' Memorial District
Terrebonne Parish Consolidated Government
Houma, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023 through December 31, 2023. The Terrebonne Parish Veterans' Memorial District and its management are responsible for those C/C areas identified in the SAUPs.

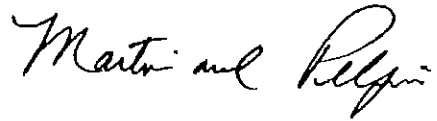
The Terrebonne Parish Veterans' Memorial District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through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

The procedures and associated findings are described on pages 35-49.

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

We are required to be independent of Terrebonne Parish Veterans' Memorial District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

A handwritten signature in cursive script, appearing to read "Martin and Pelgrin".

Houma, Louisiana
May 14, 2024

**Terrebonne Parish Veterans' Memorial District
Houma, Louisiana**

Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2023

The required procedures and our findings are as follows:

Procedures performed on the District's written policies and procedures:

Written Policies and Procedures

1. Obtain and inspect the District's written policies and procedures and observe that they address each of the following categories and subcategories, as applicable:

a. Budgeting, including preparing, adopting, monitoring, and amending the budget

Performance: Obtained and read the written policy for budgeting and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Obtained and read the written policy for purchasing and found it to contain all requirements above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

c. Disbursements, including processing, reviewing, and approving

Performance: Obtained and read the written policy for disbursements and found it to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

d. Receipts/Collections, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions

Performance: Obtained and read the written policy for receipts and found it to contain the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Terrebonne Parish Veterans' Memorial District
Houma, Louisiana**

Schedule of Procedures and Associated Findings of the
Statewide Agreed-Upon Procedures
Year Ended December 31, 2023

- e. Payroll/Personnel, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

Performance: Obtained and read the written policy for payroll and personnel, noting that the District does not have any employees.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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

Performance: Obtained and read the written policy related to contracting and found it contained the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- g. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

Performance: Obtained and read the travel and expense reimbursement policy and found it contained all requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- h. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage

Performance: Obtained management's representation that the District does not own or utilize any such cards.

Exceptions: Not applicable.

Management's response: Not applicable.

- 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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Performance: Obtained and read the written policy related to ethics and found it to contain the requirements listed above, except as noted below.

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Exceptions: The policy does not address actions to be taken if an ethics violation takes place, nor does it address a system for monitoring possible violations.

Management's response: Management will consider adding these provisions to the policy.

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

Performance: Obtained and read the debt service policy and found it contained all the requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable

- k. Information Technology Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Performance: Determined whether the District has a written disaster recovery/business continuity policy.

Exceptions: The District does not have a written policy that addresses disaster recovery / business continuity; however, the District follows Terrebonne Parish Consolidated Governments' disaster recovery policy which addresses the elements prescribed by the SAUPs.

Management's response: Management will consider adding this policy to its list of written policies.

- j. Sexual Harassment, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Performance: Determined whether the District has a written sexual harassment policy.

Exceptions: The District does not have a written sexual harassment policy.

Management's response: Management will consider adding this policy to its policies.

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Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Performance: Obtained the minutes of the meetings, taking note of the frequency of meetings.

Exceptions: The District only met 11 out of 12 months during the 2023 fiscal year.

Management's response: This was an isolated incident due to lack of quorum.

- b) Observe that the minutes referenced or included budget-to-actual comparisons for the general fund.

Performance: Determined whether the minutes referenced or included monthly budget-to-actual comparisons.

Exceptions: No exceptions were noted.

Management's response: Not applicable.

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

Performance: Determined that the District did not have a negative unassigned fund balance in its general fund.

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

Performance: Determined that there were no audit findings requiring resolution to be communicated to the board.

Bank Reconciliations

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify

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the entity's main operating account. Select the entity's main operating account and randomly select four additional accounts (or all accounts if less than five). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date;

Performance: Determined that randomly selected bank statements were reconciled within two months of the related statement closing date.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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 within one month of the date the reconciliation was prepared;

Performance: Inspected documentation for timely management approvals of each randomly selected bank reconciliation.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- 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.

Performance: Determined that there were no items outstanding for more than 12 months on the bank reconciliations selected for testing.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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 five deposit sites (or all deposit sites if less than five).

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Performance: Observed the listing of deposit sites from management and received management's representation in a separate letter.
Exceptions: There were no exceptions noted.
Management's response: Not applicable.

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, obtain and inspect written policies and procedures relating to employee job duties at each collection location, and observe that job duties are properly segregated at each collection location such that:

Performance: Reviewed written policies and determined that a proper segregation of duties exists.
Exceptions: There were no exceptions noted.
Management's response: Not applicable.

- a) Employees that are responsible for cash collections do not share cash drawers/registers.
- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- d) The employee responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Performance: In relation to procedures 5a through 5d, inspected policy manuals and inquired of client, noting that the District does not collect cash payments. All of its revenues are received through electronic fund transfers.
Exceptions: Not applicable.
Management's response: Not applicable.

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

Performance: Inspected policy manuals and inquired of client to determine if

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employees with access to cash are covered by a bond or insurance policy.
Exceptions: There were no exceptions noted.
Management's response: Not applicable.

7. Randomly select two deposit dates for each of the bank accounts selected for procedure #3 under "Bank Reconciliations" above. Obtain supporting documentation for each of the 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.
 - e) Trace the actual deposit per the bank statement to the general ledger.

Performance: In relation to procedures 7a through 7e, noted that the District does not collect cash payments. All of its revenues are received through electronic fund transfers from Terrebonne Parish Consolidated Government, who collects, receives, deposits, posts and reconciles cash in a fund on behalf of the District. Transfers are made as needed to the District's general operating account.
Exceptions: Not applicable.
Management's response: Not applicable.

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

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

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- b) At least two employees are involved in processing and approving payments to vendors.
- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
- e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Performance: In relation to procedures 8 through 9e, inspected policy manuals and inquired of client, noting that the District does not have any employees; rather, the District pays Terrebonne Parish Consolidated Government (primary government) a monthly fee to provide accounting for its operations, including disbursements. The board of the District serves as an oversight role.

Exceptions: Not applicable.

Management's response: Not applicable.

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 five disbursements for each location, obtain supporting documentation for each transaction and:

- a) Observe that the disbursement matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.
- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Performance: Performed the procedures as prescribed in items #10a and #10b.

Exceptions: No exceptions were noted.

Management's response: Not applicable.

11. Using the entity's main operating accounts and the month selected in Bank Reconciliations procedure #3, randomly select 5 non-payroll-related electronic

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disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

Performance: No electronic disbursements were identified; therefore, this procedure is not applicable.

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

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
13. Using the listing prepared by management, randomly select five cards (or all cards if less than five) 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 was reviewed and approved, in writing, by someone other than the authorized card holder.
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions. For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals.

Performance: Determined that the procedures under numbers 12-14 could be excluded as the District does not utilize any credit cards, debit cards, fuel cards or P-cards.

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

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select five reimbursements, obtain

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the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- 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 #1g).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Performance: Determined that procedure #15 could be excluded as the District did not have any reimbursed travel expenses during the fiscal year.

Contracts

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select five contracts (or all contracts if less than five) from the listing, excluding the practitioner's contract, and:

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law, if required by law.
- b) Observe whether the contract was approved by the governing body/board, if required by policy or law.
- c) If the contract was amended, observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms.
- d) Randomly select one payment from the fiscal period for each of the five 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.

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Performance: Determined that there were no agreements/contracts initiated or renewed during the fiscal period; therefore, these procedures were not applicable.

Payroll and Personnel

17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select five employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
18. Randomly select one pay period during the fiscal period. For the five employees or officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees or officials documented their daily attendance and leave.
 - b) Observe that supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
20. Obtain management's representation that employer and employee portions of third-party payroll-related amounts have been paid, and any associated forms have been filed, by required deadlines.

Performance: Determined that the procedures #17 through 20 could be excluded as the District does not have any employees, and board members do not receive compensation.

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Ethics

21. Using the employees/officials from procedure #17 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.

Performance: Requested documentation to perform the procedures above.

Exceptions: 2 out of 5 of the District's board members tested did not complete the annual required ethics courses during the fiscal year.

Management's response: This was an oversight and will be corrected in 2024.

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

Performance: Determined that there were no changes to the ethics policy during the fiscal period.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Performance: Inquired as to whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Exceptions: No ethics designee has been appointed.

Management's response: The District will appoint an ethics designee.

Debt Service

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

24. 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.

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Performance: Performed procedures #23 and #24 above for the District's only outstanding debt obligation.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Fraud Notice

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Performance: Inquired of management of any misappropriations of public funds or assets and determined that none were noted.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Observed the required notice on the premises. As the District does not have its own website, such notice was found posted on Terrebonne Parish Consolidated Government's website, of which the Veteran's District is a component unit.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Information Technology Disaster Recovery/Business Continuity

27. Perform the following procedures:

a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (1) occurred within the past week, (2) was not stored on the government's local server or network, and (3) was encrypted.

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

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

Performance: We performed the procedures and discussed the results with management.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Performance: As there are no terminated employees, this procedure is not applicable.

29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

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

Performance: The District pays the Terrebonne Parish Consolidated Government (primary government) a monthly fee to provide accounting services for the District. As such, the board members (the District has no employees) do not have access to technology assets. However, the Parish Government employee providing the accounting services has completed the required cybersecurity training.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Sexual Harassment

30. Using the five randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

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Performance: Obtained documentation evidencing completion of required sexual harassment training.

Exceptions: No officials from the District completed the required sexual harassment training during the 2023 fiscal year.

Management's response: This was an oversight and will be corrected in 2024.

31.Observe that the entity has posted its sexual harassment policy and complaint procedure on its website.

Performance: Determined that the District does not have a sexual harassment policy.

Exceptions: The District does not have a sexual harassment policy.

Management's response: The District will adopt a sexual harassment policy.

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

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

Performance: Requested and reviewed the District's annual sexual harassment report.

Exceptions: The District did not prepare a sexual harassment report for the fiscal year.

Management's response: This was an oversight and will be corrected in 2024.