

***TERREBONNE PARISH RECREATION  
DISTRICT NO. 7***

***ANNUAL FINANCIAL REPORT***

***FOR THE YEAR ENDED  
DECEMBER 31, 2022***

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**  
**ANNUAL FINANCIAL REPORT**  
*As of and for the Year Ended December 31, 2022*

**TABLE OF CONTENTS**

	<u>Page</u>
<b>MANAGEMENT'S DISCUSSION AND ANALYSIS</b>	1
<b>FINANCIAL SECTION</b>	
Independent Auditor's Report	7
<b>Basic Financial Statements:</b>	
Statement of Net Position	10
Statement of Activities	11
Balance Sheet – Governmental Fund –General Fund	12
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Fund – General Fund	13
Notes to the Financial Statements	14
<b>REQUIRED SUPPLEMENTAL INFORMATION</b>	
Budget Comparison Schedule – General Fund	25
<b>OTHER INFORMATION</b>	
Schedule of Compensation, Benefits and Other Payments to Agency Head	26
<b>REPORTS REQUIRED ACCORDING TO GOVERNMENT AUDITING STANDARDS</b>	
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 <i>Government Auditing Standards</i>	27

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
*For the Year Ended December 31, 2022*

This discussion and analysis of the Terrebonne Parish Recreation District No. 7 (the District)'s financial performance provides a narrative overview of the financial activities as of and for the fiscal year ended December 31, 2022. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**FINANCIAL HIGHLIGHTS**

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

- The net position increased because of this year's operations. At the end of the year assets exceeded liabilities by \$3,055,184 (net position).
- During the year, expenses for recreational programs and facility upkeep were \$592,515. Revenues generated from these programs were \$6,538. General revenues consisted of property taxes and insurance proceeds from damages from Hurricane Ida were \$967,804.
- The governmental funds ended the year with a total fund balance of \$1,153,064 – of that \$600,000 for capital reserve was committed by the Board for in the next year's budget and all of the remaining is considered unassigned.

**USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Government-Wide Financial Statements) provide information about the governmental activities as a whole and present a longer-term view of the finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds (Fund Financial Statements) tell how services were financed in the short term as well as what remains for future spending. Fund financial statements also report the operations in more detail than the government-wide statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the basic financial statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Other Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Annual Report.

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
*For the Year Ended December 31, 2022*

***Government-Wide Financial Statements***

The government-wide financial statements are designed to provide readers with a broad overview of the finances, in a manner like a private-sector business.

The statement of net position presents information on all the assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as an indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues, governmental activities, from other functions that are intended to recover all or a significant portion of their costs through user fees and charges, business-type activities.

***Fund Financial Statements***

The fund financial statements provide detailed information about the most significant funds—not as a whole. Some funds are required to be established by State laws.

The District utilizes the governmental type of fund with the following accounting approach. Most of the basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliation at the bottom of the fund financial statements.



**TERREBONNE PARISH RECREATION DISTRICT NO. 7**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
*For the Year Ended December 31, 2022*

**GOVERNMENT-WIDE FINANCIAL ANALYSIS (GWFS)**

The net position of all recreational activities decreased by over 14% because of this year's operations. A large portion of the net position (62%) is invested in capital assets, and consequently, these assets are not available for future spending. Unrestricted net assets—the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements—increased during this year by over 20%. The balance in net assets represents the accumulated results of all past years' operations.

Our analysis below focuses on the net position and changes in net position of the governmental-type activities.

<b>Condensed Statement of Net Position</b>	2021	2022	Dollar change
Current and Other Assets	\$1,610,495	\$1,789,582	\$ 179,087
Capital Assets	1,722,823	1,902,120	179,297
<b>Total Assets</b>	<b>3,333,318</b>	<b>3,691,702</b>	<b>358,384</b>
<b>Liabilities</b>	<b>143,692</b>	<b>112,890</b>	<b>(30,802)</b>
<b>Deferred Inflows</b>	<b>516,269</b>	<b>523,628</b>	<b>7,359</b>
Net Invested in Capital Assets	1,722,823	1,902,120	179,297
Unrestricted	950,534	1,153,064	202,530
<b>Total Net Position</b>	<b>\$2,673,357</b>	<b>\$3,055,184</b>	<b>\$ 381,827</b>

Current assets increased mainly due to the increase in cash and investments in LAMP due to operations including over \$470,000 of insurance proceeds received. Capital assets increased for improvements that were in progress and reflected as construction in progress and equipment purchases (playground equipment). Current liabilities (accounts payable) decreased from the prior year. Deferred inflows remained relatively the same as the property taxes levied for next year.

Program expenses for programs and facility maintenance increased from the prior year by 3.3%. Net program income (deficit) increased also due to expenses incurred for repairs and maintenance and supplies needed after Hurricane Ida. General revenues – mainly property tax revenue and compensation received for property damages increased by almost \$400,000.

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
*For the Year Ended December 31, 2022*

**Condensed Statement of Activities**

	2021	2022	Dollar Change
Total program expenses	\$ (573,363)	\$ (592,515)	\$ 19,152
Total program revenues	12,764	6,538	(6,226)
<b>Net program income</b>	(560,599)	(585,977)	25,378
General revenues	575,333	967,804	392,471
<b>Change in Net Position</b>	14,734	381,827	367,093
<b>Net Position:</b>			
Beginning of the year	2,658,623	2,673,357	14,734
End of the year	<u>\$2,673,357</u>	<u>\$3,055,184</u>	<u>\$ 381,827</u>

**FINANCIAL ANALYSIS OF INDIVIDUAL FUNDS (FFS)**

The District uses funds to help it control and manage money for particular purposes. Looking at individual funds helps you consider whether the District is being accountable for the resources provided to it but may also give you more insight into the overall financial health. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund reported an ending fund balance of \$1,153,064 of which \$600,000 is committed by the Board for capital projects and the remainder is unassigned. This reflects an increase of \$202,530 or 21% from the prior year.

Total revenues for governmental funds were \$500,844 an increase of 3% from the prior year. Insurance proceeds of \$473,498 were also recognized as an other financing source.

Current expenditures for recreation activities were \$483,987, a slight decrease from the prior year. Capital outlay equaled \$287,825 and consisted of projects considered construction in progress on new skate park and new playground equipment.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The original budget for the General Fund was revised during the year. The total revenue and expenditure budget variances were in compliance with the Local Government Budget Act.

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
*For the Year Ended December 31, 2022*

**CAPITAL ASSETS**

A summary of capital assets follows:

	12/31/2022	12/31/2021
<b>NON-DEPRECIABLE ASSETS</b>		
Land	\$ 303,719	\$ 303,719
Construction in Progress	60,829	668,686
	<u>364,548</u>	<u>972,405</u>
<b>DEPRECIABLE ASSETS:</b>		
Buildings & Improvements	2,397,862	1,729,176
Furniture	9,559	9,559
Equipment	674,812	447,816
Total Cost of depreciable assets	<u>3,082,233</u>	<u>2,186,551</u>
Total Cost of assets	3,446,781	3,158,956
Total accumulated depreciation	<u>1,544,661</u>	<u>1,436,133</u>
Net depreciable assets	<u>\$ 1,537,572</u>	<u>\$ 750,418</u>
Net capital assets	<u><b>\$ 1,902,120</b></u>	<u><b>\$ 1,722,823</b></u>

Capital assets, net of accumulated depreciation increased by \$956,511, including \$668,686 that was in progress at the beginning of the year transferred to buildings and improvements. This year there were \$60,829 of additions, all of construction in progress for projects started but not completed. Depreciation of \$108,528 was recorded on capital assets in the governmental activities. More detailed information about the capital assets is presented in Note 5 to the financial statements.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

Highlights of next year's General Fund budget include:

Condensed Summary of Budgeted Finances	
	<u>2023</u>
Anticipated revenues	\$1,020,447
Expenditures:	
Current	426,885
Capital outlay	<u>1,115,000</u>
Anticipated expenditures	<u>1,541,885</u>
Excess of revenues	(521,438)

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
*For the Year Ended December 31, 2022*

**Fund Balance:**

Beginning of the year	1,165,066
End of the year	<u><u>\$643,628</u></u>

The Board has committed \$600,000 for capital reserve of the fund balance for capital purchases and included in the anticipated revenues is \$500,000 expected to be received as compensation for property damage from FEMA.

***CONTACTING FINANCIAL MANAGEMENT***

This financial report is designed to provide a general overview of the District's finances and to show accountability for the money it received. If you have questions about this report or need additional financial information, contact:

Mr. Donald Tivet, Chairman  
PO Box 190  
Chauvin LA 70344  
Phone number 985-594-2022



# STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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## ***INDEPENDENT AUDITOR'S REPORT***

To the Commissioners of  
Terrebonne Parish Recreation District No. 7  
Houma, LA

### ***Report on the Audit of the Financial Statements***

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities and each major fund of the Terrebonne Parish Recreation District No. 7 (the District), a component unit of Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the District as of December 31, 2022, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

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

#### ***Responsibilities of Management's 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 statement that are free of 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 ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor’s Responsibilities for the Audit of the Financial Statements***

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

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

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis and the Required Supplementary Information as listed in the table of contents 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 sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Management is responsible for the other information included in the annual report. The other information comprises the Schedule of Compensation of Payments to the Agency Heads but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated May 14, 2023, on our consideration of the 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 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 internal control over financial reporting and compliance.

*Stagni & Company*

May 14, 2023  
Thibodaux, Louisiana



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STAGNI & COMPANY, LLC

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**TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Statement of Net Position

December 31, 2022

**ASSETS**

Cash	\$ 387,474
Investments	911,416
Property taxes receivable	112,743
Due from tax collector	376,949
Prepaid assets	1,000
Capital Assets, net of accumulated depreciation	<u>1,902,120</u>
<b>TOTAL ASSETS</b>	<b><u>3,691,702</u></b>

**LIABILITIES, DEFERRED INFLOWS AND NET POSITION**

***Liabilities-***

Accounts payable & accrued liabilities	112,890
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***Deferred Inflows of Resources-***

Property taxes - subsequent year	523,628
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***Net Position:***

Net Invested in capital assets	1,902,120
Unrestricted	<u>1,153,064</u>
<i>Total Net Position</i>	<b><u>\$ 3,055,184</u></b>

See notes to financial statements.



**TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Statement of Activities - Governmental Activities  
For the Year Ended December 31, 2022

	<u>Expenses</u>	<u>Charges for services</u>	<u>Capital and Operating Grants</u>	<u>Net (Expense) Revenue</u>
<b>FUNCTIONS/PROGRAMS</b>				
Recreational activities:	\$ 592,515	\$ 6,538	\$ -	\$ (585,977)
Total governmental activities	<u>\$ 592,515</u>	<u>\$ 6,538</u>	<u>\$ -</u>	<u>(585,977)</u>

**GENERAL REVENUES**

Property Taxes	471,356
State revenue sharing	3,333
Interest	11,917
Compensation for property damages	473,498
Miscellaneous	7,700
<b>TOTAL GENERAL REVENUES</b>	<u>967,804</u>

**CHANGE IN NET POSITION**

381,827

**NET POSITION:**

Beginning of year	2,673,357
End of year	<u>\$ 3,055,184</u>

See notes to the financial statements.

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Balance Sheet - Governmental Fund - General Fund

December 31, 2022

**ASSETS**

Cash	\$	387,474
Investments		911,416
Property taxes receivable		112,743
Due from tax collector		376,949
Prepaid assets		1,000
TOTAL ASSETS	\$	<u>1,789,582</u>

**LIABILITIES**

Accounts payable & accrued liabilities	\$	112,890
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**DEFERRED INFLOWS OF RESOURCES**

Property taxes levied for the next fiscal year		523,628
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**FUND BALANCE:**

Committed for capital projects		600,000
Unassigned		553,064
TOTAL FUND BALANCE		<u>1,153,064</u>

**RECONCILIATION TO STATEMENT OF NET POSITION:**

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Capital Assets-Non Depreciable	364,548	
Capital Assets Depreciable	3,082,233	
Accumulated Depreciation	<u>(1,544,661)</u>	<u>1,902,120</u>

Net assets of governmental activities	\$	<u>3,055,184</u>
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See notes to financial statements.

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Statement of Revenues, Expenditures, and Changes  
in Fund Balances - Governmental Fund - General Fund  
For the Year Ended December 31, 2022

**REVENUES**

Property Taxes	\$	471,356
State Revenue Sharing		3,333
Fees & Rentals		6,538
Interest		11,917
Miscellaneous		7,700
<b>TOTAL REVENUES</b>		<u>500,844</u>

**EXPENDITURES**

**Recreational - current:**

Personal services and benefits		246,733
Supplies & materials		18,864
Other services & charges		131,876
Repairs & Maintenance		86,514
<i>Total recreational - current</i>		<u>483,987</u>

**Capital Outlay**

<b>TOTAL EXPENDITURES</b>		<u>287,825</u>
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**OTHER FINANCING SOURCES (USES)**

Compensation for property damages		<u>473,498</u>
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**NET CHANGE IN FUND BALANCES**

202,530

**FUND BALANCES**

Beginning of year		<u>950,534</u>
End of year		<u><u>\$1,153,064</u></u>

**RECONCILIATION TO THE STATEMENT OF ACTIVITIES:**

**Net change in fund balances per above** \$ 202,530

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Add - Capital outlay	287,825	
Deduct - Depreciation expense	<u>(108,528)</u>	179,297

**Change in net assets - governmental activities**

\$ 381,827

## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

Terrebonne Parish Recreation District No. 7 (the District) is governed by a Board of Commissioners appointed by the Terrebonne Parish Consolidated Government organized under La. Revised Statute 33:4562 (A). The District provides for the construction, improvement, maintenance, and operations of recreation facilities within the boundaries of Ward 7 of the Parish of Terrebonne, State of Louisiana.

### **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **A.      Basis of Presentation**

The accompanying basic financial statements have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

#### **B.      Reporting Entity**

As the governing authority, the Terrebonne Parish Consolidated Government is the financial reporting entity for Terrebonne Parish. Because the Terrebonne Parish Consolidated Government could by definition in statute be financially burdened by the Terrebonne Parish Recreation District No. 7, the District was determined to be a component unit of the Terrebonne Parish Consolidated Government. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Terrebonne Parish Consolidated Government, the general government services provided by that governmental unit, or the other governmental reporting entity.

The accompanying financial statements will be included in the comprehensive annual financial report (CAFR) of the Parish for the year ending December 31, 2022.

#### **C.      Fund Accounting**

The accounting system is organized and operated on a fund basis whereby a separate self-balancing set of accounts is maintained for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The various funds in the financial statements in this report are as follows:

# **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

## **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

### **Governmental Fund Type**

Governmental funds account for all or most of the general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid.

The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations. The governmental fund is the General Fund. The General Fund is used to account for all financial resources and expenditures except those required to be accounted for in other funds. The General Fund is *always* a major fund.

### **D.      Measurement Focus / Basis of Accounting**

#### ***Fund Financial Statements (FFS)***

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

The amounts reflected in the fund financial statements, use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available).

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. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The court considers all revenues available if they are collected within 60 days after the fiscal year end.

## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

### **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

#### **D.      Measurement Focus / Basis of Accounting (continued)**

Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues** – Ad valorem taxes and the related state revenue sharing are recorded as revenue in the period for which levied, thus the 2021 property taxes which were levied to finance the 2022 budget are recognized as revenue in 2022. The 2022 tax levy is recorded as deferred revenue in the current 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 or available until actually received.

**Expenditures** – The major expenditures are recorded when payable or when the fees are incurred.

#### **Government-Wide Financial Statements (GWFS)**

The government-wide financial statements display information as a whole. These statements include all the financial activities. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from non-exchange transactions are recognized in accordance with the requirements of Section N50.

**Program Revenues** - Program revenues included in the column labeled Statement of Activities are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the general revenues.

**General Revenues** - Taxes and other items not properly included among program revenues are reported instead as general revenues.

## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

### **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

#### **E. 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.

#### **F. Operating Budgets**

As required by Louisiana Revised Statutes, The Board of Commissioners adopted a budget for the District's General Fund. The budgetary practices include public notice of the proposed budget and a public hearing on the budget prior of adoption. The Board must approve any amendment involving the transfer of monies from one function to another, or increases in expenditures. The district did amend its budget for the year ended December 31, 2022. All budgeted amounts that 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.

#### **G. Cash and Investments**

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

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States or any other federally insured investments, certificates of deposit of any bank domiciled or having a branch office in the state of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

Investments are stated at fair value as established by open market, except for the Louisiana Asset Management Pool (LAMP). LAMP is an external pool which is operated in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940. Rule 2a7 allows SEC-registered mutual funds to use amortized cost rather than fair value to report net assets to compute share prices if certain conditions are met.

# TERREBONNE PARISH RECREATION DISTRICT NO. 7

Notes to the Financial Statements  
For the Year Ended December 31, 2022

## Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)

### H. Receivables

The financial statements for the District contain no allowance for uncollectible accounts. Uncollectible amounts due for ad valorem taxes 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.

### I. Capital Assets

In the government-wide financial statements, additions, improvements and other capital outlays that significantly extend the useful life of an asset are recorded and depreciated (capitalized). Capital assets purchased or acquired are valued at historical cost or estimated if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Other costs incurred for repairs and maintenance is 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 Assets. All capital assets, other than land, are depreciated using the straight-line method over the following estimated useful lives:

<u>CATEGORY</u>	<u>LIFE</u>
BUILDINGS AND IMPROVEMENTS	5-40 YEARS
IMPROVEMENTS, OTHER THAN BUILDINGS	20 YEARS
EQUIPMENT & FURNITURE	5-15 YEARS
MACHINERY & EQUIPMENT	5-20 YEARS

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

### J. Vacation and Sick Leave

Accumulated vacation, sick, and personal leave are recorded as expenditures of the period in which paid. Employees earn 80 hours of vacation leave, 64 hours of sick leave and 16 hours of personal leave per year. Unused leave cannot be carried forward to future years. There is no material unpaid leave at year-end.



## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

### **Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (Continued)**

#### **K. Fund Equity**

For government-wide financial statements net assets are classified and displayed in three components:

- *Invested 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 net assets* – Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- *Unrestricted net assets* – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

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.

In the fund financial statements, governmental fund equity is classified as fund balance. Fund balance is further classified as *non-spendable*, *restricted*, *committed*, *assigned*, or *unassigned*.

- *Non-spendable* fund balance cannot be spent because of its form.
- *Restricted* fund balance has limitations imposed by creditors, grantors, or contributors or by enabling legislation or constitutional provisions.
- *Committed* fund balance is a limitation imposed by the Board through approval in minutes.
- *Assigned* fund balances is a limitation imposed by a designee of the Board.
- *Unassigned* fund balance in the General Fund is the net resources in excess of what can be properly classified in one of the above four categories. Negative unassigned fund balance in other governmental funds represents excess expenditures incurred over the amounts restricted, committed, or assigned to those purposes.

## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

### **Note 2                      DEPOSITS AND INVESTMENTS**

**Deposits:**

A summary of deposits are listed as follows:

	<b>Bank Balance</b>	<b>Reported Amount</b>
<b>Cash</b>	\$322,951	\$387,474

State law requires that deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and 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. Under the provision of GASB, pledged securities, which are not in the name of the governmental unit, are considered uncollateralized.

Custodial credit risk is the risk that in the event of a bank failure, deposits may not be returned to it. The District has a written policy for custodial credit risk. As of year-end \$72,951 of the bank balance of deposits was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the District's name. At year-end the deposits were adequately collateralized by securities held by unaffiliated banks for the account of the District.

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 pledged securities are considered subject to custodial credit risk under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

### **Note 2                      DEPOSITS AND INVESTMENTS (continued)**

**Investments:**

Investment balances and maturities at year end are as follows:

<b>Investment Type</b>	<b>As Reported</b>	<b>Fair Value</b>	<b>Maturity</b>
Louisiana Asset Management Pool	\$911,415	\$911,199	LESS THAN 1 YEAR

At year-end the balance of investments is invested in the Louisiana Asset management Pool (LAMP). LAMP, a local government investment pool, is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investment policies are similar to those established by Rule 2-a7, which governs registered money market funds. 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. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or back by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with maturity in excess of 397 days. The fair value of investments is determined on a weekly basis to monitor any variances between amortized cost and fair value.

For purposes of determining participants' shares, investments are valued at amortized cost, which approximates fair value. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP is rated AAAM by Standard & Poor's. 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.

For an investment, custodial credit risk is the risk that, in the event of a failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required for custodial credit risk.

## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

### **Note 2      *DEPOSITS AND INVESTMENTS (continued)***

Pooled investments are excluded from the 5 percent disclosure requirement regarding the concentration of credit risk. 2a-7 like investments pools are excluded from the interest rate disclosure requirement, nor is foreign currency risk disclosure applicable.

Interest rate risk inherent in the portfolio is measured by monitoring the segmented time distribution of the investments in the portfolio. The fair value of investments is determined on a weekly basis to monitor any variances between amortized cost and fair value. For purposes of determining participants' shares, investments are valued at amortized cost, which approximates fair value. LAMP is designed to be highly liquid to give its participants immediate access to their account balances.

### **Note 3      *PROPERTY TAX REVENUE***

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 reevaluation of all property is required to be completed no less than every four years. The last reevaluation was completed for the list of 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, 2021 – for revenue recognized in 2022 was 9.5 mills of assessed valuation on property within the District for the purpose of constructing, maintaining and operating recreation facilities. The assessed values of real property upon which 2021 property tax levy (2022 revenue) was based was \$56,956,755.

## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

### **Note 4      PROPERTY TAXES RECEIVABLE - DUE FROM TAX COLLECTOR**

The Terrebonne Parish Sheriff collects and remits property taxes on behalf of all taxing districts in Terrebonne Parish. Property taxes receivable represents real property taxes, and outstanding delinquencies which are measurable as of December 31, 2022 and for which there is an enforceable legal claim. In the governmental funds, the current portion receivable has been offset by deferred revenue since the current taxes were not levied to finance 2022 operations and the collection of delinquent taxes has been offset by a deferred inflow of resources since the collection of the taxes during the available period is not subject to reasonable estimation. On a modified accrual basis the revenue is reported as a deferred inflow of resources.

The amount that was collected in December but not yet remitted to the District is considered due from the tax collector; the remaining amount of the total deferred levy is recorded as a property tax receivable. The entire levy is reported as a deferred inflow of resources of \$742,930.

The tax rate for the year 2022 levy – for revenue to be recognized in 2023 was 9.5 mills of assessed valuation on property within the District for the purpose of constructing, maintaining and operating recreation facilities within the District. The assessed values of real property upon which the 2022 property tax levy is based on is \$54,344,175.

### **Note 5      CAPITAL ASSETS**

Information about capital assets and depreciation for the year are summarized as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
<b>NON-DEPRECIABLE ASSETS</b>				
Land	\$ 303,719	\$ -	\$ -	\$ 303,719
Construction in Progress	668,686	60,829	(668,686)	60,829
	972,405	60,829	(668,686)	364,548
<b>DEPRECIABLE ASSETS:</b>				
Buildings & Improvements	1,729,176	668,686	-	2,397,862
Equipment & Furniture	9,559	-	-	9,559
Machinery & Equipment	447,816	226,996	-	674,812
Total Cost of depreciable assets	2,186,551	895,682	-	3,082,233
Total Cost of assets	3,158,956	956,511	(668,686)	3,446,781

## **TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Notes to the Financial Statements  
For the Year Ended December 31, 2022

### **Note 5                      CAPITAL ASSETS (continued)**

#### **ACCUMULATED DEPRECIATION**

Buildings & Improvements	1,156,608	62,007	-	1,218,615
Equipment & Furniture	9,472	88	-	9,560
Machinery & Equipment	270,053	46,433	-	316,486
Total accumulated depreciation	<u>1,436,133</u>	<u>108,528</u>	-	<u>1,544,661</u>
Net depreciable assets	<u>\$750,418</u>			<u>\$1,537,572</u>
Net capital assets	<u>\$1,722,823</u>			<u>\$1,902,120</u>

Depreciation Expense of \$108,528 was recorded in the governmental activities.

### **Note 6                      RISK MANAGEMENT**

The District is exposed to various risks of loss related to workmen's compensation; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters and group health benefits for which the District carries commercial insurance and also participates in the Parish's risk management program for general liability and workers' compensation and group health, property. The premiums for workers' compensation are based on a fixed percentage of payrolls. The premiums for group health insurance are based on a fixed rate per employee. The District's premiums for general liability are based on various factors such as its operations and maintenance budget, exposure and claims experience. The Parish handles all claims filed against the District for which it has insurance coverage under the Parish. No settlements were made during the year that exceeded the District's insurance coverage.

### **Note 7                      COMPENSATION OF BOARD MEMBERS**

Board members are compensated \$25 per meeting attended to a maximum of \$300. The following Board members were compensated as noted:

Battise, Shanna	\$	200
Duplantis, Jay	\$	250
LeBlanc, Brian	\$	275
Lirette, Donna	\$	275
Soudelier, Barry	\$	275
Tivet, Donald	\$	275
	<u>\$</u>	<u>1,550</u>

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**

Budget Comparison Schedule - General Fund  
For the Year Ended December 31, 2022

	Budgets		Actual	Variance Favorable (Unfavorable)
	Original	Final amended		
<b>REVENUES</b>				
Property Taxes	\$516,269	\$488,775	\$471,356	\$ (17,419)
State Revenue Sharing	5,000	3,333	3,333	-
Fees & Rentals	-	5,804	6,538	734
Interest	500	10,000	11,917	1,917
Miscellaneous	5,000	2,500	7,700	5,200
FEMA Revenue	500,000	-		
<b>TOTAL REVENUES</b>	<u>1,026,769</u>	<u>510,412</u>	<u>500,844</u>	<u>(9,568)</u>
<b>EXPENDITURES</b>				
Recreational - current:				
Personal services and benefits	264,325	247,897	246,733	1,164
Supplies & materials	20,500	16,300	18,864	(2,564)
Other services & charges	142,750	112,534	131,876	(19,342)
Repairs & Maintenance	-	47,500	86,514	(39,014)
Total recreational - current	<u>427,575</u>	<u>424,231</u>	<u>483,987</u>	<u>(59,756)</u>
Capital expenditures	<u>1,115,000</u>	<u>340,000</u>	<u>287,825</u>	<u>52,175</u>
<b>TOTAL EXPENDITURES</b>	<u>1,542,575</u>	<u>764,231</u>	<u>771,812</u>	<u>(7,581)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Compensation for property damages	-	473,498	473,498	-
<b>NET CHANGE IN FUND BALANCES</b>	(515,806)	219,679	202,530	(1,987)
<b>FUND BALANCES</b>				
Beginning of year	945,596	950,534	950,534	-
End of year	<u>\$ 429,790</u>	<u>\$ 1,170,213</u>	<u>\$ 1,153,064</u>	<u>\$ (1,987)</u>

**TERREBONNE PARISH RECREATION DISTRICT NO. 7**  
 Schedule of Compensation, Benefits and Other Payments to Agency Head  
 For the Year Ended December 31, 2022

**Agency Head Name: Belinda Prosperie, Director**

<b>Purpose</b>	<b>Amount</b>
Salary (from W-2)	\$ 54,855
Benefits-insurance employer paid premium	\$ 17,041
Benefits-retirement	\$ -
Deferred compensation (contributions made by the agency)	\$ -
Benefits-other (describe)	\$ -
Car allowance	\$ -
Vehicle provided by government (enter amount reported on W-2 adjusted for various fiscal years)	\$ -
Cell phone	\$ -
Dues	\$ -
Vehicle rental	\$ -
Per diem	\$ -
Reimbursements	\$ -
Travel	\$ -
Registration fees	\$ -
Conference travel	\$ -
Housing	\$ -
Unvouchered expenses (example: travel advances, etc.)	\$ -
Special meals	\$ -
Other (including payments made by other parties on behalf of the agency head)	\$ -

***This form is used to satisfy the reporting requirement of R.S. 24:513(A)(3) on Supplemental Reporting***





# STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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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 of  
Terrebonne Parish Recreation District No. 7  
Houma, LA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Terrebonne Parish Recreation District No. 7, a component unit of Terrebonne Parish Consolidated Government as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents and have issued our report thereon dated May 14, 2023.

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

In planning and performing our audit of the financial statements, we considered the internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants 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 that are required to be reported under *Government Auditing Standards*.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Stagni & Company*

Thibodaux, LA  
May 14, 2023



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STAGNI & COMPANY, LLC

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**TERREBONNE PARISH  
RECREATION DISTRICT 7  
Statewide Agreed Upon  
Procedures Report  
With Schedule of Findings  
and Management's Responses**

***As of and for the Year Ending  
December 31, 2022***



# STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

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## STATEWIDE AGREED-UPON PROCEDURES REPORT Terrebonne Parish Recreation District No. 7

Independent Accountant's Report  
On Applying Agreed-Upon Procedures

For the Period January 1, 2022 – December 31, 2022

To the Commissioners of Terrebonne Parish Recreation District No. 7  
and the Louisiana Legislative Auditor:

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, 2022 through December 31, 2022. Terrebonne Parish Recreation District No. 7's (District's) management is responsible for those C/C areas identified in the SAUPs.

The 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, 2022 through December 31, 2022. 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 results are as follows:

### ***Written Policies and Procedures***

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

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

**Results:** *Findings noted include:*

- *The District has not adopted an Information Technology Disaster Recovery/Business Continuity policy*
- *The Sexual Harassment policy does not address annual employee training or annual reporting.*

**Management's Response:** *The Board will consider addressing and adding these items to the policies.*




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STAGNI & COMPANY, LLC

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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.
  - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - d) Observe that 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.

**Results:** *There are no findings for these procedures tested.*

### **Bank Reconciliations**

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





**Results:** *Findings noted include:*

- *The one reconciliation reviewed had no written evidence of management or a member of the Board review.*
- *There is no documentation reflecting that management has researched reconciling items that have been outstanding for more than 12 months.*

**Management's Response:** *The Board will address and require all bank statements be reconciled monthly including researching and disposing of all reconciling items that have been outstanding for more than 12 months. A member of the Board or management will initial and date the review of each bank statement.*

**Collections (excluding electronic funds transfers)**

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4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees 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 (e.g. pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not also responsible for collecting cash, unless another employee verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations". Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.



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- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
- e) Trace the actual deposit per the bank statement to the general ledger.

**Results:** *There are no findings for these procedures tested.*

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

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- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
  - 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.
- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement, whether by paper or electronic means, matched the related original itemized invoice and 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.
- 11. Using the entity's main operating account and the month selected in "Bank Reconciliations" procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy,

**Results:** *There are no findings for these procedures tested.*



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### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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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 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were 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 (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

**Results:** *There are no findings for these procedures tested.*

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

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15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
  - a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - 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 #1h).

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

**Results:** *These procedures are not applicable.*

### **Contracts**

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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 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

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

**Results:** *There are no findings for these procedures tested.*

### **Payroll and Personnel**

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

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

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
- b) Observe that supervisors approved the attendance and leave of the selected employees/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' cumulate 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 (e.g., payroll taxes, retirement contributions, health insurance premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

**Results:** *There are no findings for these procedures tested.*

### **Ethics**

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21. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a. Observe that the documentation demonstrates that each employee/official completed one hour of ethics training during the fiscal period as required by R.S. 42:1170.
- b. Observe that the entity maintains documentation which demonstrates that each employee/official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

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

**Results:** *Findings noted included:*

- *One of the 5 employees did not have documentation of ethics training required.*

**Management's Response:** *The Board will require all employees/officials (Board Members) to provide documentation of completion of one hour of ethics training annually.*

### **Debt Service**

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23. Obtain a listing of bonds/notes 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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Results:** *These procedures are not applicable.*

### ***Fraud Notice***

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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.

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.

**Results:** *There are no findings for these procedures tested.*

### ***Information Technology Disaster Recovery/Business Continuity***

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

- a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c. Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

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

**Results:** *We performed the procedure and discussed the results with management. There are no findings for these procedures tested.*





## ***Prevention of Sexual Harassment***

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29. Using the 5 randomly selected employees/officials from procedure #16 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.
30. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
31. 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.

**Results:** *Findings noted include:*

- *None of the five employees tested had documentation of sexual harassment training for the fiscal year.*
- *There was no annual sexual harassment report filed for the current fiscal period.*

**Management’s Response:** *The Board will address and require all employees/officials to obtain at least one hour of sexual harassment training during each calendar year. The District will complete an annual sexual harassment report and keep on file for each year.*

We were engaged by the 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 the 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.

*Stagni & Company*

Thibodaux, LA  
June 14, 2023



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