

**GAS UTILITY DISTRICT NO. 1  
OF WEST FELICIANA PARISH  
St. Francisville, Louisiana**

**BASIC FINANCIAL STATEMENTS  
WITH SUPPLEMENTARY INFORMATION**

**YEAR ENDED APRIL 30, 2022**

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**INDEPENDENT AUDITORS' REPORT**



## **INDEPENDENT AUDITORS' REPORT**

Board Members of the  
Gas Utility District No. 1 of West Feliciana Parish  
P. O. Box 2485  
St. Francisville, Louisiana 70775

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

#### ***Opinion***

We have audited the accompanying financial statements of the Gas Utility District No. 1 of West Feliciana Parish (the District), as of and for the year ended April 30, 2022, 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 financial position of the District, as of April 30, 2022, and the changes in financial position and cash flows thereof and 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 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 the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the 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.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the 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.

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



### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The Schedule of Operating Expenses, the Schedule of Statistical Data, the Schedule of Comparative Data, the Schedule of Compensation Paid to Board Members, and the Schedule of Compensation, Benefits and Other Payments to the Superintendent, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Operating Expenses, the Schedule of Statistical Data, the Schedule of Comparative Data, the Schedule of Compensation Paid to Board Members, and the Schedule of Compensation, Benefits and Other Payments to the Superintendent are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the Schedule of Insurance in Force and Schedule of Information Required by Rural Development but does not include the basic financial statements and our auditors' report thereon. Our opinion on the basic financial statements does 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 October 28, 2022, 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District's internal control over financial reporting and compliance.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
October 28, 2022

## **MANAGEMENT'S DISCUSSION & ANALYSIS**

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**APRIL 30, 2022**

This section of the annual financial report of the District presents our discussion and analysis of the District's performance during the fiscal year ended April 30, 2022. It should be read in conjunction with the financial report taken as a whole.

**FINANCIAL HIGHLIGHTS**

- At April 30, 2022, the District's assets exceeded its liabilities by \$7,901,515.
- The District's net position had an increase of \$470,206 during the year ended April 30, 2022.

**OVERVIEW OF THE FINANCIAL STATEMENT PRESENTATION**

These financial statements are comprised of these components - (1) management's discussion and analysis, (2) proprietary fund financial statements, (3) notes to the financial statements and (4) required supplementary information. There is also other supplementary information contained in this report provided for additional information.

**Proprietary funds.** The District maintains only one type of proprietary fund – an enterprise fund. Enterprise funds are used to report the functions financed and operated in a manner similar to private business where the intent of the governing body is that the cost (expenses including depreciation) of providing services on a continuing basis be financed or recovered primarily through user charges. The District uses an enterprise fund to account for its gas services.

Statements include the following:

*Statement of Net Position.* This statement presents information on all of the District's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference between these reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or not.

*Statement of Revenues, Expenses and Changes in Net Position.* This statement presents information showing how the District's net position changed during the most recent 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. This statement is designed to show the District's financial reliance on general revenues.

*Statement of Cash Flows.* The change in cash as a result of current year operations is depicted in this statement. The cash flow statement includes a reconciliation of operating income (loss) to the net cash provided by or used for operating activities.



**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**APRIL 30, 2022**

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

**Required Supplementary Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's comparison between the current and prior year contained in this section and referred to as management's discussion and analysis.

**Other Information.** Additionally, this report also presents certain other information that is deemed useful to users of this report.

**FINANCIAL ANALYSIS OF THE DISTRICT**

Net position is an indicator of the District's financial position from year to year. A summary follows:

Condensed Statement of Net Position  
As of April 30th

	<u>2022</u>	<u>2021</u>
<b>Assets</b>		
Current and other assets	\$ 4,605,170	\$ 4,482,412
Capital assets, net	<u>6,761,100</u>	<u>5,964,272</u>
Total Assets	11,366,270	10,446,684
<b>Liabilities</b>		
Current liabilities	733,975	225,221
Long-term liabilities	<u>2,730,780</u>	<u>2,790,154</u>
Total Liabilities	3,464,755	3,015,375
<b>Net Position</b>		
Net investment in capital assets	4,053,975	3,194,542
Restricted	1,868,580	1,705,344
Unrestricted	<u>1,978,960</u>	<u>2,531,423</u>
Net Position	<u>\$ 7,901,515</u>	<u>\$ 7,431,309</u>

The District's total net position increased by \$470,206 as of April 30, 2022. The District continued operating on a profitable basis as gas rates increased in 2022 compared to 2021 due to market conditions. In addition, the increase in gas rates and gas consumption caused total revenues to increase by \$558,563 or 17.2% from the previous year. The District's total expenses saw an increase of \$737,083 or 28.4% compared to 2021. This was predominantly due to the District's purchase of gas that was also impacted by the increase in gas rates and gas consumption.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**APRIL 30, 2022**

A summary of changes in net position is as follows:

SUMMARY OF CHANGES IN NET POSITION  
FOR THE YEAR ENDED APRIL 30<sup>TH</sup>

	2022	2021
<b>Revenues</b>		
Operating revenues	\$ 3,793,193	\$ 3,237,700
Non-operating revenues	10,099	7,029
Total Revenues	3,803,292	3,244,729
 <b>Expenses</b>		
Operating expenses	3,216,886	2,477,202
Non-operating expenses	116,200	118,801
Total Expenses	3,333,086	2,596,003
 Change in net position	470,206	648,726
 Net position, beginning of year	7,431,309	6,782,583
 Net position, ending of year	\$ 7,901,515	\$ 7,431,309

The District's total operating revenues in 2022 increased by \$555,493 or 17.2% from 2021 as gas rates increased in 2022 due to market conditions. The District's total operating expenses saw an increase of \$739,684 or 29.9% in 2022 compared to 2021 predominantly due to the increase in gas rates and consumption.

Cash flow activity of the District for the past two years is as follows:

SUMMARY OF CASH FLOWS  
FOR THE YEAR ENDED APRIL 30<sup>TH</sup>

	2022	2021
<b>Cash and cash equivalents provided by (used in):</b>		
Operating activities	\$ 1,371,869	\$ 796,926
Capital and related financing activities	(1,232,637)	(807,314)
Investing activities	2,017	3,517
Net change in cash and cash equivalents	141,249	(6,871)
 Cash and cash equivalents, beginning of year	2,374,934	2,381,805
 Cash and cash equivalents, end of year	\$ 2,516,183	\$ 2,374,934

The total cash provided by operating activities in 2022 compared to 2021 increased by \$574,943 due to the increase in customer demand for gas along with the increase in gas prices. The total cash used for capital and related financing activities in 2022 increased by \$425,323 compared to 2021 predominantly due to an increase in costs toward construction-in-progress during the fiscal period.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**APRIL 30, 2022**

**CAPITAL ASSET AND DEBT ADMINISTRATION**

*Capital Assets:* At the end of 2022, the District had \$6,761,100, net of depreciation invested in a broad range of capital assets (See table below). This amount represents a net increase of \$796,828 or 13.4% from the previous year. The net increase is due to additions totaling \$1,060,499 and depreciation of \$263,671, which decreases the carrying value.

Capital assets at year-end are summarized as follows:

CAPITAL ASSETS (Net of Accumulated Depreciation) AS OF APRIL 30 <sup>TH</sup>		
	2022	2021
<b>Non-depreciable Assets</b>		
Land	\$ 7,500	\$ 7,500
Construction in progress	1,679,628	620,095
<b>Depreciable Assets</b>		
Buildings	706,286	731,281
Gas distribution system	4,279,029	4,483,738
Equipment	20,277	34,116
Furniture/fixtures	3,005	5,475
Vehicles	65,375	82,067
Capital Assets, net	\$ 6,761,100	\$ 5,964,272

The major additions during the year included construction in progress of \$1,059,533. Depreciation expense was \$263,671 for the current year.

*Debt Administration:* At the end of 2022, the District had \$2,702,405 in outstanding debt compared to \$2,764,901 at the previous period end, see table below. This amount represents a decrease of \$62,496 from the previous year end.

**OUTSTANDING DEBT AT YEAR END**

	2022	2021
Direct placement debt	\$ 2,702,405	\$ 2,764,901
Total	\$ 2,702,405	\$ 2,764,901

There was no new debt incurred during the year.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**APRIL 30, 2022**

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

The Gas Utility District No. 1 of West Feliciana Parish considered the following factors and indicators when setting next year's rates and fees. These factors and indicators include:

- 1) Long-term debt requirements
- 2) Cost of operations
- 3) Number of customers

The District does not expect any significant changes in next year's budget results as compared to the current year.

**CONTACTING THE GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH'S MANAGEMENT**

This financial report is designed to provide a general overview of the District's finances, comply with finance-related laws and regulations and demonstrate the District's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting the Gas Utility District No. 1 of West Feliciana Parish, P. O. Box 2485, St. Francisville, Louisiana 70775 or 225-635- 3590.

## **FINANCIAL STATEMENTS**

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**STATEMENT OF NET POSITION**  
**APRIL 30, 2022**

**ASSETS**

Current Assets:	
Cash and cash equivalents	\$ 583,788
Investments	1,786,470
Accounts receivable, net	266,500
Prepaid expenses	5,195
Prepaid lease	342
Total current assets	<u>2,642,295</u>
Noncurrent assets:	
Restricted assets:	
Cash and cash equivalents	1,932,395
Prepaid lease	30,480
Capital assets, net of depreciation	6,761,100
Total noncurrent assets	<u>8,723,975</u>
Total assets	<u>11,366,270</u>

**LIABILITIES**

Current liabilities:	
Payable from current assets:	
Accounts payable	626,608
Accrued salaries and benefits payable	19,150
Compensated absences, short-term portion	18,799
Total current liabilities (payable from current assets)	<u>664,557</u>
Payable from restricted assets:	
Accrued interest payable	4,720
Bonds payable, short-term portion	64,698
Total current liabilities (payable from restricted assets)	<u>69,418</u>
Noncurrent liabilities:	
Compensated absences	29,258
Customer deposits	63,815
Bonds payable	2,637,707
Total noncurrent liabilities	<u>2,730,780</u>
Total liabilities	<u>3,464,755</u>

**NET POSITION**

Net investment in capital assets	4,053,975
Restricted for bond related payments	1,868,580
Unrestricted	1,978,960
Total net position	<u>\$ 7,901,515</u>

The accompanying notes are an integral part of this financial statement.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**STATEMENT OF REVENUES, EXPENSES, AND**  
**CHANGES IN NET POSITION**  
**YEAR ENDED APRIL 30, 2022**

**OPERATING REVENUE**

Charges for services:	
Gas sales	\$ 3,770,344
Penalties/late charges	2,959
Other	19,890
Total operating revenues	<u>3,793,193</u>

**OPERATING EXPENSES**

Administrative	449,896
Depreciation	263,671
Employees and related expenses	510,164
Gas purchases	1,944,867
Occupancy	48,288
Total operating expenses	<u>3,216,886</u>

Operating income 576,307

**NON-OPERATING REVENUES (EXPENSES)**

Interest income	3,432
Interest expense	(116,200)
Gain on sale of assets	6,667
Total non-operating revenues/(expenses)	<u>(106,101)</u>

Change in net position 470,206

Net position, beginning of year 7,431,309

Net position, end of year \$ 7,901,515

The accompanying notes are an integral part of this statement.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED APRIL 30, 2022**

<b>Cash flows from operating activities:</b>	
Cash received from customers	\$ 3,797,971
Cash paid to suppliers for goods/services	(1,936,599)
Cash paid to employees for services	(509,432)
Cash received from others	19,929
Net cash provided by operating activities	<u>1,371,869</u>
<b>Cash flows from capital and related financing activities:</b>	
Principal paid on bonds payable	(62,496)
Interest paid on bonds and notes payable	(116,309)
Proceeds from sale of assets	6,667
Acquisition/construction of capital assets	(1,060,499)
Net cash used in capital and related financing activities	<u>(1,232,637)</u>
<b>Cash flows from investing activities:</b>	
Interest received	3,432
Investments matured/reinvested	(1,415)
Net cash provided by investing activities	<u>2,017</u>
Net increase in cash and cash equivalents	141,249
Cash and cash equivalents, beginning of year	<u>2,374,934</u>
Cash and cash equivalents, end of year	<u>\$ 2,516,183</u>
Classified as:	
Current	\$ 583,788
Restricted	1,932,395
Total:	<u>\$ 2,516,183</u>
Reconciliation of operating income to net cash from operating activities:	
Operating income	\$ 576,307
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	263,671
Bad debt expense	516
(Increase) decrease in assets:	
Accounts receivable	18,975
Other receivable	39
Prepaid expenses	376
Increase in liabilities:	
Accounts payable	506,076
Accrued salaries and benefits payable	(2,067)
Customer deposits	5,177
Compensated absences payable	2,799
Net cash provided by operating activities	<u>\$ 1,371,869</u>

The accompanying notes are an integral part of this statement.



**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**INTRODUCTION**

The Gas Utility District No. 1 of West Feliciana Parish (hereinafter referred to as the District), located in St. Francisville, Louisiana, was created by the West Feliciana Parish Government as allowed under Louisiana Revised Statutes 33:4301-4308. Eleven commissioners, seven of which are appointed by the West Feliciana Parish Government, two by the Town of St. Francisville, one by the warden of the Louisiana State Penitentiary (Louisiana Department of Public Safety) and one by the chief executive officer of the Eastern Louisiana Mental Health System (Louisiana Department of Health and Hospitals), govern it. Serving approximately 400 customers, it was created to provide natural gas services to the citizens of West Feliciana Parish residing within its boundaries.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This Codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles. The accompanying financial statements of the District present information only as to the transactions of the programs of the District as authorized by Louisiana statutes and administrative regulations. The District's financial statements follow the guidance mentioned in GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 1989 FASB and AICPA Pronouncements*.

Basis of accounting refers to when revenues and expenses are recognized and reported in the financial statements and relates to the timing of the measurements made, regardless of the measurement focus applied.

The District accounts for its activities in an enterprise fund. An enterprise fund is accounted for on an economic resources measurement focus. The fund is maintained on the accrual basis of accounting wherein revenues are recognized in the accounting period in which they are earned and become measurable, and expenses are recognized in the accounting period incurred, if measurable. Revenue resulting from exchange transactions in which each party gives and receives essentially equal value is recorded on the accrual basis when the exchange takes place.

The District distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from services provided in connection with the District's principal operations. Operating expenses include the cost of services, administrative expenses and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

**Cash and Cash Equivalents**

Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

**Investments**

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

**Accounts Receivable**

All receivables are recognized based on the monthly amounts billed for gas consumption of District customers. The allowance for uncollectible accounts is based on management's estimate of the collectability of the receivables based on current economic conditions, experience, and other relevant factors. Accounts receivable are recorded net of an allowance of uncollectible accounts of \$2,872 at April 30, 2022.

**Prepaid Expenses**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the statement of net position.

**Restricted Assets**

Based upon certain bond covenants, the District is required to establish and maintain prescribed amounts of resources (consisting of investments) in special funds that can be used only to service outstanding debt. These assets are classified as restricted assets on the statement of net position because their use is limited. Also included in restricted assets are customer deposits that were paid during the initial account opening.

**Capital Assets**

Capital assets are recorded at cost and do not purport to represent replacement or realizable values. The cost of depreciable property is charged to earnings over the estimated useful lives of the assets. Maintenance and repairs expenditures are charged to expense as incurred. Additions, renewals, and betterments that extend the life, or increase the value of assets, are capitalized. When properties are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is recognized. The threshold for capitalizing assets is \$5,000. Depreciation is computed using the straight-line method of depreciation over the following lives – buildings 39 years; gas distribution system 33 years; equipment 7 years; furniture/fixtures 7 years; and vehicles 5 years.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

Compensated Absences

The District allows annual leave to regular full-time employees based on length of service. No leave is earned, however, while on suspension or leave without pay status. Annual leave may be carried over to the next calendar year. There is no limit on the amount of annual leave an employee may accumulate during the term of his/her employment, but only a maximum of 480 hours will be paid to the employees upon retirement or separation unless approved by the Board Members of the District. Employees are not paid for their unused annual leave at year-end, but are paid for accumulated, unused leave upon termination.

The District's regular full-time employees earn a certain amount of sick leave each year, depending upon the length and their employment status. Unused sick leave is not to exceed 960 hours. Upon separation of employment, excluding retirement, no sick leave shall be paid to employees. The balance of the sick leave shall be kept on the schedule for a period of five years and reinstated if the employee is rehired.

Customer Deposits

The District requires a customer deposit upon initial account opening for use of the District-owned gas meter at each residence or business. The District must hold the deposit until the customer's account is closed and at that time the deposit is returned to the customer.

Deferred Outflows, Deferred Inflows, and Net Position

Deferred outflows represent the consumption of the government's net position that is applicable to a future reporting period. A deferred inflow represents the acquisition of net position that is applicable to a future reporting period. The District does not have any deferred outflows or deferred inflows at April 30, 2022.

The statement of net position reports net position as the difference between all other elements in a statement of net position and should be displayed in three components—net investment in capital assets, restricted net position (distinguishing between major categories of restrictions), and unrestricted net position.

Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of borrowings for capital asset acquisition, construction, or improvement of those assets, increased by deferred outflows of resources attributable to capital asset acquisition, construction or improvement, and deferred inflows of resources attributable to either capital asset acquisition, construction, or improvement or to capital asset related debt. Capital-related debt or deferred inflows equal to unspent capital asset related debt proceeds or deferred inflows of resources is included in calculating either restricted or unrestricted net position, depending upon whether the unspent amounts are restricted.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

Deferred Outflows, Deferred Inflows, and Net Position (continued)

Restricted net position reflects net position when there are limitations imposed on a net position's use by external parties such as creditors, grantors, laws or regulations of other governments. Restricted net position consists of restricted assets less liabilities related to restricted assets less deferred inflows related to restricted assets. Liabilities and deferred inflows related to restricted assets include liabilities and deferred inflows to be liquidated with restricted assets and arising from the same resource flow that results in restricted 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.

Unrestricted net position is the balance of all other elements in a statement of net position remaining after net investment in capital assets and restricted net position.

Estimates

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

Current Year Adoption of New Accounting Standard

The District adopted GASB Statement 89, *Accounting for Interest Costs Incurred Before the End of a Construction Period*. This statement improves financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also enhances the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental and business-type activities.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**2. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS**

Deposits with Financial Institutions

Cash and cash equivalents include demand deposits at local financial institutions with a carrying value of \$2,516,183 at April 30, 2022. Deposits in financial institutions can be exposed to custodial credit risk. Custodial credit risk is the risk that in the event of a financial institution failure, the District's deposits may not be returned to them. To mitigate this risk, state law requires deposits to be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent financial institution. As of April 30, 2022, the District's bank balances of these deposits totaled \$2,848,514 which were covered partially by federal deposit insurance of \$250,000 and pledged securities and line of credit totaling \$3,116,101. The District was over collateralized by \$517,587.

Of the cash and cash equivalents included above, \$63,815 is restricted for customer deposits and \$1,868,580 is restricted for bond-related payments per the regulations of the bond issue.

Investments

As of April 30, 2022, the District had the following investments:

<u>Investment Type</u>	<u>Fair Value</u>
<b>Investments measured at the net asset value (NAV)</b>	
External investment pool	\$ <u>1,786,470</u>

The \$1,786,470 in investments is invested in LAMP. LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the 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.

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- 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 disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments.
- Concentration of credit risk: The District does not have a limit on the amount the District may invest in one issuer. One hundred percent of the District's investments are in LAMP funds.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**2. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS** (continued)

Investments (continued)

- Foreign currency risk: Not applicable. LAMP complies with the provisions of Louisiana Law concerning permissible investments for municipalities, parishes and other political subdivisions set for in La R.S. 33:2955 and the investment policy does not provide for investment in foreign obligations.

The investments in LAMP are stated at fair value based on quoted market rates. 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 value of the pool shares.

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

An annual audit of LAMP is conducted by an independent certified public accountant. The Legislative Auditor of the State of Louisiana has full access to the records of LAMP.

LAMP issues financial reports which can be obtained by writing: LAMP, Inc., 228 St. Charles Avenue, Suite 1123, New Orleans, LA 70130.

**3. ACCOUNTS RECEIVABLE**

The following is a summary of accounts receivable at April 30, 2022:

Charges for services	\$ 269,372
Allowance for uncollectable accounts	<u>( 2,872)</u>
Total	<u>\$ 266,500</u>

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**4. CAPITAL ASSETS**

The following is a summary of the changes in capital asset for the District for the year ended April 30, 2022:

	Balance <u>4/30/21</u>	Increases	Decreases	Balance <u>4/30/22</u>
Capital Assets, not being depreciated				
Land	\$ 7,500	\$ -	\$ -	\$ 7,500
Construction in Progress	<u>620,095</u>	<u>1,059,533</u>	<u>-</u>	<u>1,679,628</u>
Capital Assets, not being depreciated	627,595	1,059,533	-	1,687,128
Capital Assets, being depreciated				
Buildings	837,172	-	-	837,172
Less: accumulated depreciation	<u>(105,891)</u>	<u>(24,995)</u>	<u>-</u>	<u>(130,886)</u>
Net Buildings	731,281	(24,995)	-	706,286
Gas distribution system	8,646,492	-	-	8,646,492
Less: accumulated depreciation	<u>(4,162,754)</u>	<u>(204,709)</u>	<u>-</u>	<u>(4,367,463)</u>
Net Distribution System	4,483,738	(204,709)	-	4,279,029
Equipment	246,195	966	-	247,161
Less: accumulated depreciation	<u>(212,079)</u>	<u>(14,805)</u>	<u>-</u>	<u>(226,884)</u>
Net Equipment	34,116	(13,839)	-	20,277
Furniture/fixtures	19,031	-	-	19,031
Less: accumulated depreciation	<u>(13,556)</u>	<u>(2,470)</u>	<u>-</u>	<u>(16,026)</u>
Net Furniture/fixtures	5,475	(2,470)	-	3,005
Vehicles	176,237	-	(25,649)	150,588
Less: accumulated depreciation	<u>(94,170)</u>	<u>(16,692)</u>	<u>25,649</u>	<u>(85,213)</u>
Net Vehicles	<u>82,067</u>	<u>(16,692)</u>	<u>-</u>	<u>65,375</u>
Capital Assets, being depreciated, net	<u>5,336,677</u>	<u>(262,705)</u>	<u>-</u>	<u>5,073,972</u>
Capital Assets, net	<u>\$ 5,964,272</u>	<u>\$ 796,828</u>	<u>\$ -</u>	<u>\$ 6,761,100</u>

Depreciation expense was \$263,671 for the year ended April 30, 2022.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**5. LONG-TERM LIABILITIES**

**a. Activities**

Long-term liabilities activity of the District for the year ended April 30, 2022 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due within One Year
Direct Placement Bonds	\$ 2,764,901	\$ -	(\$ 62,496)	\$ 2,702,405	\$ 64,698
Compensated Absences	45,258	15,170	( 12,371)	48,057	18,799
Customer Deposits	58,638	5,700	( 523)	63,815	-
	<u>\$ 2,868,797</u>	<u>\$ 20,870</u>	<u>(\$ 75,390)</u>	<u>\$ 2,814,277</u>	<u>\$ 83,497</u>

**b. Bonds and Notes Payable**

**Direct Placement Bonds**

The District was approved to issue Series 2008 Utility Revenue Bonds in the amount of \$2,790,000 to fund a gas line replacement/improvement project. The bonds will mature over a period of 40 years and bear interest at a rate of 4.25%. The balance at April 30, 2022, was \$2,320,053. The District has pledged future gas customer revenues, net of specified operating expenses, to repay the bonds. The bonds are payable solely from gas customer net revenues and are payable through 2049. Annual principal and interest payments are estimated to require approximately five percent of net revenues. The total principal and interest to be paid on the bonds is \$3,857,445. Principal and interest paid for the year and total customer net revenues were \$146,642 and \$3,793,193, respectively.

The District was approved to issue Series 2009 Utility Revenue Bonds in the amount of \$535,000 for additional funding for a gas line replacement/improvement project. The bonds will mature over a period of 30 years and bear interest at a rate of 4.25%. The balance at April 30, 2022, was \$382,352. The District has pledged future gas customer revenues, net of specified operating expenses, to repay the bonds. The bonds are payable solely from gas customer net revenues and are payable through 2040. Annual principal and interest payments are estimated to require approximately one percent of net revenues. The total principal and interest to be paid on the bonds is \$546,026. Principal and interest paid for the year and total customer net revenues were \$32,164 and \$3,793,193, respectively.



**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

5. **LONG-TERM LIABILITIES** (continued)

b. **Bonds and Notes Payable** (continued)

Utility Revenue Bonds, Series 2008 and Series 2009

These bonds are a direct placement bond that are subject to the following:

- *Events of default with finance-related consequences* - These bonds would be in default for failure of payment of principal and interest when due or non-performance of observance of covenants, agreements, or conditions in the Bond Resolution.
- *Subjective acceleration clauses* - The District may prepay the whole or any part of the principal amount of any installment on any Bond at any time.

Principal and interest payments for direct placement bonds are as follows:

<b><u>Year Ending</u></b> <b><u>April 30,</u></b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2023	\$ 64,698	\$ 114,108	\$ 178,806
2024	67,502	111,304	178,806
2025	70,427	108,379	178,806
2026	73,479	105,327	178,806
2027	76,664	102,142	178,806
2028 - 2032	341,351	373,873	715,224
2033 - 2037	516,791	377,239	894,030
2038 - 2042	572,002	256,938	828,940
2043 - 2047	598,048	135,162	733,210
2048 - 2050	321,443	16,594	338,037
	<u>\$ 2,702,405</u>	<u>\$ 1,701,066</u>	<u>\$ 4,403,471</u>

6. **LEASES**

The District entered into a 99-year lease for property on West Feliciana Parkway in St. Francisville for an annual payment of \$342. The full lease value of \$33,900 was paid during 2014. The balance of the prepaid lease at April 30, 2022, was \$30,822.

7. **RETIREMENT PLAN**

The District offers a Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) to all employees of the District, who have received at least \$5,000 in compensation during the previous calendar year through Oppenheimer Funds. The District may make a non-elective contribution equal to 3% of compensation for the year to the SIMPLE individual retirement account of qualifying employees. The District's contributions to the plan for the year ended April 30, 2022 were \$10,172.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS**

**8. CONCENTRATIONS**

The District provides natural gas services to two customers totaling 91% of annual sales. Sales of \$1,374,628 to the East Louisiana State Hospital accounted for 36% of total sales and sales of \$2,086,067 to Louisiana State Penitentiary accounted for 55%.

**9. COMMITMENTS**

The District is a member of the Louisiana Municipal Gas Authority (hereinafter referred to as the Authority). As a member of the Authority, the District agrees to purchase all of its natural gas for resale to its customers through the Authority's gas distribution system. The Authority prepares an annual budget that includes an estimate of all of the Authority's operations, maintenance and general expenses relating to the operation and conduct of the business of the Authority during the year. The total amount set forth in this budget is paid monthly by each member of the Authority based on a percentage of each member's cost of gas. This contract was executed for a ten-year period, but it can be terminated by either party by giving written notice to the other party at least six months prior to termination. The District has estimated a commitment to the Authority of approximately \$1,312,000 for the subsequent period.

At April 30, 2022, the District had construction commitments of approximately \$120,000.

**10. CURRENT ACCOUNTING STANDARDS SCHEDULED TO BE IMPLEMENTED**

Following is a summary of the 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 87, *Leases*. This standard will require all leases to be reported on the statement of net position under a single accounting model for both lessors and lessees. The statement will require the recognition of lease assets or liabilities for leases previously reported as operating leases. Both operating and capital leases will be reported under this single accounting method and reported by lessees as an intangible right to use asset and by lessors as a receivable with both reporting a deferred inflow of resources. The standard is effective for annual reporting periods beginning after June 15, 2021. The District will include the requirements of this standard, as applicable, in its April 30, 2023 financial statements. All of the District's lease agreements will need to be evaluated to determine the impact of implementing this standard; however, the effect of this standard or its applicability to the District are unknown at this time.

**SUPPLEMENTARY INFORMATION**

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF OPERATING EXPENSES**  
**YEAR ENDED APRIL 30, 2022**

**ADMINISTRATIVE**

Board meetings/travel	\$ 1,220
Office and supplies	34,587
Official publications	1,682
Professional fees	102,276
Bad debt	516
Engineering and legal fees	64,830
Repairs and maintenance	218,944
Truck expense	24,309
Taxes and licenses	<u>1,532</u>
Total administrative	<u>449,896</u>

**DEPRECIATION**

263,671

**EMPLOYEE AND RELATED EXPENSES**

Drug testing expense	706
Group insurance/workers' comp	60,139
Payroll taxes	31,103
Retirement	10,172
Salaries and per diem	400,182
Uniforms	<u>7,862</u>
Total employee and related expenses	<u>510,164</u>

**GAS PURCHASES**

1,944,867

**OCCUPANCY**

Insurance	37,979
Telephone	5,246
Utilities	<u>5,063</u>
Total occupancy	<u>48,288</u>

Total operating expenses \$ 3,216,886

See Independent Auditors' Report.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LA**

**SCHEDULE OF STATISTICAL DATA**  
**YEAR ENDED APRIL 30, 2022**

<u>Month</u>	<u>Purchases</u>		<u>Cost per MMBTU</u>	<u>Sales</u>
	<u>MMBTU</u>	<u>Amount</u>		
May	19,946	\$ 100,485	\$ 5.04	\$ 222,731
June	17,177	85,163	4.96	207,716
July	17,304	87,298	5.04	180,990
August	17,108	84,209	4.92	185,307
September	17,059	101,735	5.96	180,243
October	20,083	149,752	7.46	198,477
November	33,053	254,236	7.69	404,228
December	27,379	226,323	8.27	374,944
January	46,529	269,458	5.79	482,690
February	38,735	299,170	7.72	661,232
March	23,840	150,814	6.33	403,429
April	20,215	136,224	6.74	268,357
Total Purchases	<u>298,428</u>	<u>\$ 1,944,867</u>	Total Sales	<u>\$ 3,770,344</u>

See Independent Auditors' Report.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF COMPARATIVE DATA**  
**YEAR ENDED APRIL 30, 2022**

	<u>2022</u>	<u>2021</u>
<b>SUMMARY OF REVENUES AND EXPENSES</b>		
Operating revenues	\$ 3,793,193	\$ 3,237,700
Cost of revenues - gas purchases	(1,944,867)	(1,361,465)
Gross Profit	<u>1,848,326</u>	<u>1,876,235</u>
Other operating expenses	(1,008,348)	(865,476)
Depreciation	(263,671)	(250,261)
Operating Income	<u>576,307</u>	<u>760,498</u>
Non-operating revenues	10,099	7,029
Non-operating expenses	(116,200)	(118,801)
Change in Net Position	<u>\$ 470,206</u>	<u>\$ 648,726</u>
<b>OTHER DATA</b>		
Capital assets, net of accumulated depreciation	\$ 6,761,100	\$ 5,964,272
Net working capital	\$ 1,908,320	\$ 2,462,387
Total assets	\$ 11,366,270	\$ 10,446,684
Long-term liabilities	\$ 2,730,780	\$ 2,790,154
Total net position	\$ 7,901,515	\$ 7,431,309
Average no. of customers	405	393
Total gas purchased and sold (MMBTU)	298,428	332,356

See Independent Auditors' Report.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF COMPENSATION PAID TO BOARD MEMBERS**  
**YEAR ENDED APRIL 30, 2022**

In compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature, this schedule of compensation paid to board members is presented for the year ended April 30, 2022.

<u>Board Member</u>	<u>Address</u>	<u>Phone</u>	<u>Compensation</u>
Kevin Beauchamp	5916 Hwy 966, St. Francisville, LA 70775	225-933-0006	\$ 872
Neil Wright	5378 Live Oak, Dr. St. Francisville, LA 70775	225-721-1561	552
Kristi Hawkins	P.O. Box 498 Jackson, LA 70748	925-348-5758	628
Bess Kelley	P.O. Box 430, St. Francisville, LA 70775	225-635-6207	547
Thomas Klein Jr.	P.O. Box 446, St. Francisville, LA 70775	225-324-9831	968
David Norwood	7764 Highland Rd., St. Francisville, LA 70775	225-635-6656	833
Mark Spillman	10756 Walker Rd, St. Francisville, LA 70775	225-721-1718	830
Odis Ratcliff	P.O. Box 101, Angola, LA 70712	225-655-2214	366
C.B. Owen	P.O. Box 1368, St. Francisville, LA 707775	225-245-4464	988
Glenn Thomas	9441 Sligo Rd., St. Francisville, LA 70775	225-784-9080	1,193
Leonard White	7459 Solitude Rd., St. Francisville, LA 70775	225-937-2216	<u>570</u>
Total			<u>\$ 8,347</u>

See Independent Auditors' Report.

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS**  
**TO THE SUPERINTENDENT**  
**YEAR ENDED APRIL 30, 2022**

Superintendent Name: Clay Hardouin

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 99,287
Benefits-insurance	12,745
Benefits-retirement	2,248
Cell phone	424
Registration fees	<u>570</u>
Total	<u>\$ 115,274</u>

See Independent Auditors' Report.



**OTHER INFORMATION**

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF INSURANCE IN FORCE**  
**YEAR ENDED APRIL 30, 2022**  
**(UNAUDITED)**

<u>Policy No #</u>	<u>Expiration Date</u>	<u>Company</u>	<u>Coverage</u>	
02-LX-024058454-0	5/16/2021-5/16/2022	Willis of New Hampshire	General Liability	\$1,000,000 each occurrence \$100,000 damage to rented premises \$5,000 medical injury \$1,000,000 personal injury \$1,000,000 general aggregate
02-CA-064597636-0	5/16/2021-5/16/2022	Willis of New Hampshire	Auto	\$1,000,000 each accident \$1,000,000 uninsured motorist
3680-S	11/15/21 - 11/15/22	Louisiana Workers' Compensation Corporation	Workers Compensation	\$1,000,000 each accident \$1,000,000 disease each employee \$1,000,000 disease policy limit
106921935	5/16/21 - 5/16/22	Travelers Indemnity Company	Cyber	\$1,000,000 Cyber Risk Aggregate Limit
105792182	5/18/21 - 5/18/22	Travelers Indemnity Company	Directors and Officers Liability	\$2,000,000 for all claims
G00617299-000-000	8/01/21-8/31/22	American International Group (Monthly)	Short-term Disability	60% of weekly earnings up to \$1,150 per week

**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF INFORMATION REQUIRED BY RURAL DEVELOPMENT**  
**YEAR ENDED APRIL 30, 2022**  
**(UNAUDITED)**

*Item No. 1*

The District's customers' accounts receivable at April 30, 2022, is comprised of the following:

	<u>0-30 days</u>	<u>31+ days</u>	<u>Total</u>
No.	371	42	413
Amount	\$268,810	\$ 562	\$269,372

*Item No. 2*

The number of active residential and non-residential users at April 30, 2022, is 393 and 20, respectively.

**OTHER REPORTS**



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

Board Members of the  
Gas Utility District No. 1 of West Feliciana Parish  
P. O. Box 2485  
St. Francisville, Louisiana 70775

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 Gas Utility District No. 1 of West Feliciana Parish (the District), as of and for the year ended April 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 28, 2022.

**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 a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. 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 or significant deficiencies may exist that were not identified.



### **Report on Compliance and Other Matters**

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

### **Purpose of this Report**

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

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
October 28, 2022



**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**SCHEDULE OF FINDINGS AND RECOMMENDATIONS**  
**YEAR ENDED APRIL 30, 2022**

**B. Findings – Financial Statement Audit**

None.



**GAS UTILITY DISTRICT NO. 1 OF WEST FELICIANA PARISH**  
**ST. FRANCISVILLE, LOUISIANA**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

**B. Findings – Financial Statement Audit**

None.

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**GAS UTILITY DISTRICT NO. 1**  
**OF WEST FELICIANA PARISH**

**REPORT ON STATEWIDE**  
**AGREED-UPON PROCEDURES**

**FOR THE YEAR ENDED APRIL 30, 2022**

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**GAS UTILITY DISTRICT NO.1  
OF WEST FELICIANA PARISH  
STATEWIDE AGREED UPON PROCEDURES**

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Management's Response and Corrective Action Plan

Independent Accountants' Report  
On Applying Agreed-Upon Procedures

To the Board of Directors of the Gas Utility District No. 1 of West Feliciana Parish 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 May 1, 2021, through April 30, 2022. The Gas Utility District No. 1 of West Feliciana Parish's (the 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 May 1, 2021, through April 30, 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 performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read "*no exception noted*" or for step 25 "*we performed the procedure and discussed the results with management*". If not, then a description of the exception ensues.

**A - Written Policies and Procedures**

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1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

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

*No exception noted.*

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.

*No exception noted.*

c) **Disbursements**, including processing, reviewing, and approving.

*No exception noted.*

- 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).

*No exception noted.*

- 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.

*No exception noted.*

- 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.

*No exception noted.*

- 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).

*No exception noted.*

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

*No exception noted.*

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

*No exception noted.*

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

*No exception noted.*

- 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.

*No exception noted.*

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

*The Entity has written policies for Sexual Harassment; however, the policy does not specifically address attribute (2) annual employee training and (3) annual reporting.*

#### ***B - Board or Finance Committee***

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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 whether 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.

*No exception noted.*

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

*No exception noted.*

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

*Not applicable as the District does not have a general fund.*

### ***C - Bank Reconciliations***

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

*A listing of bank accounts was provided and included a total of 6 bank accounts. Management identified the entity's main operating account. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected 5 bank accounts (1 main operating and 4 randomly) and obtained the bank reconciliations for the month ending April 30, 2022, resulting in 3 bank reconciliations obtained and subjected to the below procedures, while 2 of the accounts were bond accounts and had no reconciling items.*

- 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);

*No exception noted.*

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

*No exception noted.*

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

*Of the 5 bank accounts selected, there were no reconciling items that had been outstanding for more than 12 months. No exception noted.*

### ***D - 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).

*A listing of deposit sites was provided and included a total of 1 deposit site. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the 1 deposit site and performed the procedures below.*

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 listing of collection locations for each deposit site selected in procedure #4 was provided and included a total of 1 collection location. No exceptions were noted as a result of performing this procedure.*

*From each of the listings provided, we selected the 1 collection location for each deposit site. Review of the District's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.*

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

*For the 1 collection location selected for our procedures, employees responsible for cash collections share the same cash drawer/register.*

- 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.

*No exception noted.*

- 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.

*No exception noted.*

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

*No exception noted.*

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

*No exception noted.*



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

*We selected two deposit dates for each of the bank accounts in procedure #3. We obtained supporting documentation for each of the deposits and performed the procedures below.*

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

*Not applicable as the District does not maintain pre-numbered receipts.*

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

*No exception noted.*

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

*No exception noted.*

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

*No exception noted.*

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

*No exception noted.*

***E - 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).

*The listing of locations that process payments for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the sole location and performed the procedures below.*

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:

*The listing of employees involved with non-payroll purchasing and payment functions for each payment processing location selected in procedure #8 was provided. No exceptions were noted as a result of performing this procedure.*

*Review of the District's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.*

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

*A single employee can initiate purchase requests, approve purchases, and is responsible for placing an order / making the purchases.*

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

*No exception noted.*

- 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.

*No exception noted.*

- 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.

*The official responsible for signing checks does not mail the payment, but returns the signed checks to the employee to mail who is responsible for processing payments.*

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

*A listing of non-payroll disbursements for each payment processing location selected in procedures #8 was provided related to the reporting period. No exceptions were noted as a result of performing this procedure.*

*From each of the listings provided, we randomly selected 5 disbursements and performed the procedures below.*

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

*No exception noted.*

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

*For the 5 disbursements tested, a single employee initiated the purchase, processed the payments, and mailed the payments.*

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

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

*A listing of cards was provided. No exceptions were noted as a result of performing this procedure.*

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

*From the listing provided, we randomly selected 3 cards (1 debit card and 2 fuel cards) used in the fiscal period. We randomly selected one monthly statement for the 1 debit card and performed the procedures noted below.*

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

*No exception noted.*

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

*No exception noted.*

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

*We selected the only 4 transactions for 1 of the 3 cards selected in procedure #12 (2 fuel cards excluded) and performed the specified procedures. No exception noted.*

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

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

*The listing of travel and travel-related expense reimbursements was provided for the fiscal period. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 reimbursements and performed the procedures below.*

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

*Of the 5 reimbursements selected for our procedures, 2 were reimbursed using a per diem. No exception noted.*

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

*Of the 5 reimbursements selected for our procedures, 3 were reimbursed for mileage using actual costs. No exception noted.*

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

*For all 5 reimbursements selected for our procedures, there was supporting documentation detailing the business purpose and other support required by written policy.*

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

*No exception noted.*

#### ***H - Contracts***

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

*An active vendor list for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected 3 contracts and performed the procedures below.*

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

*No exception noted.*

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

*No exception noted.*

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

*No exception noted.*

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

*No exception noted.*

#### ***I - Payroll and Personnel***

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

*A listing of employees/elected officials employed during the fiscal year was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 employees/officials and performed the specified procedures. No exception noted.*

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

*We randomly selected 1 pay period during the fiscal period and performed the procedures below for the 5 employees/officials selected in procedure #16.*

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

*No exception noted.*

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

*No exception noted.*

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

*No exception noted.*

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

*No exception noted.*

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

*A listing of employees/officials receiving termination payments during the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the sole employee receiving termination payments and performed the specified procedures. No exceptions were noted.*

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

*No exception noted.*

#### ***J - Ethics***

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

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

*No exception noted*

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

*Not applicable as the entity did not have any changes to the ethics policy.*

#### ***K - Debt Service***

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

*Not applicable as there were no bonds/notes issued during the fiscal period.*

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

*A listing of bonds/notes outstanding at the end of the fiscal period was provided. No exceptions were noted.*

*From the listing provided, we randomly selected 1 bond/note and performed the specified procedures. No exception noted.*



***L - Fraud Notice***

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

*Per inquiry of management, no such instances occurred.*

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

*The notice was posted on the premises; however, the District does not have a website.*

***M - Information Technology Disaster Recovery/Business Continuity***

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

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

*We performed the procedure and discussed the results with management.*

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

*We performed the procedure and discussed the results with management.*

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

*We performed the procedure and discussed the results with management.*



***N - Sexual Harassment***

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

*No exception noted.*

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

*The District does not have a website, and the notice was not posted on the District’s premises.*

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;

*There was no annual sexual harassment report prepared by the District.*

- b) Number of sexual harassment complaints received by the agency;

*There was no annual sexual harassment report prepared by the District.*

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

*There was no annual sexual harassment report prepared by the District.*

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*There was no annual sexual harassment report prepared by the District.*

- e) Amount of time it took to resolve each complaint.

*There was no annual sexual harassment report prepared by the District.*



### *Corrective Action*

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29. Obtain management's response and corrective action plan for any exceptions noted in the above agreed-upon procedures.

*See attached Corrective Action Plan.*

We were engaged by the Gas Utility District No. 1 of West Feliciana Parish 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.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
October 28, 2022

Gas Utility District #1  
Of West Feliciana Parish  
P.O. Box 2485  
St. Francisville, Louisiana 70775

## **CORRECTIVE ACTION PLAN**

### **STATE LEGISLATIVE AUDITOR AGREED UPON PROCEDURES**

October 28, 2022

The gas Utility District No.1 of West Feliciana Parish respectfully submits the following corrective action plan for the year ended April 30, 2022.

Postlethwaite & Netterville, APAC  
8550 United Plaza Blvd  
Suite 1001  
Baton Rouge, LA 70809

Period May 1, 2021 to April 30, 2022

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

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

*The Entity has written policies for Sexual Harassment however the policy does not specifically address attribute (2) annual employee training and (3) annual reporting.*

**Planned Corrective Action:** The District will develop written polices to include all the identified requirements.

#### **Collections**

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

*For the 1 collection location selected for our procedures, employees responsible for cash collections share the same cash drawer/register.*

#### **Planned Corrective Action:**

a) Because the District is a small organization, the Superintendent reviews the transaction reports monthly as a mitigating procedure.

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

9a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

*A single employee can initiate purchase requests, approve purchases, and is responsible for placing an order / making the purchases.*

9d) 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.

*The official responsible for signing checks does not mail the payment but returns the signed checks to the employee to mail who is responsible for processing payments.*

10b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

*For the 5 disbursements tested, a single employee initiated the purchase, processed the payments, and mailed the payments.*

**Planned Corrective Action:**

9a) Because this District is a small organization, general purchases and necessary supplies needed for the field and the office are ordered on an as needed basis by a single employee. The Superintendent reviews all purchases as a mitigating procedure.

9d) The employees writing the check does not sign the checks, checks are signed by the authorized signees designated by the board. Bills and checks are reviewed by the Superintendent and mailed by the employee, because the District is a small organization.

10b) Because the District is a small organization, a single employee performs the identified duties. As a mitigating procedure, the Superintendent reviews all disbursements along with the required supporting documentation.

**Sexual Harassment**

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

*The District does not have a website, and the notice was not posted on the District's premises.*

**Planned Corrective Action:**

The District will post its sexual harassment policy on its premises in the next fiscal period.

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;

*There was no annual sexual harassment report prepared by the District.*

- b) Number of sexual harassment complaints received by the agency;

*There was no annual sexual harassment report prepared by the District.*

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

*There was no annual sexual harassment report prepared by the District.*

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*There was no annual sexual harassment report prepared by the District.*

- e) Amount of time it took to resolve each complaint.

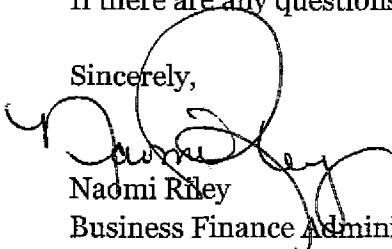
*There was no annual sexual harassment report prepared by the District.*

**Planned Corrective Action:**

**The District will prepare its sexual harassment report for the next fiscal period in compliance with the above requirements.**

If there are any questions regarding this plan, please call Naomi Riley at (225) 635-3590.

Sincerely,



Naomi Riley

Business Finance Administrative Manager