

**TOWN OF PORT BARRE, LOUISIANA**

Financial Report

Year Ended September 30, 2022

## TABLE OF CONTENTS

	Page
Independent Auditor's Report	1-3
 BASIC FINANCIAL STATEMENTS	
 GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)	
Statement of net position	6
Statement of activities	7
 FUND FINANCIAL STATEMENTS (FFS)	
Balance sheet - governmental funds	10
Reconciliation of the governmental funds balance sheet to the statement of net position	11
Statement of revenues, expenditures, and changes in fund balances - governmental funds	12
Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities	13
Statement of net position - proprietary fund	14
Statement of revenues, expenses, and changes in fund net position - proprietary fund	15
Statement of cash flows - proprietary fund	16-17
Notes to basic financial statements	18-41
 REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary comparison schedules:	
General Fund	43
1966 Sales Tax Special Revenue Fund	44
1996 Sales Tax Special Revenue Fund	45
Schedule of Employer's Share of Net Pension Liability	46
Schedule of Employer's Contributions	47
Notes to the required supplementary information	48-49
 OTHER SUPPLEMENTARY INFORMATION	
Statement of net position - compared to prior year totals	51
General and Special Revenue Funds - comparative balance sheet	52
Major Governmental Funds - detail budgetary comparison schedules compared to actual for prior year:	
General Fund - budgetary comparison schedule - revenues	53
General Fund - budgetary comparison schedule- expenditures	54-55
1966 Sales Tax Special Revenue Fund	56
1996 Sales Tax Special Revenue Fund	57

(continued)

TABLE OF CONTENTS (Continued)

	<u>Page</u>
Proprietary Fund - Utility Fund:	
Comparative statement of net position	58
Comparative departmental statement of revenues and expenses	59-60
Schedule of Justice System Funding	61
 INTERNAL CONTROL, COMPLIANCE AND OTHER MATTERS	
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	63-64
Schedule of current and prior year audit findings and management's corrective action plan	65-70

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## INDEPENDENT AUDITOR'S REPORT

\* A Professional Accounting Corporation

The Honorable John Ardoin, Mayor,  
and Members of the Board of Aldermen  
Town of Port Barre, Louisiana

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Port Barre, Louisiana (the Town), as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business type-activities, each major fund, and the aggregate remaining fund information of the Town as of September 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

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

#### Change in Accounting Principle

As described in Note 24 to the financial statements, in 2022, the Town adopted new accounting guidance, GASB Statement No. 87, Leases. Our opinion is not modified with respect to this matter.

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

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our 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. We 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. We 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 Town's internal control. Accordingly, no such opinion is expressed. We 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. We conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town'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 budgetary comparison schedules and the schedules of employer's share of net pension liability and employer contributions on pages 43 through 47 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.

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

## **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying comparative statements on pages 51 through 52 and 58 through 60, and the justice system funding schedule on page 61 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, these comparative statements and justice system funding schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The prior year comparative information on the comparative statements has been derived from the Town of Port Barre's 2021 financial statements, which were 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, and, in our opinion were fairly presented 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 detail budgetary comparison schedules on pages 53 through 57 but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated March 8, 2023, on our consideration of the Town'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 Town'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 the Town's internal control over financial reporting and compliance.

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Lafayette, Louisiana  
March 8, 2023

**BASIC FINANCIAL STATEMENTS**

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



TOWN OF PORT BARRE, LOUISIANA

Statement of Net Position  
September 30, 2022

	Governmental Activities	Business-Type Activities	Total
<b>ASSETS</b>			
Current assets:			
Cash and interest-bearing deposits	\$ 2,057,374	\$ 838,443	\$ 2,895,817
Receivables, net	37,444	108,110	145,554
Internal balances	(69,857)	69,857	-
Due from other governmental units	4,795	-	4,795
Total current assets	<u>2,029,756</u>	<u>1,016,410</u>	<u>3,046,166</u>
Noncurrent assets:			
Restricted assets:			
Cash and interest-bearing deposits	818,650	251,972	1,070,622
Capital assets:			
Land and construction in progress	2,226,028	61,299	2,287,327
Other capital assets, net	<u>2,013,724</u>	<u>4,849,227</u>	<u>6,862,951</u>
Total noncurrent assets	<u>5,058,402</u>	<u>5,162,498</u>	<u>10,220,900</u>
Total assets	<u>7,088,158</u>	<u>6,178,908</u>	<u>13,267,066</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows of resources related to pension	<u>74,417</u>	<u>-</u>	<u>74,417</u>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts, salaries and other payables	328,596	27,623	356,219
Customers' deposits	-	171,712	171,712
Unearned revenue	-	766,830	766,830
Notes payable	-	60,784	60,784
Bonds payable	230,000	55,000	285,000
Accrued interest	<u>7,875</u>	<u>337</u>	<u>8,212</u>
Total current liabilities	<u>566,471</u>	<u>1,082,286</u>	<u>1,648,757</u>
Noncurrent liabilities:			
Net pension liability	91,710	-	91,710
Notes payable	-	170,814	170,814
Bonds payable	<u>2,270,000</u>	<u>-</u>	<u>2,270,000</u>
Total noncurrent liabilities	<u>2,361,710</u>	<u>170,814</u>	<u>2,532,524</u>
Total liabilities	<u>2,928,181</u>	<u>1,253,100</u>	<u>4,181,281</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred outflows of resources related to pension	<u>1,429</u>	<u>-</u>	<u>1,429</u>
<b>NET POSITION</b>			
Net investment in capital assets	1,739,752	4,678,928	6,418,680
Restricted for sales tax dedication	1,101,425	-	1,101,425
Restricted for debt service	153,683	24,923	178,606
Unrestricted	<u>1,238,105</u>	<u>221,957</u>	<u>1,460,062</u>
Total net position	<u>\$ 4,232,965</u>	<u>\$ 4,925,808</u>	<u>\$ 9,158,773</u>

The accompanying notes are an integral part of the basic financial statements.

TOWN OF PORT BARRE, LOUISIANA

Statement of Activities  
For the Year Ended September 30, 2022

Activities	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Position		
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental activities:							
General government	\$ 305,066	\$ 122,106	\$ -	\$ -	\$ (182,960)	\$ -	\$ (182,960)
Public safety:							
Police	1,023,011	691,372	76,666	-	(254,973)	-	(254,973)
Highways & Streets	392,935	-	-	-	(392,935)	-	(392,935)
Culture and recreation	207,368	37,912	-	-	(169,456)	-	(169,456)
Interest on long-term debt	31,172	-	-	-	(31,172)	-	(31,172)
Total governmental activities	<u>1,959,552</u>	<u>851,390</u>	<u>76,666</u>	<u>-</u>	<u>(1,031,496)</u>	<u>-</u>	<u>(1,031,496)</u>
Business-type activities:							
Gas	285,800	253,150	-	-	-	(32,650)	(32,650)
Water	575,809	593,194	-	-	-	17,385	17,385
Sewerage	420,503	286,879	-	65,200	-	(68,424)	(68,424)
Total business-type activities	<u>1,282,112</u>	<u>1,133,223</u>	<u>-</u>	<u>65,200</u>	<u>-</u>	<u>(83,689)</u>	<u>(83,689)</u>
Total	<u>\$ 3,241,664</u>	<u>\$ 1,984,613</u>	<u>\$ 76,666</u>	<u>\$ 65,200</u>	<u>(1,031,496)</u>	<u>(83,689)</u>	<u>(1,115,185)</u>
General revenues:							
Taxes -							
Property taxes, levied for general purposes					74,283	-	74,283
Sales and use taxes, levied for general purposes					956,395	-	956,395
Franchise taxes					117,907	-	117,907
Grants and contributions not restricted to specific programs -							
State sources					56,886	-	56,886
Interest and investment earnings					434	221	655
Miscellaneous					46,364	-	46,364
Non-employer pension contributions					1,997	-	1,997
Gain on sale of capital assets					534,189	-	534,189
Transfers					(59,206)	59,206	-
Total general revenues and transfers					<u>1,729,249</u>	<u>59,427</u>	<u>1,788,676</u>
Change in net position					697,753	(24,262)	673,491
Net position - October 1, 2021					<u>3,535,212</u>	<u>4,950,070</u>	<u>8,485,282</u>
Net position - September 30, 2022					<u>\$ 4,232,965</u>	<u>\$ 4,925,808</u>	<u>\$ 9,158,773</u>

The accompanying notes are an integral part of the basic financial statements.

**FUND FINANCIAL STATEMENTS (FFS)**

## **FUND DESCRIPTIONS**

### **General Fund**

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

### **Special Revenue Funds**

Special revenue funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes.

#### **1966 Sales Tax Fund -**

To account for the receipt and use of proceeds of the Town's 1% sales and use tax. These taxes are dedicated to the construction, acquisition, extension, improvement and/or maintenance of drainage facilities, sewer, and sewerage disposal works, streets, sidewalks, waterworks, and garbage collection and disposal facilities of the Town of Port Barre, including the purchase of equipment thereof.

#### **1996 Sales Tax Fund -**

To account for the receipt and use of proceeds of the Town's 1.2% sales and use tax. These taxes are dedicated to the construction, maintenance and improvement of public streets of the Town of Port Barre.

### **Capital Projects Fund**

#### **Street Construction Fund -**

To account for improvements to the Town's infrastructure using proceeds from various grants, bond proceeds and Town funds.

### **Enterprise Fund**

#### **Utility Fund -**

To account for the provision of gas, water, and sewerage services to residents of the Town. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, financing and related debt service, and billing and collection.

TOWN OF PORT BARRE, LOUISIANA

Balance Sheet  
Governmental Funds  
September 30, 2022

	General	1966 Sales Tax Special Revenue	1996 Sales Tax Special Revenue	Street Construction Fund	Other Governmental Fund	Total
<b>ASSETS</b>						
Cash and interest-bearing deposits	\$ 998,528	\$ 139,856	\$ 918,990	\$ 657,092	\$ 161,558	\$ 2,876,024
Receivables:						
Taxes, net	37,444	-	-	-	-	37,444
Due from other funds	-	407,061	30,762	-	-	437,823
Due from other governmental units	4,795	-	-	-	-	4,795
Total assets	<u>\$ 1,040,767</u>	<u>\$ 546,917</u>	<u>\$ 949,752</u>	<u>\$ 657,092</u>	<u>\$ 161,558</u>	<u>\$ 3,356,086</u>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>Liabilities:</b>						
Accounts payable, salaries and other payables	\$ 17,593	\$ 8,849	\$ 5,458	\$ -	\$ -	\$ 31,900
Contracts payable	-	-	-	202,028	-	202,028
Retainage payable	-	-	-	94,668	-	94,668
Due to other funds	95,981	-	380,937	30,762	-	507,680
Total liabilities	<u>113,574</u>	<u>8,849</u>	<u>386,395</u>	<u>327,458</u>	<u>-</u>	<u>836,276</u>
<b>Fund balances:</b>						
Restricted for sales tax dedications	-	538,068	563,357	-	-	1,101,425
Restricted for capital projects	-	-	-	329,634	-	329,634
Restricted for debt service	-	-	-	-	161,558	161,558
Unassigned	927,193	-	-	-	-	927,193
Total fund balances	<u>927,193</u>	<u>538,068</u>	<u>563,357</u>	<u>329,634</u>	<u>161,558</u>	<u>2,519,810</u>
Total liabilities and fund balances	<u>\$ 1,040,767</u>	<u>\$ 546,917</u>	<u>\$ 949,752</u>	<u>\$ 657,092</u>	<u>\$ 161,558</u>	<u>\$ 3,356,086</u>

The accompanying notes are an integral part of the basic financial statements.

TOWN OF PORT BARRE, LOUISIANA

Reconciliation of the Governmental Funds Balance Sheet  
to the Statement of Net Position  
September 30, 2022

Total fund balances for governmental funds at September 30, 2022		\$2,519,810
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		
Capital assets, net		4,239,752
Deferred outflows of expenditures are not a use of current resources, and therefore, are not reported in the governmental funds.		
Deferred outflows of resources - pension		74,417
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Bonds payable	\$ (2,500,000)	
Accrued interest payable	(7,875)	
Net pension liability	<u>(91,710)</u>	(2,599,585)
The deferred inflows of contributions are not available resources and therefore, are not reported in the governmental funds.		
Deferred inflows of resources - pension		<u>(1,429)</u>
Total net position of governmental activities at September 30, 2022		<u>\$ 4,232,965</u>

The accompanying notes are an integral part of the basic financial statements.

TOWN OF PORT BARRE, LOUISIANA

Statement of Revenues, Expenditures, and Changes in Fund Balances-  
Governmental Funds  
For the Year Ended September 30, 2022

	General	1966 Sales Tax Special Revenue	1996 Sales Tax Special Revenue	Street Construction Fund	Other Governmental Fund	Total
<b>Revenues:</b>						
Taxes	\$ 189,222	\$ 430,474	\$ 525,921	\$ -	\$ -	\$ 1,145,617
Licenses and permits	122,106	-	-	-	-	122,106
Intergovernmental	136,520	-	-	-	-	136,520
Fines and forfeits	691,372	-	-	-	-	691,372
Miscellaneous	84,677	6	28	-	-	84,711
Total revenues	<u>1,223,897</u>	<u>430,480</u>	<u>525,949</u>	<u>-</u>	<u>-</u>	<u>2,180,326</u>
<b>Expenditures:</b>						
Current -						
General government	199,148	20,193	20,209	30,762	-	270,312
Public safety:						
Police	947,965	-	-	-	-	947,965
Highways and streets	-	301,570	43,468	-	-	345,038
Culture and recreation	168,775	18,128	-	-	-	186,903
Capital outlay	129,855	68,293	-	2,139,604	-	2,337,752
Debt service	16,071	-	-	-	23,100	39,171
Total expenditures	<u>1,461,814</u>	<u>408,184</u>	<u>63,677</u>	<u>2,170,366</u>	<u>23,100</u>	<u>4,127,141</u>
Excess (deficiency) of revenues over expenditures	<u>(237,917)</u>	<u>22,296</u>	<u>462,272</u>	<u>(2,170,366)</u>	<u>(23,100)</u>	<u>(1,946,815)</u>
<b>Other financing sources (uses):</b>						
Proceeds from issuance of debt	-	-	-	2,500,000	-	2,500,000
Sale of capital assets	800,000	-	-	-	-	800,000
Transfers in	160,794	220,000	-	-	184,658	565,452
Transfers out	(40,000)	(180,000)	(404,658)	-	-	(624,658)
Total other financing sources (uses)	<u>920,794</u>	<u>40,000</u>	<u>(404,658)</u>	<u>2,500,000</u>	<u>184,658</u>	<u>3,240,794</u>
Net changes in fund balances	682,877	62,296	57,614	329,634	161,558	1,293,979
Fund balances, beginning	<u>244,316</u>	<u>475,772</u>	<u>505,743</u>	<u>-</u>	<u>-</u>	<u>1,225,831</u>
Fund balances, ending	<u>\$ 927,193</u>	<u>\$ 538,068</u>	<u>\$ 563,357</u>	<u>\$ 329,634</u>	<u>\$ 161,558</u>	<u>\$ 2,519,810</u>

The accompanying notes are an integral part of the basic financial statements.

TOWN OF PORT BARRE, LOUISIANA

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
For the Year Ended September 30, 2022

Total net changes in fund balances for the year ended September 30, 2022 per statement of revenues, expenditures and changes in fund balances	\$ 1,293,979
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The change in net position reported for governmental activities in the statement of activities is different because:

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

Capital outlay	\$2,337,752	
Depreciation expense	(157,444)	
Loss on disposal of capital assets	<u>(265,811)</u>	1,914,497

Bonds and notes payable proceeds are reported as financing sources in the governmental funds and thus contribute to the change in fund balance. In the statement of net position, however, issuing debt increases long-term liabilities and does not affect the statement of activities. Similarly, repayment of principal is recorded as an expenditure in the statement of revenues, expenditures, and changes in fund balances whereas the payment reduces the balance of bonds and notes payable in the statement of net position.

Proceeds on issuance of long-term debt	(2,500,000)	
Principal payments	<u>15,874</u>	(2,484,126)

Because some revenues are not considered measurable at year-end, they are not considered "available" revenues in the governmental funds.

Non-employer pension contributions	1,997
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Interest expense	(7,875)	
Pension expense	<u>(20,719)</u>	<u>(28,594)</u>

Total changes in net position for the year ended September 30, 2022 per statement of activities	<u>\$ 697,753</u>
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The accompanying notes are an integral part of the basic financial statements.



TOWN OF PORT BARRE, LOUISIANA

Statement of Net Position  
 Proprietary Fund  
 September 30, 2022

	<u>Utility Fund</u>
<b>ASSETS</b>	
Current assets:	
Cash	\$ 838,443
Receivables:	
Accounts receivable, net	108,110
Due from other funds	<u>69,857</u>
Total current assets	<u>1,016,410</u>
Noncurrent assets:	
Restricted assets:	
Cash	113,084
Interest-bearing deposits	138,888
Capital assets:	
Land and construction in progress	61,299
Other capital assets, net	<u>4,849,227</u>
Total noncurrent assets	<u>5,162,498</u>
Total assets	<u>6,178,908</u>
<b>LIABILITIES</b>	
Current liabilities:	
Accounts and salaries payable	22,309
Other liabilities	5,314
Notes payable	60,784
Unearned revenue	766,830
Payable from restricted assets -	
Revenue bonds	55,000
Accrued interest	337
Customers' deposits	<u>171,712</u>
Total current liabilities	<u>1,082,286</u>
Noncurrent liabilities:	
Notes payable	<u>170,814</u>
Total liabilities	<u>1,253,100</u>
<b>NET POSITION</b>	
Net investment in capital assets	4,678,928
Restricted for debt service	24,923
Unrestricted	<u>221,957</u>
Total net position	<u>\$4,925,808</u>

The accompanying notes are an integral part of the basic financial statements.

TOWN OF PORT BARRE, LOUISIANA

Statement of Revenues, Expenses, and Changes in Fund Net Position  
 Proprietary Fund  
 For the Year Ended September 30, 2022

	<u>Utility Fund</u>
Operating revenues:	
Charges for services -	
Gas charges	\$ 246,022
Water sales	566,066
Sewer service charges	279,778
Connection charges	14,045
Miscellaneous	<u>27,312</u>
Total operating revenues	<u>1,133,223</u>
Operating expenses:	
Gas department	285,800
Water department	569,440
Sewerage department	<u>414,134</u>
Total operating expenses	<u>1,269,374</u>
Operating loss	<u>(136,151)</u>
Nonoperating revenues (expenses):	
Federal grant revenue	65,200
Interest income	221
Interest expense	(12,188)
Paying agent fees	<u>(550)</u>
Total nonoperating revenues (expenses)	<u>52,683</u>
Loss before transfers	(83,468)
Transfers in	220,000
Transfers out	<u>(160,794)</u>
Change in net position	(24,262)
Net position, beginning	<u>4,950,070</u>
Net position, ending	<u>\$ 4,925,808</u>

The accompanying notes are an integral part of the basic financial statements.

TOWN OF PORT BARRE, LOUISIANA

Statement of Cash Flows  
 Proprietary Fund  
 For the Year Ended September 30, 2022

	<u>Enterprise Fund</u>
Cash flows from operating activities:	
Receipts from customers	\$ 1,117,400
Payments to suppliers	(783,734)
Payments to employees	(243,296)
Other receipts	<u>27,312</u>
Net cash provided by operating activities	<u>117,682</u>
Cash flows from noncapital financing activities:	
Transfers from other funds	220,000
Transfers to other funds	<u>(160,794)</u>
Net cash provided by noncapital financing activities	<u>59,206</u>
Cash flows from capital and related financing activities:	
Principal paid on notes payable	(58,804)
Principal paid on revenue bond maturities	(58,000)
Interest and fiscal charges paid	(13,093)
Grants received	441,651
Acquisition of property, plant, and equipment	<u>(150,002)</u>
Net cash provided by capital and related financing activities	<u>161,752</u>
Cash flows from investing activities:	
Interest on investments	<u>221</u>
Net cash provided by investing activities	<u>221</u>
Net increase in cash and cash equivalents	338,861
Cash and cash equivalents, beginning of period	<u>751,554</u>
Cash and cash equivalents, end of period	<u>\$ 1,090,415</u>

(continued)

TOWN OF PORT BARRE, LOUISIANA

Statement of Cash Flows  
 Proprietary Fund (Continued)  
 For the Year Ended September 30, 2022

	<u>Enterprise Fund</u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating loss	\$ (136,151)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	244,274
Changes in current assets and liabilities:	
Decrease in accounts receivable	7,997
Decrease in accounts payable	(1,570)
Decrease in other liabilities	(3,293)
Increase in customer deposits	6,425
Net cash provided by operating activities	<u>\$ 117,682</u>
Reconciliation of cash and cash equivalents per statement of cash flows to the statement of net position:	
Cash and cash equivalents, beginning of period -	
Cash and interest-bearing deposits - unrestricted	\$ 520,776
Cash and interest-bearing deposits - restricted	<u>230,778</u>
Total cash and cash equivalents	<u>751,554</u>
Cash and cash equivalents, end of period -	
Cash and interest-bearing deposits - unrestricted	838,443
Cash and interest-bearing deposits - restricted	<u>251,972</u>
Total cash and cash equivalents	<u>1,090,415</u>
Net increase in cash and cash equivalents	<u>\$ 338,861</u>

The accompanying notes are an integral part of the basic financial statements.

## TOWN OF PORT BARRE, LOUISIANA

### Notes to Basic Financial Statements

#### (1) Summary of Significant Accounting Policies

The accompanying financial statements of the Town of Port Barre (Town) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

##### A Financial Reporting Entity

The Town of Port Barre was incorporated under the provisions of the Lawrason Act. The Town operates under the Mayor-Board of Aldermen form of government.

This report includes all funds that are controlled by or dependent on the Town executive and legislative branches (the Mayor and Board of Aldermen). Control by or dependence on the Town was determined on the basis of budget adoption, taxing authority, authority to issue debt, election or appointment of governing body, and other general oversight responsibility.

There are no component units over which the Town exercises significant influence.

##### B. Basis of Presentation

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

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of activities presents a comparison between direct expenses and program revenues for the business-type activities of the Town and for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

Fund Financial Statements

The accounts of the Town are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The various funds of the Town are classified into two categories: governmental and proprietary. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Town or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type: and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major funds of the Town are described below:

Governmental Funds -

General Fund

The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds -

1966 Sales Tax Fund

The 1966 Sales Tax Fund is used to account for the receipt and use of a 1% sales and use tax that is legally restricted to expenditures for specific purposes.

1996 Sales Tax Fund

The 1996 Sales Tax Fund is used to account for the proceeds of a 1.2% sales and use tax that is legally restricted to expenditures for specific purposes.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

Capital Projects Funds –

Street Construction Fund –

The Street Construction Fund is used to account for improvements to the City's infrastructure using proceeds from various grants, bond proceeds, and Town funds.

Proprietary Fund -

Enterprise Fund

Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Town of Port Barre's enterprise fund is the Utility Fund.

C. Measurement Focus/Basis of Accounting

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

Measurement Focus

On the government-wide statement of net position and the statement of activities, both governmental and business-type activities are presented using the economic resources measurement focus as defined in item b. below.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

- a. All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

- b. The proprietary fund utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

Basis of Accounting

In the government-wide statement of net position and statement of activities, both governmental and business-type activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred, or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

The proprietary fund utilizes the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred, or economic asset used.

D. Assets, Liabilities, and Equity

Cash and interest-bearing deposits

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Town. For the purpose of the proprietary fund statement of cash flows, “cash and cash equivalents” include all demand and savings accounts, and certificates of deposit or short-term investments with an original maturity of three months or less.



TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

Interfund receivables and payables

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as “due to and from other funds.” Short-term interfund loans are reported as “interfund receivables and payables.” Long-term interfund loans (noncurrent portion) are reported as “advances from and to other funds.” Interfund receivables and payables between funds within governmental activities are eliminated in the statement of net assets.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include sales and use taxes and franchise taxes. Business-type activities report customer’s utility service receivables as their major receivables. Uncollectible utility service receivables are recognized as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the particular receivable. The allowance for uncollectibles for customers’ utility receivables was \$88,023 at September 30, 2022. Unbilled utility service receivables resulting from utility services rendered between the date of meter reading and billing and the end of the month, are recorded at year-end.

Restricted Assets

Restricted assets include cash and interest-bearing deposits of the governmental and proprietary funds that are legally restricted as to their use. The restricted assets are related to bond proceeds for capital expenditures, debt service accounts, and utility meter deposits.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets are, reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Town maintains a threshold level of \$1,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Prior to October 1, 2001, governmental funds’ infrastructure assets were not capitalized. These assets have been valued at estimated historical cost.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

The range of estimated useful lives by type of asset is as follows:

Buildings	40 years
Equipment	5-15 years
Utility system and improvements	4-50 years
Infrastructure	20-40 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

Long-term debt

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources is reported as a liability in the government-wide statements. The long-term debt consists of the capital leases, revenue bonds payable, and notes payable.

Long-term debt for governmental funds is not reported as a liability in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for proprietary fund long-term debt is the same in the fund statements as it is in the government-wide statements.

Compensated Absences

Vacation and sick leave are recorded as expenditures of the period in which paid. Vacation must be taken in the year accrued and cannot be carried over. Sick leave is accumulated by employees at a rate dependent upon number of years of employment. Although sick leave is available for employees when needed, it does not vest nor is it payable at termination of employment. Therefore, no liability has been recorded at September 30, 2022.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

Equity Classifications

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to the restricted assets.
- b. Restricted net position – Net position is considered restricted if the use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws or buyers of the Town's debt. Restricted net position is reduced by liabilities related to the restricted assets. Constraints may be placed on the use, either by (1) external groups, such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) laws through constitutional provisions or enabling legislation. For the year ended September 30, 2022, the Town reported \$1,280,031 of restricted net position, \$1,101,425 of which was restricted by enabling legislation.
- c. Unrestricted net position – Consists of all other net position that does not meet the definition of the two previous components and is available for general use by the Town.

In the fund financial statements, governmental fund equity is classified as fund balance. As such, fund balances of the governmental funds are classified as follows:

- a. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed – amounts that can be used only for specific purposes determined by a formal decision of the Town's Mayor and Board of Aldermen, which is the highest level of decision-making authority for the Town.
- d. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes determined by a formal decision of the Town's Mayor and Board of Aldermen.
- e. Unassigned – all other spendable amounts.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

When an expenditure is incurred for the purpose for which both restricted and unrestricted fund balance is available, the Town considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Town considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Town has provided otherwise in their commitment or assignment actions.

Proprietary fund equity is classified the same as in the government-wide statements.

E. Revenues, Expenditures, and Expenses

Operating Revenues and Expenses

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, noncapital financing, or investing activities.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified as follows:

Governmental Funds - By Character:  
Proprietary Fund - By Operating and Nonoperating

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to use of economic resources.

Interfund Transfers

Permanent reallocations of resources between funds of the reporting entity are classified as interfund transfers. For the purposes of the statement of activities, all interfund transfers between individual governmental funds have been eliminated.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

Revenue Restrictions

The Town has various restrictions placed over certain revenue sources from state or local requirements. The primary restricted revenue sources include:

<u>Revenue Source</u>	<u>Legal Restrictions of Use</u>
Sales Tax	See Note 3
Water and Sewer Revenue	Debt Service and Utility Operations

The Town uses unrestricted resources only when restricted resources are fully depleted.

F. Debt Issue Costs

Debt issue costs are expensed as incurred.

G. Use of 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 disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

(2) Ad Valorem Taxes

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the Town in September or October and are actually billed to taxpayers in November or December. Billed taxes become delinquent on January 1 of the following year. The Town bills and collects its own property taxes using the assessed values determined by the tax assessor of St. Landry Parish. Town property tax revenues are budgeted in the year billed.

For the year ended September 30, 2022, taxes of 5.15 mills were levied on property with assessed valuations totaling \$13,797,180 and were dedicated for general corporate purposes. Total taxes levied were \$71,057. There were no taxes receivable at September 30, 2022.

(3) Sales and Use Taxes

The Town levies two sales taxes as follows:

- A. Proceeds of a 1966 1% sales and use tax levied in perpetuity by the Town of Port Barre (2022 collections \$430,474) is dedicated for constructing, acquiring, extending, improving and/or maintaining drainage facilities, sewers and sewerage disposal works, streets, sidewalks, waterworks, and garbage collection and disposal facilities of the Town, including the purchase of equipment thereof.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

- B. Proceeds of a 1996 1.2% sales and use tax levied in perpetuity by the Town of Port Barre (2022 collections \$525,921) is dedicated for constructing, maintaining and improving public streets and funding into bonds for any of these purposes in accordance with Louisiana Revised Statutes.

(4) Cash and Interest-Bearing Deposits

Under state law, the Town may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Town may invest in certificates and time deposits of the state banks organized under Louisiana law and national banks having principal offices in Louisiana. At September 30, 2022, the Town had cash and interest-bearing deposits (book balances) totaling \$3,966,439 as follows:

Demand deposits	\$ 3,714,223
Time deposits	<u>252,216</u>
Total	<u>\$ 3,966,439</u>

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Town's deposits may not be recovered. Under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties.

Deposit balances (bank balances) at September 30, 2022 were secured as follows:

Bank balances	<u>\$ 3,968,642</u>
Federal deposit insurance	528,814
Pledged securities	<u>3,439,828</u>
Total	<u>\$ 3,968,642</u>

Deposits in the amount of \$3,439,828 were exposed to custodial credit risk. These deposits are either uninsured and collateralized with securities held by the pledging institution's trust department or agent, but not in the Town's name or uncollateralized. The Town does not have a policy for custodial credit risk.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

(5) Receivables

Receivables at September 30, 2022 consist of the following:

	Governmental Activities	Business-Type Activities	Total
Accounts, net	\$ -	\$ 108,110	\$ 108,110
Franchise taxes	37,444	-	37,444
Total	<u>\$ 37,444</u>	<u>\$ 108,110</u>	<u>\$ 145,554</u>

(6) Due from Other Governmental Units

Due from other governmental units at September 30, 2022 consist of the following:

Governmental Funds:

State of Louisiana - beer taxes	\$ 1,043
State of Louisiana - video poker revenue	1,274
St. Landry Parish Government - casino revenues	<u>2,478</u>
Total governmental funds	<u>\$ 4,795</u>

(7) Restricted Assets

Restricted assets in the governmental funds at September 30, 2022, consist of bond proceeds restricted for capital expenditures in the amount of \$657,092 and \$161,558 restricted for debt service payments. Restricted assets in the proprietary fund at June 30, 2022 consisted of revenue bond debt service and reserve funds of \$80,260 and amounts owed to customers for utility deposits in the amount of \$171,712.

(8) Accounts and Other Payables

The accounts and other payables of \$356,219 consist of the following at September 30, 2022:

	Governmental Activities	Business-type Activities	Total
Accounts	\$ 13,810	\$ 17,860	\$ 31,670
Contracts	202,028	-	202,028
Retainage	94,668	-	94,668
Accrued liabilities	18,090	9,763	27,853
Totals	<u>\$ 328,596</u>	<u>\$ 27,623</u>	<u>\$ 356,219</u>

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

(9) Capital Assets

Capital asset activity for the year ended September 30, 2022 was as follows:

	Balance 9/30/2021	Additions	Deletions	Balance 9/30/2022
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 86,425	\$ -	\$ -	\$ 86,425
Construction in progress	-	2,139,603	-	2,139,603
Other capital assets:				
Buildings	2,351,974	-	589,101	1,762,873
Infrastructure	2,190,839	109,545	-	2,300,384
Equipment	782,108	88,604	11,200	859,512
Totals	<u>5,411,346</u>	<u>2,337,752</u>	<u>600,301</u>	<u>7,148,797</u>
Less accumulated depreciation:				
Buildings	1,477,774	53,331	324,143	1,206,962
Infrastructure	981,052	44,188	-	1,025,240
Equipment	627,265	59,925	10,347	676,843
Total accumulated depreciation	<u>3,086,091</u>	<u>157,444</u>	<u>334,490</u>	<u>2,909,045</u>
Governmental activities, capital assets, net	<u>\$ 2,325,255</u>	<u>\$ 2,180,308</u>	<u>\$ 265,811</u>	<u>\$ 4,239,752</u>
Business-type activities:				
Capital assets not being depreciated:				
Land - sewer system	\$ 15,292	\$ -	\$ -	\$ 15,292
Construction in progress	-	46,007	-	46,007
Other capital assets:				
Gas system	600,822	10,000	-	610,822
Water system	2,518,522	65,200	-	2,583,722
Sewer system	5,735,773	-	-	5,735,773
Machinery and equipment	174,332	28,795	-	203,127
Totals	<u>9,044,741</u>	<u>150,002</u>	<u>-</u>	<u>9,194,743</u>
Less accumulated depreciation:				
Gas system	471,042	9,945	-	480,987
Water system	1,078,390	81,889	-	1,160,279
Sewer system	2,378,623	127,230	-	2,505,853
Machinery and equipment	111,888	25,210	-	137,098
Total accumulated depreciation	<u>4,039,943</u>	<u>244,274</u>	<u>-</u>	<u>4,284,217</u>
Business-type activities, capital assets, net	<u>\$ 5,004,798</u>	<u>\$ (94,272)</u>	<u>\$ -</u>	<u>\$ 4,910,526</u>



TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

Depreciation expense was charged to governmental activities as follows:

General government	\$ 34,754
Public safety	54,328
Streets	47,897
Culture and recreation	<u>20,465</u>
Total depreciation expense	<u>\$ 157,444</u>

Depreciation expense was charged to business-type activities as follows:

Gas	\$ 23,900
Water	81,889
Sewer	<u>138,485</u>
Total depreciation expense	<u>\$ 244,274</u>

(10) Unearned Revenue

Unearned revenue of \$766,830 at September 30, 2022 consists of federal awards received from the State of Louisiana (\$716,830) and St. Landry Parish Government (\$50,000) under the American Rescue Plan Act (ARPA). The ARPA established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) on March 11, 2021, to provide governments with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery. The Town is required to spend these funds in accordance with assistance listing 21.027 guidance. These funds must be obligated by December 31, 2024 and expended by December 31, 2026.

(11) Changes in Long-Term Debt

The following is a summary of long-term debt transactions of the Town for the year ended September 30, 2022:

	Governmental Activities		Business-type Activities	
	Sales Tax Bonds Payable	Note Payable	Revenue Bonds Payable	Note Payable
Long-term debt payable, September 30, 2021	\$ -	\$ 15,874	\$ 113,000	\$ 290,402
Long-term debt issued	2,500,000	-	-	-
Long-term debt retired	<u>-</u>	<u>(15,874)</u>	<u>(58,000)</u>	<u>(58,804)</u>
Long-term debt payable, September 30, 2022	<u>\$ 2,500,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>	<u>\$ 231,598</u>

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

Long-term debt payable at September 30, 2022 is comprised of the following issues:

	<u>Current Portion</u>
Governmental activities:	
Direct borrowing sales tax bonds -	
\$2,500,000 of Sales Tax Bonds Series 2022 dated February 3, 2022, due in annual installments ranging from \$230,000 to \$271,000 through February 1, 2032; bearing interest at 1.89%, secured by the irrevocable pledge and dedication of the 1996 1.2% sales and use tax levied by the Town of Port Barre in perpetuity.	<u>\$2,500,000</u> <u>\$230,000</u>
Business-type activities:	
Notes payable -	
\$574,321 Drawdown note payable to Government Capital Corporation for the purchase of various utility equipment dated October 6, 2016, due in 10 annual installments of \$68,579, including interest at 3.366%, through September 29, 2026; payable from any non-restricted revenues of the Town.	\$ 231,598    \$ 60,784
Direct borrowing revenue bonds -	
\$508,000 Utilities Revenue Refunding Bonds dated September 25, 2013, due in annual installments ranging from \$34,000 to \$55,000 July 1, 2023; interest rate at 2.45 percent, secured by utility system revenues.	<u>55,000</u> <u>55,000</u>
Total	<u>\$ 286,598</u> <u>\$115,784</u>

The annual debt service requirement to amortize all debt outstanding is as follows:

Year Ending September 30,	Governmental Activities		Business-Type Activities			
	Sales Tax Bonds		Note Payable		Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2023	\$ 230,000	\$ 45,077	\$ 60,783	\$ 7,796	\$ 55,000	\$ 1,348
2024	234,000	40,692	62,814	5,765	-	-
2025	238,000	36,231	64,944	3,635	-	-
2026	243,000	31,686	43,057	1,449	-	-
2027	247,000	27,055	-	-	-	-
2028-2032	<u>1,308,000</u>	<u>62,691</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$2,500,000</u>	<u>\$243,432</u>	<u>\$231,598</u>	<u>\$ 18,645</u>	<u>\$ 55,000</u>	<u>\$ 1,348</u>

As of September 30, 2022, the bonds do not contain any monetary default provisions.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

(12) Flow of Funds; Restrictions on Use – Sales Tax and Utilities Revenues

Sales Tax Revenues:

Under the terms of the bond indenture on outstanding Sales Tax Bonds Series 2022 dated February 3, 2022, all revenues associated with the 1996 Sales Taxes may be collected in a separate and special bank account maintained with the regular designated fiscal agent of the Issuer and designated as the "1.2% Sales Tax Account". The Sales Tax Fund constitutes a dedicated fund of the Town, from which appropriations and expenditures by the Issuer shall be made solely for the purposes designated in the proposition authorizing the levy of the Tax, including the payment of the bonds. Out of these funds, the Town shall first pay all reasonable and necessary expenses of collection and administration of the Tax. After payment of such expenses, the remaining balance of the proceeds of the Tax shall be set aside into a fund called the "Sales Tax Sinking Fund - 2022" an amount consisting of 1/12 of the next maturing installment of the next maturing installment of principal and 1/6 of the next maturing installment of interest on the outstanding bonds. Such transfers shall be fully sufficient to assure the prompt payment of principal and interest installments as they become due and may be used only for such payments.

The Town is not required to maintain a bond reserve fund under this bond issuance.

Utility Revenues:

Under the terms of the bond indenture on outstanding Utilities Revenue Refunding Bonds dated September 25, 2013, all income and revenues of every nature, earned or derived from operation of the waterworks and sewer systems, are pledged and dedicated to the retirement of said bonds, and are to be set aside into the following special funds:

Each month, there will be set aside into a fund called the "Utilities Revenue Bond and Interest Sinking Fund" an amount constituting 1/12 of the next maturing installment of principal and 1/6 of the next maturing installment of interest on the outstanding bonds. Such transfers shall be fully sufficient to assure the prompt payment of principal and interest installments as they become due and may be used only for such payments.

Each month, there shall be deposited into a "Utilities Depreciation and Contingency Fund", an amount equal to at least 5% of the amount to be paid into the Sinking Fund. Money in this fund may be used for extensions, additions, improvements, renewals, and replacements necessary to properly operate the system. Money in this fund may also be used to pay principal or interest on the bonds, including any additional parity bonds, for the payment of which there is not sufficient money in the other bond funds.

The Town is not required to maintain a bond reserve fund under this bond issuance.

All of the revenues received in any fiscal year and not required to be paid in such fiscal year into any of the above noted funds shall be regarded as surplus and may be used for any lawful corporate purpose.

The Town of Port Barre was in compliance with all significant limitations and restrictions in the bond indentures at September 30, 2022.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

(13) Pension Plan

The Town participates in one cost-sharing defined benefit plan, administered by a public employee retirement system. Article X, Section 29(F) of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions of all plans administered by the public employee retirement systems to the State Legislature. The plan is not closed to new entrants. The Town joined the plan during fiscal year 2022, and substantially all full time police employees are eligible to participate in the following retirement system:

**Plan Description:**

State of Louisiana - Municipal Police Employees' Retirement System (MPERS) provides retirement, disability, and survivor benefits to eligible employees and their beneficiaries as defined in LRS 11:2211 and 11:2220.

The system's financial statements are prepared using the accrual basis of accounting. Employer and employee contributions are recognized in the period in which the employee is compensated for services performed. Benefits and refunds are recognized when due and payable in accordance with the terms of each plan. Interest income is recognized when earned.

A brief summary of eligibility and benefits of the plans are provided in the following table:

	<u>MPERS</u>
Final Average Salary	Highest 36 months or 60 months <sup>2</sup>
Years of service required and/or age eligible for benefits	25 years of any age 20 years age 55 12 years age 55 20 years any age <sup>1</sup> 30 years any age <sup>3</sup> 25 years age 55 <sup>3</sup> 10 years age 60 <sup>3</sup>
Benefit percent per years of service	2.50-3.33% <sup>4</sup>

<sup>1</sup> With actuarial reduced benefits

<sup>2</sup> Membership commencing January 1, 2013

<sup>3</sup> Under non hazardous duty sub plan commencing January 1, 2013

<sup>4</sup> Membership commencing January 1, 2013 non hazardous duty plan 2.5%, hazardous duty plan 3.0%, membership prior to January 1, 2013 3.33%

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

**Contributions**

Article X, Section 29(E)(2)(a) of the Louisiana Constitution of 1974 assigns the Legislature the authority to determine employee contributions. Employer contributions are actuarially determined using statutorily established methods on an annual basis and are constitutionally required to cover the employer's portion of the normal cost and provide for the amortization of the unfunded accrued liability. Employer contributions are adopted by the Legislature annually upon recommendation of the Public Retirement Systems' Actuarial Committee.

Contributions of employees, employers, and non-employer contributing entities effective for the year ended September 30, 2022 for the defined benefit pension plan in which the Town is a participating employer were as follows:

Plan	Active Member Contribution Percentage	Employer Contribution Percentage	Nonemployer Contributions	Government Contributions
MPERS	10%	31.25%	\$ 1,997	\$ 11,896

**Net Pension Liability**

The Town's net pension liability at September 30, 2022 is comprised of its proportionate share of the net pension liability relating to the cost-sharing plan in which the Town is a participating employer. The Town's net pension liability was measured as of the plan's measurement date (June 30, 2022) and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportionate share of the net pension liability was based on the Town's required contributions in proportion to total required contributions for all employers. As of the most recent measurement date, the Town's proportion and the change in proportion from the prior measurement date were as follows:

Plan	Proportionate Share of Net Pension Liability	Proportionate Share % of Net Pension Liability
MPERS	\$ 91,710	0.008972%

Since the measurement date of the net pension liability was June 30, 2022, the net pension liability is based upon fiduciary net position as of those dates. Detailed information about the pension plan's assets, deferred outflows, deferred inflows, and fiduciary net position that was used in the measurement of the Town's net pension liability is available in the separately issued plan financial report for those fiscal years.

The financial report for the plan may be accessed on their website as follows:

MPERS - <https://www.lampers.org/>

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

**Actuarial Assumptions**

The following table provides information concerning actuarial assumptions used in the determination of the total pension liability for the defined benefit plans in which the Town is a participating employer:

	<u>MPERS</u>
Date of experience study on which significant assumptions are based	7/1/2014-6/30/2019
Actuarial cost method	Entry Age Normal
Investment rate of return	6.750%, net of investment expense
Expected remaining service lives	4
Inflation rate	2.50%
Projected salary increases	4.70%-12.30%
Projected benefit changes including COLAs	None

For annuitants and beneficiaries, the Pub-2010 Public Retirement Plan Mortality Table for Safety Below-Median Healthy Retirees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 was used.

For disabled lives, the Pub-2010 Public Retirement Plan Mortality Table for Safety Disable Retirees multiplied by 105% for males and 115% for females, each with full generational projection using the MP2019 was used.

For employees, the Pub-2010 Public Retirement Plan Mortality Table for Safety Below-Median Healthy Retirees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 was used.

**Cost of Living Adjustments**

The pension plan in which the Town participates has the authority to grant cost-of-living adjustments (COLAs) on an ad hoc basis.

Pursuant to LRS 11:242(B), the power of the Board of Trustees of the statewide system (MPERS) to grant a COLA is effective in calendar years that the legislature fails to grant a COLA, unless in the legislation granting a COLA, the legislature authorizes the Board of Trustees to provide an additional COLA. The authority to grant a COLA by the Board is subject to the funded status and interest earnings. The effects of the benefit changes made as a result of the COLAs is included in the measurement of the total pension liability as of the measurement date at which the ad hoc COLA was granted and the amount is known and reasonably estimable.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

**Discount Rate**

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net positions was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate used to measure the total pension liability for MPERS was 6.75%, which is no change from the prior valuation.

**Long-term Rate of Return**

For MPERS, the long-term expected rate of return for each plan was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification.

The target allocation and best estimates of arithmetic/geometric real rates of return for each major asset class are summarized for each plan in the following tables:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Equity	55.50%	3.60%
Fixed Income	30.50%	0.85%
Alternative	14.00%	0.95%
Totals	<u>100.00%</u>	<u>5.40%</u>
Inflation		<u>2.66%</u>
Expected nominal return		<u>8.06%</u>

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

Changes in the net pension liability may either be reported in pension expense in the year the change occurred or recognized as a deferred outflow of resources or a deferred inflow of resources in the year the change occurred and amortized into pension expense over a number of years. For the year ended September 30, 2022, the Town recognized \$32,615 in pension expense related to the MPERS defined benefit plan.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

At September 30, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	<u>                    </u>	<u>                    </u>
Difference between expected and actual experience	\$ 452	\$ 747
Changes of assumptions	3,163	682
Change in proportion and differences between the employer's contributions and the employers proportionate share of contributions	50,773	-
Net difference between projected and actual investment earnings on pension plan investments	16,373	-
Contributions subsequent to the measurement date	<u>3,656</u>	<u>-</u>
Total	<u>\$ 74,417</u>	<u>\$ 1,429</u>

Deferred outflows of resources of \$3,656 resulting from the employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability during the year ending September 30, 2022. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions to be recognized in pension expense are as follows:

Year ended	
<u>September 30</u>	
2023	\$ 21,372
2024	21,401
2025	17,970
2026	<u>8,589</u>
Total	<u>\$ 69,332</u>



TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

**Sensitivity of the Town’s Proportional Share of the Net Pension Liabilities to Changes in the Discount Rate:**

The following presents the Town’s proportionate shares of the net pension liabilities of the plan, calculated using the respective discount rates, as well as what the Town’s proportionate shares of the net pension liabilities would be if they were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

Plan	Current Discount Rate	Net Pension Liability		
		1% Decrease	Current Discount Rate	1% Decrease
MPERS	6.75%	\$ 128,376	\$ 91,710	\$ 61,081

**Payables to the Pension Plan**

At September 30, 2022, the Town did not any amounts to the Municipal Police Employees’ Retirement System.

(14) Employee Retirement

All employees of the Town of Port Barre are members of the Federal Social Security system. The Town and its employees contribute a percentage of each employee’s salary to the system (7.65% contributed by the Town; 7.65% by the employee). Total covered wages for the year ended September 30, 2022 was \$1,142,092. The Town’s contribution during the year ended September 30, 2022 amounted to \$87,370.

(15) On-Behalf Payments of Salaries

During the year ended September 30, 2022, the State of Louisiana paid the Town’s policemen \$76,666 of supplemental pay, which is included in the accompanying financial statements as intergovernmental revenues and public safety – police expenses/expenditures in the government-wide and fund financial statements.

(16) Risk Management

The Town is exposed to risks of loss in the areas of general and auto liability, property hazards and workers’ compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year, nor have settlements exceeded coverage for the past three years.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

(17) Departmental Information for the Enterprise Fund

The Town of Port Barre maintains one enterprise fund with three departments that provide gas, water, and sewerage services. Departmental information for the year ended September 30, 2022, was as follows:

	Gas Department	Water Department	Sewerage Department	Total Enterprise Fund
Operating revenues	<u>\$253,150</u>	<u>\$593,194</u>	<u>\$ 286,879</u>	<u>\$1,133,223</u>
Operating expenses:				
Depreciation	23,900	81,889	138,485	244,274
Other	<u>261,900</u>	<u>487,551</u>	<u>275,649</u>	<u>1,025,100</u>
Total operating expenses	<u>285,800</u>	<u>569,440</u>	<u>414,134</u>	<u>1,269,374</u>
Operating income (loss)	<u>\$ (32,650)</u>	<u>\$ 23,754</u>	<u>\$ (127,255)</u>	<u>\$ (136,151)</u>

(18) Natural Gas Contract

The Town entered into a gas purchase contract with Cypress Gas Pipeline Company with an initial term of January 1, 1992 to January 1, 1996 with provisions to continue beyond January 1, 1996 on a year-to-year basis until either party request termination of the contract. The terms of the contract require the Town to purchase all of its natural gas requirements from Cypress Gas Pipeline Company. During the year ended September 30, 2022, the Town purchased natural gas from Cypress Gas Pipeline Company in the amount of \$83,332. At September 30, 2022, the Town owed \$5,250 for natural gas purchases for the month of September 30, 2022.

(19) Pending Litigation

At September 30, 2022, the Town of Port Barre is involved in several lawsuits claiming damages. In the opinion of the Town's legal counsel, the only exposure to the Town would be any costs in defense of the lawsuits with no liability to the Town in excess of insurance coverage.

(20) Compensation of Town Officials

A detail of compensation paid to the Board of Aldermen for the year ended September 30, 2022 follows:

Aldermen:	
Todd Abshire	\$ 5,000
Greg Hardy	5,000
Sammy Hardy	5,000
Polly Pickney	5,000
Donald Robin	<u>5,000</u>
Total	<u>\$ 25,000</u>

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

(21) Compensation, Benefits, and Other Payments to Mayor

A detail of compensation, benefits, and other payments paid to John Ardoin, Mayor, for the year ended September 30, 2022 follows:

Salary	\$ 24,000
Car allowance	<u>12,000</u>
Total	<u>\$ 36,000</u>

(22) Interfund Transactions

A. Interfund receivables and payables consisted of the following at September 30, 2022:

	<u>Due From</u>	<u>Due To</u>
Governmental Funds:		
General Fund	\$ -	\$ 95,981
1966 Sales Tax Special Revenue Fund	407,061	-
1996 Sales Tax Special Revenue Fund	30,762	380,937
Street Construction Fund	-	30,762
Proprietary Fund:		
Utility Fund	<u>69,857</u>	<u>-</u>
Total	<u>\$ 507,680</u>	<u>\$ 507,680</u>

These balances resulted from short-term loans made to other funds. All interfund balances will be repaid within one year.

B. Transfers consisted of the following for the year ended September 30, 2022:

	<u>Transfers In</u>	<u>Transfers Out</u>
Governmental Funds:		
General Fund	\$160,794	\$ 40,000
1966 Sales Tax Special Revenue Fund	220,000	180,000
1996 Sales Tax Special Revenue Fund	-	404,658
Other Governmental Fund	184,658	-
Proprietary Fund:		
Utility Fund	<u>220,000</u>	<u>160,794</u>
Total	<u>\$785,452</u>	<u>\$ 785,452</u>

Transfers are used to (a) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and to (b) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

TOWN OF PORT BARRE, LOUISIANA

Notes to Basic Financial Statements (Continued)

(23) Uncertainties Arising During and After Financial Statement Date

As a result of the spread of the COVID 19 coronavirus, economic uncertainties have arisen which may have and may continue to impact the Town's ongoing operations. The extent and severity of the potential impact on future operations is unknown currently.

(24) New Accounting Pronouncement

In June of 2017, the Governmental Accounting Standard Board (GASB) issued Statement No. 87, Leases. The objective of this statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about government's leasing activities. The Town adopted this standard in the year ended September 30, 2022. The implementation of this standard had no material effect on the Town's financial statements for the year ended September 30, 2022.

**REQUIRED  
SUPPLEMENTARY INFORMATION**

TOWN OF PORT BARRE, LOUISIANA  
General Fund

Budgetary Comparison Schedule  
For the Year Ended September 30, 2022

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		(Negative)
<b>Revenues:</b>				
Taxes	\$ 178,500	\$ 189,145	\$ 189,222	\$ 77
Licenses and permits	116,000	118,686	122,106	3,420
Intergovernmental	114,744	129,521	136,520	6,999
Fines and forfeits	555,000	691,086	691,372	286
Miscellaneous	39,100	84,437	84,677	240
Total revenues	<u>1,003,344</u>	<u>1,212,875</u>	<u>1,223,897</u>	<u>11,022</u>
<b>Expenditures:</b>				
Current -				
General government	179,335	199,418	199,148	270
Public safety - police	880,870	937,373	947,965	(10,592)
Culture and recreation	136,398	169,907	168,775	1,132
Capital outlay	100,000	129,857	129,855	2
Debt service	16,071	16,071	16,071	-
Total expenditures	<u>1,312,674</u>	<u>1,452,626</u>	<u>1,461,814</u>	<u>(9,188)</u>
Deficiency of revenues over expenditures	<u>(309,330)</u>	<u>(239,751)</u>	<u>(237,917)</u>	<u>1,834</u>
<b>Other financing sources:</b>				
Sale of capital assets	-	800,000	800,000	-
Transfers in	300,000	-	160,794	160,794
Transfers out	-	-	(40,000)	(40,000)
Total other financing sources	<u>300,000</u>	<u>800,000</u>	<u>920,794</u>	<u>120,794</u>
Net change in fund balance	(9,330)	560,249	682,877	122,628
Fund balance, beginning	<u>244,316</u>	<u>244,316</u>	<u>244,316</u>	<u>-</u>
Fund balance, ending	<u>\$ 234,986</u>	<u>\$ 804,565</u>	<u>\$ 927,193</u>	<u>\$ 122,628</u>

See notes to the required supplementary information.

TOWN OF PORT BARRE, LOUISIANA  
1966 Sales Tax Special Revenue Fund

Budgetary Comparison Schedule  
For the Year Ended September 30, 2022

	Budget		Actual	Variance with
	Original	Final		Final Budget
				Positive (Negative)
<b>Revenues:</b>				
Taxes	\$370,500	\$430,282	\$430,474	\$ 192
Miscellaneous	<u>16</u>	<u>7</u>	<u>6</u>	<u>(1)</u>
Total revenues	<u>370,516</u>	<u>430,289</u>	<u>430,480</u>	<u>191</u>
<b>Expenditures:</b>				
Current -				
General government:				
Professional fees	14,720	15,784	16,354	(570)
Miscellaneous	<u>3,200</u>	<u>3,857</u>	<u>3,839</u>	<u>18</u>
Total general government	<u>17,920</u>	<u>19,641</u>	<u>20,193</u>	<u>(552)</u>
Highways and streets:				
Salaries	150,660	187,765	187,044	721
Payroll taxes	10,500	13,139	14,211	(1,072)
Group insurance	32,900	41,251	43,704	(2,453)
Maintenance and materials	35,800	32,717	35,182	(2,465)
Street materials and supplies	25,000	16,851	13,344	3,507
Miscellaneous	<u>3,500</u>	<u>8,407</u>	<u>8,085</u>	<u>322</u>
Total highways and streets	<u>258,360</u>	<u>300,130</u>	<u>301,570</u>	<u>(1,440)</u>
Culture and recreation	<u>14,500</u>	<u>20,021</u>	<u>18,128</u>	<u>1,893</u>
Capital outlay -				
Street equipment	<u>10,000</u>	<u>68,293</u>	<u>68,293</u>	<u>-</u>
Total expenditures	<u>300,780</u>	<u>408,085</u>	<u>408,184</u>	<u>(99)</u>
Excess (deficiency) of revenues over expenditures	<u>69,736</u>	<u>22,204</u>	<u>22,296</u>	<u>92</u>
<b>Other financing sources (uses):</b>				
Transfers in	300,000	270,000	220,000	(50,000)
Transfers out	<u>(350,000)</u>	<u>(200,000)</u>	<u>(180,000)</u>	<u>20,000</u>
Total other financing sources (uses)	<u>(50,000)</u>	<u>70,000</u>	<u>40,000</u>	<u>(30,000)</u>
Net change in fund balance	19,736	92,204	62,296	(29,908)
Fund balance, beginning	<u>475,772</u>	<u>475,772</u>	<u>475,772</u>	<u>-</u>
Fund balance, ending	<u>\$495,508</u>	<u>\$567,976</u>	<u>\$538,068</u>	<u>\$ (29,908)</u>

See notes to the required supplementary information.

TOWN OF PORT BARRE, LOUISIANA  
1996 Sales Tax Special Revenue Fund  
Budgetary Comparison Schedule  
For the Year Ended September 30, 2022

	Budget		Actual	Variance with
	Original	Final		Final Budget
				Positive (Negative)
Revenues:				
Taxes	\$ 430,500	\$ 519,029	\$ 525,921	\$ 6,892
Miscellaneous	12	24	28	4
Total revenues	<u>430,512</u>	<u>519,053</u>	<u>525,949</u>	<u>6,896</u>
Expenditures:				
Current -				
General government:				
Professional fees	14,720	15,784	15,730	54
Miscellaneous	<u>4,050</u>	<u>3,500</u>	<u>4,479</u>	<u>(979)</u>
Total general government	<u>18,770</u>	<u>19,284</u>	<u>20,209</u>	<u>(925)</u>
Highways and streets:				
Electricity for lights	<u>35,000</u>	<u>47,192</u>	<u>43,468</u>	<u>3,724</u>
Total expenditures	<u>53,770</u>	<u>66,476</u>	<u>63,677</u>	<u>2,799</u>
Excess of revenues over expenditures	376,742	452,577	462,272	9,695
Other financing uses:				
Transfers out	<u>(300,000)</u>	<u>(303,862)</u>	<u>(404,658)</u>	<u>(100,796)</u>
Net change in fund balance	76,742	148,715	57,614	(91,101)
Fund balance, beginning	<u>505,743</u>	<u>505,743</u>	<u>505,743</u>	<u>-</u>
Fund balance, ending	<u>\$ 582,485</u>	<u>\$ 654,458</u>	<u>\$ 563,357</u>	<u>\$ (91,101)</u>

See notes to the required supplementary information.



TOWN OF PORT BARRE, LOUISIANA

Schedule of Employer's Share of Net Pension Liability  
For the Year Ended September 30, 2022

<u>Plan</u>	<u>Year Ended September 30,</u>	<u>Employer Proportion of the Net Pension Liability (Asset)</u>	<u>Employer Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
MPERS	2022	0.008972%	\$ 91,710	\$ 27,696	331.1%	70.79%

\* The amounts presented have a measurement date of June 30, 2022.

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

See notes to the required supplementary information.

TOWN OF PORT BARRE, LOUISIANA

Schedule of Employer Contributions  
For the Year Ended September 30, 2022

<u>Plan</u>	<u>Year Ended September 30,</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a % of Covered Employee Payroll</u>
MPERS	2022	\$ 11,896	\$ 11,896	\$ -	\$ 39,396	30.20%

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

See notes to the required supplementary information.

TOWN OF PORT BARRE, LOUISIANA

Notes to the Required Supplementary Information

(1) Budget and Budgetary Accounting

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Prior to September 15, the Town Clerk submits to the Mayor and Board of Aldermen a proposed operating budget for the fiscal year commencing the following October 1.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted.
5. Budgetary amendments involving the transfer of funds from one department, program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Board of Aldermen.
6. All budgetary appropriations lapse at the end of each fiscal year.
7. Budgets for all funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted and as finally amended by the Board of Aldermen.

(2) Pension Plans

Changes of Assumptions – Changes of assumptions about future economic or demographic factors or of other inputs were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plans. These assumptions include the rate of investment return, mortality of plan members, rate of salary increase, rates of retirement, rates of termination, rates of disability, and various other factors that have an impact on the cost of the plans.

TOWN OF PORT BARRE, LOUISIANA

Notes to the Required Supplementary Information (continued)

(3) Excess of Expenditures Over Appropriations

For the year ended September 30, 2022, the following funds had actual expenditures over appropriations, at the functional level, as follows:

Fund and Function	Budget	Actual	Excess
Governmental Funds:			
General Fund:			
Public safety - police	\$937,373	\$947,965	\$(10,592)
1966 Sales Tax Special Revenue Fund:			
General government	19,641	20,193	(552)
Highways and streets	300,130	301,570	(1,440)
1996 Sales Tax Special Revenue Fund:			
General government	19,284	20,209	(925)

**OTHER SUPPLEMENTARY INFORMATION**

TOWN OF PORT BARRE, LOUISIANA  
Statement of Net Position  
September 30, 2022  
With Comparative Totals for September 30, 2021

	2022			2021 Totals
	Governmental Activities	Business-Type Activities	Total	
<b>ASSETS</b>				
Current assets:				
Cash and interest-bearing deposits	\$ 2,057,374	\$ 838,443	\$ 2,895,817	\$ 1,796,841
Receivables, net	37,444	108,110	145,554	147,287
Internal balances	(69,857)	69,857	-	-
Due from other governmental units	4,795	-	4,795	9,164
Total current assets	<u>2,029,756</u>	<u>1,016,410</u>	<u>3,046,166</u>	<u>1,953,292</u>
Noncurrent assets:				
Restricted assets:				
Cash and interest-bearing deposits	818,650	251,972	1,070,622	230,778
Capital assets:				
Land and construction in progress	2,226,028	61,299	2,287,327	101,717
Other capital assets, net	2,013,724	4,849,227	6,862,951	7,228,336
Total noncurrent assets	<u>5,058,402</u>	<u>5,162,498</u>	<u>10,220,900</u>	<u>7,560,831</u>
Total assets	<u>7,088,158</u>	<u>6,178,908</u>	<u>13,267,066</u>	<u>9,514,123</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Deferred outflows of resources related to pension	<u>74,417</u>	<u>-</u>	<u>74,417</u>	<u>-</u>
<b>LIABILITIES</b>				
Current liabilities:				
Accounts, salaries and other payables	328,596	27,623	356,219	53,207
Customers' deposits	-	171,712	171,712	165,287
Unearned revenue	-	766,830	766,830	390,379
Notes payable	-	60,784	60,784	74,678
Bonds payable	230,000	55,000	285,000	58,000
Accrued interest	7,875	337	8,212	692
Total current liabilities	<u>566,471</u>	<u>1,082,286</u>	<u>1,648,757</u>	<u>742,243</u>
Noncurrent liabilities:				
Net pension liability	91,710	-	91,710	-
Notes payable	-	170,814	170,814	231,598
Bonds payable	2,270,000	-	2,270,000	55,000
Total noncurrent liabilities	<u>2,361,710</u>	<u>170,814</u>	<u>2,532,524</u>	<u>286,598</u>
Total liabilities	<u>2,928,181</u>	<u>1,253,100</u>	<u>4,181,281</u>	<u>1,028,841</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred inflows of resources related to pension	<u>1,429</u>	<u>-</u>	<u>1,429</u>	<u>-</u>
<b>NET POSITION</b>				
Net investment in capital assets	1,739,752	4,678,928	6,418,680	6,968,777
Restricted for sales tax dedication	1,101,425	-	1,101,425	981,515
Restricted for debt service	153,683	24,923	178,606	6,799
Unrestricted	1,238,105	221,957	1,460,062	528,191
Total net position	<u>\$ 4,232,965</u>	<u>\$ 4,925,808</u>	<u>\$ 9,158,773</u>	<u>\$ 8,485,282</u>

TOWN OF PORT BARRE, LOUISIANA

Comparative Balance Sheet  
General and Special Revenue Funds  
September 30, 2022 and 2021

	General		1966 Sales Tax Special Revenue		1996 Sales Tax Special Revenue	
	2022	2021	2022	2021	2022	2021
<b>ASSETS</b>						
Cash and interest-bearing deposits	\$ 998,528	\$ 314,951	\$ 139,856	\$ 69,510	\$ 918,990	\$ 891,604
Receivables:						
Taxes, net	37,444	31,180	-	-	-	-
Due from other funds	-	-	407,061	410,595	30,762	-
Due from other governmental units	4,795	9,164	-	-	-	-
Total assets	<u>\$ 1,040,767</u>	<u>\$ 355,295</u>	<u>\$ 546,917</u>	<u>\$ 480,105</u>	<u>\$ 949,752</u>	<u>\$ 891,604</u>
<b>LIABILITIES AND FUND BALANCES</b>						
Liabilities:						
Accounts payable, salaries and other payables	\$ 17,593	\$ 14,998	\$ 8,849	\$ 4,333	\$ 5,458	\$ 1,390
Due to other funds	95,981	95,981	-	-	380,937	384,471
Total liabilities	<u>113,574</u>	<u>110,979</u>	<u>8,849</u>	<u>4,333</u>	<u>386,395</u>	<u>385,861</u>
Fund balances:						
Restricted for sales tax dedications	-	-	538,068	475,772	563,357	505,743
Unassigned	927,193	244,316	-	-	-	-
Total fund balances	<u>927,193</u>	<u>244,316</u>	<u>538,068</u>	<u>475,772</u>	<u>563,357</u>	<u>505,743</u>
Total liabilities and fund balances	<u>\$ 1,040,767</u>	<u>\$ 355,295</u>	<u>\$ 546,917</u>	<u>\$ 480,105</u>	<u>\$ 949,752</u>	<u>\$ 891,604</u>

TOWN OF PORT BARRE, LOUISIANA  
General Fund

Budgetary Comparison Schedule - Revenues  
For the Year Ended September 30, 2022  
With Comparative Actual Amounts for the Year Ended September 30, 2021

	2022			Variance with Final Budget Positive (Negative)	2021 Actual
	Budget		Actual		
	Original	Final			
<b>Taxes:</b>					
Ad valorem	\$ 83,500	\$ 70,634	\$ 70,478	\$ (156)	\$ 72,147
Interest and penalties on taxes	1,500	766	837	71	1,531
Franchise -					
Electric and cable TV	93,500	117,745	117,907	162	100,717
Total taxes	<u>178,500</u>	<u>189,145</u>	<u>189,222</u>	<u>77</u>	<u>174,395</u>
<b>Licenses and permits:</b>					
Occupational licenses	104,500	103,042	105,112	2,070	108,812
Building permits	11,500	15,644	16,994	1,350	13,487
Total licenses and permits	<u>116,000</u>	<u>118,686</u>	<u>122,106</u>	<u>3,420</u>	<u>122,299</u>
<b>Intergovernmental:</b>					
State of Louisiana -					
Beer taxes	6,100	7,154	5,384	(1,770)	5,926
Video poker	13,500	13,154	12,233	(921)	13,343
Grass cutting	4,200	4,200	4,200	-	4,200
On-behalf payments	60,000	65,000	76,666	11,666	71,816
St. Landry Parish - casino revenue	28,500	37,569	35,069	(2,500)	35,270
St. Landry Parish Housing Authority	2,444	2,444	2,968	524	2,939
Total intergovernmental	<u>114,744</u>	<u>129,521</u>	<u>136,520</u>	<u>6,999</u>	<u>133,494</u>
Fines and forfeits	<u>555,000</u>	<u>691,086</u>	<u>691,372</u>	<u>286</u>	<u>550,588</u>
<b>Miscellaneous:</b>					
Rent	12,600	12,600	14,025	1,425	15,791
Parks	6,200	9,591	9,907	316	20,952
Library fees	2,800	2,174	2,171	(3)	2,920
Youth league	7,500	24,823	25,834	1,011	15,247
Insurance reimbursement	-	-	-	-	20,840
Other	10,000	35,249	32,740	(2,509)	2,229
Total miscellaneous	<u>39,100</u>	<u>84,437</u>	<u>84,677</u>	<u>240</u>	<u>77,979</u>
<b>Total revenues</b>	<u><u>\$ 1,003,344</u></u>	<u><u>\$ 1,212,875</u></u>	<u><u>\$ 1,223,897</u></u>	<u><u>\$ 11,022</u></u>	<u><u>\$ 1,058,755</u></u>



TOWN OF PORT BARRE, LOUISIANA  
General Fund

Budgetary Comparison Schedule - Expenditures  
For the Year Ended September 30, 2022  
With Comparative Actual Amounts for the Year Ended September 30, 2021

	2022				
	Budget		Actual	Variance with Final Budget Positive (Negative)	2021 Actual
	Original	Final			
<b>Current:</b>					
<b>General government -</b>					
Advertising	\$ 1,250	\$ 5,130	\$ 5,108	\$ 22	\$ 1,036
Dues and subscriptions	2,700	4,175	4,175	-	2,717
Insurance	6,100	6,492	6,340	152	5,920
Legal fees	2,000	12,333	12,337	(4)	-
Mayor's allowance	12,000	12,000	12,000	-	12,000
Miscellaneous	4,500	7,323	10,365	(3,042)	6,101
Payroll taxes	5,800	5,455	6,009	(554)	5,799
Professional fees	20,125	20,210	20,950	(740)	20,455
Computer consulting fees	15,500	13,082	12,418	664	5,321
Building permit inspection fees	7,500	12,643	13,917	(1,274)	9,187
Demolition expense	4,500	5,800	-	5,800	-
Salaries	84,160	79,903	80,317	(414)	79,853
Travel and meetings	3,300	3,779	3,576	203	3,413
Preparation of tax roll	1,600	1,591	1,591	-	1,554
Repairs and maintenance	2,500	2,315	2,966	(651)	4,594
Coroner's fees	3,700	4,150	4,150	-	3,375
Electricity	2,100	3,037	2,929	108	2,182
Bad debt expense	-	-	-	-	707
Total general government	<u>179,335</u>	<u>199,418</u>	<u>199,148</u>	<u>270</u>	<u>164,214</u>
<b>Public safety - police -</b>					
Feeding prisoners	300	394	378	16	457
Drug enforcement	1,000	2,000	2,000	-	1,000
Insurance	24,500	27,040	26,454	586	22,836
Group insurance	77,000	69,316	76,391	(7,075)	74,997
Miscellaneous	1,700	2,601	2,448	153	1,400
Police car expenditures	38,500	28,304	27,535	769	20,835
Salaries	608,970	622,319	627,846	(5,527)	594,930
Payroll taxes	49,000	47,227	46,516	711	44,980
Retirement	-	11,928	11,896	32	-
Supplies	16,700	33,206	31,126	2,080	17,537
Repairs and maintenance	7,500	34,607	37,188	(2,581)	31,620
Uniforms	2,700	3,588	3,952	(364)	2,316
Training academy	1,500	950	1,246	(296)	2,425
Travel and meetings	500	808	718	90	-
Telephone	7,200	14,246	15,332	(1,086)	7,370
Electricity	5,700	8,006	7,683	323	4,612
Medical and drug testing	800	2,075	1,275	800	195
Janitorial	3,300	2,319	2,219	100	3,814
Fine remittance fees	34,000	26,439	25,762	677	36,346
Total public safety	<u>880,870</u>	<u>937,373</u>	<u>947,965</u>	<u>(10,592)</u>	<u>867,670</u>

(continued)

TOWN OF PORT BARRE, LOUISIANA  
General Fund

Budgetary Comparison Schedule - Expenditures (Continued)  
For the Year Ended September 30, 2022  
With Comparative Actual Amounts for the Year Ended September 30, 2021

	2022			Variance with Final Budget Positive (Negative)	2021 Actual
	Budget		Actual		
	Original	Final			
Culture and recreation -					
Community Center -					
Salaries	35,980	38,941	38,753	188	33,200
Payroll taxes	2,665	2,994	2,971	23	2,482
Electricity	3,850	8,355	6,963	1,392	3,895
Repairs and maintenance	1,000	7,932	8,032	(100)	3,704
Library -					
Salaries	29,500	23,270	23,136	134	29,903
Payroll taxes	2,400	1,841	1,781	60	2,242
Telephone and electricity	5,300	7,283	6,767	516	5,717
Repairs and maintenance	1,000	13,351	13,631	(280)	566
Supplies and equipment	1,200	-	425	(425)	1,178
Contract labor	-	-	120	(120)	-
Parks and recreation -					
Salaries	32,000	25,471	25,506	(35)	23,727
Payroll taxes	2,300	2,181	1,946	235	1,768
Telephone and electricity	1,200	1,901	6,885	(4,984)	1,667
Repairs and maintenance	1,300	5,602	5,879	(277)	1,200
Contract labor	2,000	4,995	4,940	55	1,940
Youth league supplies	12,500	12,000	11,132	868	5,853
Miscellaneous	2,203	13,790	9,908	3,882	7,218
Total culture and recreation	<u>136,398</u>	<u>169,907</u>	<u>168,775</u>	<u>1,132</u>	<u>126,260</u>
Capital outlay	<u>100,000</u>	<u>129,857</u>	<u>129,855</u>	<u>2</u>	<u>28,332</u>
Debt service:					
Principal retirement	15,874	15,874	15,874	-	30,755
Interest and fiscal charges	197	197	197	-	1,535
Total debt service	<u>16,071</u>	<u>16,071</u>	<u>16,071</u>	<u>-</u>	<u>32,290</u>
Total expenditures	<u>\$ 1,312,674</u>	<u>\$ 1,452,626</u>	<u>\$ 1,461,814</u>	<u>\$ (9,188)</u>	<u>\$ 1,218,766</u>

TOWN OF PORT BARRE, LOUISIANA  
1966 Sales Tax Special Revenue Fund

Budgetary Comparison Schedule  
For the Year Ended September 30, 2022  
With Comparative Actual Amounts for the Year Ended September 30, 2021

	2022			Variance with Final Budget Positive (Negative)	2021 Actual
	Budget		Actual		
	Original	Final			
<b>Revenues:</b>					
Taxes	\$ 370,500	\$ 430,282	\$ 430,474	\$ 192	\$ 374,809
Miscellaneous	16	7	6	(1)	16
Total revenues	<u>370,516</u>	<u>430,289</u>	<u>430,480</u>	<u>191</u>	<u>374,825</u>
<b>Expenditures:</b>					
Current -					
General government:					
Professional fees	14,720	15,784	16,354	(570)	12,910
Collection fees	3,200	3,857	3,839	18	3,299
Total general government	<u>17,920</u>	<u>19,641</u>	<u>20,193</u>	<u>(552)</u>	<u>16,209</u>
Highways and streets:					
Salaries	150,660	187,765	187,044	721	129,647
Maintenance and materials	35,800	32,717	35,182	(2,465)	58,481
Street materials and supplies	25,000	16,851	13,344	3,507	13,261
Group insurance	32,900	41,251	43,704	(2,453)	33,535
Payroll taxes	10,500	13,139	14,211	(1,072)	9,674
Miscellaneous	3,500	8,407	8,085	322	5,556
Total highways and streets	<u>258,360</u>	<u>300,130</u>	<u>301,570</u>	<u>(1,440)</u>	<u>250,154</u>
Culture and recreation	14,500	20,021	18,128	1,893	16,064
Capital outlay	10,000	68,293	68,293	-	5,638
Total expenditures	<u>300,780</u>	<u>408,085</u>	<u>408,184</u>	<u>(99)</u>	<u>288,065</u>
Excess (deficiency) of revenues over expenditures	<u>69,736</u>	<u>22,204</u>	<u>22,296</u>	<u>92</u>	<u>86,760</u>
<b>Other financing sources (uses):</b>					
Transfers in	300,000	270,000	220,000	(50,000)	300,000
Transfers out	(350,000)	(200,000)	(180,000)	20,000	(190,000)
Total other financing sources (uses)	<u>(50,000)</u>	<u>70,000</u>	<u>40,000</u>	<u>(30,000)</u>	<u>110,000</u>
Net change in fund balance	19,736	92,204	62,296	(29,908)	196,760
Fund balance, beginning	<u>475,772</u>	<u>475,772</u>	<u>475,772</u>	<u>-</u>	<u>279,012</u>
Fund balance, ending	<u>\$ 495,508</u>	<u>\$ 567,976</u>	<u>\$ 538,068</u>	<u>\$ (29,908)</u>	<u>\$ 475,772</u>

TOWN OF PORT BARRE, LOUISIANA  
1996 Sales Tax Special Revenue Fund

Budgetary Comparison Schedule  
For the Year Ended September 30, 2022  
With Comparative Actual Amounts for the Year Ended September 30, 2021

	2022			Variance with Final Budget Positive (Negative)	2021 Actual
	Budget		Actual		
	Original	Final			
<b>Revenues:</b>					
Taxes	\$ 430,500	\$ 519,029	\$ 525,921	\$ 6,892	\$ 458,171
Intergovernmental	-	-	-	-	22,814
Miscellaneous	12	24	28	4	13
Total revenues	<u>430,512</u>	<u>519,053</u>	<u>525,949</u>	<u>6,896</u>	<u>480,998</u>
<b>Expenditures:</b>					
Current -					
General government:					
Professional fees	14,720	15,784	15,730	54	12,910
Collection fees	4,050	3,500	4,479	(979)	4,107
Total general government	18,770	19,284	20,209	(925)	17,017
Highways and streets:					
Electricity for lights	35,000	47,192	43,468	3,724	35,610
Total expenditures	<u>53,770</u>	<u>66,476</u>	<u>63,677</u>	<u>2,799</u>	<u>52,627</u>
Excess of revenues over expenditures	376,742	452,577	462,272	9,695	428,371
<b>Other financing uses:</b>					
Transfers out	(300,000)	(303,862)	(404,658)	(100,796)	(300,000)
Net change in fund balance	76,742	148,715	57,614	(91,101)	128,371
Fund balance, beginning	<u>505,743</u>	<u>505,743</u>	<u>505,743</u>	<u>-</u>	<u>377,372</u>
Fund balance, ending	<u>\$ 582,485</u>	<u>\$ 654,458</u>	<u>\$ 563,357</u>	<u>\$(91,101)</u>	<u>\$ 505,743</u>

TOWN OF PORT BARRE, LOUISIANA

Comparative Statement of Net Position  
 Proprietary Fund  
 Utility Fund  
 September 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<b>ASSETS</b>		
Current assets:		
Cash	\$ 838,443	\$ 520,776
Receivables:		
Accounts receivable, net	108,110	116,107
Due from other funds	<u>69,857</u>	<u>69,857</u>
Total current assets	<u>1,016,410</u>	<u>706,740</u>
Noncurrent assets:		
Restricted assets:		
Cash	113,084	92,111
Interest-bearing deposits	138,888	138,667
Capital assets:		
Land and construction in progress	61,299	15,292
Other capital assets, net	<u>4,849,227</u>	<u>4,989,506</u>
Total noncurrent assets	<u>5,162,498</u>	<u>5,235,576</u>
Total assets	<u>6,178,908</u>	<u>5,942,316</u>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts and salaries payable	22,309	23,879
Other liabilities	5,314	8,607
Unearned revenue	766,830	390,379
Notes payable	60,784	58,804
Payable from restricted assets -		
Revenue bonds	55,000	58,000
Accrued interest	337	692
Customers' deposits	<u>171,712</u>	<u>165,287</u>
Total current liabilities	<u>1,082,286</u>	<u>705,648</u>
Noncurrent liabilities:		
Notes payable	170,814	231,598
Revenue bonds	<u>-</u>	<u>55,000</u>
Total noncurrent liabilities	<u>170,814</u>	<u>286,598</u>
Total liabilities	<u>1,253,100</u>	<u>992,246</u>
<b>NET POSITION</b>		
Net investment in capital assets	4,678,928	4,659,396
Restricted for debt service	24,923	6,799
Unrestricted	<u>221,957</u>	<u>283,875</u>
Total net position	<u>\$4,925,808</u>	<u>\$4,950,070</u>

TOWN OF PORT BARRE, LOUISIANA  
Proprietary Fund  
Utility Fund

Comparative Departmental Statement of Revenues and Expenses  
For the Years Ended September 30, 2022 and 2021

	Totals		Gas	
	2022	2021	2022	2021
Operating revenues:				
Charges for services -				
User charges	\$ 1,091,866	\$ 1,021,404	\$ 246,022	\$ 213,534
Connection charges	14,045	3,542	300	300
Miscellaneous	27,312	23,349	6,828	5,837
Total operating revenues	<u>1,133,223</u>	<u>1,048,295</u>	<u>253,150</u>	<u>219,671</u>
Operating expenses:				
Professional fees	17,870	17,745	-	-
Engineering fees	5,325	2,719	3,300	2,719
Depreciation	244,274	225,745	23,900	23,649
Electricity	79,192	63,962	-	-
Natural gas purchased	83,332	59,879	83,332	59,879
Insurance	150,343	146,514	31,572	29,486
Group insurance	43,867	33,760	10,968	8,440
Office supplies and expense	30,384	26,149	-	-
Operative maintenance and supplies	176,517	158,788	18,895	10,706
Payroll taxes	13,936	14,454	4,599	4,770
Salaries	185,931	196,685	61,357	64,906
Truck expenses	27,046	20,221	-	-
Water and sewer chemicals	123,593	126,361	-	-
Telephone	40,948	26,882	-	-
Bad debts expense (recoveries)	1,369	9,048	308	4,705
Uniforms	8,444	12,033	-	-
Miscellaneous	37,003	27,373	11,034	16,334
Allocation of general and administrative expenses	-	-	36,535	33,465
Total operating expenses	<u>1,269,374</u>	<u>1,168,318</u>	<u>285,800</u>	<u>259,059</u>
Operating income (loss)	<u>(136,151)</u>	<u>(120,023)</u>	<u>\$ (32,650)</u>	<u>\$ (39,388)</u>
Nonoperating revenues (expenses):				
State grant revenue	-	16,108		
Federal grant revenue	65,200	-		
Interest income	221	402		
Interest expense	(12,188)	(14,833)		
Paying agent fees/debt issuance costs	(550)	(550)		
Total nonoperating revenues (expenses)	<u>52,683</u>	<u>1,127</u>		
Loss before capital contributions and transfers	(83,468)	(118,896)		
Capital contributions	-	74,766		
Transfers in	220,000	190,000		
Transfers out	<u>(160,794)</u>	<u>(173,757)</u>		
Change in net position	(24,262)	(27,887)		
Net position, beginning	<u>4,950,070</u>	<u>4,977,957</u>		
Net position, ending	<u>\$ 4,925,808</u>	<u>\$ 4,950,070</u>		

Water		Sewerage		General and Administrative	
2022	2021	2022	2021	2022	2021
\$ 566,066	\$ 535,996	\$ 279,778	\$ 271,874	\$ -	\$ -
13,745	3,242	-	-	-	-
13,383	11,441	7,101	6,071	-	-
<u>593,194</u>	<u>550,679</u>	<u>286,879</u>	<u>277,945</u>	<u>-</u>	<u>-</u>
-	-	-	-	17,870	17,745
2,025	-	-	-	-	-
81,889	81,219	138,485	120,877	-	-
40,756	33,165	35,507	28,615	2,929	2,182
-	-	-	-	-	-
49,613	46,333	37,586	35,102	31,572	35,593
21,932	16,880	10,967	8,440	-	-
-	-	-	-	30,384	26,149
103,544	59,145	50,258	85,964	3,820	2,973
5,853	6,070	3,484	3,614	-	-
78,092	82,608	46,482	49,171	-	-
-	-	-	-	27,046	20,221
90,520	103,079	33,073	23,282	-	-
8,133	4,902	9,594	6,023	23,221	15,957
710	1,900	351	2,443	-	-
-	-	-	-	8,444	12,033
14,764	977	10,350	9,054	855	1,008
71,609	65,592	37,997	34,804	(146,141)	(133,861)
<u>569,440</u>	<u>501,870</u>	<u>414,134</u>	<u>407,389</u>	<u>-</u>	<u>-</u>
<u>\$ 23,754</u>	<u>\$ 48,809</u>	<u>\$ (127,255)</u>	<u>\$ (129,444)</u>	<u>\$ -</u>	<u>\$ -</u>

TOWN OF PORT BARRE  
Justice System Funding Schedule - Collecting/Disbursing Entity  
Year Ended September 30, 2022

	First Six Month Period Ended <u>3/30/2022</u>	Second Six Month Period Ended <u>9/30/2022</u>
Beginning Balance of Amounts Collected	\$ -	\$ 14,894
Add: Collections -		
Criminal Court Costs/Fees	14,894	25,763
Criminal Fines - Other	<u>300,195</u>	<u>346,736</u>
Subtotal Collections	<u>315,089</u>	<u>372,499</u>
Less: Disbursements to Governments and Nonprofits -		
Crime Stoppers of St. Landry Parish Parish, Criminal Fees	-	2,614
LA Dept of Health & Hospitals THI/SCI- Criminal Fees	-	6,525
Louisiana Commission on Law Enforcement - Criminal Fees	-	2,562
Louisiana Supreme Court- Criminal Fees	-	653
Louisiana State Treasurer CMIS- Criminal Fees	-	4,377
Less: Amounts Retained by Collecting Agency		
Amounts "Self-Disbursed" to Collecing Agency - Criminal Fines Other	<u>300,195</u>	<u>370,662</u>
Subtotal Disbursements/Retainage	<u>300,195</u>	<u>387,393</u>
Ending Balance of Amounts Collected but not Disbursed/Retained	<u>\$ 14,894</u>	<u>\$ -</u>



**INTERNAL CONTROL, COMPLIANCE**

**AND**

**OTHER MATTERS**

# KOLDER, SLAVEN & COMPANY, LLC

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

The Honorable John Ardoin, Mayor,  
and Members of the Board of Aldermen  
Town of Port Barre, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Port Barre, Louisiana (the Town) as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements and have issued our report thereon dated March 8, 2023.

### Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying summary schedule of current and prior year audit findings and management's corrective action plan as items 2022-001 through 2022-003 that we consider to be material weaknesses.

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

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

## **The Town of Port Barre, Louisiana's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Town's response to the findings identified in our audit and described in the accompanying Schedule of Current and Prior Year Audit Findings and Management's Corrective Action Plan. The Town's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **Purpose of this Report**

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

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Lafayette, Louisiana  
March 8, 2023

TOWN OF PORT BARRE, LOUISIANA

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan  
Year Ended September 30, 2022

Part I. Current Year Findings and Management's Corrective Action Plan

A. Internal Control Over Financial Reporting

**2022-001 Inadequate Segregation of Accounting Functions**

Fiscal year finding initially occurred: Unknown

Condition

Due to the small number of employees, the Town did not have adequate segregation of functions within the accounting system.

Criteria

The Town should have a control policy according to which no person should be given responsibility for more than one related function.

Cause

Due to the size of the Town, they do not have a sufficient number of employees to provide adequate segregation of duties.

Effect

The Town has employees that are performing more than one related function.

Recommendation

The Town should monitor mitigating controls over functions that are not completely segregated.

Management's Correction Action Plan

Due to the size of operations and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

**2022-002 Application of Generally Accepted Accounting Principles (GAAP)**

Fiscal year finding initially occurred: 2021

Condition

The Town should be able to record financial transactions and prepare financial statements in accordance with generally accepted accounting principles (GAAP).

TOWN OF PORT BARRE, LOUISIANA

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan  
Year Ended September 30, 2022

Criteria

The Town does not have a staff person who has the qualifications and training necessary to apply GAAP in recording the Town's financial transactions or preparing its financial statements, including the notes.

Cause

The Town does not have personnel with the qualifications needed to perform this function.

Effect

The Town's financial transactions and financial statements may not be prepared in accordance with GAAP.

Recommendation

The Town should outsource this task to ensure the financial statements and transactions are in accordance with GAAP.

Management's Correction Action Plan

The Town has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP and determined that it is in the best interests of the Town to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation.

**2022-003 Inadequate Controls over Bank Reconciliations**

Fiscal year finding initially occurred: 2021

Condition

The Town did not properly reconcile all bank accounts throughout the fiscal year.

Criteria

The Town should have a control policy in place that allows for the proper and timely reconciliation of all bank accounts.

TOWN OF PORT BARRE, LOUISIANA

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan  
Year Ended September 30, 2022

Cause

A process was in place for the reconciliation, review, and approval of bank accounts. However, there were manual amounts inputted into the bank reconciliations allowing activity to not be recorded into the accounting system.

Effect

Failure to properly reconcile bank accounts and review such reconciliations could result in errors and/or fraud by not recording account activity accurately.

Recommendation

The Town should ensure internal control policies and procedures over bank reconciliations are being properly implemented. Manual entries should not be used to reconcile bank accounts to the general ledger.

Management's Correction Action Plan

Management will review policies and procedures over bank reconciliations to ensure bank accounts get properly reconciled to the general ledger.

B. Compliance

There were no compliance findings reported for the year ended September 30, 2022.

Part II. Prior Year Findings

A. Internal Control Over Financial Reporting

**2021-001 Inadequate Segregation of Accounting Functions**

Fiscal year finding initially occurred: Unknown

Condition

Due to the small number of employees, the Town did not have adequate segregation of functions withing the accounting system.

Recommendation

The Town should monitor mitigating controls over functions that are not completely segregated.

Current Status: Unresolved. See finding 2022-001.

TOWN OF PORT BARRE, LOUISIANA

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan  
Year Ended September 30, 2022

**2021-002 Utility Usage/Billing Adjustments**

Fiscal year finding initially occurred: 2019.

Condition

The Town posted utility usage/billing adjustments to the utility billing software without proper authorization.

Recommendation

The Town should monitor internal controls to ensure they are functioning properly.

Current Status: Resolved.

**2021-003 Application of Generally Accepted Accounting Principles**

Fiscal year finding initially occurred: 2021.

Condition

Management and staff lack the expertise and/or experience in the selection and application of generally accepted accounting principles, as applicable to governmental entities in the financial statement preparation process.

Recommendation

Management should evaluate the additional costs required to achieve the desired benefit and determine if it is economically feasible in relation to the benefit received.

Current Status: Unresolved. See finding 2022-002.

**2021-004 Inadequate Controls over Adjusting Journal Entries**

Fiscal year finding initially occurred: 2021.

Condition

The Town posted adjusting journal entries to the accounting software without proper supporting documentation and approval.

Recommendation

The town should establish policies and procedures to ensure proper supporting documentation is maintained.

Current Status: Resolved.

TOWN OF PORT BARRE, LOUISIANA

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan  
Year Ended September 30, 2022

**2021-005      Inadequate Controls over Bank Reconciliations**

Fiscal year finding initially occurred: 2021.

Condition

The Town did not properly reconcile all bank accounts throughout the fiscal year. There was an unrecorded deposit as of September 30, 2021.

Recommendation

The Town should ensure internal control policies and procedures over bank reconciliations are being properly implemented. Manual entries should not be used to reconcile bank accounts to the general ledger.

Current Status: Unresolved. See finding 2022-003.

**2021-006      Inadequate Controls over Traffic Ticket Processing**

Fiscal year finding initially occurred: 2021

Condition

The Town had a traffic ticket with an incorrect fine amount entered into the traffic ticket software. As a result, appropriate action was never taken on the traffic ticket. Access to the traffic ticket software is not properly restricted to appropriate personnel.

Recommendation

The Town should establish internal controls over traffic tickets and restrict traffic ticket software access.

Current Status: Resolved.



TOWN OF PORT BARRE, LOUISIANA

Schedule of Current and Prior Year Audit Findings  
and Management's Corrective Action Plan  
Year Ended September 30, 2022

**2021-007 Inadequate Controls over Utility Collections and Customer Deposits**

Fiscal year finding initially occurred: 2020

Condition

The Town did not have adequate controls in place to ensure the deposits recorded in the utility fund accounts agreed to the collections deposited in the bank.

Recommendation

The Town should monitor mitigating controls over functions that are not completely segregated.

Current Status: Resolved.

**Town of Port Barre**

Port Barre, Louisiana

**Agreed-Upon Procedures Report**

Year Ended September 30, 2022

# KOLDER, SLAVEN & COMPANY, LLC

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

The Honorable John P. Ardoin, Mayor,  
Members of the Board of Aldermen  
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 October 1, 2021 through September 30, 2022. Town of Port Barre (The Town) management is responsible for those C/C areas identified in the SAUPs.

The Town 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 October 1, 2021 through September 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 and associated findings are as follows:

### *Written Policies and Procedures*

1. We obtained and inspected the Town's written policies and procedures and observed that they address each of the following categories and subcategories if applicable to public funds and the Town's operations:
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving.
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

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

#### ***Board or Finance Committee***

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- 2. We obtained and inspected 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) Observed that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) Observed that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.
  - c) Obtained the prior year audit report and observed 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, observed that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the General Fund.

### ***Bank Reconciliations***

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

### ***Collections (excluding electronic fund transfers)***

---

4. We obtained 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. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, we obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, inquired of employees about their job duties) at each collection location, and observed that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed the bond or insurance policy for theft was enforced during the fiscal period.

7. We randomly selected two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected 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.* We obtained supporting documentation for each of the 10 deposits and:
  - a) Observed that receipts are sequentially pre-numbered.
  - b) Traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Traced the deposit slip total to the actual deposit per the bank statement.
  - d) Observed that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - e) Traced the actual deposit per the bank statement to the general ledger.

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

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8. We obtained a listing of locations that process payments for the fiscal period and management's representation that the listing was complete. We randomly selected 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, we obtained a listing of those employees involved with non-payroll purchasing and payment functions. We obtained 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 we observed that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
10. For each location selected under #8 above, we obtained the Town's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and we obtained management's representation that the population is complete. We randomly selected 5 disbursements for each location, we obtained supporting documentation for each transaction and:
  - a) We observed whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - b) We observed that the disbursement documentation includes evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

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11. We obtained 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. We obtained management's representation that the listing is complete.

12. Using the listing prepared by management, we randomly selected 5 cards (or all cards if less than 5) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, we randomly selected one monthly bank statement), we obtained supporting documentation, and:
  - a) We observed that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
  - b) We observed that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected 10 transactions (or all transactions if less than 10) from each statement, and obtained supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, we observed that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

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

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14. We obtained 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. We randomly selected 5 reimbursements, we obtained the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
  - a) If reimbursed using a per diem, we observed 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)).
  - b) If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) We observed that each reimbursement is supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - d) We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

#### ***Contracts***

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15. We obtained 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.* We obtained management's representation that the listing is complete. We randomly selected 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
  - a) We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - b) We observed that the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

- c) If the contract was amended (e.g., change order), we observed that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
- d) We randomly selected one payment from the fiscal period for each of the 5 contracts, we obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

### ***Payroll and Personnel***

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- 16. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected 5 employees/officials, we obtained related paid salaries and personnel files, and we agreed paid salaries to authorized salaries/pay rates in the personnel files.
- 17. We randomly selected one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, we obtained attendance records and leave documentation for the pay period, and:
  - a) We observed that 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.)
  - b) We observed that supervisors approved the attendance and leave of the selected employees/officials.
  - c) We observed that any leave accrued or taken during the pay period is reflected in the Town's cumulative leave records.
  - d) We observed the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
- 18. We obtained a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. We randomly selected two employees/officials, we obtained related documentation of the hours and pay rates used in management's termination payment calculations and the Town's policy on termination payments. We agreed the hours to the employee or officials' cumulate leave records, agreed the pay rates to the employee/officials' authorized pay rates in the employee or officials' personnel files, and agreed the termination payment to entity policy.
- 19. We obtained 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.

### ***Ethics***

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- 20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, we obtained ethics documentation from management, and:
  - a) We observed that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b) We observed 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.



### *Debt Service*

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21. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed State Bond Commission approval was obtained for each debt instrument issued.
22. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed 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).

### *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 was complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the Town reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Town is domiciled.

**The Town represented that there were no misappropriations of public funds and assets during the fiscal year.**

24. Observe that the Town 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.

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

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25. We performed the following procedures, **verbally discussed the results with management, and reported "We performed the procedure and discussed the results with management."**
  - a) We obtained and inspected 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 observed that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), we observed evidence that backups are encrypted before being transported.
  - b) We obtained and inspected 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 observed evidence that the test/verification was successfully performed within the past 3 months.
  - c) We obtained a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. We randomly selected 5 computers and observed 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.

### *Sexual Harassment*

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

27. We observed the Town 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).
28. We obtained the Town's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed it includes the applicable requirements of R.S. 42:344:
  - a) Number and percentage of public servants in the agency who have completed the training requirements;
  - b) Number of sexual harassment complaints received by the agency;
  - c) Number of complaints which resulted in a finding that sexual harassment occurred;
  - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - e) Amount of time it took to resolve each complaint.

**Exceptions:**

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No exceptions were found as a result of applying the procedures listed above except:

**Written Policies and Procedures:**

1. The Town does not have adequate policies and procedures regarding Information Technology Disaster Recovery/Business Continuity.

*Management's response:* Management will ensure the Town has updated policies and procedures regarding Information Technology Disaster Recovery/Business Continuity.

**Bank Reconciliations**

2. Of the five corresponding bank statements and reconciliations selected, three accounts have outstanding items greater than one year.

*Management's response:* Management will ensure that corresponding bank statements and reconciliations will not have outstanding items greater than one year.

**Non-Payroll Related Disbursements**

3. Of the fifteen disbursements selected, twelve disbursements did not include evidence of segregation of duties.

*Management's response:* Management will ensure that at least two employees are involved in initiating a purchase request, approving a purchase, and placing an order.

## Travel Reimbursements

4. For the one travel reimbursement selected, the Town did not appropriately reimburse amounts in accordance with the Town's policies. Additionally, meals purchased as part of the reimbursement did not have adequate documentation indicated the individuals who participated.

**Management's response:** Management will review the Town's policies and procedures to ensure that reimbursements are within the guidelines prescribed by the Louisiana Travel Guide. Additionally, management will require all reimbursements with meals to indicate the individuals who participated and the public purpose of the meals.

We were engaged by the Town 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 from the Town 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.

***Kolder, Slaven & Company, LLC***  
Certified Public Accountants

Lafayette, Louisiana  
March 8, 2023