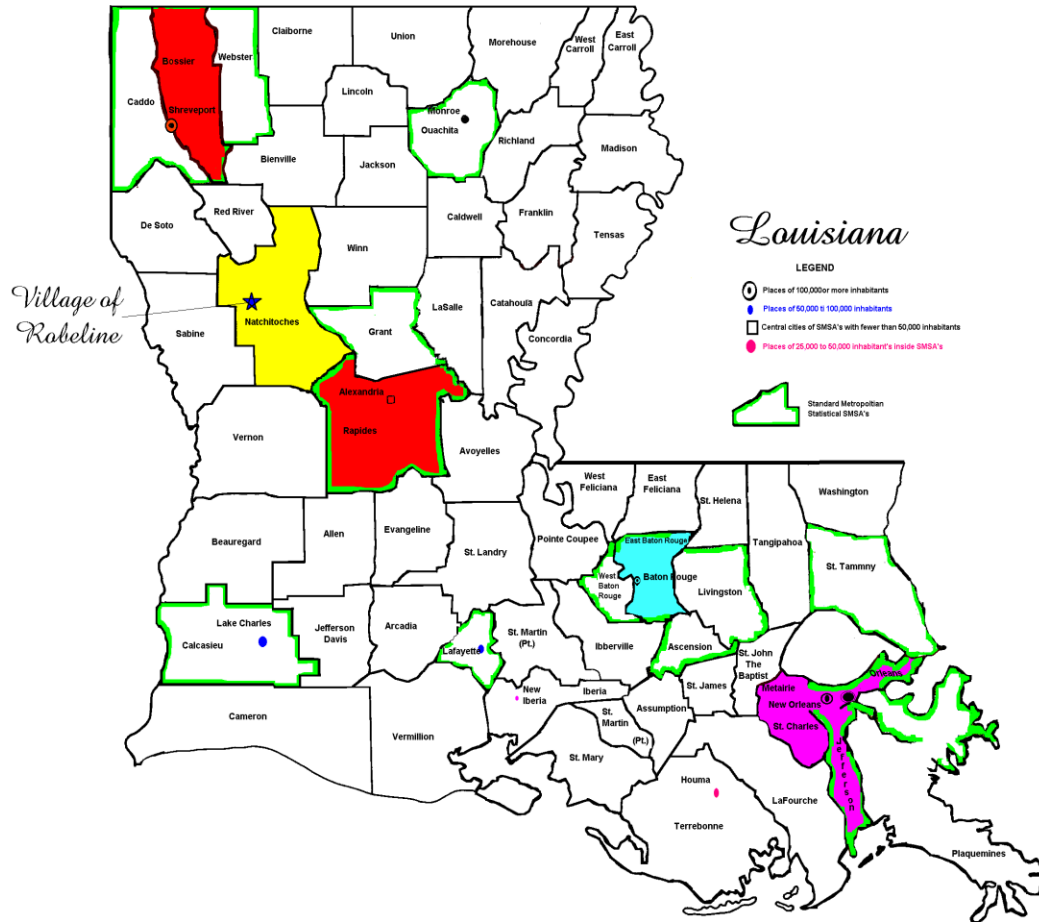


VILLAGE OF ROBELINE, LOUISIANA

Annual Financial Statements

June 30, 2022

VILLAGE OF ROBELINE, LOUISIANA



* The Village of Robeline was incorporated under the Lawrason Act and operates under an elected Mayor-Board of Alderman form of government. The Village's major operations include public safety, streets, sanitation, recreation and parks, and general administrative services.

**Village of Robeline, Louisiana
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INDEPENDENT AUDITOR'S REPORT

The Honorable Gordon O'Con, Mayor
& Members of the Board
Robeline, 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, and each major fund, of the Village of Robeline, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Village of Robeline's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, and all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund, of the Village of Robeline, as of June 30, 2022, and the respective changes in financial position, and where applicable, cash flows thereof for the year 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 Village of Robeline and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Robeline’s basic financial statements. The Schedule of Compensation, Benefits and other Payments to Agency Head or Chief Executive Officer and the Justice System Funding Schedule are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits and other Payments to Agency Head or Chief Executive Officer and the Justice System Funding Schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 22, 2023, on our consideration of the Village of Robeline’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 Village of Robeline’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 Village of Robeline’s internal control over financial reporting and compliance.

The Vercher Group

Jena, Louisiana
February 22, 2023

Village of Robeline

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MANAGEMENT'S DISCUSSION & ANALYSIS

As management of the Village, we offer readers of the Village of Robeline's financial statements this narrative overview and analysis of the financial activities of the Village for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with the Village's financial statements.

The Management's Discussion and Analysis (MD&A) is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments issued June 1999. Certain comparative information between the current year and the prior year is required to be presented in the MD&A.

FINANCIAL HIGHLIGHTS

Governmental Funds

- The assets of the Village exceeded its liabilities at the close of the most recent fiscal year \$460,173 (*net position*). This is a \$13,720 decrease from last year.
- The Village had total revenue of \$556,971, in which \$417,098 came from fines and forfeitures. This is a \$53,782 decrease from last year's revenues, mainly due to a decrease in fines and forfeitures in the amount of \$55,491.
- The Village had total expenditures of \$627,848, which is a \$600 decrease from last year, mainly due to a decrease in repairs and supplies in the amount of \$22,615.

Enterprise Fund

- The assets of the Village exceeded its liabilities at the close of the most recent fiscal year by \$384,847 (*net position*). This is a \$16,383 decrease from last year.
- The Village had total revenue of \$11,765. This is a \$1,380 increase from last year.
- The Village had total expenses of \$31,508, including depreciation expense in the amount of \$21,614, which is a non-cash transaction. This is a \$8,866 decrease from last year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Village's basic financial statements. The Village's basic financial statements consist of two components: 1) fund financial statements, and 2) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. The Village is a special-purpose entity engaged only in governmental activities. Accordingly, only fund financial statements are presented as the basic financial statements.

FUND FINANCIAL STATEMENTS

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

USING THIS ANNUAL REPORT

The Village's annual report consists of financial statements that show information about the Village's funds, enterprise funds and governmental funds.

Our accountant has provided assurance in his independent accountant's report, located immediately following this Management's Discussion and Analysis, that the basic financial statements are fairly stated. Varying degrees of assurance are being provided by the accountant regarding the other information included in this report. A user of this report should read the independent accountant's report carefully to ascertain the level of assurance being provided for each of the other parts of this report.

Reporting the Village's Most Significant Funds

The Village's financial statements provide detailed information about the most significant funds. The Village may establish other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using grants and other money. The Village's enterprise fund uses the following accounting approach:

All of the Village's services are reported in an enterprise fund. They are reported using the full accrual method of accounting in which all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The focus of proprietary funds is on income measurement, which, together with the maintenance of equity, is an important financial indication.

MD&A

Comparative Statement of Net Position Governmental Funds

The following table represents a Comparative Statement of Net Position as of June 30, 2022:

	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Current Assets			
Cash & Cash Equivalents	\$ 166,747	\$ 89,719	-46.2
Receivables (Net)	<u>47,316</u>	<u>45,707</u>	-3.4
Total Current Assets	<u>214,063</u>	<u>135,426</u>	-36.7
Non-Current Assets			
Capital Assets, Net of Accumulated Depreciation	<u>311,655</u>	<u>360,738</u>	15.7
Total Non-Current Assets	<u>311,655</u>	<u>360,738</u>	15.7
Total Assets	<u>525,718</u>	<u>496,164</u>	-5.6
Current Liabilities			
Accounts Payable	4,868	5,272	8.3
Accrued Payroll/Payroll Taxes Payable	16,926	5,402	-68.1
Notes Payable Due Within One Year	<u>8,165</u>	<u>-0-</u>	100.0
Total Current Liabilities	<u>29,959</u>	<u>10,674</u>	-64.4
Non-Current Liabilities			
Notes Payable	<u>21,866</u>	<u>25,317</u>	15.8
Total Non-Current Liabilities	<u>21,866</u>	<u>25,317</u>	15.8
Total Liabilities	<u>51,825</u>	<u>35,991</u>	-30.6
Net Position			
Net Investment in Capital Assets	281,624	335,421	19.1
Unrestricted	<u>192,269</u>	<u>124,752</u>	-35.1
Total Net Position	<u>\$ 473,893</u>	<u>\$ 460,173</u>	-2.9

MD&A

Comparative Changes in Fund Balances Governmental Funds

The following table reflects the Comparative Statement of Revenues, Expenditures, and Changes in Fund Balances for the year ended June 30, 2022:

	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Revenues			
Fees & Charges	\$ 27,646	\$ 29,872	8.1
Taxes	74,247	78,675	6.0
Fines & Forfeitures	472,589	417,098	-11.7
Miscellaneous	36,271	31,326	-13.6
Total Revenues	<u>610,753</u>	<u>556,971</u>	-8.8
Expenditures			
General:			
Personnel Expense	110,961	97,934	-11.7
Contract Labor	32,595	-0-	100.0
Insurance Expense	81,082	69,706	-14.0
Other Administrative	10,937	21,634	97.8
Event Expense	447	588	31.5
Utilities	20,064	15,030	-25.1
Repairs & Maintenance	9,283	41,697	349.2
Professional	8,825	8,955	1.5
Park Expense	1,031	4,240	311.3
Miscellaneous	1,140	333	-70.8
Police:			
Auto Expense	26,344	30,960	17.5
Personnel Expense	187,066	197,151	5.4
Police-Other	33,567	27,517	-18.0
Repairs & Supplies	37,887	15,272	-6.0
Capital Outlay	51,934	87,075	67.7
Debt Service	15,285	9,756	-36.2
Total Expenditures	<u>628,448</u>	<u>627,848</u>	-0.1
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(17,695)</u>	<u>(70,877)</u>	-300.5
Other Financing Sources (Uses)			
Loan Proceeds	34,746	-0-	100.0
Transfers In/(Out)	(13,369)	3,360	125.1
Total Other Financing Sources (Uses)	<u>21,377</u>	<u>3,360</u>	-84.3
Net Change in Fund Balance	3,682	(67,517)	-1733.7
Fund Balances - Beginning	188,587	192,269	2.0
Fund Balances - Ending	<u>\$ 192,269</u>	<u>\$ 124,752</u>	-35.1

MD&A

Comparative Statement of Net Position Enterprise Fund

The following table represents a Comparative Statement of Net Position as of June 30, 2022:

	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Assets			
Cash & Investments	\$ 5,349	\$ 8,816	64.8
Receivables (Net)	745	2,509	236.8
Restricted Assets	1,110	1,300	17.1
Capital Assets, Net of Accumulated Depreciation	395,136	373,522	-5.5
Total Assets	<u>402,340</u>	<u>386,147</u>	-4.0
Liabilities			
Accounts, Salaries, & Other Payables	-0-	-0-	0.0
Customer Deposits	1,110	1,300	17.1
Total Liabilities	<u>1,110</u>	<u>1,300</u>	17.1
Net Position			
Net Investment in Capital Assets	395,136	373,273	-5.5
Unrestricted	6,094	11,574	89.9
Total Net Position	<u>\$ 401,230</u>	<u>\$ 384,847</u>	-4.1

MD&A

Comparative Changes in Net Position Enterprise Fund

The following table reflects the Comparative Statement of Revenues, Expenses, and Changes in Net Position for the year ended June 30, 2022:

	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Operating Revenues	\$ 10,385	\$ 11,765	13.3
Total Operating Revenues	<u>10,385</u>	<u>11,765</u>	13.3
Operating Expenses			
Cost of Sales & Services	18,760	9,894	-47.3
Depreciation	21,614	21,614	0.0
Total Operating Expenses	<u>40,374</u>	<u>31,508</u>	-22.0
Operating Income (Loss)	<u>(29,989)</u>	<u>(19,743)</u>	34.2
Other Financing Sources (Uses)			
Transfers In (Out)	13,369	3,360	-74.9
Other Income	-0-	-0-	0.0
Total Other Financing Sources (Uses)	<u>13,369</u>	<u>3,360</u>	-74.9
Increase (Decrease) in Net Position	(16,620)	(16,383)	1.4
Beginning Net Position	<u>417,850</u>	<u>401,230</u>	-4.0
Ending Net Position	<u>\$ 401,230</u>	<u>\$ 384,847</u>	-4.1

CAPITAL ASSETS & LONG-TERM DEBT

Capital Assets – Governmental Fund

At June 30, 2022, the Village had \$360,738 invested in capital assets, including the following:

	Capital Assets at Year-End	
	<u>2021</u>	<u>2022</u>
Land*	\$ 48,000	\$ 48,000
Building	78,071	165,146
Furniture & Equipment	92,389	93,259
Recreation Facility	209,048	209,048
Vehicles	118,580	118,580
Substation	27,000	27,000
Total Fixed Assets	<u>573,088</u>	<u>661,033</u>
Accumulated Depreciation	<u>(261,433)</u>	<u>(300,295)</u>
Total Fixed Assets (Net)	<u>\$ 311,655</u>	<u>\$ 360,738</u>

* Land in the amount of \$48,000 is not being depreciated.

MD&A

Capital Assets – Enterprise Fund

At June 30, 2022, the Village had \$373,522 invested in capital assets, including the following:

Capital Assets at Year-End			
	2021	2022	
Sewer System	\$ 928,455	\$ 928,455	
Accumulated Depreciation	(533,319)	(554,933)	
Total Fixed Assets (Net)	\$ 395,136	\$ 373,522	

Long-Term Debt

Leases payable at June 30, 2022, are comprised of the following individual issues:

Leases Payable

\$34,746 lease purchase agreement with Ford Motor Credit for the purchase of a 2020 Ford F-150 Police Response; due in monthly installments of \$812 starting 12/16/2020 and ending 11/16/2024. Annual interest rate is 5.99% \$ 25,317

Total **\$ 25,317**

	Balance 6-30-2021	Additions	Principle Paid	Balance 6-30-2022
Ford Motor Credit Lease	30,031	-0-	(4,714)	25,317
Total	\$ 30,031	\$ -0-	(4,714)	25,317

CONTACTING THE VILLAGE’S FINANCIAL MANGEMENT:

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the Village’s finances and to show the Village’s accountability for the money it receives. If you have questions about this report or need additional information, contact Mayor Gordon O’Con, phone number (318) 472-6121.

Basic Financial Statements

Village of Robeline, Louisiana
Statement of Net Position
June 30, 2022

	PRIMARY GOVERNMENT		
	GOVERNMENTAL	BUSINESS-	
	ACTIVITIES	TYPE	TOTAL
	<u> </u>	<u> </u>	<u> </u>
CURRENT ASSETS			
Cash & Cash Equivalents	\$ 89,719	\$ 8,816	\$ 98,535
Receivables	45,707	2,509	48,216
TOTAL CURRENT ASSETS	<u>135,426</u>	<u>11,325</u>	<u>146,751</u>
NON-CURRENT ASSETS			
Restricted Assets	-0-	1,300	1,300
Capital Assets (Net of Accumulated Depreciation)	360,738	373,522	734,260
TOTAL NON-CURRENT ASSETS	<u>360,738</u>	<u>374,822</u>	<u>735,560</u>
TOTAL ASSETS	<u>496,164</u>	<u>386,147</u>	<u>882,311</u>
CURRENT LIABILITIES			
Accounts Payable	5,272	-0-	5,272
Accrued Payroll/Payroll Taxes Payable	5,402	-0-	5,402
TOTAL CURRENT LIABILITIES	<u>10,674</u>	<u>-0-</u>	<u>10,674</u>
NON-CURRENT LIABILITIES			
Customer Deposits (Payable from Restricted Assets)	-0-	1,300	1,300
Notes Payable	25,317	-0-	25,317
TOTAL NON-CURRENT LIABILITIES	<u>25,317</u>	<u>1,300</u>	<u>26,617</u>
TOTAL LIABILITIES	<u>35,991</u>	<u>1,300</u>	<u>37,291</u>
NET POSITION			
Net Investment in Capital Assets	335,421	373,273	708,694
Unrestricted	124,752	11,574	136,326
TOTAL NET POSITION	<u>\$ 460,173</u>	<u>\$ 384,847</u>	<u>\$ 845,020</u>

The accompanying notes are an integral part of this statement.

Village of Robeline, Louisiana
Balance Sheet, Governmental Funds
June 30, 2022

		GENERAL FUND
ASSETS		
Cash & Cash Equivalents	\$	89,719
Receivables		45,707
TOTAL ASSETS		135,426
 LIABILITIES		
Accounts Payable		5,272
Accrued Payroll/Payroll Taxes Payable		5,402
TOTAL LIABILITIES		10,674
 FUND BALANCES		
Unassigned		124,752
TOTAL FUND BALANCES		124,752
 TOTAL LIABILITIES & FUND BALANCE	\$	135,426

The accompanying notes are an integral part of this statement.

Village of Robeline, Louisiana
Statement of Revenues, Expenditures &
Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2022

	<u>GENERAL FUND</u>
REVENUES	
Fees & Charges	\$ 29,872
Taxes:	
Ad Valorem Tax	3,157
Sales Tax	63,430
Franchise Tax	12,088
Fines & Forfeitures	417,098
Miscellaneous	31,326
TOTAL REVENUES	<u>556,971</u>
EXPENDITURES	
General:	
Personnel Expense	97,934
Contract Labor	-0-
Insurance Expense	69,706
Other Administrative	21,634
Event Expense	588
Utilities	15,030
Repairs & Maintenance	41,697
Professional	8,955
Park Expense	4,240
Miscellaneous	333
Police:	
Auto Expense	30,960
Personnel Expense	197,151
Police-Other	27,517
Repairs & Supplies	15,272
Capital Outlay	87,075
Debt Service	9,756
TOTAL EXPENDITURES	<u>627,848</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER)	
EXPENDITURES	<u>(70,877)</u>
OTHER FINANCING SOURCES (USES)	
Loan Proceeds	-0-
Transfers In/(Out)	3,360
TOTAL OTHER FINANCING SOURCES (USES)	<u>3,360</u>
NET CHANGE IN FUND BALANCE	(67,517)
FUND BALANCES - BEGINNING	<u>192,269</u>
FUND BALANCES - ENDING	<u>\$ 124,752</u>

The accompanying notes are an integral part of this statement.

Village of Robeline, Louisiana
Reconciliation of the Statement of Revenues, Expenditures,
& Changes in Fund Balances of Governmental Funds
To the Statement of Activities
For the Year Ended June 30, 2022

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

Net Change in Fund Balances, Total Governmental Funds, Statement E

(67,517)

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	87,053
Depreciation Exp.	(38,862)
	48,191

48,191

The issuance of short-term and long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of Governmental Funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs premiums, discounts, and similar items when debt is issued, whereas these amounts are deferred and amortized in the Statement of Activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Loan Proceeds	-0-
---------------	-----

Principal Paid	-0-
	-0-

-0-

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 Governmental Funds.

-0-

Changes in Net Position of Governmental Activities, Statement B

\$ (19,326)

The accompanying notes are an integral part of this statement.

Village of Robeline, Louisiana
Statement of Net Position, Proprietary Fund
June 30, 2022

BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUND	
(MAJOR ENTERPRISE FUND)	
	SEWER
ASSETS	
CURRENT ASSETS	
Cash	\$ 8,816
Receivables	2,509
TOTAL CURRENT ASSETS	11,325
NON-CURRENT ASSETS	
Restricted Assets	1,300
Capital Assets (Net of Accumulated Depreciation)	373,522
TOTAL NON-CURRENT ASSETS	374,822
TOTAL ASSETS	386,147
LIABILITIES	
CURRENT LIABILITIES	
Accounts, Salaries, & Other Payables	-0-
TOTAL CURRENT LIABILITIES	-0-
NON-CURRENT LIABILITIES	
Customer Deposits	1,300
TOTAL NON-CURRENT LIABILITIES	1,300
TOTAL LIABILITIES	1,300
NET POSITION	
Net Investment in Capital Assets	373,273
Unrestricted	11,574
TOTAL NET POSITION	\$ 384,847

The accompanying notes are an integral part of this statement.

Village of Robeline, Louisiana
Statement of Revenues, Expenses & Changes in Net Position
Proprietary Fund
June 30, 2022

BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUND	
(MAJOR ENTERPRISE FUND)	
	SEWER
OPERATING REVENUES	
Charges for Services:	
Sewer Charges	\$ 11,765
TOTAL OPERATING REVENUES	11,765
OPERATING EXPENSES	
Cost of Sales & Services	9,894
Depreciation	21,614
TOTAL OPERATING EXPENSES	31,508
OPERATING INCOME (LOSS)	(19,743)
OTHER FINANCING SOURCES (USES)	
Transfers In (Out)	3,360
Other Income	-0-
TOTAL OTHER FINANCING SOURCES (USES)	3,360
CHANGE IN NET POSITION	(16,383)
TOTAL NET POSITION - BEGINNING	401,230
TOTAL NET POSITION - ENDING	\$ 384,847

The accompanying notes are an integral part of this statement.

Village of Robeline, Louisiana
Statement of Cash Flows
Proprietary Fund
June 30, 2022

BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUND	
(MAJOR ENTERPRISE FUND)	
	SEWER
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from Customers & Users	\$ 11,648
Payments to Suppliers & Employees	(11,350)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	298
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Transfers From (To) Other Funds	3,360
Other Revenue	-0-
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES	3,360
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES	
Addition of Capital Assets	-0-
NET CASH PROVIDED (USED) BY CAPITAL & RELATED FINANCING ACTIVITIES	-0-
NET INCREASE (DECREASE) IN CASH & CASH EQUIVALENTS	3,658
CASH & CASH EQUIVALENTS, BEGINNING OF YEAR	6,459
CASH & CASH EQUIVALENTS, END OF YEAR	10,117
RECONCILIATION TO BALANCE SHEET	
Cash and Cash Equivalents	8,817
Restricted Cash	1,300
TOTAL CASH & CASH EQUIVALENTS	10,117
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	
Operating Income (Loss)	(19,743)
Depreciation Expense	21,614
(Increase) Decrease in Accounts Receivable	(1,764)
Increase (Decrease) in Accounts Payables	-0-
Increase (Decrease) in Customer Deposits	191
TOTAL ADJUSTMENTS	20,041
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	\$ 298

The accompanying notes are an integral part of this statement.

**Notes To The Basic
Financial Statements**

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Village of Robeline was incorporated under the provisions of the Lawrason Act. The Village operates under the Mayor-Board of Alderman form of government. The Village provides the following significant services to its residents as provided by its charter: public safety (police and fire), highways and streets, utilities (water, gas, and sewer services) and general administrative functions, including coordination of related services with parish, state and federal governing bodies.

The accounting and reporting policies of the Village of Robeline conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the Louisiana Municipal Audit and Accounting Guide, and to the industry audit guide, Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

A. GOVERNMENT-WIDE & FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Changes in Net Position) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meetings the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, & FINANCIAL STATEMENT PRESENTATION

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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 generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The municipality reports the following major governmental funds:

The General Fund is the municipality's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The municipality reports the following major proprietary fund:

- Sewer Activities

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

connection with a proprietary fund's principal ongoing operations. The principal operating revenues are charges for services and sales taxes. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

C. EQUITY CLASSIFICATIONS

In the government-wide financial statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets- Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position- Net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position- All other net position that does not meet the definition of "restricted" or "net investment in capital assets".

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

In the Fund Financial Statements, governmental fund equity is classified as a fund balance. The District has implemented GASB Statement 54 "Fund Balance Reporting and Governmental Fund Type Definitions." This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance – amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance – amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

- e. Unassigned fund balance – amounts that are available for any purpose; positive amounts are reported only in the general fund

D. FIXED ASSETS & LONG-TERM LIABILITIES

For the year ended June 30, 2022, no interest costs were capitalized for construction of fixed assets. The Village maintains a threshold level of \$1,500 or more for capitalizing capital assets.

Depreciation of all exhaustible fixed assets is charged as an expense against its operations. Accumulated depreciation is reported on the proprietary fund balance sheet and governmental fund statement of activities. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

	<u>Life In Years</u>
Sewer System	40
Park	10
Equipment	5-10
Auto	6-7

E. CASH & INVESTMENTS

The Village’s cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of six months or less from the date of acquisition. State law and the municipality’s investments policy allow the municipality to invest in collateralized certificate of deposits, government-backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government-backed securities.

F. INVENTORIES

Immaterial amounts of inventory are maintained for general fund and enterprise fund operations and, accordingly, these supplies are expensed as purchased.

G. RECEIVABLES & PAYABLES

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds”. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances”.

H. COMPENSATED ABSENCES

The Village has no compensated absence policy.

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

I. LONG-TERM OBLIGATIONS

In the government-wide financial statements and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position.

J. FUND EQUITY

In the fund equity statements, governmental funds report reservations of fund balances for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plan that are subject to change.

K. NEW ACCOUNTING PRONOUNCEMENT

In June of 2017, the Governmental Accounting Standards 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 of leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources 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 governments' leasing activities.

(2) CASH & CASH EQUIVALENTS

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

Deposits

All cash and investments (CD's over 90 days) are reported at cost and are on deposit as following federally insured banks:

It is the Village's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The Village's deposits are categorized to give an indication of the level of risk assumed by the Village at fiscal year-end. The categories are described as follows:

- *Category 1* – Insured or collateralized with securities held by the Village or by its agent in the Village's name.
- *Category 2* – Collateralized with securities held by the pledging financial institution's trust department or agent in the Village's name.
- *Category 3* – Uncollateralized.

At June 30, 2022, the Village of Robeline's bank balance was \$105,037. Amounts on deposit are secured by the following pledges:

<u>Description</u>	<u>Market Value</u>
FDIC (Category 1)	\$ 105,037
Securities (Category 2)	-0-
Total	<u>\$ 105,037</u>

Deposits were fully secured as of June 30, 2022.

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of the Village of Robeline. For the purpose of the proprietary fund Statement of Cash Flows, "Cash and Cash Equivalents" include all demand savings accounts and certificates of deposit under 90 days.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

(3) AD VALOREM TAXES

The entity levies taxes on real and business personal property located within its boundaries. The entity utilizes the services of the Natchitoches Parish Tax Assessor to assess the property values and prepare the entity's property tax roll. The entity bills and collects its own property taxes.

Property Tax Calendar

Assessment Date	January 1
Levy Date	No Later Than June 1
Tax Bills Mailed	On or About October 15
Total Taxes Are Due	December 31
Penalties and Interest are Added	January 1
Lien Date	January 1

For the year ended June 30, 2022, taxes of 4.87 mills were levied against property which produced some \$3,157 in revenue.

Ad Valorem Taxes are broken down as follows:

	<u>Mills</u>
General Alimony	4.87
Total	<u>4.87</u>

(4) RESTRICTED ASSETS - PROPRIETARY FUND TYPES

At June 30, 2022, restricted assets of the Enterprise Funds were invested in either interest bearing checking accounts or time deposits and were restricted for the following purposes:

	<u>Sewer</u>
Customer Deposits	\$ <u>1,300</u>

(5) ACCOUNTS RECEIVABLE & ALLOWANCE FOR BAD DEBTS

At June 30, 2022, the accounts receivables were as follows:

	<u>Governmental</u>	<u>Enterprise</u>
	<u>General</u>	
	<u>Fund</u>	<u>Sewer</u>
Sales Tax	\$ 2,370	\$ -0-
Fines	41,962	-0-
Miscellaneous	1,375	-0-
Customer	-0-	2,509
Allowance for Bad Debts	-0-	-0-
Total	<u>\$ 45,707</u>	<u>\$ 2,509</u>

*Allowances for uncollectables is estimated 5% of gross billing for water and sewer fund.

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

(6) GOVERNMENTAL FIXED ASSETS

A summary of general fund property, plant and equipment at June 30, 2022, is as follows:

	Balance 6-30-2021	Additions	(Deletions)	Balance 6-30-2022
Land*	\$ 48,000	\$ -0-	\$ -0-	\$ 48,000
Building	78,071	87,075	-0-	165,146
Furniture & Equipment	92,389	870	-0-	93,259
Recreation Facility	209,048	0-	-0-	209,048
Vehicles	118,580	-0-	-0-	118,580
Substation	27,000	-0-	-0-	27,000
Total Fixed Assets	<u>573,088</u>	<u>87,945</u>	<u>-0-</u>	<u>661,033</u>
Accumulated Depreciation	(261,433)	(38,862)	-0-	(300,295)
Total Fixed Assets (Net)	<u>\$ 311,655</u>	<u>\$ 49,083</u>	<u>\$ -0-</u>	<u>\$ 360,738</u>

* Land in the amount of \$48,000 is not being depreciated.

Depreciation expense was charged to governmental functions as follows:

General	\$ 16,992
Police	20,999
Total Depreciation	<u>\$ 37,991</u>

(7) ENTERPRISE FUND PROPERTY PLANT AND EQUIPMENT

A summary of enterprise fund property, plant and equipment at June 30, 2022, is as follows:

Sewer System	Balance 6-30-2021	Additions	(Deletions)	Balance 6-30-2022
Plant	\$ 928,455	\$ -0-	\$ -0-	\$ 928,455
Accumulated Depreciation	(533,319)	(21,614)	-0-	(554,933)
Total Fixed Assets (Net)	<u>\$ 395,136</u>	<u>\$ (21,614)</u>	<u>\$ -0-</u>	<u>\$ 373,522</u>

(8) ACCOUNTS, SALARIES, AND OTHER PAYABLES

General Fund

The payables of \$10,674 at June 30, 2022, are as follows:

Accounts Payable	\$ 5,272
Payroll Taxes Payable	5,402
Total	<u>\$ 10,674</u>

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

Enterprise Fund

The payables of -0- at June 30, 2022, are as follows:

Accounts Payable	\$	-0-
Total	\$	<u>-0-</u>

(9) CHANGES IN LONG-TERM DEBT

The following is a summary of lease payable transactions of the Village of Robeline for the year ended June 30, 2022.

	<u>Balance 6-30-2021</u>	<u>Additions</u>	<u>Principle Paid</u>	<u>Balance 6-30-2022</u>
Ford Motor Credit Lease	30,031	-0-	(4,714)	25,317
Total	<u>\$ 30,031</u>	<u>\$ -0-</u>	<u>\$ (4,714)</u>	<u>\$ 25,317</u>

Leases payable at June 30, 2022, are comprised of the following individual issues:

Leases Payable

\$34,746 lease purchase agreement with Ford Motor Credit for the purchase of a 2020 Ford F-150 Police Response; due in monthly installments of \$812 starting 12/16/2020 and ending 11/16/2024. Annual interest rate is 5.99%

Total	<u>\$ 25,317</u>
--------------	------------------

The annual requirements to amortize all debt outstanding as of June 30, 2022, including interest payments, are as follows:

<u>Year Ending June 30,</u>	<u>Ford Motor Credit</u>	<u>Total</u>
2023	9,742	9,742
2024	9,742	9,742
2025	4,059	4,059
2026	-0-	-0-
Total	<u>23,543</u>	<u>23,543</u>

(10) RETIREMENT PLANS

The Village does not offer its employees a retirement plan. All employees are in the social security system.

VILLAGE OF ROBELINE, LOUISIANA

NOTES TO THE BASIC FINANCIAL STATEMENTS-(CONTINUED)

(11) ELECTED OFFICIAL'S SALARIES

<u>Name</u>	<u>Title</u>	<u>Term in Office</u>	<u>Annualized Salary</u>
Bobby Behan	Mayor	1/1/15 – 12/31/22	\$ 43,800
Gilda Jenkins	Alderman	1/1/15 – 12/31/22	7,200
Bubba Ivy	Alderman	1/1/19 – 12/31/22	7,200
Pamela Jennings	Alderman	1/1/19 – 12/31/22	7,200
Gordon O’Con	Chief of Police	1/8/15 – 12/31/22	\$ 36,600

(12) 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 expenses during the reporting period. Actual results could differ from those estimates.

(13) TRANSFERS

<u>Transfers From/To Other Funds</u>			
<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Total</u>
General	\$ -0-	\$ (3,360)	\$ (3,360)
Sewer	3,360	-0-	3,360
Total	\$ 3,360	\$ (3,360)	\$ -0-

The transfers were made to help pay for expenses.

(14) SUBSEQUENT EVENTS

Management has evaluated events and transactions subsequent to the Statement of Net Position date though, February 22, 2023, of the independent auditor’s report for potential recognition or disclosure in the financial statements.

**Required Supplemental
Information**

Village of Robeline, Louisiana
Statement of Revenues, Expenditures, & Changes in Fund Balance
Budget & Actual
General Fund
For the Year Ended June 30, 2022

	<u>BUDGET AMOUNTS</u>		<u>ACTUAL AMOUNTS BUDGETARY BASIS</u>	<u>BUDGET TO ACTUAL DIFFERENCES FAVORABLE (UNFAVORABLE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
REVENUES				
Fees & Charges	\$ 35,326	\$ 35,326	\$ 29,872	\$ (5,454)
Taxes	119,875	119,875	78,675	(41,200)
Fines & Forfeitures	411,601	411,601	417,098	5,497
Loan Proceeds	-0-	-0-	-0-	-0-
Miscellaneous	135,385	135,385	31,326	(104,059)
TOTAL REVENUES	<u>702,187</u>	<u>702,187</u>	<u>556,971</u>	<u>(145,216)</u>
EXPENDITURES				
General:				
Personnel Expense	310,531	310,531	97,934	212,597
Contract Labor	37,966	37,966	-0-	37,966
Insurance Expense	64,564	64,564	69,706	(5,142)
Other Administrative	151,369	151,369	21,634	129,735
Event Expense	563	563	588	(25)
Utilities	14,732	14,732	15,030	(298)
Repairs & Maintenance	17,664	17,664	41,697	(24,033)
Professional	8,955	8,955	8,955	-0-
Park Expense	724	724	4,240	(3,516)
Miscellaneous	17,104	17,104	333	16,771
Police:				
Auto Expense	78,015	78,015	30,960	47,055
Personnel Expense	-0-	-0-	197,151	(197,151)
Police - Other	-0-	-0-	27,517	(27,517)
Repairs & Supplies	-0-	-0-	15,272	(15,272)
Capital Outlay	-0-	-0-	87,075	(87,075)
Debt Service	-0-	-0-	9,756	(9,756)
TOTAL EXPENDITURES	<u>702,187</u>	<u>702,187</u>	<u>627,848</u>	<u>74,339</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>-0-</u>	<u>-0-</u>	<u>(70,877)</u>	<u>(70,877)</u>
OTHER FINANCING SOURCES (USES)				
Transfers In/(Out)	-0-	-0-	3,360	3,360
TOTAL OTHER FINANCING SOURCES (USES)	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>3,360</u>	<u>\$ 3,360</u>
NET CHANGE IN FUND BALANCE			(67,517)	
FUND BALANCES – BEGINNING			<u>192,269</u>	
FUND BALANCES – ENDING			<u>\$ 124,752</u>	

See independent auditor's report.

Supplemental Information

Village of Robeline, Louisiana
Schedule of Compensation Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the Year Ended June 30, 2022

Honorable Bobby Behan, Mayor

Purpose	Amount
Salary	\$ 46,081
Benefits-Insurance	6,360
Benefits-Retirement	-0-
Benefits (Expense Allowance)	-0-
Car Allowance	-0-
Vehicle Provided by Government	-0-
Per Diem	-0-
Reimbursements	-0-
Travel	-0-
Registration Fees	-0-
Conference Travel	-0-
Continuing Professional Education Fees	-0-
Housing	-0-
Un-vouchered Expenses*	-0-
Special Meals	\$ -0-

*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report.

Village of Robeline, Louisiana
Justice System Funding Schedule – Collecting/Disbursing Entity
Year Ended June 30, 2022

	First Six Months Ended 12/31/2021	Second Six Months Ended 06/30/2022
Beginning Balance of Amounts Collected	\$ -0-	\$ -0-
Add: Collections		
Criminal Court Costs/Fees	-0-	-0-
Criminal Fines – Contempt	32,212	31,533
Criminal Fines – Other Collection & Suspension Fees	165,342	188,011
Subtotal Collections	197,554	219,544
Less: Disbursements to Governments & Nonprofits		
Department of Health and Hospital	1,035	1,885
State Treasurer - CMIS	247	591
LA Commission on Law Enforcement	5,506	6,494
Juvenile Détenation Center	690	5,775
Less: Amounts Retained by Collecting Agency		
Amounts Self-Disbursed Criminal Fines – Other	181,274	195,997
Less: Disbursements to Individuals/3rd Party Collection or Processing Agency		
American Municipal Services	8,802	8,802
Subtotal Disbursements/Retainage	197,554	219,544
Total: Ending Balance of Amounts Collected but not Disbursed/Retained	-0-	-0-
Ending Balance of “Partial Payments” Collected but not Disbursed	-0-	-0-
Other Information:		
Ending Balance of Total Amounts Assessed but not yet Collected	-0-	-0-
Total Waivers During the Fiscal Period	\$ -0-	\$ -0-

See independent auditor’s report.



Other Reports

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MEMBERS

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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 Gordon O’Con, Mayor
& Members of the Board
Robeline, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the business type activities of the Village of Robeline, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Village of Robeline’s basic financial statements, and have issued our report thereon dated February 22, 2023.

Internal Control Over Financial Reporting

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

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

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

exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items that we consider to be significant deficiencies **(2022-1 Small Size Entity and 2022-4 Old Outstanding Checks)**.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village of Robeline's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* **(2022-3 Annual Filing of Financial Statements, 2022-2 Budget Variance and 2022-5 Late Filing and Paying Payroll Taxes)**.

Village of Robeline's Response to Findings

The Village of Robeline's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The Village of Robeline's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.

This report is intended solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document and its distribution is not limited.

The Vercher Group

Jena, Louisiana

February 22, 2023

**VILLAGE OF ROBELINE
ROBELINE, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COST
For the Year Ended June 30, 2022**

We have audited the basic financial statements of the Village of Robeline, Louisiana, as of and for the year ended June 30, 2022, and have issued our report thereon dated February 22, 2023. We conducted our audit in accordance with generally accepted auditing standards and the standards in the United States of America applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Section I - Summary of Auditor's Results

Our audit of the financial statements as of June 30, 2022, resulted in an unmodified opinion.

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses Yes Significant Deficiencies Yes

Compliance

Compliance Material to Financial Statements Yes

b. Federal Awards (Not Applicable)

Internal Control

Material Weaknesses Yes No Other Conditions Yes No

Type of Opinion on Compliance Unmodified Qualified
For Major Programs Disclaimer Adverse

Are the finding required to be reported in accordance with Uniform Guidance?

Yes No

c. Identification of Major Programs:

CFDA Number (s)	Name of Federal Program (or Cluster)

Dollar threshold used to distinguish between Type A and Type B Programs: \$

Is the auditee a 'low-risk' auditee, as defined by OMB Uniform Guidance? Yes No

VILLAGE OF ROBELINE
ROBELINE, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)
For the Year Ended June 30, 2022

Section II - Financial Statement Findings

2022-1 Small Size of Entity (Internal Control)

Condition: Because of the small size of the Village and the lack of separation of duties of employees, many of the important elements of good internal controls cannot always be achieved to ensure adequate protection of the Village's cash.

Criteria: Important elements of good internal controls often require that the same employee does not handle the functions of accounting, collections, billing, receiving, and check writing.

Cause of Condition: Small size of entity and lack of employees.

Effect of Condition: Significant deficiency in internal controls.

Recommendation: We recommend that management continue to provide the necessary oversight in its current internal control procedures, specifically in the areas of the cash receipts, collection receipt activities, recordation of those receipts, depositing of funds collected, and review of check written.

Client Response and Corrective Action: Management will continue to provide the necessary oversight in its current internal control procedures, specifically in the areas of the cash receipts, collection receipt activities, recordation of those receipts, depositing of funds collected, and review of check written.

2022-2 Budget Variance (Compliance)

Condition: The Village has an unfavorable revenue variance of \$145,216 or 20.7% in its general fund budget for the year ended June 30, 2022.

Criteria: The Budget Act requires that budgets be amended when the variance exceeds 5%.

Cause of Condition: The Village did not generate as much fund revenue as anticipated.

Effect of Condition: Violation of the Budget Act.

Recommendation: The budget should be amended when there is an unfavorable variance of more than 5%.

Client Response and Corrective action: The budget will be amended when there is an unfavorable variance of more than 5%.

2022-3 Annual Filing of Financial Statements (Compliance)

Condition: The Village did not timely file their financial statements with the Legislative Auditor on a timely basis.

**VILLAGE OF ROBELINE
ROBELINE, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)
For the Year Ended June 30, 2022**

Section II - Financial Statement Findings-Continued

Criteria: LSA-RS 24:514, LSA-RS 33:463, and/or LSA-RS 39:92, as applicable, require that governmental units file their financial statements annually with the Legislative Auditor's Office within six months of the entity's year end closing.

Cause of Condition: Not having the financial statements completed on time.

Effect of Condition: Potential Compliance Violation and a freeze on grant funding.

Recommendation: The Village should have their audit completed in time to file with the Legislative Auditor's Office within six months of the Village's year end closing.

Client Response and Corrective Action: The Village will have their audit completed in time to file with the Legislative Auditor's Office within six months of the Village's year end closing.

2022-4 Old Outstanding Checks (Internal Control)

Condition: The Village has \$4,610 in outstanding checks that are more than six months old.

Criteria: Not clearing old outstanding checks on a regular basis can result in the issuance of financial statements that understates cash.

Cause of Condition: Not correcting the bank reconciliation.

Effect of Condition: Understatement of cash in the financial statements.

Recommendation: The old outstanding checks should be added back to the books and the bank reconciliation corrected or sent to the State Unclaimed Property if the owners are known.

Client Response and Corrective Action: The old outstanding checks will be added back to the books and the bank reconciliation corrected or sent to the State Unclaimed Property if the owners are known.

2022-5 Late filing and paying payroll taxes (Compliance)

Condition: The Village was delinquent filing and paying payroll taxes during the fiscal year.

Criteria: Federal and state guidelines require payroll taxes be filed and paid on a timely basis.

Cause of Condition: Not filing taxes in a timely manner.

Potential Effect of Condition: Penalties assessed on the Village.

Recommendation: Payroll taxes withheld from employee's wages should be filed and paid on a timely basis.

VILLAGE OF ROBELINE
ROBELINE, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)
For the Year Ended June 30, 2022

Section II - Financial Statement Findings-Continued

Client Response and Recommendation: Payroll taxes withheld from employee's wages will be filed and paid on a timely basis.

Section III – Federal Awards Findings and Questioned Costs

Not applicable.

**VILLAGE OF ROBELINE, LOUISIANA
MANAGEMENT'S CORRECTIVE ACTION
FOR CURRENT YEAR AUDIT FINDINGS**

FINDINGS:

2022-1 Small Size of Entity

Finding: Because of the small size of the Village and the lack of separation of duties of employees, many of the important elements of good internal controls cannot always be achieved to ensure adequate protection of the Village's cash. Important elements of good internal controls often require that the same employee does not handle the functions of accounting, collections, billing, receiving, and check writing.

Corrective Action: Management will continue to provide the necessary oversight in its current internal control procedures, specifically in the areas of cash receipts, collection receipt activities, recordation of those receipts, depositing of funds collected, and review of checks written.

Contact Person: Gordon O'Con, Mayor

Anticipated Completion Date: N/A

2022-2 Budget Variance

Finding: The Village has an unfavorable revenue variance of \$145,216 or 20.7% in its general fund budget for the year ended June 30, 2022. The Budget Act requires that budgets be amended when the variance exceeds 5%.

Corrective Action: Management will amend the budget when there is an unfavorable variance of more than 5%.

Contact Person: Gordon O'Con, Mayor

Anticipated Completion Date: June 30, 2023

2022-3 Late Filing of Financial Statements

Finding: The Village did not timely file their financial statements with the Legislative Auditor on a timely basis. (Required for financial audits performed under Government Auditing Standards): LSA-RS 24:514, LSA-RS 33:463, and/or LSA-RS 39:92, as applicable, require that governmental units file their financial statements annually with the Legislative Auditor's Office within six months of the entity's year end closing.

Corrective Action: The Village will have their audit completed in time to file with the Legislative Auditor's Office within six months of the Village's year end closing.

Contact Person: Gordon O'Con, Mayor

Anticipated Completion Date: June 30, 2023

**VILLAGE OF ROBELINE, LOUISIANA
MANAGEMENT’S CORRECTIVE ACTION
FOR CURRENT YEAR AUDIT FINDINGS-CONTIN.**

2022-4 Outstanding Checks

Finding: The Village has \$4,610 in outstanding checks that are more than six months old.

Corrective Action: The Village will research all outstanding checks and reissue, clear, or send to Louisiana Treasurer as unclaimed property.

Contact Person: Gordon O’Con, Mayor

Anticipated Completion Date: June 30, 2023

2022-5 Delinquent Payroll Tax Forms

Finding: The Village as delinquent filing and paying payroll taxes during the fiscal year. Federal and state guidelines require payroll taxes to be filed and paid on a timely basis. Not filing taxes in a timely manner will result in penalties assessed on the Village.

Corrective Action: Payroll taxes withheld from employee’s wages will be filed and paid on a timely basis.

Contact Person: Gordon O’Con, Mayor

Anticipated Completion Date: June 30, 2023

VILLAGE OF ROBELINE, LOUISIANA

MANAGEMENT LETTER COMMENTS

During the course of our review, we observed conditions and circumstances that may be improved. Below are findings noted for improvement, our recommendation for improvement and the Village's plan for corrective action.

CURRENT YEAR MANAGEMENT LETTER COMMENTS

No items to report.

VILLAGE OF ROBELINE, LOUISIANA

MANAGEMENT'S SUMMARY OF PRIOR YEAR FINDINGS

Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

The management of the Village of Robeline, Louisiana has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended June 30, 2021.

PRIOR YEAR FINDINGS:

2021-1 Small Size of Entity (Unresolved)

Condition: Because of the small size of the Village and the lack of separation of duties of employees, many of the important elements of good internal controls cannot always be achieved to ensure adequate protection of the Village's cash.

Criteria: Important elements of good internal controls often require that the same employee does not handle the functions of accounting, collections, billing, receiving, and check writing.

Cause of Condition: Small size of entity and lack of employees.

Effect of Condition: Significant deficiency in internal controls.

Recommendation: We recommend that management continue to provide the necessary oversight in its current internal control procedures, specifically in the areas of the cash receipts, collection receipt activities, recordation of those receipts, depositing of funds collected, and review of check written.

Client Response: Management will continue to provide the necessary oversight in its current internal control procedures, specifically in the areas of the cash receipts, collection receipt activities, recordation of those receipts, depositing of funds collected, and review of check written.

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Village of Robeline
122 Depot Street
Robeline, LA 71469

We have performed the procedures enumerated below, which were agreed to by (Village of Robeline (entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the period July 1, 2021 to June 30, 2022. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - 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 (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Exceptions: Policy and Procedures does not contain Budgeting, Purchasing, Disbursements, Collections, Contracting, Travel and Expense Reimbursements, Ethics, Debt Service, or Sexual Harassment.

Management's Response: The Village of Robeline will have policy and procedures on the above referenced.

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to*

public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

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

Exception: Budget-to-actual comparison financial statements are not presented at meetings.

Management's Response: The Village's software cannot produce those statements.

Bank Reconciliations

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

Exception: Not all bank accounts were researched for outstanding checks.

Management's Response: The Village will research the outstanding checks, void outstanding checks, and reissue necessary checks.

Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Observations: The entity has one deposit site, Town hall.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5

collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees 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/official verifies the reconciliation.

Exception: Employees that are responsible for cash collections do share cash drawers/registers.

Management's Response: Management feels the cost/benefit of implementing this procedure is prohibitive.

Exception: Each employee responsible for collecting cash is also at certain times responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

Management's Response: Management feels the cost/benefit of implementing this procedure is prohibitive.

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

There were no exceptions performing these procedures.

6. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.

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

There were no exceptions performing these procedures.

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

- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
 - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

There were no exceptions performing these procedures.

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

- 11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- 12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
 - b) Observe 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, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

There were no exceptions performing these procedures.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

There were no exceptions performing these procedures.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.*

Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

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

There were no exceptions performing these procedures.

Payroll and Personnel

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

There were no exceptions performing these procedures.

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

There were no exceptions performing these procedures.

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

There were no exceptions performing these procedures.

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

Exception: Management represented that state withholding forms had not been filed for the year.

Management's response: The Village is currently filing and paying past due state withholding forms.

Ethics

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

- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
- b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Exceptions: Not all employee/officials completed an hour of ethics training.

Management's Response: The Village will ensure all employees/officials complete one hour of ethics training.

Debt Service

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

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants,

obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

There were no exceptions performing these procedures.

Fraud Notice

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

There were no exceptions performing these procedures.

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

There were no exceptions performing these procedures.

Information Technology Disaster Recovery/Business Continuity

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

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

Sexual Harassment

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

Exceptions: Not all employee/officials completed an hour of sexual harassment training.

Management’s Response: The Village will ensure all employees/officials complete one hour of sexual harassment training.

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

There were no exceptions performing these procedures.

28. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
- a) Number and percentage of public servants in the agency who have completed the training requirements;
 - 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.

Exception: The above report was not filed.

Management’s response: The Village was not aware of the filing requirements. The report will be filed going forward.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures other matters might have come to our attention that would have been reported to you.

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

The Vercher Group

Jena, Louisiana

February 22, 2023