

**TOWN OF LIVONIA, LOUISIANA**

**FINANCIAL STATEMENTS**

December 31, 2022

# TOWN OF LIVONIA, LOUISIANA

## TABLE OF CONTENTS

December 31, 2022

	<u>Exhibit</u>	<u>Page</u>
<b>FINANCIAL SECTION</b>		
Independent Auditors' Report		1
Management's Discussion and Analysis		4
<b>Basic Financial Statements:</b>		
Government-wide Financial Statements:		
Statement of Net Position	A	13
Statement of Activities	A-1	14
Fund Financial Statements:		
Governmental Fund:		
Balance Sheet	A-2	15
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	A-3	16
Statement of Revenues, Expenditures, and Changes in Fund Balance	A-4	17
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	A-5	18
Proprietary Fund:		
Statement of Net Position	A-6	19
Statement of Revenues, Expenses, and Changes in Net Position	A-7	20
Statement of Cash Flows	A-8	21
Notes to Financial Statements	A-9	22
<b>Required Supplementary Information:</b>		
General Fund:		
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual	B	47
Notes to Required Supplementary Information	B-1	48
Schedule of Proportionate Share of Net Pension Liability	B-2	49

	<u>Exhibit</u>	<u>Page</u>
Schedule of Pension Contributions	B-3	50
Notes to Schedule of Proportionate Share of Net Pension Liability and Schedule of Pension Contributions	B-4	51
<b>Other Supplementary Information</b>		
Schedule of Compensation, Benefits, and Other Payments to Agency Head	C	52
Act 87 Justice System Funding Schedule	C-1	53
<b>OTHER INDEPENDENT AUDITORS' REPORTS</b>		
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		54
Schedule of Findings and Recommendations		56
Summary of Findings and Recommendations		57
Schedule of Prior Year Findings and Recommendations		58



## INDEPENDENT AUDITORS' REPORT

The Honorable Mayor and  
Members of the Town Council,  
Town of Livonia, Louisiana

### Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the **TOWN OF LIVONIA, LOUISIANA (TOWN)** as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

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

### Basis for Opinions

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

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' 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, *Government Auditing Standards* and the *Louisiana Governmental Audit Guide* 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 Town'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 Town's ability to continue as a going concern for a reasonable period of time.

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

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and budgetary comparison and pension plan information on pages 4 through 12 and Exhibits B through B-4 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 Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town’s basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head and the Act 87 Justice System Funding Schedule is 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 and the Act 87 Justice System Funding Schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2023, on our consideration of the Town of Livonia, Louisiana’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Livonia, Louisiana’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 Town of Livonia, Louisiana’s internal control over financial reporting and compliance.

*Faulk & Winkler, LLC*  
Certified Public Accountants

Baton Rouge, Louisiana  
June 23, 2023

# TOWN OF LIVONIA, LOUISIANA

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our analysis of The Town of Livonia's (Town) financial performance provides an overview of the Town's financial activities for the year ended December 31, 2022. The Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes, and currently known facts. This MD&A should be read in conjunction with the financial statements which begin on Exhibit A.

### FINANCIAL HIGHLIGHTS

In 2022, the Town of Livonia experienced an increase in governmental revenues by 10%, or \$161,620 relative to the prior year, while governmental expenses increased by \$111,858, or 10%, compared to the prior year. The business-type revenues increased 37% from the prior year due to an increase in the cost of natural gas sales while business-type expenses increase by \$68,831, or 7%.

The major financial highlights for 2022 are as follows:

#### Government-wide financial statements

- Assets and deferred outflows of resources of the Town's primary government exceeded its liabilities and deferred inflows of resources at the close of the year by \$4.6 million (net position). Of this amount, \$1.4 million (unrestricted net position) may be used without restrictions to meet the Town's ongoing obligations to citizens.
- The primary government's total net position increased by \$316,308 during 2022.
- Governmental activities' net position increased by \$194,995 due to increases in sales, video poker and franchise taxes, along with increase in investment earnings while expenses related to public safety increased.
- Business-type activities' net position decreased by \$121,313, mainly due to increased transfers of funds from the governmental activities although charges for services increase by \$191,206 and overall utility operational expenditures increased by \$68,831.

#### General Fund financial statements

- As of the end of the year, governmental funds reported a fund balance of \$2.2 million, a increase of \$184,176 in comparison to the prior year. Approximately 31% of the fund balance (\$686,830) is assigned for purposes relating to recreation, municipal complex construction, and general governmental operations.

Significant aspects of the Town's financial well being, as of and for the year ended December 31, 2022, are detailed throughout this analysis.

## USING THIS ANNUAL REPORT

The Town's financial statements focus on the government as a whole and on major individual funds. Both government-wide and fund perspectives allow the reader to address relevant questions, broaden a basis for comparison from year to year, and enhance the Town's accountability.

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 13 and 14) provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances.

Fund financial statements start on page 15. For governmental activities, these statements depict how services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds.

The Town's auditor has provided assurance in their independent auditors' report, located immediately preceding this MD&A, that the financial statements are fairly presented in all material respects. Varying degrees of assurance are being provided by the auditor regarding the Required Supplementary Information. A user of this report should read the independent auditors' report carefully to ascertain the level of assurance being provided for each part of this report.

### **Reporting on the Town as a Whole**

The financial statements of the Town as a whole begin on page 13. The Statement of Net Position and the Statement of Activities report information about the Town as a whole and its activities in a way to determine if the Town is in better condition, compared to the prior year. These statements include all assets and deferred outflows of resources and liabilities and deferred inflows of resources using the accrual basis of accounting, which is similar to accounting methods used by most private-sector companies. All of the current year's revenues and expenses are reported regardless of when cash is received or paid. Thus, revenues and expenses are reported in these statements for some items that will only result in cash flows in future fiscal periods.

These two statements report the Town's net position and related changes. The Town's financial health, or financial position, can be measured by its net position—the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Over time, increases or decreases in the Town's net position are one indicator of whether its financial health is improving or deteriorating.

In the Statement of Net Position and the Statement of Activities, the Town's operations are divided into two kinds of activities:

**Governmental activities** - Most of the Town's basic services are reported here, including public safety, highway and streets, culture and recreation, and general administration. Property and sales taxes, franchise fees and fines finance most of these activities.



**Business-type activities** - The Town charges a fee to customers to fund the cost of the gas, water, and sewer services it provides.

At December 31, 2022, the Town's net position was \$4.6 million, of which \$1.4 million is unrestricted and \$2.9 million was the net investment in capital assets. Restricted net position is reported separately to show legal constraints from legislation that limits the Town's ability to use that net position for day-to-day operations. Restricted net position as of December 31, 2022 was \$286,758 and is restricted to meet debt service requirements.

The analysis of the primary government focuses on the net position and change in net position of the Town's governmental activities and business-type activities is as follows:

Town of Livonia, Louisiana Statements of Net Position December 31, 2022 and 2021 (in thousands)						
	Governmental Activities		Business-Type Activities		Total Primary Government	
	2022	2021	2022	2021	2022	2021
Current and other assets	\$ 2,253	\$ 2,069	\$ 1,166	\$ 673	\$ 3,419	\$ 2,742
Capital assets	<u>1,331</u>	<u>1,277</u>	<u>3,754</u>	<u>3,993</u>	<u>5,085</u>	<u>5,270</u>
Total assets	3,584	3,346	4,920	4,666	8,504	8,012
Deferred outflows of resources	<u>550</u>	<u>119</u>	<u>-</u>	<u>-</u>	<u>550</u>	<u>119</u>
Total assets & deferred outflows of resources	<u>\$ 4,134</u>	<u>\$ 3,465</u>	<u>\$ 4,920</u>	<u>\$ 4,666</u>	<u>\$ 9,054</u>	<u>\$ 8,131</u>
Current and other liabilities	\$ 63	\$ 63	\$ 934	\$ 608	\$ 997	\$ 671
Long-term liabilities	<u>1,258</u>	<u>463</u>	<u>2,031</u>	<u>2,224</u>	<u>3,289</u>	<u>2,687</u>
Total liabilities	<u>1,321</u>	<u>526</u>	<u>2,965</u>	<u>2,832</u>	<u>4,286</u>	<u>3,358</u>
Deferred inflows of resources	<u>206</u>	<u>527</u>	<u>-</u>	<u>-</u>	<u>206</u>	<u>527</u>
Net position:						
Net investment in capital assets	1,330	1,277	1,529	1,578	2,859	2,855
Restricted	-	-	287	289	287	289
Unrestricted	<u>1,277</u>	<u>1,135</u>	<u>139</u>	<u>(33)</u>	<u>1,416</u>	<u>1,102</u>
Total net position	<u>2,607</u>	<u>2,412</u>	<u>1,955</u>	<u>1,834</u>	<u>4,562</u>	<u>4,246</u>
Total liabilities, deferred inflows of resources, and net position	<u>\$ 4,134</u>	<u>\$ 3,465</u>	<u>\$ 4,920</u>	<u>\$ 4,666</u>	<u>\$ 9,054</u>	<u>\$ 8,131</u>

Net position of the Town's governmental activities increased by 8% or \$195,000 during 2022. Unrestricted net position represents the part of net position that can be used to finance day-to-day operations without constraints established by legislation or other legal requirements. The \$1.3 million in unrestricted net position of governmental activities represents the cumulative results of operations since the Town's inception.

The changes in net position are discussed later in this analysis. The net position of the Town's business activities increased by 6% or \$121,000 during 2022. The Town operates gas, water, and sewer services for its citizens.

The results of 2022 and 2021 operations for the primary government as reported in the Statement of Activities, are as follows:

Town of Livonia Statement of Activities For the years ended December 31, 2022 and 2021 (in thousands)						
	Governmental Activities		Business-Type Activities		Total	
	2022	2021	2022	2021	2022	2021
Revenue:						
Program:						
Charges for services	\$ 791	\$ 780	\$ 856	\$ 661	\$ 1,647	\$ 1,441
Operating grants	33	28	35	-	68	28
Capital grants	43	20	27	2	70	22
General:						
Sales Taxes	489	454	-	-	489	454
Video poker taxes	237	222	-	-	237	222
Franchise taxes	104	91	-	-	104	91
Ad valorem taxes	51	51	-	-	51	51
Other	90	29	-	8	90	37
Total revenues	<u>1,838</u>	<u>1,675</u>	<u>918</u>	<u>671</u>	<u>2,756</u>	<u>2,346</u>
Functions/ Program Expenses:						
General government	210	204	-	-	210	204
Public safety	908	619	-	-	908	619
Highway and streets	232	217	-	-	232	217
Health and welfare	1	3	-	-	1	3
Culture and recreation	72	66	-	-	72	66
Utility operations	-	-	1,017	948	1,017	948
Total expenses	<u>1,423</u>	<u>1,109</u>	<u>1,017</u>	<u>948</u>	<u>2,440</u>	<u>2,057</u>
Change in net position before transfers	415	566	(99)	(277)	316	289
Transfers	<u>(220)</u>	<u>(139)</u>	<u>220</u>	<u>140</u>	<u>-</u>	<u>1</u>
Change in net position	195	427	121	(137)	316	290
Beginning net position	<u>2,412</u>	<u>1,985</u>	<u>1,834</u>	<u>1,971</u>	<u>4,240</u>	<u>3,950</u>
Ending net position	<u>\$ 2,607</u>	<u>\$ 2,412</u>	<u>\$ 1,955</u>	<u>\$ 1,834</u>	<u>\$ 4,556</u>	<u>\$ 4,240</u>

## 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. Traditional users of governmental financial statements will find the fund financial statement presentation more familiar. The focus is on major funds, rather than generic fund types.

### Reporting the Town's Most Significant Funds

The analysis of the Town's major funds begins on page 15 with the fund financial statements that provide detailed information about the most significant funds—not the Town as a whole. Some funds are required to be established by State law or by bond covenants. However, the Town Council establishes other funds to control and manage money for particular purposes or meeting legal responsibilities for using certain taxes, grants, and other money. The Town's two kinds of funds—governmental and proprietary—use different accounting approaches.

**Governmental funds**—Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Most of the Town's basic services are reported in governmental funds. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and the governmental fund, the General Fund, is described in a reconciliation to the financial statements. The governmental major fund (Exhibits A-2 and A-4) presentation is presented using modified accrual basis and focuses on the major funds of the Town. The Town's only governmental fund is the General Fund.

**Proprietary funds** - When the Town charges customers for the services it provides—whether to outside customers or to other units of the Town—these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Town's enterprise fund (Public Utility Fund) is the same as the business-type activities reported in the government-wide statements but provide more detail and additional information, such as cash flows, for proprietary funds.

**Notes to the financial statements** - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements are a required part of the basic financial statements and can be found in Exhibit A-9.

**Other information** - In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning original and final budgetary comparisons to actual results for the year for the Town's budgetary funds.

### Financial Analysis of the Government's Funds

The general government operations of the Town are accounted for in the General Fund. The focus of this fund, as noted earlier, is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. The following is a summary of general governmental operations for 2022 and 2021:

	General Fund	
	2022	2021
	(in thousands)	
Revenues and other financing sources	\$ 1,806	\$ 1,670
Expenditures and other financing uses	1,622	1,267
Net change in fund balance	184	403
Fund balance - beginning	2,007	1,604
Fund balance - ending	\$ 2,191	\$ 2,007

The Town's General Fund experienced an increase in fund balance of \$184,000 during 2022 that primarily resulted from increase in tax revenues compared to the prior year. At year end, the fund's balance was \$2.2 million, of which \$1.5 million was unassigned and available for utilization at the Town's discretion.

General Fund revenues, excluding other financing sources, are summarized below:

	2022		2021	
	(In thousands)			
Taxes	\$ 884	49%	\$ 822	49%
Fines	663	37%	681	41%
Licenses and permits	111	6%	83	5%
Intergovernmental	72	4%	48	3%
Other	76	4%	36	2%
Total	\$ 1,806	100%	\$ 1,670	100%

Revenues of the General Fund for 2022 totaled approximately \$1.8 million, representing a increase of 8% from the previous year due to a \$62,000 increase in tax revenues, a \$39,000 increase in capital grant revenues and a \$32,000 increase in investment earnings.

The Town's activities are largely supported by fines and taxes, which represented 86% of total governmental resources during 2022.

Expenditures of the primary government increased by \$272,000 or 24% in 2022, primarily related to a increase in public safety (\$109,000) and capital outlay (\$162,000) expenditures. Governmental expenditures by functions are summarized as follows:

<u>Function</u>	2022		2021	
	(In thousands)			
General government	\$ 202	14%	\$ 195	17%
Public safety	796	57%	687	61%
Highways and streets	168	12%	178	16%
Culture and recreation	32	2%	24	2%
Health and welfare	1	1%	3	1%
Capital outlay	203	14%	41	3%
Total	<u>\$ 1,402</u>	<u>100%</u>	<u>\$ 1,128</u>	<u>100%</u>

### GENERAL FUND BUDGETARY HIGHLIGHTS

Over the course of the year, the Town's General Fund budget was amended which is a customary practice of the Town for changes that occur with financial matters. The most significant changes during 2022 were as follows:

- An increase in sales revenue of \$22,000,
- An increase in video poker revenue of \$30,000,
- An increase in franchise revenue of 17,450.
- An increase in public safety expenditures of \$48,000,
- An increase in investment income of \$23,500.

With these adjustments, revenues were \$90,000 more than the related final budget amounts of \$1.7 million, and charges to appropriations (expenditures) were \$13,000 more than the related final budget appropriation of \$1.4 million.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

At the end of 2022, the Town had \$5.1 million invested in a broad range of capital assets, including vehicles, computer equipment, office furniture, land, buildings, water and gas distribution systems, and a sewer treatment facility.

	Governmental Activities		Business-Type Activities		Totals	
	2022	2021	2022	2021	2022	2021
	(in thousands)					
Land	\$ 131	\$ 131	\$ 36	\$ 36	\$ 167	\$ 167
Construction in process	-	-	28	-	28	-
Buildings	430	451	52	56	482	507
Infrastructure	478	488	-	-	478	488
Furniture and equipment	69	84	118	132	187	216
Vehicles	17	41	5	8	22	49
Tractors	205	82	-	-	205	82
Utility systems	-	-	3,515	3,761	3,515	3,761
Capital assets, net of depreciation	<u>\$ 1,330</u>	<u>\$ 1,277</u>	<u>\$ 3,754</u>	<u>\$ 3,993</u>	<u>\$ 5,084</u>	<u>\$ 5,270</u>

The Town elected to capitalize infrastructure assets on a prospective basis as a Phase 3 government, which is permitted by GASB No. 34. More detailed information about the Town's capital assets is presented in Note 6 to the financial statements.

### Long-term Debt

At the end of 2022, the Town had \$3.5 million in long-term debt outstanding related to the sewer construction project and net pension liability. This represents a decrease of \$602,741 from 2021, as shown below:

	Balance Beginning of Year	Additions	Reductions	Balance end of Year	Amount due within one year
Public improvement revenue bonds	\$ 2,415,151	\$ -	\$ 191,000	\$ 2,224,151	\$ 193,000
Net pension liability	463,875	844,038	50,297	1,257,616	-
	<u>\$ 2,879,026</u>	<u>\$ 844,038</u>	<u>\$ 241,297</u>	<u>\$ 3,481,767</u>	<u>\$ 193,000</u>

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

The Town's elected and appointed officials considered many factors when setting the 2021 budget and tax rates. One of those factors is the local economy, with the major economic industries in the surrounding area being agriculture and manufacturing.

An important factor affecting the budget is the Town's sales taxes and fines and forfeitures revenues which approximate 68% of budgeted revenue in the General Fund. The Town budgeted a decrease in revenue of \$86,000 in the General Fund compared to 2022 actual results for the current year. The decrease relates to revenue to be received from sales taxes, video poker taxes, licenses and permit revenues and fines. Overall, expenditures for 2023 are expected to remain relatively consistent with 2022 actual results.

### **Contacting the Town's Financial Management**

This financial report is designed to provide the citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to show accountability for the money the Town receives. Questions about this report or a need for additional financial information should be directed to the Town's Finance Office at (225) 637-2981 or P.O. Box 307, Livonia, LA 70755.

## **BASIC FINANCIAL STATEMENTS**



**TOWN OF LIVONIA, LOUISIANA**  
**STATEMENT OF NET POSITION**

December 31, 2022

	<b>Primary Government</b>		
	<b>Governmental Activities</b>	<b>Business-Type Activities</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 2,151,693	\$ 118,486	\$ 2,270,179
Accounts receivable, net	70,229	102,727	172,956
Due from other governments	18,804	36,358	55,162
Prepaid assets	13,497	7,710	21,207
Restricted assets:			
Grant advances	-	523,744	523,744
Customer utility deposits	-	90,274	90,274
Debt service	-	286,758	286,758
Capital assets:			
Nondepreciable	130,537	64,093	194,630
Depreciable, net	1,199,679	3,689,433	4,889,112
Total assets	3,584,439	4,919,583	8,504,022
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension liability	549,697	-	549,697
Total assets and deferred outflows of resources	\$ 4,134,136	\$ 4,919,583	\$ 9,053,719
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	\$ 63,325	\$ 126,942	\$ 190,267
Customer utility deposits	-	90,274	90,274
Unearned revenue - grant advances	-	523,744	523,744
Long-term payables:			
Due within one year	-	193,000	193,000
Due in more than one year	-	2,031,151	2,031,151
Net pension liability	1,257,616	-	1,257,616
Total liabilities	1,320,941	2,965,111	4,286,052
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension liability	206,332	-	206,332
Total liabilities and deferred inflows of resources	1,527,273	2,965,111	4,492,384
<b>NET POSITION</b>			
Net investment in capital assets	1,330,216	1,529,375	2,859,591
Restricted for debt service	-	286,758	286,758
Unrestricted	1,276,647	138,339	1,414,986
Total net position	2,606,863	1,954,472	4,561,335
Total liabilities, deferred inflows of resources, and net position	\$ 4,134,136	\$ 4,919,583	\$ 9,053,719

Notes on Exhibit A-9 are an integral part of this statement.

**TOWN OF LIVONIA, LOUISIANA**  
**STATEMENT OF ACTIVITIES**

For the year ended December 31, 2022

	Program Revenues				Net Revenue (Expenses) and Changes in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
<b>Functions/Programs</b>							
<b>Primary government:</b>							
Governmental activities:							
General government	\$ 210,023	\$ 120,984	\$ -	\$ -	\$ (89,039)	\$ -	\$ (89,039)
Public safety	908,250	662,901	33,000	3,701	(208,648)	-	(208,648)
Highway and streets	231,374	-	-	38,991	(192,383)	-	(192,383)
Health and welfare	642	440	-	-	(202)	-	(202)
Culture and recreation	72,258	6,550	-	-	(65,708)	-	(65,708)
Total governmental activities	1,422,547	790,875	33,000	42,692	(555,980)	-	(555,980)
Business-type activities:							
Utility operations	1,017,162	851,697	35,000	27,755	-	(102,710)	(102,710)
Total primary government	<u>\$ 2,439,709</u>	<u>\$ 1,642,572</u>	<u>\$ 68,000</u>	<u>\$ 70,447</u>	(555,980)	(102,710)	(658,690)
General revenues:							
Taxes:							
Sales					489,318	-	489,318
Video poker					236,847	-	236,847
Franchise					103,600	-	103,600
Ad valorem					51,303	-	51,303
Beer					2,588	-	2,588
Pension revenues					27,369	-	27,369
Investment earnings					32,636	4,023	36,659
Gain on sale of capital assets					27,314	-	27,314
Transfers					(220,000)	220,000	-
Total general revenues					750,975	224,023	974,998
Change in net position					194,995	121,313	316,308
Net position - beginning of year					2,411,868	1,833,159	4,245,027
Net position - end of year					<u>\$ 2,606,863</u>	<u>\$ 1,954,472</u>	<u>\$ 4,561,335</u>

Notes on Exhibit A-9 are an integral part of this statement.

# TOWN OF LIVONIA, LOUISIANA

## BALANCE SHEET GOVERNMENTAL FUND

December 31, 2022

	<b>General Fund</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 2,151,693
Accounts receivable, net	70,229
Due from other governments	18,804
Prepaid assets	13,497
Total assets	\$ 2,254,223
<b>LIABILITIES</b>	
Accounts payable and accrued liabilities	\$ 63,325
<b>FUND BALANCE</b>	
Nonspendable	13,497
Assigned	686,830
Unassigned	1,490,571
Total fund balance	2,190,898
Total liabilities, deferred inflows of resources, and fund balance	\$ 2,254,223

Notes on Exhibit A-9 are an integral part of this statement.

## TOWN OF LIVONIA, LOUISIANA

### RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE STATEMENT OF NET POSITION

December 31, 2022

Total net assets reported for governmental activities in the statement of net position is different because:

Total fund balance - governmental fund (Exhibit A-2)		\$ 2,190,898
Capital assets used in governmental activities that are not financial resources and, therefore, are not reported in the governmental fund, net of accumulated depreciation.		1,330,216
Pension related obligations are not due and payable with current resources and, therefore, are not reported in governmental funds.		
Deferred outflows related to pension liability	549,697	
Deferred inflows related to pension liability	(206,332)	
Net pension liability	<u>(1,257,616)</u>	<u>(914,251)</u>
Net position of governmental activities (Exhibit A)		<u>\$ 2,606,863</u>

Notes on Exhibit A-9 are an integral part of this statement.

**TOWN OF LIVONIA, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND**  
**CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUND**

For the year ended December 31, 2022

	<u>General Fund</u>
<b>REVENUES</b>	
Taxes:	
Sales and use	\$ 489,318
Video poker	236,847
Franchise	103,600
Ad valorem	51,303
Beer	2,588
Fines	662,901
License and permits	110,654
Intergovernmental	71,991
Charges for services	17,320
Investment and other	<u>32,636</u>
Total revenues	<u>1,779,158</u>
<b>EXPENDITURES</b>	
Current function:	
General government	202,308
Public safety	795,808
Highways and streets	168,036
Health and welfare	642
Culture and recreation	32,343
Capital outlay	<u>203,159</u>
Total expenditures	<u>1,402,296</u>
Excess of revenues over expenditures	<u>376,862</u>
<b>OTHER FINANCING SOURCES (USES)</b>	
Proceeds from sale of capital assets	27,314
Transfers out to Public Utility Fund	<u>(220,000)</u>
Total other financing sources (uses)	<u>(192,686)</u>
Net change in fund balance	184,176
<b>FUND BALANCE</b>	
Beginning of year	<u>2,006,722</u>
End of year	<u>\$ 2,190,898</u>

Notes on Exhibit A-9 are an integral part of this statement.

**TOWN OF LIVONIA, LOUISIANA**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUND TO  
THE STATEMENT OF ACTIVITIES**

For the year ended December 31, 2022

The change in net position reported for governmental activities in the statement of activities is different because:

Net change in fund balance - total governmental funds (Exhibit A-4)	\$	184,176
<p>The governmental fund reports capital outlay as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay.</p>		
Capital outlay	203,159	
Depreciation expense	<u>(153,244)</u>	49,915
<p>Net effect of various transactions involving capital assets, trade-ins, and donations, is to increase net position.</p>		
		3,701
<p>Changes in net pension obligations are reported only in the Statement of Activities</p>		
		<u>(42,797)</u>
Change in net position of governmental activities (Exhibit A-1)	\$	<u>194,995</u>

Notes on Exhibit A-9 are an integral part of this statement.

**TOWN OF LIVONIA, LOUISIANA**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUND**

December 31, 2022

	<b><u>Public Utility Fund</u></b>
<b>ASSETS</b>	
Current assets:	
Cash and cash equivalents	\$ 118,486
Accounts receivable, net	102,727
Due from other governments	36,358
Prepaid expenses	7,710
Total current assets	265,281
Restricted assets:	
Grant advances	523,744
Customer utility deposits	90,274
Debt service	286,758
Capital assets:	
Nondepreciable	64,093
Depreciable, net	3,689,433
Total assets	\$ 4,919,583
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable and accrued liabilities	\$ 126,942
Customer utility deposits	90,274
Unearned revenue - grant advance	523,744
Total current liabilities	740,960
Non-current liabilities:	
Due within one year	193,000
Due in more than one year	2,031,151
Total liabilities	2,965,111
<b>NET POSITION</b>	
Net investment in capital assets	1,529,375
Restricted for debt service	286,758
Unrestricted	138,339
Total net position	1,954,472
Total liabilities and net position	\$ 4,919,583

Notes on Exhibit A-9 are an integral part of this statement.

**TOWN OF LIVONIA, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENSES, AND**  
**CHANGES IN NET POSITION**  
**PROPRIETARY FUND**

For the year ended December 31, 2022

	<u>Public Utility Fund</u>
<b>OPERATING REVENUES</b>	
Charges for services:	
Natural gas	\$ 330,680
Water	298,673
Sewer	179,108
Other	<u>43,236</u>
Total operating revenues	<u>851,697</u>
<b>OPERATING EXPENSES</b>	
Personnel	310,994
Depreciation	276,408
Maintenance and supplies	166,345
Natural gas purchases	101,389
Utilities	48,859
Insurance	42,018
General and administrative	39,637
Professional services	<u>21,074</u>
Total operating expenses	<u>1,006,724</u>
Operating loss	(155,027)
<b>NONOPERATING</b>	
Investment earnings	4,023
Operating grants and contributions	35,000
Capital grants and contributions	27,755
Interest expense	<u>(10,438)</u>
Total nonoperating, net	<u>56,340</u>
Deficiency before transfers in	(98,687)
Transfers in from General Fund	<u>220,000</u>
Change in net position	121,313
<b>NET POSITION</b>	
Beginning of year	<u>1,833,159</u>
End of year	<u><u>\$ 1,954,472</u></u>

Notes on Exhibit A-9 are an integral part of this statement.



## TOWN OF LIVONIA, LOUISIANA

**PROPRIETARY FUND  
STATEMENT OF CASH FLOWS**

For the year ended December 31, 2022

	<u>Public Utility Fund</u>
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>	
Receipts from customers	\$ 809,066
Payments to suppliers	(366,295)
Payments to employees	<u>(310,994)</u>
Net cash provided by operating activities	<u>131,777</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Increase in customer deposits	4,344
Investment earnings	4,023
Operating grants and contributions	38,263
Transfers in from other funds	<u>120,000</u>
Net cash provided by noncapital financing activities	<u>166,630</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Capital grants and contributions	259,147
Purchases of capital assets	(36,865)
Decrease in capital debt reserves	(1,966)
Principal payment on bonds	(191,000)
Interest payments on bonds	<u>(10,438)</u>
Net cash provided by capital and related financing activities	<u>18,878</u>
Net increase in cash	317,285
<b>CASH</b>	
Beginning of period	<u>701,977</u>
End of period	<u>\$ 1,019,262</u>
<b>RECONCILIATION OF CASH</b>	
Cash and cash equivalents	\$ 118,486
Restricted cash and cash equivalents	<u>900,776</u>
Total cash	<u>\$ 1,019,262</u>
<b>RECONCILIATION OF OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:</b>	
Operating loss	\$ (155,027)
Adjustments for to reconcile operating loss to net cash provided by operating activities:	
Depreciation	276,408
Change in operating assets and liabilities:	
Accounts receivable, due from other governments and other assets	(44,454)
Accounts payable and accrued liabilities	<u>54,850</u>
Net cash provided by operating activities	<u>\$ 131,777</u>

Notes on Exhibit A-9 are an integral part of this statement.

## TOWN OF LIVONIA, LOUISIANA

### NOTES TO FINANCIAL STATEMENTS

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Statement Presentation

The Town of Livonia was established in 1846, incorporated in 1960 and is a political subdivision of the State of Louisiana. The Town, under the provisions of the Lawrason Act, enacts ordinances, sets policy and establishes programs in such fields as public safety, public works, health and welfare, culture and recreation, and utility operations.

The financial statements of the Town of Livonia, Louisiana (Town) have been prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The most significant accounting policies established in GAAP and used by the Town are described below. The Town follows GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. Certain significant components in the Statement include the following:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Town’s overall financial position and results of operations,
- Financial statements prepared using accrual basis accounting for all of the Town’s activities, including infrastructure (roads, bridges, etc.), and
- Fund financial statements to focus on the major funds.

##### Reporting Entity

As the municipal governing authority, for reporting purposes, the Town is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary municipal government, and where applicable (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete.

GASB Statement No. 14, as amended by GASB Statement No. 61, established criteria for determining which component units should be considered part of the Town for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability.

(continued)

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### Reporting Entity (Continued)

The criteria for determining which component units should be considered part of the Town for financial reporting purposes are as follows:

- Legal status of the potential component unit including the right to incur its own debt. Levy its own taxes and charges, expropriate property in its own name, sue or be sued, and the right to buy, sell and lease property in its own name;
- Whether the Town governing authority (the Council and/or Mayor) appoints a majority of board members of the potential component unit;
- Fiscal interdependency between the Town and the potential component unit;
- Imposition of will by the Town on the potential component unit; and
- Financial benefit/burden relationship between the Town and the potential component unit.

As required by generally accepted accounting principles, these financial statements present the Town and, where applicable, its component units. However, there are no component units to be included either blended within the Town's funds or discretely presented in these financial statements.

### Basis of Presentation

The Town's basic financial statements consist of the government-wide statements of the primary government and the fund financial statements (individual major funds). The Town's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America and applied to governmental units.

### Government-wide Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all non-fiduciary activities of the Town. As a general rule, the effect of interfund activity has been removed from these statements. The government-wide presentation focuses primarily on the sustainability of the government as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

These statements distinguish between the governmental and business-type activities of the Town.

*Governmental activities* generally are financed through taxes, intergovernmental revenues, fines, charges for services, and other nonexchange revenues.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### Government-wide Financial Statements (Continued)

*Business type activities* are financed in whole or in part by fees charged to external parties for utility services provided. The Town's natural gas, sewer, and water services are classified as business-type activities.

The government-wide statement of activities demonstrates the degree to which the direct expenses of a given function or segment is 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 business-type activity, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

### Fund Financial Statements

The fund financial statements are very similar to the traditional government fund statements as prepared by governments prior to the issuance of GASB No. 34. Emphasis is now on the major funds in either the governmental or business-type categories. Non-major funds (by category) or fund type are summarized into a single column in the basic financial statements. The Town does not have any non-major funds in 2022.

The daily operations of the Town continue to be organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, equity, revenues and expenditures or expenses, as appropriate. Funds are organized into three major categories: governmental, proprietary and fiduciary. The Town does not have any fiduciary funds. An emphasis is placed on major funds within the governmental and proprietary categories.

A fund is considered major if it is the primary operating fund of the Town (the General Fund) or meets the following criteria:

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

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Fund Financial Statements (Continued)**

Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be expended and the means by which spending activities are controlled. The various funds of the primary government presented in the financial statements are described as follows:

#### ***Governmental Fund Types***

Governmental funds are those through which most governmental functions of the Town are financed. The acquisition, use, and balances of expendable financial resources and related liabilities of the Town are accounted for through governmental funds. Measurement is focused upon determining changes in financial position, rather than net income.

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

#### ***Proprietary Fund Types***

***Enterprise Funds*** – Enterprise funds are used to account for operations (1) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs and expenses, including depreciation, of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or changes in net position is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Proprietary funds distinguish operating revenues and expenses from nonoperating items.

Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation of capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. The Town considers the Public Utilities Fund a major enterprise fund.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Basis of Accounting and Measurement Focus**

#### ***Government-wide financial statements***

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized in the year for which they are levied. Program revenues for governmental activities include operating and capital grants, traffic fines, and occupational licenses and permits.

#### ***Fund financial statements***

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included in the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in fund balance. Governmental funds are maintained on the modified accrual basis of accounting. Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). "Available" means collectible within the current period or within 60 days after year-end. Charges for services, fines and forfeitures, and most governmental revenues, are recorded as earned since they are measurable and available.

Nonexchange transactions, in which the Town receives value without directly giving value in return, includes sales tax, ad valorem tax, and intergovernmental grants. Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15<sup>th</sup> of each year, and become delinquent after December 31<sup>st</sup>. The taxes are generally collected in December of the current year and January and February of the following year.

Sales taxes are recorded when in the possession of the intermediary collecting agent and are recognized as revenue at that time and are subject to the availability criteria. Grants are recorded as revenue when the Town is entitled to the funds, generally corresponding to when grant related costs are incurred by the Town, but subject to the availability criteria.

Expenditures are recognized in the accounting period in which the related fund liability is incurred, if measurable, except for (1) unmatured interest on general long-term debt which is recognized when due, and (2) claims and judgments, and compensated absences which are recorded as expenditures in the governmental fund type when paid with expendable financial resources. Allocations of costs such as depreciation and amortization are not recognized in the governmental funds.

All proprietary funds are accounted for on a flow of economic resources measurement focus. Proprietary funds are maintained on the accrual basis of accounting whereas revenues are recognized in the accounting period in which they are earned and become measurable, and expenses are recognized in the period incurred, if measurable.

## **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

### **Cash and Cash Equivalents**

Cash and cash equivalents for the Town include the Louisiana Asset Management Pool (LAMP) account deposits as well as the Town's operating cash accounts.

For an investment, custodial credit risk that, in the event of the failure of the counter party, the Town will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. The investment policy of the Town is governed by state statutes that include depository and custodial contract provisions.

The investment policy of the Town is governed by state statutes that include depository and custodial contract provisions. The Town invests funds in accordance with L.R.S. 39:1211-1245 and 33:2955 which include, but are not limited to, United States Treasury Bonds, Treasury Notes, Treasury Bills, and fully collateralized interest bearing checking accounts and certificates of deposit. Other provisions require depositories to insure or collateralize all deposits in accordance with state law and require securities collateralizing deposits to be held by an independent third party with whom the Town has a custodial agreement. The Town primarily utilizes the LAMP to invest idle funds.

For purposes of the Statement of Cash Flows, liquid investments of the enterprise fund with a maturity of three months or less are considered to be cash equivalents.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. See Note 2.

### **Accounts Receivable**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. In government activities and business-type activities, uncollectible amounts due from utility billing receivables are recognized as bad debts through the use of an allowance account or are directly charged off at the time information becomes available which indicates that the particular receivable is not collectible. An allowance for doubtful accounts of \$3,300 and \$12,000 in the General Fund and Utility Fund, respectively, was recorded at December 31, 2022.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Interfund Receivables/Payables**

During the course of operations, transactions may occur between individual funds. Those related to short-term borrowings are classified as “due from other funds” or “due to other funds” on the balance sheet. Interfund receivables and payables between funds within governmental activities are eliminated in the Statement of Net Position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.” There were no interfund receivables/ payables as of December 31, 2022.

**Capital Assets**

The accounting treatment of property, plant, and equipment (capital assets) depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

***Government-wide Statements***

In the government-wide financial statements, all capital assets are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Major capital outlays for capital assets and improvements are capitalized at the completion of construction projects.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are expensed.

Prior to the implementation of GASB No. 34, governmental fund’s infrastructure assets were not capitalized. The Town has elected to capitalize infrastructure expenditures on a prospective basis.

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

Buildings and improvements	10 - 40 years
Infrastructure	15 - 40 years
Furniture	5 - 10 years
Vehicles	5 - 10 years
Tractors	5 - 10 years



**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

***Fund Financial Statements***

In the fund financial statements capital assets used in governmental fund operations are recorded as capital outlay expenditures of the governmental fund types when purchased. Capital assets used in proprietary fund operations are accounted for in the same manner as in government-wide statements.

Property, plant and equipment used by the proprietary funds are stated at cost. Interest costs incurred during construction periods are capitalized. Depreciation has been provided over the estimated useful lives of the assets using the straight-line method. The estimated useful lives are as follows:

Buildings and improvements	7 - 40 years
Utility systems	5 - 50 years
Machinery and equipment	3 - 10 years
Furniture and equipment	10 years
Vehicles	5 years

**Right of Use Assets**

Right of use assets are a result of leases in which the Town has entered into a contract with a lessor that conveys control of the right to use the lessor's nonfinancial asset as specified by the contract for a period of time in an exchange or exchange-like transaction. Such assets are reported on the government-wide financial statements net of amortization. Right of use assets are amortized at the lesser of the useful life or lease term. The Town has not entered into any agreements gaining control of the right to use a lessor's nonfinancial assets as described above at December 31, 2022.

**Compensated Absences**

The Town has the following policy relating to compensated absences:

<u>Length of Service</u>	<u>Annual Earned Hourly Allowance</u>
Less than 1 year	80
1 - 4 years	160
5 - 8 years	200
9 - 14 years	240
15+ years	280

An employee may not carry over more than 264 hours of compensated absences from one calendar year to another. A liability has been accrued in the fund financial statements for compensated absences as the Town anticipates that all compensated absence hours will be utilized in the subsequent year.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### Government-wide and Proprietary Fund Net Position

Government-wide and proprietary fund net position is divided into three components:

- Net investment in capital assets – consist of the historical cost of capital assets less accumulated depreciation and related debt that was used to acquire those assets.
- Restricted net position – consist of net position that is restricted by the Town’s creditors (for example, through debt covenants), by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors.
- Unrestricted – all other net position is reported in this category.

### Governmental Fund Balances

In the governmental fund financial statements, fund balances are classified as follows:

- Nonspendable – amounts that cannot be spent because they are either in a nonspendable form or they are legally or contractually required to be maintained intact.
- Restricted – amounts that can be spent only for specific purposes because of the Town Code, state or federal laws, or externally imposed conditions by grantors or creditors.
- Committed – amounts that can be used only for specific purposes determined by a formal action by Town council ordinance.
- Assigned – amounts that are designated by the Mayor for a particular purpose but are not spendable until a budget ordinance is passed or there is a majority vote approval (for capital projects or debt service) by Town Council.
- Unassigned – all amounts not included in other spendable classifications.

### Use of Restricted Resources

When an expense is incurred in governmental funds that can be paid using either restricted or unrestricted resources (fund balance), the Town’s policy is to apply the expenditure in the following priority:

1. Restricted fund balance,
2. Committed fund balance,
3. Assigned fund balance, and
4. Unassigned fund balance.

When an expense is incurred in government activities that can be paid using either restricted or unrestricted resources (net position), the Town’s policy is to first apply the expense to the restricted net position before unrestricted net position is utilized.

## **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

### **Deferred Outflows and Inflows of Resources**

In addition to assets, the Statement of Net Position or Balance Sheet will sometimes report a separate section for deferred outflows of resources. This separate financial element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure) until then. The Town has two items that qualify for this category; pension liability and bond refunding, which is reported in the government-wide statement.

In addition to liabilities, the Statement of Net Position, or Balance Sheet, will sometimes report separate sections for deferred inflows of resources. This separate financial element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) at that time. The Town's only item that qualifies for this category is pension liability and unearned revenues. The amounts deferred and recognized as an inflow of resources in the period that the amounts become available.

### **Interfund Transfers**

Advances between funds which are not expected to be repaid are accounted for as transfers.

In cases where repayment is expected, the advances are accounted through the various interfund accounts. The General Fund transferred \$220,000 to the Utility Fund to assist in funding debt service requirements.

### **Budget Policy and Budgetary Accounting**

A proposed budget is prepared and submitted by the Mayor to the Town Council prior to the beginning of each fiscal year. A budget summary and notice of a public hearing is published with the public hearing being conducted prior to the commencement of the budget year. The Town follows the requirements of Louisiana Budget Law. The Town is required to adopt its budget prior to December 31. Once adopted, the Mayor is able to transfer part or all of any appropriation within a department of a fund; however, the authority for other budget amendments resides with the Town Council.

The annual operating budget, prepared on the modified accrual basis, covers the General Fund and Public Utility Fund. At the end of the fiscal year, unexpended appropriations automatically lapse. Budget amendments are approved by the Town Council and are included in the financial statements.

In connection with budget preparation, a portion of the unassigned fund balance of an individual fund may be designated for expenditures of the subsequent year. Such designation represents the extent to which the fund balance is used to balance the subsequent year's operating budget of that fund, as reflected in the legally adopted budget.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### **Sales and Use Tax**

The Town has a permanent one cent sales and use tax that is available for general purposes.

### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosures of contingent assets and liabilities at the date of the financial statements. They may also affect the reported amounts of revenues and expenses of proprietary funds and the government-wide financial statements during the reporting period. Actual results could differ from those estimates. Estimates are used primarily when accounting for the allowance for uncollectible accounts, capital assets, depreciation, net pension liability, and deferred revenue.

### **Current Accounting Standards Implemented**

The Town implemented ASU 2016-02, *Leases* (Topic 842), effective January 1, 2022. The ASU's core principle is that "a lessee should recognize the assets and liabilities that arise from leases." The ASU considered that "all leases create an asset and a liability," and accordingly requires recording the assets and liabilities related to all leases with a term greater than 12 months. Concurrent with the implementation of ASU 2016-02, and ASU 2018-11 "*Leases* (Topic 842): *Targeted Improvements*," which intended to simplify the transition requirement giving the Town the option to apply the transition provisions of the new standard at the date of adoption instead of at the earliest comparative period. In implementing these ASUs, the Town elected the options provided in ASU 2018-11. This accounting was applied to all lease agreements using the modified retrospective method, and when implemented with ASU 2018-11, allowed the Town to recognize the leased assets and liabilities on its balance sheet beginning on January 1, 2022 without restating prior periods. In adopting the standard at January 1, 2022, the Town did not have any lease agreements that were implemented but will be monitored annually.

### **Subsequent Events**

In preparing these financial statements, the Town has evaluated events and transactions for potential recognition or disclosure through June 23, 2023, which was the date the financial statements were available to be issued.

## NOTE 2 -CASH AND CASH EQUIVALENTS

The Town may invest in United States bonds, treasury notes, or certificates of deposit of state banks organized under the laws of Louisiana and national banks having their principal office in the State of Louisiana or other qualifying federally insured investments.

Custodial credit risk is the risk that in the event of a financial institution failure, the Town's deposits may not be returned to them. To mitigate this risk, state law requires public deposits to be secured by federal deposit insurance or the pledge of qualified securities owned by the fiscal agent financial institution. As of December 31, 2022, the Town had no unsecured deposits.

### **Louisiana Asset Management Pool (LAMP)**

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

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

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

- Credit risk: LAMP is rated AAA by Standard & Poor's.
- Custodial risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 52 days as of December 31, 2022.
- Foreign currency risk: Not applicable.

**NOTE 2 -CASH AND CASH EQUIVALENTS (CONTINUED)**

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

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

As of December 31, 2022, the Town had a balance of \$2,851,511 invested in LAMP.

The government’s investments are categorized as either (1) insured or registered for which the securities are held by the government or its agent in the government’s name, (2) uninsured and unregistered for which the securities are held by the broker’s or dealer’s trust department or agent in the government’s name, or (3) uninsured and unregistered for which securities are held by the broker or dealer, or by its trust department or agent but not in the government’s name.

Cash and cash equivalents consisted of the following as of December 31, 2022:

**Unrestricted:**

Investments in LAMP	\$ 2,011,986
Deposits	281,703
Cash on hand	200
Total unrestricted	\$ 2,293,889

**Restricted:**

Investments in LAMP	\$ 840,213
Deposits	61,253
Total restricted	\$ 901,466

**NOTE 3 - CONCENTRATION OF CREDIT RISK - ENTERPRISE FUND**

Accounts receivable and related user fees from utility customers were comprised largely of residents in the Town. Most customers have made deposits to partially secure their outstanding balance. During 2022, one commercial customer represented approximately 22% of total water revenues for the Town.

**NOTE 4 - ACCOUNTS RECEIVABLE AND DUE FROM OTHER GOVERNMENTS**

Accounts receivable at December 31, 2022 for the primary government, were as follows:

**Primary Government**

Utility charges, net	\$ 102,727
Ad valorem taxes	40,988
Franchise taxes	24,116
Other, net	5,125
Total primary government	\$ 172,956

Due from other governments at December 31, 2022 for the primary government, were:

**Primary Government**

Video poker taxes	\$ 19,866
Grants receivable	35,296
Total primary government	\$ 55,162

**NOTE 5 - AD VALOREM TAXES**

The 1974 Louisiana Constitution (Article 7 Section 18) provided that land and improvements for residential purposes be assessed at 10% of fair market value; other property and electric cooperative properties, excluding land, are to be assessed at 15% of fair market value; and public service properties, excluding land, are to be assessed at 25% of fair market value.

Fair market value is determined by the elected assessor of the parish on all property subject to taxation except public service properties, which are valued by the Louisiana Tax Commission (LRS 47:1957). The correctness of assessments by the assessor is subject to review and certification by the Louisiana Tax Commission. The assessor is required to reappraise all property subject to taxation at intervals of not more than four years.

All ad valorem (property) taxes are recorded in governmental funds, and as explained in Note 1, and are recognized in the accounting period in which they become available and measurable. Property taxes are considered measurable in the calendar year of the tax levy. Accordingly, the taxes assessed for the calendar year falling within the current fiscal year are recorded as revenue. Property taxes are collected by the tax collector and remitted to the Town within the availability period, and are therefore available to liquidate liabilities of the current period.

Taxes are levied by the Town in September or October, and are billed to the taxpayers in November. Billed taxes become delinquent on December 31<sup>st</sup>. Revenues from ad valorem taxes are budgeted in the year assessed. Ad valorem taxes attach as an enforceable lien on property as of January 1<sup>st</sup> of each year.

**NOTE 5 - AD VALOREM TAXES (CONTINUED)**

For 2022, taxes of 4.83 mills were levied on property with assessed valuations totaling \$10,621,815 and were dedicated to general governmental operations. Total taxes levied were \$51,303.

**NOTE 6 - CAPITAL ASSETS**

A summary of changes in capital assets for the year ended December 31, 2022, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental activities:</b>				
<b>Capital assets not being depreciated:</b>				
Land	\$ 130,537	\$ -	\$ -	\$ 130,537
 <b>Capital assets being depreciated:</b>				
Buildings and improvements	787,479	-	-	787,479
Infrastructure	1,013,176	39,292	-	1,052,468
Furniture and equipment	579,130	8,429	-	587,559
Vehicles	236,437	-	-	236,437
Tractors	<u>243,440</u>	<u>155,438</u>	<u>51,935</u>	<u>346,943</u>
Total capital assets being depreciated	<u>2,859,662</u>	<u>203,159</u>	<u>51,935</u>	<u>3,010,886</u>
 <b>Less accumulated depreciation for:</b>				
Buildings and improvements	(336,746)	(20,184)	-	(356,930)
Infrastructure	(524,767)	(49,730)	-	(574,497)
Furniture and equipment	(494,994)	(23,149)	-	(518,143)
Vehicles	(195,179)	(24,339)	-	(219,518)
Tractors	<u>(161,913)</u>	<u>(35,842)</u>	<u>(55,636)</u>	<u>(142,119)</u>
Total accumulated depreciation	<u>(1,713,599)</u>	<u>(153,244)</u>	<u>(55,636)</u>	<u>(1,811,207)</u>
 Total capital assets being depreciated, net				
	<u>1,146,063</u>	<u>49,915</u>	<u>(3,701)</u>	<u>1,199,679</u>
 Total governmental capital assets, net				
	<u>\$1,276,600</u>	<u>\$ 49,915</u>	<u>\$ (3,701)</u>	<u>\$1,330,216</u>



**NOTE 6 - CAPITAL ASSETS (CONTINUED)**

Depreciation expense was charged to functions of the Town as follows:

	Amount
Governmental activities:	
Public safety	\$ 42,276
Culture and recreation	39,915
Highways and streets	63,338
General government	7,715
Total depreciation expense - governmental activities	\$ 153,244

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Business-type activities:</b>				
<b>Capital assets not being depreciated:</b>				
Land	\$ 36,073	\$ -	\$ -	\$ 36,073
Construction in progress	-	28,020	-	28,020
Capital assets not being depreciated:	36,073	28,020	-	64,093
<b>Capital assets being depreciated:</b>				
Buildings and improvements	121,920	-	-	121,920
Natural gas system	260,476	-	-	260,476
Water system	1,949,808	-	-	1,949,808
Sewer system	5,069,259	4,334	-	5,073,593
Machinery and equipment	274,090	4,511	-	278,601
Furniture and equipment	16,766	-	-	16,766
Vehicles	91,290	-	-	91,290
Total capital assets being depreciated	7,783,609	8,845	-	7,792,454
<b>Less accumulated depreciation for:</b>				
Buildings and improvements	(66,202)	(4,072)	-	(70,274)
Natural gas system	(223,237)	(6,961)	-	(230,198)
Water system	(1,608,651)	(38,449)	-	(1,647,100)
Sewer system	(1,687,327)	(204,223)	-	(1,891,550)
Machinery and equipment	(141,842)	(19,427)	-	(161,269)
Furniture and equipment	(16,451)	(315)	-	(16,766)
Vehicles	(82,903)	(2,961)	-	(85,864)
Total accumulated depreciation	(3,826,613)	(276,408)	-	(4,103,021)
Total capital assets being depreciated, net	3,956,996	(267,563)	-	3,689,433
Total business-type capital assets, net	\$ 3,993,069	\$ (239,543)	\$ -	\$ 3,753,526

Depreciation expense for business-type activities for 2022 was \$276,408.

**NOTE 7 - LONG-TERM LIABILITIES**

Long-term debt obligations for the primary government at December 31, 2022, are comprised of the following:

***Public Improvement Revenue Bonds – business type activities***

\$3,696,000 Sewer revenue bonds dated November 1, 2012; due in annual installments of \$184,000 – \$211,000 through May 2033; interest at 0.45% \$ 2,224,151

***Net pension liability – governmental activities*** 1,257,616

Total long-term debt for primary government \$ 3,481,767

The summary of long-term debt transactions for the primary government for the year ended December 31, 2022, is as follows:

	Balance Beginning of Year	Additions	Reductions	Balance End of Year	Amount due within one year
Public improvement revenue bonds	\$ 2,415,151	\$ -	\$ 191,000	\$ 2,224,151	\$ 193,000
Net pension liability	<u>463,875</u>	<u>821,110</u>	<u>27,369</u>	<u>1,257,616</u>	<u>-</u>
	<u>\$ 2,879,026</u>	<u>\$ 821,110</u>	<u>\$ 218,369</u>	<u>\$ 3,481,767</u>	<u>\$ 193,000</u>

**Debt Service Requirements to Maturity**

The annual debt service requirements to amortize outstanding long-term debt of the primary government at December 31, 2022 are as follows:

Year	Sewer Revenue Bonds			
	Principal	Interest	DEQ Fees	Total
2023	\$ 193,000	\$ 9,574	\$ 10,638	\$ 213,212
2024	195,000	8,701	9,667	213,368
2025	197,000	7,819	8,687	213,506
2026	199,000	6,928	7,698	213,626
2027	200,000	6,031	6,701	212,732
2028 - 2032	1,032,000	16,392	18,214	1,066,606
2033	<u>208,151</u>	<u>470</u>	<u>523</u>	<u>209,144</u>
Total	<u>\$ 2,224,151</u>	<u>\$ 55,915</u>	<u>\$ 62,128</u>	<u>\$ 2,342,194</u>

## NOTE 7 - LONG-TERM LIABILITIES (CONTINUED)

### **Bond Restrictions**

*Sewer Revenue Bond - Series 2012 - Debt Service Fund* to be used for the payment of principal and interest on outstanding bonds as they are due and payable. Monthly payments are to be equal to the sum of one-sixth of interest and administrative fees falling due on the next interest payment date and one-twelfth of principal falling due on the next principal payment date. The sum of \$172,973 has been deposited for this requirement.

*Sewer Revenue Bond - Series 2012 - Reserve Fund* to be used for the payment of principal and interest on bonds payable from the Bond Sinking Fund, as to which there would otherwise be default. The sum of \$105,353 has been deposited therein for this requirement.

*Sewer Revenue Bond - Series 2012 - Depreciation & Contingency Fund* to be used for the payment of extensions, additions, improvements, renewals, and replacements necessary to properly operate the system. Monthly deposits are to be equal to the sum of 5% of the net revenues of the preceding month, provided the sum is available, until \$130,000 has accumulated in the fund. The fund has a balance of \$8,432 as of December 31, 2022 for this requirement.

## NOTE 8 - PENSION PLAN

The Town of Livonia (the Town) is a participating employer a cost sharing defined benefit pension plans. This plans is administered by the Municipal Police Employee's Retirement System (MPERS). Article X, Section 29(F) of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions of these plans to the State Legislature. Each system is administered by a separate board of trustees.

### **Municipal Police Employees Retirement System of Louisiana (MPERS)**

#### **Plan Description**

The Municipal Police Employees' Retirement System (MPERS) is the administrator of a cost-sharing multiple-employer plan. Membership in the System is mandatory for any full-time police officer employed by a municipality of the State of Louisiana and engaged in law enforcement, empowered to make arrests, providing he or she does not have to pay social security, and meets the statutory criteria. The projections of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date. Benefit provisions are authorized within Act 189 of 1973 and amended by LRS 11:2211-11:2233.

**NOTE 8 - PENSION PLAN (CONTINUED)**

**Plan Description (Continued)**

The System issues an annual financial report that is available to the public which includes financial statements and required supplementary information for the System. This report may be obtained by writing, calling, or downloading the reports as follows:

**MPERS:** 7722 Office Park Boulevard | Baton Rouge, Louisiana 70809 | [www.lampers.org](http://www.lampers.org)

**Funding Policy**

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

Contributions to the plan are required and determined by State statute (which may be amended) and are expressed as a percentage of covered payroll. The contribution rates in effect for the year ended December 31, 2022, for the Town and covered employees were as follows:

	Town	Employees
<b>Municipal Police Employees' Retirement System</b>		
All employees hired prior to 01/01/2013 and all		
Hazardous Duty employees hired after 01/01/2013	31.25%	10.00%
Non-Hazardous Duty (hired after 01/01/2013)	31.25%	8.00%
Employees receiving compensation below poverty guidelines of US Department of Health	33.75%	7.50%

The Town made contributions of \$115,305, \$105,872, and \$102,718 during 2022, 2021, and 2020, respectively.

(continued)

**NOTE 8 - PENSION PLAN (CONTINUED)**

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

At December 31, 2022, the Town reported a net pension liability of \$1,257,616 for its proportionate share of the net pension liability. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. Based on actuarial valuations as of June 30, 2022, the Town's proportion was .1230%, which was an increase of .0360% from its proportion measured as of June 30, 2021 at .0870%.

For the year ended December 31, 2022, the Town recognized pension expense of \$70,166 related to the plan, non-employer contributions were \$27,369.

At December 31, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 6,203	\$ 10,250
Changes of assumptions	43,381	9,354
Net difference between projected and actual earnings on pension plan investments	224,523	-
Changes in proportion and differences between Employer contributions and proportionate share of contributions	208,916	186,728
Employer contributions subsequent to the measurement date	66,674	-
	\$ 549,697	\$ 206,332

The Town reported \$66,674 as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in the pension expense as follows:

December 31, 2023	\$ 40,692
December 31, 2024	35,956
December 31, 2025	82,268
December 31, 2026	117,775
	\$ 276,691

**NOTE 8 - PENSION PLAN (CONTINUED)**

**Actuarial Assumptions**

The actuarial assumptions used in the June 30, 2022 valuation were based on the assumptions used in the June 30, 2022 actuarial finding and valuation and were based on the results of an actuarial experience study for the period of July 1, 2014 through June 30, 2019.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2022 are as follows:

Valuation Date	June 30, 2022
Actuarial Cost Method	Entry Age Normal Cost
Investment Rate of Return	6.750%, net of investment expense
Expected Remaining Service Lives	4 years
Inflation Rate	2.50%

Salary increases, including inflation and merit:

<u>Years of Service</u>	<u>Salary Growth Rate</u>
1-2	12.30%
2+	4.70%

***Mortality:***

For annuities and beneficiaries, the Pub-2010 public retirement plan mortality table for safety below-median healthy retirees multiplied by 115% for males and 125% for females, each with full generational projection using the MP 2019 scale was used.

For disabled lives, the Pub-2010 public retirement plans mortality table for safety disable retirees multiplied by 105% for males and 115% for females, each with full generational projection using the MP2019 scale was used.

For employees, the Pub-2010 public retirement plans mortality table for safety below-median employees multiplied by 115% for males and 125% for females, each with full generational projection using the MP2019 scale was used.

**NOTE 8 - PENSION PLAN (CONTINUED)**

***Cost of Living Adjustments***

The Board of Trustees is authorized to provide annual cost-of-living adjustments computed on the amount of the current regular retirement, disability, beneficiary or survivor's benefit, not to exceed 3% in any given year. The Board is authorized to provide an additional 2% COLA, computed on the member's original benefit, to all regular retirees, disability, survivors and beneficiaries who are 65 years of age or older on the cut-off date which determines eligibility.

No regular retiree, survivor or beneficiary shall be eligible to receive a cost-of-living adjustment until benefits have been received at least one full fiscal year and the payment of such COLA, when authorized, shall not be effective until the lapse of at least one-half of the fiscal year. Members who elect early retirement are not eligible for a cost of living adjustment until they reach regular retirement age.

Best estimates of arithmetic nominal rates of return for each major asset class included in the System's target allocation as of June 30, 2022 are as follows:

Asset Class	Target Allocation	Long - Term Expected
	MPERS	MPERS
Equity	55.50%	3.60%
Fixed Income	30.50%	0.850%
Alternatives	14.00%	0.950%
Total	100.00%	5.40%
Inflation		2.66%
Expected Arithmetic Nominal Return		8.06%

**Discount Rate**

The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PERSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate used to measure the total pension liability for MPERS was 6.750% for the year ended June 30, 2022.

**NOTE 8 - PENSION PLAN (CONTINUED)**

**Sensitivity to Changes in Discount Rate**

The following presents the Town’s proportionate share of the Net Pension Liability (NPL) using the discount rate of each Retirement System as well as what the Town’s proportionate share of the NPL would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by MERS:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Discount Rates	5.750%	6.750%	7.750%
Shares of Net Pension Liability	\$ 1,760,421	\$ 1,257,616	\$ 837,607

**NOTE 9 - COMMITMENTS AND CONTINGENCIES**

**Risk Management**

The Town is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Town carries commercial insurance. There were no major changes in insurance coverage from the prior year and settlements have not exceeded coverage in the current year or in the past three years.

**Grants**

The Town receives federal and state grants for specific purposes that are subject to audit by the grantor agencies. Such audits could lead to requests for reimbursement to the grantor agency for expenditures disallowed under terms of the grant. It is the opinion of the Town management that its compliance with the terms of grants will result in negligible, if any, disallowed costs.

**Grant Advances – Unearned Revenue**

In 2021 and 2022, Town received grant funds related to the American Rescue Plan Act (ARPA), which provides the Town resources for revenue replacement due to COVID-19, expenditures related to COVID-19, as well as investments in infrastructure. Grant advances of \$523,744 are classified on the statement of net position in the Town's proprietary funds as grant advances – unearned revenue since no expenditures have been incurred through December 31, 2022.

**NOTE 10 - DEFERRED COMPENSATION PLAN**

The Town offers all employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457, permitting them to defer a portion of their salary until future years. The Plan is administered by Empower Retirement who is also the Plan’s Trustee.



**NOTE 10 - DEFERRED COMPENSATION PLAN (CONTINUED)**

Participation in the Plan is optional. The deferred compensation is not available to employees until termination, retirement, death, or an unforeseeable emergency. In accordance with the amended provisions of the Internal Revenue Code, all amounts deferred under the Plan, including income attributable to those amounts, are solely the property and rights of the participants and their beneficiaries.

Empower held Plan assets of \$574,449 at December 31, 2022.

The Town has implemented GASB Statement No. 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. Under this statement governments that have no responsibility for the Plan and are not formally considered the Plan's trustee are not required to report the Plan in its financial statements. Since the Town's Plan is held in a custodial account with a third party administrator, the assets and liabilities are not presented in the Town's financial statements.

**NOTE 11 - COMPENSATION OF GOVERNING BODY**

During 2022, Council members received compensation as follows:

	<u>Amount</u>
Henry Watson	\$ 6,050
Gregory M. Jarreau	6,050
John T. Jarreau	6,050
Ron V. Leblanc	6,050
Billie Pourciau	<u>6,050</u>
Total	<u>\$30,250</u>

**TOWN OF LIVONIA, LOUISIANA**

**REQUIRED SUPPLEMENTARY INFORMATION**

**TOWN OF LIVONIA, LOUISIANA  
GENERAL FUND**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL**

For the year ended December 31, 2022

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance - positive (negative)</b>
<b>REVENUES</b>				
Taxes:				
Sales	\$ 450,000	\$ 472,000	\$ 489,318	\$ 17,318
Video poker	200,000	230,000	236,847	6,847
Franchise	89,500	106,950	103,600	(3,350)
Ad valorem	52,000	51,500	51,303	(197)
Beer	4,000	3,500	2,588	(912)
Fines	606,200	604,185	662,901	58,716
Licenses and permits	93,430	99,000	110,654	11,654
Intergovernmental	70,150	75,641	71,991	(3,650)
Charges for services	16,480	17,155	17,320	165
Investment income	2,193	29,585	32,636	3,051
Total revenues	<u>1,583,953</u>	<u>1,689,516</u>	<u>1,779,158</u>	<u>89,642</u>
<b>EXPENDITURES</b>				
Current function:				
General government	197,971	194,492	202,308	(7,816)
Public safety	742,038	785,784	795,808	(10,024)
Highways and streets	172,239	171,466	168,036	3,430
Health and welfare	1,500	1,000	642	358
Culture and recreation	28,400	33,069	32,343	726
Capital outlay	205,650	202,937	203,159	(222)
Total expenditures	<u>1,347,798</u>	<u>1,388,748</u>	<u>1,402,296</u>	<u>(13,548)</u>
Excess of revenues over expenditures	<u>236,155</u>	<u>300,768</u>	<u>376,862</u>	<u>76,094</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from sale of capital assets	-	27,314	27,314	-
Transfers out	(120,000)	(120,000)	(220,000)	(100,000)
Total other financing sources (uses)	<u>(120,000)</u>	<u>(92,686)</u>	<u>(192,686)</u>	<u>(100,000)</u>
Net change in fund balance	<u>\$ 116,155</u>	<u>\$ 208,082</u>	184,176	<u>\$ (23,906)</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>2,006,722</u>	
End of year			<u>\$ 2,190,898</u>	

**TOWN OF LIVONIA, LOUISIANA**  
**NOTE TO BUDGETARY INFORMATION**

For the year ended December 31, 2022

**NOTE 1 - BUDGET**

**Budget Policy and Budgetary Accounting**

A proposed budget is prepared and submitted by the Mayor to the Town Council prior to the beginning of each fiscal year. A budget summary and notice of a public hearing is published with the public hearing being conducted prior to the commencement of the budget year.

The annual operating budget, prepared on the modified accrual basis, covers the general fund and enterprise fund (accrual basis). At the end of the fiscal year, unexpended appropriations automatically lapse. Budget amendments are approved by the Town Council and are included in the financial statements.

In connection with budget preparation, a portion of the unassigned fund balance of an individual fund may be designated for expenditures of the subsequent year. Such designation represents the extent to which the fund balance is used to balance the subsequent year's operating budget of that fund, as reflected in the legally adopted budget.

**Basis of Accounting**

The Town's General Fund budget is prepared on the modified accrual basis of accounting, which is described in Note 1 to the Town's financial statements for the year ended December 31, 2022. The Town's basis of budgetary accounting follows generally accepted accounting principles.

**TOWN OF LIVONIA, LOUISIANA**  
**SCHEDULE OF PROPORTIONATE SHARE**  
**OF NET PENSION LIABILITY**  
**LAST TEN FISCAL YEARS (1)(2)**

	<b>MPERS</b>	
	<b>2022</b>	<b>2021</b>
<b>As of the plan year ended (2):</b>		
Employer's Proportion of the Net Pension Liability	0.1230%	0.0870%
Employer's Proportionate Share of the Net Pension Liability	\$ 465,041	\$ 463,875
Employer's Covered Payroll	\$ 379,818	\$ 288,252
Employer's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	122.44%	160.93%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	70.799%	84.088%
<b>As of the plan year ended (2):</b>		
	<b>2020</b>	<b>2019</b>
Employer's Proportion of the Net Pension Liability	0.1309%	0.1284%
Employer's Proportionate Share of the Net Pension Liability	\$ 1,210,071	\$ 1,166,441
Employer's Covered Payroll	\$ 379,315	\$ 427,643
Employer's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	319.01%	272.76%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	70.945%	71.008%
<b>As of the plan year ended (2):</b>		
	<b>2018</b>	<b>2017</b>
Employer's Proportion of the Net Pension Liability (Asset)	0.1297%	0.1101%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 1,096,221	\$ 961,272
Employer's Covered Payroll	\$ 382,320	\$ 328,704
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	286.73%	292.44%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	71.886%	70.081%
<b>As of the plan year ended (2):</b>		
	<b>2016</b>	<b>2015</b>
Employer's Proportion of the Net Pension Liability (Asset)	0.1038%	0.1049%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 972,964	\$ 821,468
Employer's Covered Payroll	\$ 283,050	\$ 280,420
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	343.74%	292.94%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	66.042%	70.730%

(1) Schedule is intended to show information for 10 years. Additional years will be displayed as available.

(2) The amounts presented have a measurement date of MPERS's prior June 30th fiscal year end.

MPERS = Municipal Police Employees' Retirement System

**TOWN OF LIVONIA, LOUISIANA**  
**SCHEDULE OF PENSION CONTRIBUTIONS**  
**LAST TEN FISCAL YEARS (1)(2)**

	<b>MPERS</b>	
	<b>2022</b>	<b>2021</b>
<b>As of the fiscal year ended (2):</b>		
Contractually Required Contribution	\$ 115,305	\$ 105,872
Contributions in Relation to Contractually Required Contribution	115,305	105,872
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>
Employer's Covered Payroll	\$ 377,469	\$ 336,498
Contributions as a % of Covered Payroll	30.55%	31.46%
<b>As of the fiscal year ended (2):</b>	<b>2020</b>	<b>2019</b>
Contractually Required Contribution	\$ 102,718	\$ 141,951
Contributions in Relation to Contractually Required Contribution	102,718	141,951
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>
Employer's Covered Payroll	\$ 310,295	\$ 438,450
Contributions as a % of Covered Payroll	33.10%	32.38%
<b>As of the fiscal year ended (2):</b>	<b>2018</b>	<b>2017</b>
Contractually Required Contribution	\$ 122,492	\$ 113,616
Contributions in Relation to Contractually Required Contribution	122,492	113,616
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>
Employer's Covered Payroll	\$ 398,348	\$ 357,845
Contributions as a % of Covered Payroll	30.75%	31.75%
<b>As of the fiscal year ended (2):</b>	<b>2016</b>	<b>2015</b>
Contractually Required Contribution	\$ 88,058	\$ 90,856
Contributions in Relation to Contractually Required Contribution	88,058	90,856
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>
Employer's Covered Payroll	\$ 279,550	\$ 288,433
Contributions as a % of Covered Payroll	31.50%	31.50%

(1) Schedule is intended to show information for 10 years. Additional years will be displayed as available.

(2) The amounts presented have a measurement date of the Town's fiscal year.

MPERS = Municipal Police Employees' Retirement System

## TOWN OF LIVONIA, LOUISIANA

### NOTES TO SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY AND SCHEDULE OF PENSION CONTRIBUTIONS

For the year ended December 31, 2022

#### NOTE 1 - NET PENSION LIABILITY

##### Changes of Benefit Terms

*Municipal Police Employees' Retirement System*

No Changes.

##### Changes of Assumptions

*Municipal Police Employees' Retirement System*

<u>Measurement Date</u>	<u>Changes of Benefit Terms</u>			
	<u>Years</u>	<u>Change</u>		
12/31/2021	4	-		
12/31/2020	4	-		
12/31/2019	4	-		
12/31/2018	4	-		
12/31/2017	4	-		
12/31/2016	4	-		
12/31/2015	4	N/A		

  

<u>Measurement Date</u>	<u>Investment Rate of Return</u>		<u>Inflation Rate</u>	
	<u>Rate</u>	<u>Change</u>	<u>Rate</u>	<u>Change</u>
6/30/2022	6.75%	0.00%	2.50%	0.00%
6/30/2021	6.75%	-0.20%	2.50%	-0.05%
6/30/2020	6.95%	-0.18%	2.55%	-0.20%
6/30/2019	7.13%	-0.07%	2.75%	0.00%
6/30/2018	7.20%	-0.13%	2.75%	0.00%
6/30/2017	7.33%	-0.17%	2.75%	0.00%
6/30/2016	7.50%	0.50%	2.75%	-0.25%
6/30/2015	7.00%	N/A	3.00%	N/A

**TOWN OF LIVONIA, LOUISIANA**

**OTHER SUPPLEMENTARY INFORMATION**



**TOWN OF LIVONIA, LOUISIANA**  
**SCHEDULE OF COMPENSATION, BENEFITS AND**  
**OTHER PAYMENTS TO AGENCY HEAD**

For the year ended December 31, 2022

**Agency Head:** Mayor Rhett Pouricau

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 12,025
Travel allowance	<u>1,000</u>
Total	<u>\$ 13,025</u>

**TOWN OF LIVONIA, LOUISIANA**  
**ACT 87 JUSTICE SYSTEM FUNDING SCHEDULE**  
**COLLECTING/DISBURSING ENTITY**

For the year ended December 31, 2022

	<b>First Six Month Period Ending, June 30, 2022</b>	<b>Second Six Month Period Ending, December 31, 2022</b>
<b>BEGINNING BALANCE OF AMOUNTS COLLECTED</b>	\$ 77	\$ -
<b>COLLECTIONS:</b>		
Criminal Fines - Other	264,832	302,748
Court Costs	56,820	59,520
<b>TOTAL COLLECTIONS:</b>	<u>321,652</u>	<u>362,268</u>
<b>DISBURSEMENTS TO GOVERNMENTS AND NON-PROFITS:</b>		
Capital District Law Enforcement, Traffic fines	3,710	3,863
CMIS, Traffic fines	1,893	1,971
Trauma Head & Spinal Cord Injury, Traffic fines	6,825	7,140
Department of Treasury, Handicapped violations	417	-
Louisiana Judicial College, Traffic fines	947	986
<b>TOTAL DISBURSEMENTS</b>	<u>13,791</u>	<u>13,960</u>
<b>AMOUNT "SELF-DISBURSED" TO COLLECTING AGENCY</b>	<u>307,938</u>	<u>348,308</u>
<b>TOTAL DISBURSEMENTS / RETAINAGE</b>	<u>321,729</u>	<u>362,268</u>
<b>TOTAL ENDING BALANCE OF AMOUNTS COLLECTED AND NOT DISBURSED</b>	<u>\$ -</u>	<u>\$ -</u>

**INDEPENDENT AUDITORS' REPORT REQUIRED BY  
*GOVERNMENTAL AUDITING STANDARDS***

For the year ended December 31, 2022

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

The Honorable Mayor and  
Members of the Town Council,  
Town of Livonia, Louisiana

We have audited, 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, the financial statements of the governmental activities, the business-type activities, and each major fund of the **TOWN OF LIVONIA, LOUISIANA (TOWN)** as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated June 23, 2023.

**Internal Control over Financial Reporting**

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

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not 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 deficiency in internal control, described in the accompanying schedule of findings and recommendations as item 2022-001, that we consider to be a significant deficiency.

## **Compliance and Other Matters**

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

## **The Town's Response to Findings**

The Town's responses to the findings identified in our audit are described in the accompanying schedule of findings and recommendations. The Town's responses were 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 Town Council and management, the Louisiana Legislative Auditor, and federal and state agencies, and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.

*Faulk & Winkler, LLC*  
Certified Public Accountants

Baton Rouge, Louisiana  
June 23, 2023

# TOWN OF LIVONIA, LOUISIANA

## SCHEDULE OF FINDINGS AND RECOMMENDATIONS

For the year ended December 31, 2022

### 1) Summary of Auditors' Results:

- A) The type of report issued on the financial statements: **Unmodified opinion.**
- B) Significant deficiencies in internal control were disclosed by the audit of financial statements: **2022-001.**
- C) Material weaknesses: **None.**
- D) Noncompliance that is material to the financial statements: **None.**

2) Findings relating to the financial statements reported in accordance with *Government Auditing Standards*: **2022-001.**

3) Findings relating to compliance reported in accordance with *Government Auditing Standards*: **None.**

# TOWN OF LIVONIA, LOUISIANA

## SUMMARY OF FINDINGS AND RECOMMENDATIONS

For the year ended December 31, 2022

### 4) FINDINGS - FINANCIAL STATEMENT AUDIT

#### 2022-001 Segregation of Duties

**Fiscal Year Finding Originated:** 2011

**Criteria:** Duties within the Town's financial reporting process should be segregated between different individuals to ensure effective internal control over financial reporting.

**Condition:** The Town does not have adequate segregation of duties over the financial reporting process.

**Cause:** The finding results from the small number of Town personnel involved in the financial reporting process, which restricts meaningful segregation of duties.

**Effect:** The Town does not have adequate internal control over financial reporting.

**Recommendation:** We recommend that the Town continue the current process of:

- Obtaining the Mayor's approval for all Town disbursements,
- The unopened monthly bank statement (including all cancelled checks) be reviewed by the Mayor,
- The Mayor review and sign off bank reconciliations,
- The Mayor and Town Council review the Town's financial statements, on a monthly basis with comparison to budgeted amounts. Furthermore, a listing of monthly cash disbursements be reviewed with the monthly financial statements.

**Management's corrective action plan:** Due to the size of the Town, the achievement of adequate segregation of duties is desirable to management but is economically impractical. However, the Mayor approves all disbursements of the Town within the range of the Council approved budget, except for those disbursements within the designated Police Department budget which are approved by the elected Chief of Police. All check disbursements are to have dual signatures per Town policy.

**TOWN OF LIVONIA, LOUISIANA**

**SCHEDULE OF PRIOR YEAR FINDINGS AND RECOMMENDATIONS**

For the year ended December 31, 2022

**2021-001 Segregation of Duties**

This finding has been reclassified as 2022-001.

**2021-002 Compliance with Public Bid Law**

No instances of noncompliance with the Louisiana Public Bid Law were identified during the current year's audit.



**Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures**

**TOWN ON LIVONIA, LOUISIANA**

Livonia, Louisiana

For the year ended December 31, 2022

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Members of the Council  
Of the Town of Livonia and the  
Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal year ended December 31, 2022. **TOWN OF LIVONIA, LOUISIANA's** (the Town) management is responsible for those C/C areas identified in the SAUPs.

The Town has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2022 through December 31, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and schedule of exceptions are as follows:

***1) Written Policies and Procedures:***

---

- A. 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:
  - i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ii. ***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.
  - iii. ***Disbursements***, including processing, reviewing, and approving.
  - iv. ***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).

- v. **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **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, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

## ***2) Board or Finance Committee:***

---

- A. Obtain and inspect the board/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:
  - i. Observe whether the managing board met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
  - ii. 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.
  - iii. For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

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

### **3) Bank Reconciliations:**

---

- A. 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:
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
  - ii. 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
  - iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

### **4) Collections (excluding electronic funds transfers)**

---

- A. 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).
- B. 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:
  - i. Employees that are responsible for cash collections do not share cash drawers/registers.
  - ii. 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.
  - iii. 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.

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
- C. 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.
  - D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3A 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:
    - i. Observe that receipts are sequentially pre-numbered.
    - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
    - iii. Trace the deposit slip total to the actual deposit per the bank statement.
    - iv. 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).
    - v. Trace the actual deposit per the bank statement to the general ledger.

***5) Non-Payroll Disbursements (excluding credit card purchases, travel reimbursements, and petty cash purchases):***

---

- A. 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).
- B. For each location selected under #5A 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:
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - ii. At least two employees are involved in processing and approving payments to vendors.
  - iii. 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.

- iv. 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; and
  - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. For each location selected under #5A 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:
- i. Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

**6) Credit Cards/Debit Cards/Fuel Cards/P-Cards:**

---

- A. 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.
- B. 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:
- i. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under #6B 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 that it is supported by (1) an original itemized

receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased security.

**7) Travel and Travel-Related Expense Reimbursement (excluding card transactions):**

---

- A. 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:
- i. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**8) Contracts:**

---

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management’s representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner’s contract, and:
- i. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - ii. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - iii. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

**9) Payroll and Personnel:**

---

- A. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #9A above, obtain attendance records and leave documentation for the pay period, and:
  - i. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - ii. Observe that supervisors approved the attendance and leave of the selected employees/officials.
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - iv. Observe the rate paid to the employees of officials agree to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/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' cumulate leave records, agree the pay rates to the employee and officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums, etc.) have been paid, and associated forms have been filed, by required deadlines.

**10) Ethics:**

---

- A. Using the 5 randomly selected employees/officials from procedure #9A under "Payroll and Personnel" above: obtain ethics documentation from management, and:
  - i. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - ii. 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.



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

***11) Debt Service:***

---

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

***12) Fraud Notice:***

---

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

***13) Information Technology Disaster Recovery/Business Continuity:***

---

- A. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**
  - i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.
  - ii. 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.
  - iii. 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.

***14) Prevention of Sexual Harassment:***

---

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. 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).
- C. 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:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

**TOWN OF LIVONIA, LOUISIANA**  
Livonia, Louisiana

**SCHEDULE OF EXCEPTIONS**

For the year ended December 31, 2022

***Exceptions:***

---

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

***Collections (excluding electronic funds transfers)***

---

**4 (b)** - *The Town has two drawers, one for utility and one for police department. While there are two drawers, when one employee in charge of collecting is absent another employee collects on their behalf.*

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

---

**5 (b)** *The employee responsible for processing payments is able to add/modify vendor files due to size of the staff. No periodic review of vendor files is being conducted; however, approval of all disbursements must be done by the Town Mayor. Only one individual has access to the accounting system.*

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

We are required to be independent of the **TOWN OF LIVONIA, LOUISIANA** and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

*Faulk & Winkler, LLC*  
Certified Public Accountants

Baton Rouge, Louisiana  
June 23, 2023