

**Sherwood Forest Crime
Prevention and Neighborhood
Improvement District**

Baton Rouge, Louisiana

Year Ended December 31, 2023

*Financial Statements
and Supplementary Information*

and

Agreed-Upon Procedures

William D. Mercer, CPA
A PROFESSIONAL ACCOUNTING CORPORATION

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William D. Mercer, APAC
CERTIFIED PUBLIC ACCOUNTANT

MEMBER OF:
AMERICAN INSTITUTE
AND SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Commissioners
Sherwood Forest Crime Prevention and Neighborhood Improvement District
Baton Rouge, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Sherwood Forest Crime Prevention and Improvement District as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America. We believe the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule on pages 20-21 be presented to supplement the basic financial statements. Such information is presented for purposes of additional analysis and, although not a required 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. Management has omitted the management's discussion and analysis that the Governmental Accounting Standards Board requires to be presented to supplement the basic financial statements. Such missing information, although not a required 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. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and we do not express an opinion, a conclusion, nor provide any form of assurance on it.

Supplementary Information

The schedule of compensation, benefits, and other payments to agency head reported on page 25 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have not audited or reviewed such information and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it.

William D. Mercer, CPA (APAC)

Baton Rouge, Louisiana
June 26, 2024

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

STATEMENT OF NET POSITION

December 31, 2023

ASSETS

Cash and equivalents	\$ 133,637
Due from other governments	188,792
Other receivables	350
Capital assets, net of depreciation	<u>140,923</u>

TOTAL ASSETS

463,702

LIABILITIES

Accrued expenses	<u>-</u>
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NET POSITION

Investment in capital assets	140,923
Unrestricted	<u>322,779</u>

TOTAL NET POSITION

\$ 463,702

See accompanying notes and independent accountant's review report.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

STATEMENT OF ACTIVITIES

Year Ended December 31, 2023

	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Revenues (Expenses)</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental activities					
Public safety crime prevention	\$ 208,722	\$ -	\$ -	\$ -	\$ (208,722)
Depreciation	<u>71,510</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(71,510)</u>
Total governmental activities	<u>280,232</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(280,232)</u>
General revenues					
Parcel fees					219,509
Interest income					<u>29</u>
Total General Revenues					<u>219,538</u>
Change in net position					(60,694)
NET POSITION , beginning of year					<u>524,396</u>
NET POSITION , end of year					\$ <u>463,702</u>

See accompanying notes and independent accountant's review report.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

BALANCE SHEET – GOVERNMENTAL FUND

December 31, 2023

ASSETS	
Cash and equivalents	\$ 133,637
Due from other governments	188,792
Other receivables	<u>350</u>
TOTAL ASSETS	<u>322,779</u>
LIABILITIES	
Accrued expenses	<u>-</u>
FUND BALANCE	
Unassigned	\$ <u><u>322,779</u></u>

See accompanying notes and independent accountant's review report.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

RECONCILIATION OF GOVERNMENTAL FUND BALANCE SHEET TO
THE STATEMENT OF NET POSITION
December 31, 2023

Fund balances – governmental fund	\$ 322,779
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial not financial resources and therefore are not reported in the fund. These assets consist of:	
Costs of capital assets	357,551
Accumulated depreciation	<u>(216,628)</u>
Net position of governmental entity	\$ <u>463,702</u>

See accompanying notes and independent accountant's review report.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Year Ended December 31, 2023

REVENUES

General revenues:	
Parcel fees	\$ 219,509
Miscellaneous revenue:	
Interest earned	<u>29</u>
Total Revenues	<u>219,538</u>

EXPENDITURES

Current operations:

 General government:

Bank charges	5
Election costs	865
Legal and professional	2,932
Management services	6,900
Office expense	<u>189</u>
Total general government	<u>10,891</u>

 Public safety and improvements:

Assessor fees and collection costs	5,404
Auto expense	47
Beautification and improvements	13,872
Contracted security services	120,363
Insurance	645
Postage	4,016
Security camera expense	49,411
Signage	3,111
Utilities	<u>962</u>
Total public safety and improvements	<u>197,831</u>

 Capital outlay:

Security equipment	<u>2,527</u>
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See accompanying notes and independent accountant's review report.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
(continued)
Year Ended December 31, 2023

Total Expenditures	<u>211,249</u>
Excess (deficiency) of revenues over expenditures	<u>8,289</u>
OTHER FINANCING SOURCES (USES)	
Capital lease related debt incurred	<u>-</u>
Total other financing sources (uses)	<u>-</u>
Net change in fund balance	8,289
FUND BALANCE, beginning of year	<u>314,490</u>
FUND BALANCE, end of year	\$ <u>322,779</u>

See accompanying notes and independent accountant's review report.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
Year Ended December 31, 2023

Net change in fund balance – governmental fund	\$	8,289
Amounts reported for governmental activity in the statement of activities is different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense		
Capital outlay		2,527
Depreciation expense		<u>(71,510)</u>
Change in net position of governmental activity	\$	<u>(60,694)</u>

See accompanying notes and independent accountant's review report.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying basic financial statements of the Sherwood Forest Crime Prevention and Improvement District (“District”) have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments*, issued in June 1999.

Reporting Entity

The District was created by Louisiana Revised Statute 33:9097.19 and is a political subdivision as defined in the Constitution of the State of Louisiana. The purpose of the District is to aid in crime prevention and to add to the security of residents by providing for an increase in the presence of law enforcement personnel in the District and to serve the needs of the residents of the District by funding beautification and improvements for the overall betterment of the District.

For financial reporting purposes, in conformity with GASB Codification of Governmental Accounting and Financial Reporting Standards, the District includes all funds and account groups that are controlled by the District.

Basic Financial Statements – Government-Wide Statements

The District’s basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District’s major fund). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The District’s general administrative services are classified as governmental type activities.

In the government-wide Statement of Net Position, the business-type column is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The District’s net position is reported in three parts—invested in capital assets, net of related debt; restricted net position; and unrestricted net position. The District first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the District’s functions. The net costs by function are normally covered by general revenues.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basic Financial Statements – Government-Wide Statements (continued)

This government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

Basic Financial Statements – Fund Financial Statements

The financial transactions of the District are reported in individual funds in the financial statements. Each fund is accounted for by providing a separate set of self-balancing accounting that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The fund presented in the financial statements is described as follows:

Governmental Funds:

General Fund

This fund accounts for all or most of the operations of the District. The focus of the governmental fund's measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of current financial resources) rather than upon net income. Expendable assets are assigned to funds according to the purpose for which they may be used. Current liabilities are assigned to funds from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as a fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period operations of the District's office.

The general fund is the principal fund of the District and accounts for all financial resources, except those required to be accounted for in other funds. The general fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the District's policies.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual.

Business-type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual:

The governmental fund financial statement is presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

Use of Estimates

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

Budget Practices

A proposed operating budget for the General Fund, prepared on the modified accrual basis of accounting, is approved by the Board of Commissioners and adopted in accordance with the Local Government Budget Law. The proposed operating budget is legally adopted and amended, as necessary, by the District. All appropriations lapse at year-end.

Formal budget integration is employed as a management control device. Budget amounts included in the accompanying financial statements include the original budget amounts and all subsequent amendments, if any.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. The District has defined cash and cash equivalents to include cash on hand, demand deposits, and time deposits with original maturities of 90 days or less. Under Louisiana Revised Statutes 39:1271 and 33:2955, the District may deposit funds in demand deposits, interest-bearing demand deposits, or certificates of deposit with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Capital Assets

Capital assets purchased or acquired with an original cost of \$ 500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Security equipment	3 - 5 years
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Encumbrances

Encumbrance accounting, under which contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of that appropriation, is not employed by the District.

Fund Equity

Fund Financial Statements

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

Nonspendable – Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually obligated required to be maintained intact.

Restricted – Amounts that can be spent only for specific purposes because of state or federal laws, or externally imposed conditions by grantors or creditors.

Committed – Amounts that can only be used for specific purposes determined by a formal action of the District. These amounts cannot be used for any other purpose unless the District removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Equity (continued)

Assigned – Amounts that are designated as committed by the District but are not spendable until a budget ordinance is passed.

Unassigned – All amounts not included in other spendable classifications. The District has not adopted a policy to maintain the general fund's unassigned fund balance above a certain minimum level.

The details of the fund balances are included in the Balance Sheet – Governmental Fund (page 7). As noted above, restricted funds are used first as appropriate. Assigned funds are reduced to the extent that expenditure authority has been budgeted by the District or the assignment has been changed by the District. Decreases in fund balance reduce first unassigned fund balance; in the event that unassigned fund balance becomes zero, then assigned and committed fund balances are used in that order.

Government-Wide Statements

In the government wide financial statements, net position is classified as follows:

Net investment in capital assets – Consists of net capital assets reduced by the outstanding balance of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by balances of deferred outflows of resources related to those assets.

Restricted net position – Net position is considered restricted if its use is constrained to a particular purpose. Restrictions can be imposed by either external organizations, such as creditors (such as debt covenants), grants, contributors, laws, or regulation of other governments or imposed by law through constitutional provisions or enabling legislation. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.

Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

NOTE B – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of December 31, 2023, were as follows.

Cash on hand	\$ -
Cash in bank – checking/savings	<u>133,637</u>
	\$ <u>133,637</u>

These deposits are stated at cost, which approximates market. Under state law, deposits or the resulting bank balances must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial credit risk. As of December 31, 2023, none of the District's deposits were exposed to custodial credit risk because all deposits were insured by FDIC insurance or collateralized by securities held by the Federal Reserve Bank in a three way custodial account.

NOTE C – RECEIVABLES

Amounts due from other governments as of December 31, 2023, are as follows:

Parcel fees receivable	\$ 190,675
Interest on outstanding collections	<u>-</u>
	190,675
Less sheriff's collection costs	<u>1,883</u>
	\$ <u>188,792</u>

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

NOTES TO THE FINANCIAL STATEMENTS

NOTE D – CHANGES IN CAPITAL ASSETS

A summary of the changes in capital assets for the year ended December 31, 2023, follows.

	Balance, January 1, <u>2023</u>	<u>Additions</u>	<u>Deletions</u>	Balance, December 31, <u>2023</u>
Equipment	\$ 355,024	\$ 2,527	\$ -	\$ 357,551
Less accumulated depreciation	<u>145,118</u>	71,510	-	<u>216,628</u>
Capital assets, net	\$ <u>209,906</u>			\$ <u>140,923</u>

Depreciation expense of \$71,510 is not reported on general fund financial statements.

NOTE E – SUBSEQUENT EVENTS

Subsequent events were evaluated through June 26, 2024, which is the date the financial statements were available to be issued.

NOTE F – COMPENSATION PAID TO BOARD MEMBERS

The following is a list of Board members appointed for the year ended December 31, 2023. The Board members did not receive any compensation for their service on the Board of Sherwood Forest Crime Prevention and Neighborhood Improvement District during the year ended December 31, 2023.

Denise Gautreaux, Chairperson
Shelley Harrison, Vice Chair
Jim Murray, Secretary/Treasurer
Allison Claudet, Commissioner
Brian Haldane, Commissioner
Teresa Haralson, Commissioner
Anna Magazme, Commissioner

REQUIRED SUPPLEMENTARY INFORMATION

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND

Year Ended December 31, 2023

	<u>Budgeted</u> <u>Original</u>	<u>Amounts</u> <u>Final</u>	<u>Actual</u> <u>Amounts</u>	Variance with Final Budget Positive (Negative)
REVENUES				
Parcel fees	\$ 240,000	\$ 240,000	\$ 219,509	\$(20,491)
Interest	<u>2</u>	<u>2</u>	<u>29</u>	<u>27</u>
Total Revenues	<u>240,002</u>	<u>240,002</u>	<u>219,538</u>	<u>(20,464)</u>
EXPENDITURES				
General government:				
Bank charges	10	10	5	5
Election costs	900	900	865	35
Legal and professional	7,800	7,800	2,932	4,868
Management services	6,900	6,900	6,900	-
Office expense	<u>1,000</u>	<u>1,000</u>	<u>189</u>	<u>811</u>
Total general government	<u>16,610</u>	<u>16,610</u>	<u>10,891</u>	<u>5,719</u>
Public safety and improvements:				
Assessor fees and collection costs	6,300	6,300	5,404	896
Auto expense	300	300	47	253
Beautification and improvements	17,800	17,800	13,872	3,928
Contracted security services	132,000	132,000	120,363	11,637
Insurance	2,400	2,400	645	1,755
Postage	4,100	4,100	4,016	84
Security camera expense	55,155	55,155	49,411	5,744
Signage	3,500	3,500	3,111	389
Utilities	1,100	1,100	962	138
Website and communications	<u>700</u>	<u>700</u>	<u>-</u>	<u>700</u>
Total public safety and improvements	<u>223,355</u>	<u>223,355</u>	<u>197,831</u>	<u>25,524</u>

See independent accountant's review report

SHERWOOD FOREST CRIME PREVENTION AND
 NEIGHBORHOOD IMPROVEMENT DISTRICT
 Baton Rouge, Louisiana

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND (continued)

Year Ended December 31, 2023

	<u>Budgeted Original</u>	<u>Amounts Final</u>	<u>Actual Amounts</u>	Variance with Final Budget Positive (Negative)
Capital outlay:				
Security equipment	<u>-</u>	<u>-</u>	<u>2,527</u>	<u>(2,527)</u>
Total Expenditures	<u>239,965</u>	<u>239,965</u>	<u>211,249</u>	<u>28,716</u>
Net change in fund balance	37	37	8,289	8,252
Fund balance, beginning of year	<u>314,490</u>	<u>314,490</u>	<u>314,490</u>	<u>-</u>
Fund balance, end of year	\$ <u>314,527</u>	\$ <u>314,527</u>	\$ <u>322,779</u>	\$ <u>8,252</u>

See independent accountant's review report.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

SCHEDULE OF FINDINGS

Year Ended December 31, 2023

There were no findings for the year ended December 31, 2023.

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

SCHEDULE OF PRIOR YEAR FINDINGS

Year Ended December 31, 2023

There were no findings noted in the prior accountant's review report dated June 26, 2023, for the year ended December 31, 2022.

SUPPLEMENTARY INFORMATION

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
Baton Rouge, Louisiana

SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS
TO AGENCY HEAD
Year Ended December 31, 2023

Agency Head: Demise Gautreaux, Chairperson

Purpose:	Amount:
Salary	None
Benefits – insurance	None
Benefits – retirement	None
Benefits – other	None
Car allowance	None
Vehicle provided by government	None
Per diem	None
Reimbursements	None
Travel	None
Registration fees	None
Conference travel	None
Continuing professional education fees	None
Housing	None
Unvouchered expenses	None
Special needs	None

The agency is managed by a board of commissioners, all of whom serve without compensation

See independent accountant's review report.

William D. Mercer, APAC
CERTIFIED PUBLIC ACCOUNTANT

MEMBER OF:
AMERICAN INSTITUTE
AND SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners of Sherwood Forest
Crime Prevention and Neighborhood Improvement District and
the Legislative Auditor, State of Louisiana

We have performed the procedures enumerated below on Sherwood Forest Crime Prevention and Neighborhood Improvement District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2023, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The District's management is responsible for the procedures listed below and is responsible for its financial records and compliance with applicable laws and regulations.

The District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the District's compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2023. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Public Bid Law

1. Obtain documentation for all expenditures made during the year for material and supplies exceeding \$30,000 and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R. S) 39:1551-39:1755 (the state procurement code), R.S 38:2111-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

For the year under examination, no expenditures for materials and supplies that exceeded \$ 30,000 or for public works exceeding \$ 150,000 were made

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

The list of board members and immediate family member was obtained and examined.

3. Obtain a list of all employees paid during the year.

The District had no employees during the year under examination

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

The District had no employees during the year under examination.

5. Obtain a list of all disbursements made during the year and list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

The list of all disbursements made during the year under examination was examined. Payments made to board members appeared to be reimbursement for minor expenses, and no payments to immediate families or outside business interests were noted.

Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

The adopted budget was obtained and examined. The budget was not amended during the year under examination

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

The adoption of the budget was traced to Board meeting minutes. No exceptions noted.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more and whether actual expenditures exceed budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures to determine if actual expenditures exceed budgeted amounts by 10% or more per category or 5% or more in total)

For the year under examination, actual revenues were 91.44% of budgeted revenues, and actual expenditures were 88.0% of budgeted expenditures.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and (a) report whether the six disbursements agree to the amount and payee in the supporting documentation, (b) report whether the six disbursements are coded to the correct fund and general ledger account, and (c) report whether the six disbursements were approved in accordance with management's policies and procedures.

We examined supporting documentation for six random disbursements throughout the year under examination and found that each payment was (a) agreed to the proper amount and made to the correct payee, and (b) properly coded to the correct fund and general ledger account, and (c) approved by a member of management. No exceptions were noted.

Meetings

10. Obtain evidence from management to support that agendas for meeting recorded in the minute book were posted or advertised as required by R.S. 42.11 through 42.28 (the open meeting law) and report whether there are any exceptions.

We examined supporting documentation for agendas and required postings or advertisings for the year under examination. No discrepancies were noted

Debt

11. Obtain bank deposits for the fiscal year and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Board Commission and report any exceptions.

We examined supporting documentation for all bank deposits made during the fiscal year. All deposits made during the fiscal year were supported by documentation reflecting parcel fees and related revenues from the local City-Parish government.

Advances and Bonuses

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bouses, advances, or gifts.

For the year under examination, the District did not have any employees.

State Audit Law

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

No exceptions were noted

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:712.1.A.(2) and that were subject to the public bid law (R.S. 38:2211, et seq.) while the agency was not in compliance with R.S. 24:513 (the audit law).

No exceptions were noted.

Prior Comments and Recommendations

15. Obtain and report management's representations as to whether any prior year suggestions, recommendation, and/or comments have been resolved.

Not prior year suggestions, recommendations, or comments were noted.

We were engaged by the District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standard*, issued by the United States Comptroller General. 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 the District's compliance with the foregoing matters. 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 Sherwood Forest Crime Prevention and Neighborhood Improvement District and to meet our 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 the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, 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 Louisiana Legislative Auditor as a public document.

William D. Mercer, CPA (APAC)

Baton Rouge, Louisiana

June 26, 2024

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

January 24, 2024 (Date Transmitted)

William D. Mercer, CPA (APAC) (CPA Firm Name)
13360 Coursey Blvd., Suite A (CPA Firm Address)
Baton Rouge, LA 70816 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of _____ (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No N/A

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes No N/A

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes No N/A

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No N/A

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No N/A

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No N/A

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No N/A

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No N/A

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No N/A

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes [] No [] N/A []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes [] No [] N/A []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [] No [] N/A []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [] No [] N/A []

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes [] No [] N/A []

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [] No [] N/A []

We acknowledge that we are responsible for determining that that the procedures performed are appropriate for the purposes of this engagement.

Yes [] No [] N/A []

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes [] No [] N/A []

We have provided you with all relevant information and access under the terms of our agreement.

Yes [] No [] N/A []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes [] No [] N/A []

We are not aware of any material misstatements in the information we have provided to you.

Yes [] No [] N/A []

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose

to you any such communication received between the end of the period under examination and the date of your report.

Yes No N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes No N/A

The previous responses have been made to the best of our belief and knowledge.

James Verling Secretary 2.5.2024 Date
Denise Gauthreaux Treasurer _____ Date
Denise Gauthreaux President 2.5.24 Date