

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Audit of Financial Statements

June 30, 2023



Contents

Independent Auditor's Report	1 - 3
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Required Supplementary Information (Part I)	
Management's Discussion and Analysis	5 - 9

Basic Financial Statements

Government-Wide Financial Statements	
Statement of Net Position	11
Statement of Activities	12

Fund Financial Statements

Governmental Fund	
Balance Sheet	14
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	15
Statement of Revenues, Expenditures, and Changes in Fund Balance	16 - 17
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	18

Notes to Basic Financial Statements	19 - 32
-------------------------------------	---------

Required Supplementary Information (Part II)

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	34
Schedule of Changes in Net OPEB Liability and Related Ratios	35

Other Supplementary Information

Schedule of Indirect Cost Allocation	37 - 38
Schedule of Functional Expenses	39
Schedule of Compensation, Benefits, and Other Payments to Agency Head	40
Schedule of Expenditures of Federal Awards	41
Notes to Schedule of Expenditures of Federal Awards	42

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	43 - 44
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Contents (Continued)

Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	45 - 47
--	----------------

Schedule of Findings and Questioned Costs	48 - 49
--	----------------

Schedule of Prior Year Audit Findings	50
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Independent Auditor's Report

To the Commissioners of the
Capital Region Planning Commission
Baton Rouge, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Capital Region Planning Commission (the Commission), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Commission'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 and the major fund of Capital Region Planning Commission as of June 30, 2023, and the respective changes in financial position for the year ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe 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 these 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 Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

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

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 - 9, the budgetary comparison information on page 34, and the schedule of changes in net other postemployment benefit (OPEB) liability and related ratios on page 35, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

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 Commission's basic financial statements. The accompanying information listed as other supplementary information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal awards on page 41, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedule of compensation, benefits, and other payments to agency head on page 40, as required by Louisiana Revised Statute (R.S.) 24:513 A, the schedule of indirect cost allocation, and the schedule of functional expenses are also presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of indirect cost allocation, the schedule of functional expenses, the schedule of compensation, benefits, and other payments to agency head, and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate 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 information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2023, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.



A Professional Accounting Corporation

Baton Rouge, LA
November 16, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Management's Discussion and Analysis

The management's discussion and analysis of the Capital Region Planning Commission's (the Commission) financial performance presents a narrative overview and analysis of the Commission's financial activities for the year ended June 30, 2023. This document focuses on the current year's activities, resulting changes, and currently known facts.

FINANCIAL HIGHLIGHTS

- The Commission's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at the close of fiscal year 2023 by approximately \$844,000 compared with \$904,000 last fiscal year.
- The net position decreased by approximately \$60,000 compared to an increase of approximately \$25,000 last fiscal year.
- Operating grants decreased by approximately \$1,419,000 compared to the 2022 fiscal year increase of approximately \$579,000.
- Total Commission expenses decreased by approximately \$1,616,000 in relation to last fiscal year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts - management's discussion and analysis (this section), the financial statements, other required supplementary information, and other supplementary information. The other supplementary information presents schedules of indirect cost allocation, functional expenses, compensation, benefits, and other payments to agency head, and expenditures of federal awards.

Government-Wide Financial Statements

The government-wide financial statements present information for the Commission as a whole, in a format designed to make the statements easier for the reader to understand. This broad overview of the Commission's finances is done in a manner similar to private-sector business. The statements of this section include the statement of net position and the statement of activities.

Statement of Net Position - Presents information on all of the Commission's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference between the four reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating.

Statement of Activities - Presents information showing how the Commission's net position changed as a result of current year operations. Regardless of when cash is affected, all changes in net position are reported when the underlying transactions occur. As a result, there are transactions included that will not affect cash until future fiscal periods.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Management's Discussion and Analysis

Fund Financial Statements

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

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 on balances of expendable resources at the end of the fiscal year. Such information may be useful in evaluating the Commission's near-term financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Commission's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Commission maintains thirteen different governmental federal and state grants within the General Fund. The Commission adopts an annual appropriated budget for the General Fund. A budgetary comparison statement has been provided to demonstrate performance of actual results with budgeted amounts.

FINANCIAL ANALYSIS OF THE COMMISSION

As noted earlier, net position may serve as a useful indicator of a government's financial position over time. In the case of the Capital Region Planning Commission, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by approximately \$844,000 at the close of the recent fiscal year.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Management's Discussion and Analysis

**Capital Region Planning Commission
Summary Statements of Net Position
June 30, 2023 and 2022**

	2023	2022
Assets		
Cash, Investments, Receivables, and Other Assets	\$ 611,676	\$ 939,654
Capital Assets, Net	<u>1,466,070</u>	<u>1,439,101</u>
Total Assets	<u>2,077,746</u>	<u>2,378,755</u>
Deferred Outflows of Resources	<u>208,848</u>	<u>201,380</u>
Liabilities		
Accounts and Other Liabilities	109,430	455,946
Long-Term Liabilities	<u>846,238</u>	<u>848,821</u>
Total Liabilities	<u>955,668</u>	<u>1,304,767</u>
Deferred Inflow of Resources	<u>486,915</u>	<u>370,997</u>
Total Net Position	<u>\$ 844,011</u>	<u>\$ 904,371</u>

Cash, investments, receivables, and other assets decreased by \$327,978 over the prior year.

The composite net position amount of approximately \$844,000 as of June 30, 2023 consists of net investment in capital assets, restricted, and unrestricted net position in the amounts of approximately \$1,122,000, \$38,000, and \$(316,000), respectively.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Management's Discussion and Analysis

**Capital Region Planning Commission
Summary Statements of Activities
For the Years Ended June 30, 2023 and 2022**

Governmental Activities	2023	2022
Revenues		
Program Revenues		
Dues	\$ 168,010	\$ 167,780
Operating Grants	2,209,232	3,628,726
General Revenues		
In-Kind	-	29,000
Outside Agency Local Match	13,645	291,500
Investment and Other	50,107	34,140
Rental Income	56,800	48,602
Total Revenues	2,497,794	4,199,748
Expenses		
Program Expenses	2,558,154	4,174,396
Total Expenses	2,558,154	4,174,396
(Decrease) Increase in Net Position	\$ (60,360)	\$ 25,352

The Commission's total revenues decreased \$1,701,954, or 41%, from the prior fiscal year due to an decrease in operating grants. The total cost of all programs and services decreased by \$1,616,242 as compared with last year.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Management's Discussion and Analysis

CAPITAL ASSETS

At the end of the fiscal year 2023, the Commission had \$1,466,070 invested in a broad range of capital assets, net of accumulated depreciation. This amount represents a net increase of \$26,969 over the prior fiscal year, as a result of depreciation of these assets in the amount of \$58,230 during the current fiscal year, offset by the acquisition of new capital assets totaling \$85,199.

Governmental Activities	2023	2022
Land	\$ 213,224	\$ 213,224
Building	1,374,537	1,289,338
Furniture, Fixtures, and Office Equipment	237,993	448,629
Vehicles	24,489	24,489
Accumulated Depreciation	(384,173)	(536,579)
Total	\$ 1,466,070	\$ 1,439,101

DEBT ADMINISTRATION

During the year ended June 30, 2023, the Commission retired \$41.416 of its revenue bonds payable. The Commission did not issue any new revenue bonds payable during the year ended June 30, 2023.

BUDGET

The annual budget is proposed by the executive director on an organizational-wide basis, and formally adopted by the Board of Commissioners. The budget may be amended during the year at the Commission's discretion.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

Budgeted revenues for fiscal year 2024 are \$4,098,508, which represents a 64.1% increase over fiscal year 2023 actual revenues. The increase in budgeted revenues is primarily due to an anticipated increase in federal funding. Budgeted expenditures for fiscal year 2024 are \$3,743,785, which represents a 46.3% increase over fiscal year 2023 actual expenditures.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

This financial report is designed to provide granting agencies, citizens, and oversight bodies with a general overview of the Capital Region Planning Commission's finances.

If you have any questions about this report, contact Jaime Setze, Executive Director, Capital Region Planning Commission, 14734 S. Harrell's Ferry Road, Ste B, Baton Rouge, Louisiana 70816.

**BASIC FINANCIAL STATEMENTS
GOVERNMENT-WIDE FINANCIAL STATEMENTS**

CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Statement of Net Position
June 30, 2023

	Governmental Activities
Assets	
Cash and Cash Equivalents	\$ 63,147
Restricted Cash	38,589
Receivables, Net	509,940
Capital Assets Not Being Depreciated	213,224
Capital Assets, Net of Depreciation	<u>1,252,846</u>
Total Assets	<u>2,077,746</u>
Deferred Outflows of Resources	
Deferred Outflows Related to Other Postemployment Benefits	<u>208,848</u>
Liabilities	
Current Liabilities	
Accounts Payable	85,466
Accrued Expenses	23,964
Long-Term Liabilities	
Bonds Payable	
Due within One Year	42,597
Due in More than One Year	301,642
Compensated Absences	94,002
Net Other Postemployment Benefits	<u>407,997</u>
Total Liabilities	<u>955,668</u>
Deferred Inflows of Resources	
Deferred Inflows Related to Other Postemployment Benefits	348,982
Resources Received Before Timing Requirements Met	<u>137,933</u>
Total Deferred Inflows of Resources	<u>486,915</u>
Net Position	
Net Investment in Capital Assets	1,121,831
Restricted	38,589
Unrestricted	<u>(316,409)</u>
Total Net Position	<u>\$ 844,011</u>

The accompanying notes are an integral part of these financial statements.

CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Statement of Activities
For the Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
Governmental Activities				
General Government	\$ 2,558,154	\$ 168,010	\$ 2,209,232	\$ (180,912)
General Revenues				
Outside Agency Local Match				13,645
Investment Earnings				118
Rental Income				56,800
Other Revenues				49,989
Total General Revenues				<u>120,552</u>
Change in Net Position				(60,360)
Net Position, Beginning of Year				<u>904,371</u>
Net Position, End of Year				<u>\$ 844,011</u>

The accompanying notes are an integral part of these financial statements.

**FUND FINANCIAL STATEMENTS
GOVERNMENTAL FUND**

**CAPITAL REGION PLANNING COMMISSION
 BATON ROUGE, LOUISIANA
 Balance Sheet
 Governmental Fund
 June 30, 2023**

	General Fund
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Assets	
Cash and Cash Equivalents	\$ 63,147
Restricted Cash	38,589
Receivables, Net	<u>509,940</u>
Total Assets	<u><u>\$ 611,676</u></u>
Liabilities	
Accounts Payable	\$ 85,466
Accrued Expenses	<u>23,964</u>
Total Liabilities	<u>109,430</u>
Deferred Inflows of Resources	
Resources Received Before Timing Requirements Met	<u>137,933</u>
Total Deferred Inflows of Resources	<u>137,933</u>
Fund Balance	
Restricted	38,589
Unassigned	<u>325,724</u>
Total Fund Balance	<u>364,313</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u><u>\$ 611,676</u></u>

The accompanying notes are an integral part of these financial statements.

**CAPITAL REGION PLANNING COMMISSION
 BATON ROUGE, LOUISIANA
 Reconciliation of the Governmental Fund Balance Sheet
 to the Statement of Net Position
 June 30, 2023**

Fund Balance - Total Governmental Fund		\$ 364,313
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds:		
Cost of Capital Assets	\$ 1,850,243	
Less: Accumulated Depreciation	<u>(384,173)</u>	1,466,070
Deferred outflows/inflows related to other post-employment benefits are not due and payable in the current period and are not reported in the fund financial statements:		
Deferred Outflows Related to Other Postemployment Benefits		208,848
Deferred Inflows Related to Other Postemployment Benefits		<u>(348,982)</u>
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds:		
Bonds Payable		(344,239)
Net Other Postemployment Benefits		(407,997)
Compensated Absences		<u>(94,002)</u>
Net Position of Governmental Activities		<u>\$ 844,011</u>

The accompanying notes are an integral part of these financial statements.

CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund
For the Year Ended June 30, 2023

	General Fund
Revenues	
Federal Funding	\$ 2,153,871
Local Funding	
Dues Assessment	168,010
Outside Agency Local Match	13,645
State Grant Funding	55,361
Rental Income	56,800
Investment Income	118
Other Income	49,989
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Total Revenues	2,497,794
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Expenditures	
Advertising and Promotions	7,102
Auto Insurance	2,318
Bad Debt	25,410
Capital Outlay	85,199
Computer Hardware and Software	30,828
Computer and Software Support	2,960
Consultant Fees	3,650
Contractual	596,910
Debt Service	
Principal	41,416
Interest	10,250
Deferred Compensation	117,937
Dues and Subscriptions	3,076
General Insurance	26,313
Group Insurance	194,842
Legal and Accounting	131,290
Miscellaneous	16,422

The accompanying notes are an integral part of these financial statements.

**CAPITAL REGION PLANNING COMMISSION
 BATON ROUGE, LOUISIANA
 Statement of Revenues, Expenditures, and Changes in Fund Balance
 Governmental Fund (Continued)
 For the Year Ended June 30, 2023**

	General Fund
Expenditures (Continued)	
Office Supplies	13,526
Payroll Taxes	21,978
Postage	68
Professional Education	11,325
Publishing	2,813
Repairs and Maintenance	69,212
Salaries	1,149,360
Telephone	14,075
Travel	17,747
Utilities	16,602
Vehicle Expenses	4,560
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Total Expenditures	2,617,189
	<hr/>
Net Change in Fund Balance	(119,395)
	<hr/>
Fund Balance, Beginning of Year	483,708
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Fund Balance, End of Year	<u><u>\$ 364,313</u></u>

The accompanying notes are an integral part of these financial statements.

**CAPITAL REGION PLANNING COMMISSION
 BATON ROUGE, 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 June 30, 2023**

Net Change in Fund Balance - Total Governmental Fund	\$	(119,395)
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Amounts reported for governmental activities in the statement of activities are 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. This is the amount by which capital outlays exceeded depreciation in the current period:

Capital Outlay Capitalized	\$ 85,199		
Depreciation Expense for the Year Ended June 30, 2023	<u>(58,230)</u>		26,969

Repayment of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	41,416
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund:

Change in Net OPEB Obligation		(30,145)	
Compensated Absences Payable		<u>20,795</u>	

Change in Net Position of Governmental Activities	\$	<u>(60,360)</u>
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The accompanying notes are an integral part of these financial statements.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies

Introduction

The Capital Region Planning Commission (CRPC or the Commission) is a Council of Governments serving the 11 parish Capital Region, which includes the following Parishes: Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana. A Council of Governments is a voluntary association of independent local governments who, through planning and communication, fosters cooperation and coordination in resolving area-wide problems beyond any individual constituency's authority or competence. Individual governmental entities are represented by locally elected officials who must constitute a majority of representation on the Commission. CRPC gets its authority, as do the other Regional Commissions in the State, under Louisiana Revised Statutes 33:131 et. seq., as amended. All parish and municipal governments in the Capital Region may join CRPC. At present there are 11 parish members and 38 municipal members.

CRPC is the Baton Rouge area's designated Metropolitan Planning Organization (MPO), which each metropolitan area must have in order to carry out regional transportation planning efforts and receive federal highway funds. As the regional MPO, the Capital Region Planning Commission focuses much of its resources on transportation planning issues and activities, which include highway planning, the regional ridesharing program, and air quality issues. In addition, CRPC is one of eight sub-state planning and development districts which cover all 64 parishes in the State of Louisiana. Toward that end, CRPC provides technical assistance for economic development, comprehensive planning, and zoning to its members.

Reporting Entity

For financial reporting purposes, the Commission's basic financial statements include all funds that are controlled by the Commission. The Commission is a voluntary association of independent local governments throughout the Capital Region. As an independent commission, the Commission is solely responsible for the operations of its office. Other than certain operating expenditures of the Commission that are paid or provided by the City of Baton Rouge, the Commission is financially independent. Accordingly, the Commission is a primary government for reporting purposes.

The criteria for including organizations as component units within the Commission's reporting entity, as set forth in Section 2100 of Governmental Accounting Standards Board (GASB) Codification of Governmental Accounting and Financial Reporting Standards, include items such as whether the organization is legally separate, whether the Commission appoints a voting majority of the organization's board, whether the Commission is able to impose its will on the organization, et cetera. The Commission has no component units as defined by the standards.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Basis of Presentation

The accompanying basic financial statements of the Commission have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB Statement No. 63 in June 2011.

The Commission's basic financial statements include both government-wide and fund financial statements. The Commission currently has only one fund, the General Fund, which is reported as a governmental activity.

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on the governmental activities using the full accrual, economic resources basis, which recognizes all long-term assets and receivables, as well as long-term debt and obligations.

All programs of the Commission are considered to be governmental activities since all activities are supported by intergovernmental revenues, rather than fees for services.

The statement of activities demonstrates the degree to which the direct expenses of the Commission's primary function are offset by program revenues. Program revenues included in the statement of activities are derived from outside the Commission membership. As a whole, program revenues reduce the cost of the function to be financed from the members of the Commission.

Fund Financial Statements

Emphasis on fund financial reporting is on major funds. The Commission has only one fund, the General Fund. The Commission uses fund accounting to report on its financial position and the results of operations. A fund is a separate fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The fund presented in the financial statements is described as follows:

Governmental Fund Types

Governmental funds account for the Commission's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Fund Financial Statements (Continued)

The following is the Commission's one governmental fund type:

General Fund - The General Fund is the general operating fund of the Commission. It accounts for all financial resources except for those required to be accounted for in other funds.

Measurement Focus / Basis of Accounting

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

The statement of net position and the statement of activities display information about the reporting government as a whole. The government-wide financial statements are accounted for using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Grants and similar items are recognized as revenue as soon as all the eligibility requirements imposed by the provider are met.

Governmental Funds

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to the government-wide financial statements.

The amounts reflected in the governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter (generally 60 days) to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. The governmental funds use the following practices in recording revenues and expenditures:

Revenues - Federal and state grants, as well as local match monies which are restricted as to the purpose of the expenditures, are recorded when the reimbursable expenditures have been made. Local member assessments are recorded in the year the assessment is due and payable. Such amounts are measurable and available to finance current operations. Investment income and in-kind revenues are recorded when earned. Substantially all other revenues are recorded when received.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Measurement Focus / Basis of Accounting (Continued)

Governmental Funds (Continued)

Expenditures - All expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Compensated absences are recognized as expenditures when leave is actually taken or when employees are paid for accrued leave upon retirement or death, while the cost of leave privileges not requiring current resources is recorded as long-term debt.

Budget Practices and Budgetary Accounting

The Commission's budget is proposed by the executive director on an organization-wide basis, and formally approved and adopted by the Board of Commissioners (the Board). The budget may be amended during the year at the Board's discretion. These appropriations lapse at year-end and any unexpended appropriations are re-budgeted in the subsequent year. Accordingly, encumbrances are not provided for in the financial statements. The Commission amended its budget during the year ended June 30, 2023. These amendments are reflected in the budgetary comparison schedule of this report.

Cash and Cash Equivalents and Investments

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Commission may invest in obligations of the U.S. Treasury, U.S. Agencies and instrumentalities, repurchase agreements, certificates of deposits, and other investments as provided in the statute.

Indirect Cost Allocations

Allocable indirect costs are charged to the General Fund during the year. The Commission uses the prior year rate in estimating indirect costs to be charged to the grants during the year for billing purposes. At the end of each year, the actual indirect cost rate and charges to the grants are computed and appropriate adjustments are made. Allocable indirect costs exclude equipment purchases but provide for depreciation of capital assets computed over estimated useful lives of three to ten years. The indirect costs are then allocated to the grants based on direct salary costs.

Capital Assets

Capital assets are recorded at historical cost, or estimated cost if historical cost is not available and depreciated over their estimated useful lives. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Vendor Concentration

Payments to three vendors represented 51% of total expenses paid for the year ended June 30, 2023. Accounts payable to one vendor represented 50% of accounts payable at June 30, 2023.

Deferred Outflows / Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Commission's deferred outflows of resources consist of deferred outflows related to other postemployment benefit (OPEB).

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. The Commission has two items that qualifies for reporting in this category which include deferred inflows of resources related to OPEB and unused grant proceeds.

Accrued Compensated Absences

The Commission's full-time employees who work year-round are granted vacation in varying amounts up to a maximum of 21 days per year. The cumulative amount of leave which can be carried forward is the amount earned over the last two years of employment.

Long-Term Debt

Long-term obligations, such as bonded debt, are recognized as liabilities of a governmental fund only when due.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Net Position

Government-wide net position is divided into three components:

1. *Net Investment in Capital Assets* - Consists of the historical cost of capital assets less accumulated depreciation, and less any debt that remains outstanding that was used to finance those assets.
2. *Restricted* - Consists of net position that is restricted by the Commission's creditors, by state enabling legislation, by grantors (both federal and state), and by other contributors.
3. *Unrestricted* - All other net position is reported in this category.

Fund Balance

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

1. *Nonspendable* - Amounts associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned).
2. *Restricted* - Amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
3. *Committed* - Amounts that can be used only for specific purposes determined by a formal action of the Board of Commissioners (the Commission's highest level of decision-making authority).
4. *Assigned Fund Balance* - Amounts that are intended to be used by the Commission for specific purposes but do not meet the criteria to be classified as restricted or committed.
5. *Unassigned Fund Balance* - Balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General Fund.

Restricted amounts are considered to be spent prior to unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned, and unassigned amounts are available, the Commission reduces committed amounts first, followed by assigned amounts, and then unassigned amounts.

New Accounting Pronouncements - Adopted

During the year ended June 30, 2023, the Commission adopted GASB Statement No. 96, *Subscription Based Information Technology Arrangements*. The adoption of the Statement had no effect on the Commission's financial statements.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

New Accounting Pronouncements - Upcoming

The GASB issued Statement No. 100, *Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62*. The primary objective of the Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections. The Statement is effective for fiscal years beginning after June 15, 2023.

The GASB issued Statement No. 101, *Compensated Absences*. The Statement updates the recognition and measurement guidance for compensated absences. The Statement is effective for fiscal years beginning after December 15, 2023.

Note 2. Federal Grants

The Commission participates in a number of federally-assisted grant programs. Although the major grant programs have been audited in accordance with Uniform Guidance through June 30, 2023, these programs are still subject to financial and compliance audits and resolution of previously identified questioned costs. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Commission expects such amounts, if any, to be immaterial.

Note 3. Cash and Cash Equivalents

At June 30, 2023, the carrying amount of the Commission's cash and cash equivalents totaled \$101,736 which included restricted cash of \$38,589. Cash and cash equivalents are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank.

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be recovered. As of June 30, 2023, the Commission had bank balances totaling \$134,887, of which \$-0- was subject to custodial credit risk.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 4. Receivables

Receivables as of June 30, 2023, for the governmental fund, consisted of the following:

	Accounts Receivable	Allowance	Net Accounts Receivable
Federal Grants	\$ 355,828	\$ -	\$ 355,828
State Grants	180,440	(128,910)	51,530
Membership Dues	50,637	(12,400)	38,237
Other Receivables	64,345	-	64,345
Total	\$ 651,250	\$ (141,310)	\$ 509,940

An allowance for doubtful accounts of \$141,310 has been established, as the collectability of some of these receivables is uncertain.

Note 5. Capital Assets

Capital assets activity for the year ended June 30, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets, Not Being Depreciated				
Land	\$ 213,224	\$ -	\$ -	\$ 213,224
Total Capital Assets, Being Depreciated	213,224	-	-	213,224
Capital Assets, Being Depreciated				
Building	1,289,338	85,199	-	1,374,537
Furniture, Fixtures, and Office Equipment	448,629	-	(210,636)	237,993
Vehicles	24,489	-	-	24,489
Total Capital Assets, Being Depreciated	1,762,456	85,199	(210,636)	1,637,019
Less: Accumulated Depreciation	(536,579)	(58,230)	210,636	(384,173)
Total Capital Assets, Net	\$ 1,439,101	\$ 26,969	\$ -	\$ 1,466,070

Depreciation expense amounted to \$58,230 for the year ended June 30, 2023 and is reported in the general government function of the statement of activities.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 6. Deferred Compensation Plan

The Commission requires its full-time employees to participate in a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The assets of the plan are held in a trust for the exclusive benefit of the participants and their beneficiaries. The custodian thereof for the exclusive benefit of the participants holds the custodial account for the beneficiaries of this plan, and the assets may not be diverted to any other use. The administrators are agents of the employer for purposes of providing direction to the custodian of the custodial account from time to time for the investment of the funds held in the account, transfer of assets to or from the account, and all other matters. The plan permits the eligible employees to defer all or a portion of their salary up to federal income tax limits established each year by the Internal Revenue Service. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The Commission funds the plan by making contributions to a plan administrator, on a monthly basis, at rates ranging from 7.5% to 12.5% of the employees' compensation. The contribution rate for employees is based on their employment longevity. The Plan Administrator offers a variety of investment alternatives directly to the participant. Commission employees may select from various mutual funds which are available in the plan. For the years ended June 30, 2023 and 2022, the Commission contributed \$117,937 and \$123,212, respectively, to the plan.

Note 7. Postemployment Health Care and Life Insurance Benefits

General Information about the Other Postemployment Benefits (OPEB) Plan

Plan Description

The Capital Region Planning Commission provides certain continuing health care and life insurance benefits for its retired employees. The Capital Region Planning Commission's OPEB Plan (the OPEB Plan) is a single-employer, defined benefit OPEB plan administered by the Commission. The authority to establish and/or amend the obligation of the employer, employees, and retirees' rests with the Commission. No assets are accumulated in a trust that meets the criteria in GASB Codification Section P52, *Postemployment Benefits Other Than Pensions - Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria-Defined Benefit*.

Benefits Provided

Medical/dental/vision benefits are provided to employees upon actual retirement. The employer pays 75% of the medical coverage for the retiree and dependents. Employees are subject to retirement eligibility provisions as follows: age 55 and 10 years of service or, if earlier, 20 years of service at any age.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 7. Postemployment Health Care and Life Insurance Benefits (Continued)

General Information about the Other Postemployment Benefits (OPEB) Plan (Continued)
Employees Covered by Benefit Terms

At June 30, 2023, the following employees were covered by the benefit terms:

Inactive Plan Members or Beneficiaries	
Currently Receiving Benefits	2
Active Plan Members	15
Total	17

Total OPEB Liability

The Commission's total OPEB liability of \$407,997 was measured as of June 30, 2023, the end of the fiscal year.

Actuarial Assumptions and other inputs

The total OPEB liability in the June 30, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.0%
Salary Increases, Average Including Inflation	3%, including inflation
Investment Rate of Return	3.54% annually (Beginning of Year to Determine ADC) 3.65% annually (As of End of Year Measurement Date)
Healthcare Cost Trend Rates	Flat 5.5% annually until year 2032, then 4.5%
Mortality	SOA RP-2014 Table

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of June 30, 2023, the end of the applicable measurement period.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to June 30, 2023.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 7. Postemployment Health Care and Life Insurance Benefits (Continued)

Changes in the Total OPEB Liability

Balance at July 1, 2022	\$ 348,369
Changes for the Year	
Service Cost	31,790
Interest Cost	12,895
Differences between Expected and Actual Experience	30,447
Changes in Assumptions	(7,375)
Benefit Payments	<u>(8,129)</u>
Net Changes for the Year	<u>59,628</u>
Balance as of June 30, 2023	<u>\$ 407,997</u>

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate - The following presents the total OPEB liability of the Commission, as well as what the Commission's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.65%) or one percentage point higher (4.65%) than the current discount rate:

	1.0% Decrease	3.65% Discount Rate	1.0% Increase
Total OPEB Liability	<u>\$ 501,916</u>	<u>\$ 407,997</u>	<u>\$ 335,298</u>

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates - The following presents the total OPEB liability of the Commission, as well as what the Commission's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower (4.5%) or one percentage point higher (6.5%) than the current healthcare cost trend rates:

	1.0% Decrease	5.50% Healthcare Cost Trend Rate	1.0% Increase
Total OPEB Liability	<u>\$ 326,921</u>	<u>\$ 407,997</u>	<u>\$ 517,049</u>

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 7. Postemployment Health Care and Life Insurance Benefits (Continued)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the Commission recognized OPEB expense of \$38,275. At June 30, 2023, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Experience	\$ 79,912	\$ (213,051)
Change in Assumptions	128,936	(135,931)
Total	<u>\$ 208,848</u>	<u>\$ (348,982)</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending June 30,	Amount
2024	\$ (6,410)
2025	(6,410)
2026	(6,410)
2027	(6,410)
2028	(6,410)
Thereafter	<u>(108,084)</u>
Total	<u>\$ (140,134)</u>

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 8. Long-Term Liabilities

The following is a summary of long-term debt activity of the Commission for the year ended June 30, 2023:

	Revenue Bonds
Balance at July 1, 2022	\$ 385,655
Retirements	<u>(41,416)</u>
Balance at June 30, 2023	<u>\$ 344,239</u>

Long-term debt was composed of the following at June 30, 2023:

Revenue Bonds

\$300,000 Louisiana Local Government Environmental Facilities and Community Development Revenue Bonds payable with monthly interest payments at 3.0% per annum through May 15, 2030, secured by the revenues of the Commission.	\$ 216,796
\$150,000 Revenue bond payable with monthly interest payments at 2.44% per annum through October 15, 2031, secured by the revenues of the Commission.	<u>127,443</u>
Total	<u>\$ 344,239</u>

The future debt service requirements of the bonds are as follows

Year Ending June 30,	Revenue Bonds	
	Principal	Interest
2024	\$ 42,597	\$ 9,066
2025	43,812	7,851
2026	42,526	6,921
2027	46,349	4,993
2028	47,673	3,991
2029 - 2030	<u>121,282</u>	<u>4,541</u>
Total	<u>\$ 344,239</u>	<u>\$ 37,363</u>

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Financial Statements

Note 9. Subsequent Events

On August 31, 2023, the Commission was granted an award in the amount of \$1,000,000 from the U.S. Environmental Protection Agency for the Baton Rouge Metropolitan Statistical Areas Climate Pollution Reduction project. The project covers the period August 1, 2023 to July 31, 2027.

REQUIRED SUPPLEMENTARY INFORMATION (PART II)

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Schedule of Revenues, Expenditures, and Changes in
Fund Balance - Budget and Actual - General Fund
For the Year Ended June 30, 2023**

	Budget		Actual	Variance with
	Original	Final		Final Budget (Unfavorable) Favorable
Revenues				
Federal Funding	\$ 3,147,400	\$ 2,501,000	\$ 2,153,871	\$ (347,129)
Local Funding	412,800	313,300	181,655	(131,645)
State Grant Funding	-	-	55,361	55,361
Rental Income	-	-	56,800	56,800
Investment Income	200	200	118	(82)
Other Income	62,200	93,200	49,989	(43,211)
Total Revenues	3,622,600	2,907,700	2,497,794	(409,906)
Expenditures				
Advertising and Promotions	10,000	9,000	7,102	1,898
Auto Insurance	4,500	4,500	2,318	2,182
Bad Debt	-	-	25,410	(25,410)
Capital Outlay	105,935	105,935	85,199	20,736
Computer and Software Support	20,000	5,000	2,960	2,040
Computer Hardware and Software	70,000	54,000	30,828	23,172
Consultant Fees	30,000	5,000	3,650	1,350
Contractual	755,000	715,000	596,910	118,090
Debt Service - Principal	67,356	67,356	41,416	25,940
Debt Service - Interest	-	-	10,250	(10,250)
Deferred Compensation	150,000	140,000	117,937	22,063
Dues and Subscriptions	6,500	7,000	3,076	3,924
Equipment Rental	3,500	-	-	-
General Insurance	40,000	46,000	26,313	19,687
Group Insurance	230,000	200,000	194,842	5,158
Legal and Accounting	120,000	125,000	131,290	(6,290)
Miscellaneous	19,350	22,060	16,422	5,638
Office Supplies	16,500	16,000	13,526	2,474
Payroll Taxes	28,000	28,000	21,978	6,022
Postage	200	200	68	132
Professional Education	24,000	12,500	11,325	1,175
Publishing	4,500	3,500	2,813	687
Repairs and Maintenance	35,000	70,000	69,212	788
Salaries	1,588,900	1,183,900	1,149,360	34,540
Telephone	15,000	15,000	14,075	925
Travel	22,000	19,500	17,747	1,753
Utilities	18,000	18,000	16,602	1,398
Vehicle Expenses	3,500	5,000	4,560	440
Total Expenditures	3,389,741	2,877,451	2,617,189	260,262
Net Change in Fund Balance	\$ 232,859	\$ 30,249	(119,395)	\$ (149,644)
Fund Balance, Beginning of Year			483,708	
Fund Balance, End of Year			\$ 364,313	

CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Schedule of Changes in Net OPEB Liability and Related Ratios
For the Year Ended June 30, 2023

	2023	2022	2021	2020	2019	2018
Total OPEB Liability						
Service Cost	\$ 31,790	\$ 50,678	\$ 49,202	\$ 35,458	\$ 22,593	\$ 25,249
Interest Cost	12,895	10,954	9,223	15,622	13,687	12,293
Differences between Expected and Actual Experience	30,447	(57,921)	34,593	(209,245)	30,477	11,853
Changes in Assumptions	(7,375)	(129,411)	4,041	129,890	27,098	(17,953)
Benefit Payments	(8,129)	(7,705)	(8,025)	(7,607)	(7,595)	(7,199)
Net Change in OPEB Liability	59,628	(133,405)	89,034	(35,882)	86,260	24,243
Total OPEB Liability - Beginning	348,369	481,774	392,740	428,622	342,362	318,119
Total OPEB Liability - Ending	\$ 407,997	\$ 348,369	\$ 481,774	\$ 392,740	\$ 428,622	\$ 342,362
Covered Employee Payroll	\$ 1,135,030	\$ 1,101,971	\$ 1,173,665	\$ 1,139,481	\$ 1,049,984	\$ 1,019,402
Net OPEB Liability as a Percentage of Covered Employee Payroll	35.95%	31.61%	41.05%	34.47%	40.82%	33.58%

Notes to Schedule:

Benefit Changes There were no changes of benefit terms for the year ended June 30, 2023.

Changes in Assumptions The discount rate as of June 30, 2022 was 3.54% and it changed to 3.65%.

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

OTHER SUPPLEMENTARY INFORMATION

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Schedule of Indirect Cost Allocation
For the Year Ended June 30, 2023**

	Administrative Expenses	Adjustments to Arrive at Allocable Cost	Allocable Administrative Cost
Expenses			
Auto Insurance	\$ 2,318	\$ -	\$ 2,318
Bad Debt	25,410	(25,410)	-
Capital Outlay	85,199	(85,199)	-
Computer and Software Support	2,960	-	2,960
Computer Hardware and Software	23,992	-	23,992
Contractual	777	-	777
Debt Service	51,666	(51,666)	-
Deferred Compensation	117,937	-	117,937
Depreciation	-	58,230	58,230
Dues and Subscriptions	1,391	-	1,391
General Insurance	26,313	-	26,313
Group Insurance	194,842	-	194,842
Legal and Accounting	131,290	-	131,290
Miscellaneous	16,422	-	16,422
Office Supplies	12,836	-	12,836
Payroll Taxes	21,978	-	21,978
Postage	34	-	34
Professional Education	1,546	-	1,546
Publishing	237	-	237
Repairs and Maintenance	69,212	-	69,212
Salaries	290,902	-	290,902
Telephone	14,075	-	14,075
Travel	4,716	-	4,716
Utilities	16,602	-	16,602
Vehicle Expenses	4,560	-	4,560
Total Expenses	\$ 1,117,215	\$ (104,045)	\$ 1,013,170

**Reconciliation of Allocable General and Administrative
Costs to General Fund Expenditures**

Allocable General and Administrative Costs	\$ 1,013,170
Add:	
Capital Outlay	85,199
Miscellaneous	-
Debt Service	51,666
Bad Debt	25,410
Deduct:	
Depreciation	(58,230)
Impairment	-
Management and General Expenses	\$ 1,117,215

See independent auditor's report.

**CAPITAL REGION PLANNING COMMISSION
 BATON ROUGE, LOUISIANA
 Schedule of Indirect Cost Allocation (Continued)
 For the Year Ended June 30, 2023**

Direct Salary Costs	
DOTD - Planning	\$ 519,737
Regional Strategic Highway Safety Plan	89,091
DOTD - TDM	69,981
RCBG	46,802
Broadband	42,653
DOTD - FTA	25,554
EDA	23,198
RRPP	15,845
NOAA	14,669
CATS	5,395
Restore	2,490
GRP	2,378
DRA	336
MTP	330
	<u>330</u>
Total Direct Salary Costs for Programs	<u>\$ 858,459</u>
Indirect Cost Allocation Computation	
Overhead Rate	1.180
Indirect Cost Rate	1.180
Overhead Rate Computation	
Adjusted Overhead Costs	<u>\$ 1,013,170</u>

See independent auditor's report.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Schedule of Functional Expenses
For the Year Ended June 30, 2023**

	Transit Planning	Economic Development	Total Program Expenses	Administrative Management and General	Total
Expenses					
Advertising and Promotions	\$ 6,782	\$ 320	\$ 7,102	\$ -	\$ 7,102
Auto Insurance	-	-	-	2,318	2,318
Bad Debt	-	-	-	25,410	25,410
Capital Outlay	-	-	-	85,199	85,199
Computer and Software Support	-	-	-	2,960	2,960
Computer Hardware and Software	6,836	-	6,836	23,992	30,828
Consultant Fees	-	3,650	3,650	-	3,650
Contractual	542,372	53,761	596,133	777	596,910
Debt Service	-	-	-	51,666	51,666
Deferred Compensation	-	-	-	117,937	117,937
Dues and Subscriptions	-	1,685	1,685	1,391	3,076
General Insurance	-	-	-	26,313	26,313
Group Insurance	-	-	-	194,842	194,842
Legal and Accounting	-	-	-	131,290	131,290
Miscellaneous	-	-	-	16,422	16,422
Office Supplies	-	690	690	12,836	13,526
Payroll Taxes	-	-	-	21,978	21,978
Postage	3	31	34	34	68
Professional Education	7,475	2,304	9,779	1,546	11,325
Publishing	2,576	-	2,576	237	2,813
Repairs and Maintenance	-	-	-	69,212	69,212
Salaries	710,088	148,371	858,459	290,902	1,149,361
Telephone	-	-	-	14,075	14,075
Travel	8,122	4,908	13,030	4,716	17,746
Utilities	-	-	-	16,602	16,602
Vehicle Expenses	-	-	-	4,560	4,560
Total Expenses	1,284,254	215,720	1,499,974	1,117,215	2,617,189
Indirect Cost Allocations	956,542	160,673	1,117,215	(1,117,215)	-
Total Expenses Plus Indirect Cost Allocations	\$ 2,240,796	\$ 376,393	\$ 2,617,189	\$ -	\$ 2,617,189

See independent auditor's report.

CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Schedule of Compensation, Benefits, and Other Payments
to Agency Head
For the Year Ended June 30, 2023

Agency Head
 Jamie Setze, Executive Director

Purpose	Amount
Salary	\$157,775
Benefits - Insurance	\$14,662
Benefits - Retirement	\$19,722
Benefits - Auto Insurance on CRPC Vehicle	\$2,318
Car Allowance	\$0
Personal Use Auto (from W-2)	\$716
Per Diem	\$0
Reimbursements	\$0
Travel (CRPC Vehicle Costs and Other Travel)	\$4,505
Dues and Subscriptions	\$645
Conference travel	\$3,245
Continuing Professional Education Fees	\$1,413
Housing	\$0
Unvouchered Expenses*	\$0
Office Expenses	\$0

See independent auditor's report.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2023**

Federal Grantor/Pass-Through Grantor Program Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures
United States Department of Commerce			
Direct Program			
Economic Development Administration Area			
Economic Development Support for Planning Organizations	11.302	2022-2024	\$ 44,641
Broadband Initiative Targeting Strategy	11.302	2021-2023	<u>97,750</u>
Total United States Department of Commerce			<u>142,391</u>
Delta Regional Authority			
Direct Program			
Delta Local Development District Assistance	90.202	None	<u>38,500</u>
Total Delta Regional Authority			<u>38,500</u>
United States Department of Transportation			
(Passed through the Louisiana Department of Transportation and Development)			
Highway Planning and Construction Cluster			
Regional Strategic Highway Safety Plan	20.205	* H 013502	198,984
Travel Demand Management	20.205	* H.012730	601,741
Regional Bicycle Path	20.205	* H 014418	39,412
Move 2046	20.205	* H.972386	2,878
Value Capture for Local Public Agencies	20.200	* H 014043	1,680
Metropolitan Transportation Planning Program	20.205	* H.972422.1	<u>935,033</u>
Total Highway Planning and Construction Cluster			1,779,728
Federal Transit - Formula Grants (Urbanized Area Formula Program)			
MPO Planning	20.505	LA-2022-2023	<u>56,650</u>
Total United States Department of Transportation			<u>1,836,378</u>
United States Department of Housing and Urban Development			
Passed through the Louisiana Office of Community Development CDBG Entitlement Grants			
Regional Capacity Building Grant	14.228	None	60,845
Rural Revitalization Pilot Program	14.228	None	26,422
Supply Chain Transportation	14.228	None	<u>3,725</u>
Total United States Department of Housing and Urban Development			<u>90,992</u>
National Oceanic and Atmospheric Administration			
Direct			
Building Tools for Coastal Hazard Mitigation Decision-Making That Incorporate Multi-Criteria Water Resource Externalities through benefit-cost analysis	11.451	None	<u>45,610</u>
Total Expenditures of Federal Awards			<u>\$ 2,153,871</u>

* Indicates major program.

See independent auditor's report and notes to schedule of expenditures of federal awards.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA**

Notes to Schedule of Expenditures of Federal Awards

Note 1. General

The accompanying schedule of expenditures of federal awards presents the activity of all federal awards programs of the Capital Region Planning Commission (the Commission), Baton Rouge, Louisiana. The Commission's reporting entity is defined in Note 1 of the Commission's financial statements. All federal awards received directly from federal agencies, as well as federal awards passed through other government agencies are included on the schedule.

Note 2. Basis of Accounting

The accompanying schedule of expenditures of federal awards includes the federal award activity of Capital Region Planning Commission and is presented on the modified accrual basis of accounting.

Note 3. Matching Revenues

For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures.

Note 4. De Minimus Cost Rate

During the year ended June 30, 2023, the Commission did not elect to use the 10% de minimus cost rate as covered in §200.414 of the Uniform Guidance.

Note 5. Amounts Passed through Sub-Recipients

During the year ended June 30, 2023, the Commission did not pass through any federal funding to sub-recipients.

**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**

Independent Auditor's Report

To the Commissioners of the
Capital Region Planning Commission
Baton Rouge, 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 and the major fund of the Capital Region Planning Commission (the Commission) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated November 16, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission'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 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Capital Region Planning Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and questioned costs as finding 2023-001.

Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the Commission's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The Commission's response was not subjected to the other auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission'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 Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



A Professional Accounting Corporation

Baton Rouge, LA
November 16, 2023

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditor's Report

To the Commissioners of the
Capital Region Planning Commission
Baton Rouge, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Program

We have audited the Capital Region Planning Commission's (the Commission) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Commission's major federal programs for the year ended June 30, 2023. The Commission's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct or material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance 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 audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Commission's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Commission's federal programs.

Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above have occurred, whether due to fraud or error, and express an opinion on the Commission's compliance based on our audit. 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 Uniform Guidance will always detect a material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirement of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. 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.

A handwritten signature in cursive script that reads "LaForte".

A Professional Accounting Corporation

Baton Rouge, LA
November 16, 2023

**CAPITAL REGION PLANNING COMMISSION
 BATON ROUGE, LOUISIANA
 Schedule of Findings and Questioned Costs
 For the Year Ended June 30, 2023**

Part I. Summary of Auditor's Results

Financial Statements

- | | | |
|----|---|---------------|
| 1. | Type of auditor's report issued: | Unmodified |
| 2. | Internal control over financial reporting and compliance and other matters: | |
| | a. Material weaknesses identified? | No |
| | b. Significant deficiencies identified that are not considered to be material weaknesses? | None reported |
| | c. Noncompliance material to the financial statements | Yes |
| 3. | Management letter comment provided? | None |

Federal Awards

- | | | |
|----|--|---------------|
| 4. | Internal control over major programs | |
| | a. Material weaknesses identified? | No |
| | b. Significant deficiencies identified that are not considered to be material weaknesses? | None reported |
| 5. | Type of auditor's report issued on compliance for major programs | Unmodified |
| 6. | Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance? | None |
| 7. | Identification of major program: | |
| | 20.205 - Highway Planning and Construction Cluster | |
| 8. | Dollar threshold used to distinguish between Type A and B programs | \$750,000 |
| 9. | Auditee qualified as a low-risk auditee under Uniform Guidance | Yes |

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2023**

Part II. Financial Statement Audit

2023-001 Failure to Amend Budget (R.S. 39:1310)

Criteria: The Commission is required to follow the requirements of the Louisiana Local Government Budget Act at R.S. 39:1301 through 39:1315.

Condition: State law requires that budgets be amended when actual revenues are less than budgeted revenues or actual expenditures and other financing uses exceed budgeted amounts by 5% or more. For the year ended June 30, 2023, the General Fund had actual revenues of \$2,497,794 which fell short of budgeted revenues of \$2,907,700 which resulted in an unfavorable variance of \$409,906, or 14%.

Cause: Unknown.

Effect: The Commission did not comply with all of the requirements of the Louisiana Local Government Budget Act as outlined above.

Recommendation: We recommend the monitoring of actual costs accumulated by department and fund more closely and making appropriate budget amendments to comply with the law requiring the budget to actual variance to be within 5%.

Management's Response: Management will review budget to actual comparisons and amend the budget when budgeted revenues are falling short of actual by more than 5%. The budget variance relates primarily to grant activity. Although there was a revenue shortfall compared to budgeted amounts, grant expenditures were significantly below budgeted amounts as well which offsets the revenue shortfall reported.

Part III Major Federal Award Program Audit

None.

**CAPITAL REGION PLANNING COMMISSION
BATON ROUGE, LOUISIANA
Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2023**

None.

AGREED-UPON PROCEDURES REPORT

Capital Region Planning Commission

Independent Accountant's Report
On Applying Agreed-Upon Procedures

For the Period July 1, 2022 - June 30, 2023

To the Members of the
Capital Region Planning Commission
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the Capital Region Planning Commission's (the Commission) control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal year July 1, 2022 through June 30, 2023. Capital Region Planning Commission's management is responsible for those C/C areas identified in the SAUPs.

The Commission 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 the LLA's SAUPs for the fiscal year July 1, 2022 through June 30, 2023. Additionally, the 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 results 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, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates 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 of statements, 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 (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- 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.

Results: No exceptions were noted on policies and procedures for all categories except for Information Technology Disaster Recovery/Business Continuity (xi). We noted that for xi, the periodic testing/verification of backups is not addressed.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
- 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. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- 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.

Results: No exceptions were found as a result of these procedures.

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 or electronically logged);
 - ii. Bank reconciliations include written evidence that a member of management or a 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.

Results: No exceptions were found as a result of these procedures.

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; and
 - 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, is (are) not also responsible for collecting cash, unless another employee/official 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 that 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 Bank Reconciliations procedure #3A (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 that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - v. Trace the actual deposit per the bank statement to the general ledger.

Results: No exceptions were found as a result of these procedures.

5) Non-Payroll Disbursements (excluding card purchases/payments, 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 procedure #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.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- C. For each location selected under procedure #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, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, 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. 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 does include electronic disbursements.

Results: No exceptions were found as a result of these procedures.

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 purchase 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 whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawson Act municipality, should not be reported); and
 - 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 procedure #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 (e.g., each card should have 10 transactions subject to inspection). 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 observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results: No exceptions were found as a result of these procedures.

7) Travel and Travel-Related Expense Reimbursements (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, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
 - 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 Policies and Procedures procedure #1A(vii); and

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

Results: No exceptions were found as a result of these procedures.

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. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
 - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
 - ii. Observe whether 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, the documented approval); and
 - 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.

Results: No exceptions were found as a result of these procedures.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe whether the rate paid to the employees or officials agree to the authorized salary/ pay rate found within the personnel file.

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee's or officials' authorized pay rates in the employee's 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, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Results: No exceptions were found as a result of these procedures.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:
 - i. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
 - ii. Observe whether the entity maintains documentation which demonstrates that 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.

Results: Upon performing the procedures above, one exception was noted as it was discovered that one employee did not complete one hour of ethics training during the calendar year.

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).

Results: No exceptions were found as a result of these procedures.

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 as required by R.S. 24:523.
- 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.

Results: No exceptions were found as a result of these procedures.

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 there is no written documentation, then 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.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Results: The results of the above procedures were discussed with management.

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 that 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 1st, and observe that 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.

Results: No exceptions were found as a result of these procedures.

We were engaged by the Commission 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 Commission 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 on those C/C areas identified in Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures, and the results 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.



A Professional Accounting Corporation

Baton Rouge, LA
November 16, 2023



CAPITAL REGION PLANNING COMMISSION

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December 12, 2023

Mr. Michael J. Waguespack
Louisiana Legislative Auditor
1600 N 3rd Street
P.O. Box 94397
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RE: SAUP Agreed-Upon Procedures

The management of Capital Region Planning Commission wishes to provide the following responses relative to the results of the 2023 statewide agreed-upon procedures engagement:

- 1) In response to the results of the Written Policies and Procedures section, the Commission will amend its written policies and procedures for Information Technology to include testing/verification of backups.
- 2) In response to the results of the Ethics procedures, management will ensure every employee completes at least one hour of training each year.

Sincerely,

A handwritten signature in blue ink that reads 'Jamie Setze'. The signature is written in a cursive, flowing style.

Jamie Setze
Executive Director