
**ASCENSION PARISH COMMUNICATIONS
DISTRICT**

FINANCIAL REPORT

DECEMBER 31, 2023

ASCENSION PARISH COMMUNICATIONS DISTRICT
FINANCIAL REPORT
DECEMBER 31, 2023

TABLE OF CONTENTS

INDEPENDENT AUDITORS' REPORT

Independent Auditors' Report	1-3
------------------------------	-----

REQUIRED SUPPLEMENTARY INFORMATION - PART I

Management's Discussion and Analysis	4-9
--------------------------------------	-----

BASIC FINANCIAL STATEMENTS – PART II

Statement of Net Position	10
Statement of Activities	11
Balance Sheet - Governmental Fund	12
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	13
Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Fund	14
Reconciliation of the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities	15
Notes to the Financial Statements	16-22

REQUIRED SUPPLEMENTARY INFORMATION- PART III

Budgetary Comparison Schedule - General Fund	23
--	----

SUPPLEMENTARY INFORMATION – PART IV

Schedule of Compensation, Benefits, and Other Payments to Agency Head	24
---	----

OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

Schedule of Findings and Responses	25
Schedule of Prior Year Findings	26
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed In Accordance With <i>Government Auditing Standards</i>	27-28



INDEPENDENT AUDITORS' REPORT

To the Members of the Board of Commissioners
Ascension Parish Communications District
Gonzales, Louisiana

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Ascension Parish Communications District (the District), a component unit of the Ascension Parish Council as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

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 the District, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

Required Supplementary Information

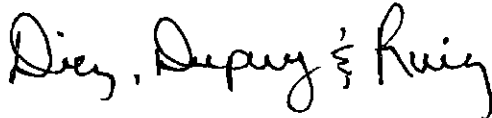
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedules on pages 4-9 and 23 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of compensation, benefits and other payments to agency head is presented for the 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 is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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 to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule 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 June 28, 2024, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District'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 District's internal control over financial reporting and compliance.



Gonzales, Louisiana
June 28, 2024

ASCENSION PARISH COMMUNICATIONS DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023

This section of District's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on December 31, 2023. This MD&A should be read in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The District's total net position increased by \$204,620 over the course of the year's operations.
- During the year, the District's total expenses were \$2,094,120 and total revenues generated were \$2,298,740.
- The District's general fund balance increased \$188,325 to \$1,888,334 at the completion of the year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of four parts-management's discussion and analysis (this section), the basic financial statements, required supplementary information, and supplemental information. The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District's government, reporting the District's operations in more detail than the government-wide statements.
- The governmental fund statements tell how general government services like public safety were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and relate to one another.

Figure A-1 summarizes the major features of the District's financial statements, including the portion of the District's government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

ASCENSION PARISH COMMUNICATIONS DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023

Figure A-1
Major Features of District's Government-Wide and Fund Financial Statements

	Government-wide Statements	Governmental Fund
Scope	Entire District Government	The activities of the District
Required financial statements	<ul style="list-style-type: none"> • Statement of net position • Statement of activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of revenues, expenditures, and changes in fund balance
Accounting basis and measurements focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payments are due during the year or soon thereafter

ASCENSION PARISH COMMUNICATIONS DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023

Government-wide Statements

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all the District's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's net position and how they have changed. Net position, the difference between the District's assets and liabilities, is one way to measure the District's financial health, or position.

- Over time, increases or decreases in the District's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the District, you need to consider additional nonfinancial factors such as changes in the District's telephone customer base.

The government-wide financial statements of the District include:

- Governmental activities- most of the District's basic services are included here. Charges for services, intergovernmental, reimbursements, and interest finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant fund- not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

The District has one kind of fund:

- Governmental fund-All the District's basic services are included in a governmental fund, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explains the relationship (or differences) between them.

ASCENSION PARISH COMMUNICATIONS DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net position. The District's net position was \$2,212,251 at the end of the fiscal year.
 (See Table A-1.)

Table A-1
District's Net Position

	Governmental Activities	
	2023	2022
Current and other assets	\$ 2,354,208	\$ 2,229,438
Capital assets, net	592,354	721,034
Total assets	2,946,562	2,950,472
Current liabilities	464,696	547,970
Long-term liabilities	269,615	394,871
Total liabilities	734,311	942,841
Net position		
Net investment in capital assets	197,483	206,871
Unrestricted	2,014,768	1,800,760
Total net position	\$ 2,212,251	\$ 2,007,631

Net position of the District's governmental activities increased \$204,620.

ASCENSION PARISH COMMUNICATIONS DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023

Governmental Activities

Revenues for the District's governmental activities increased 1.9 percent and total expenses decreased 0.4 percent.

Table A-2
Changes in District's Net Position

	Governmental Activities	
	2023	2022
Revenues		
Program revenues		
Charges for services	\$ 2,200,651	\$ 2,173,535
General revenues		
Interest	16,062	909
Intergovernmental	66,135	66,135
LSA Reimbursement	15,892	15,689
Total revenues	2,298,740	2,256,268
Expenses		
General government	2,070,185	2,072,895
Interest on long-term debt	23,935	29,700
Total expenses	2,094,120	2,102,595
Increase in net position	\$ 204,620	\$ 153,673

Changes in net position. The District's total revenues for all programs were \$2,298,740 at year end (See Table A-2.) Approximately 96 percent of the District's revenue comes from commissions on telephone bills.

The total cost of all programs and services were \$2,094,120. The District's expenses cover all services performed by its office.

FINANCIAL ANALYSIS OF THE FUNDS

As the District completed the year, its general fund reported a fund balance of \$1,888,334, an increase from last year of \$188,325.

GENERAL FUND BUDGETARY HIGHLIGHTS

Over the course of the year, the Board revised the General Fund budget. The budget amendments are as follows:

- Fees and charges revenue increased \$81,176
- Insurance increased \$27,270
- Sheriff's compensation increased \$105,000
- Telephone decreased \$20,000
- Capital outlay increased \$62,000

ASCENSION PARISH COMMUNICATIONS DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of 2023, the District had invested \$592,354 in net capital assets. The District has a net right-to-use asset of \$418,516, which is classified as a capital asset. This asset includes use of software and equipment. (See Table A-3)

Table A-3
District's Capital Assets
(net of depreciation and amortization)

	Governmental Activities	
	2023	2022
Improvements	\$ 422,849	\$ 422,849
Equipment, furniture and fixtures	2,739,688	2,706,722
Right-to-use asset-lease	627,774	627,774
Accumulated depreciation/amortization	<u>(3,197,957)</u>	<u>(3,036,311)</u>
Total net capital assets	<u>\$ 592,354</u>	<u>\$ 721,034</u>

During the year, the District purchased new equipment totaling \$32,966.

Long-term liability

The District has a lease payable with Motorola to finance the purchase of equipment software. The total liability outstanding as of December 31, 2023 is \$394,871.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The District is dependent on commissions from telephone carriers for approximately 96 percent of its revenues. The economy is not expected to generate any significant growth. Therefore, the District's future revenues are expected to be consistent with the current years. The budget for the 2024 year has no significant changes from the year 2023's budget.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Mr. Bobby Webre, Sheriff, Post Office Box 1238, Gonzales, La 70707-1238.

ASCENSION PARISH COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION

DECEMBER 31, 2023

ASSETS

Cash and cash equivalents	\$ 1,266,070
Certificates of deposit	491,736
Accounts receivable	457,561
Accrued interest receivable	6,539
Prepaid expenses	132,302
Capital assets, net of accumulated depreciation/amortization	<u>592,354</u>
 TOTAL ASSETS	 <u>2,946,562</u>

LIABILITIES

Accounts payable	333,572
Accrued interest payable	5,868
Long-term liability:	
Due within one year	125,256
Due in more than one year	<u>269,615</u>
TOTAL LIABILITIES	<u>734,311</u>

NET POSITION

Net investment in capital assets	197,483
Unrestricted	<u>2,014,768</u>
 TOTAL NET POSITION	 <u>\$ 2,212,251</u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH COMMUNICATIONS DISTRICT

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>Expenses</u>	<u>Program Revenues</u> <u>Charges for Service</u>	<u>Net (Expense) Revenue and Changes in Net Position Governmental Unit</u>
<u>FUNCTIONS/PROGRAMS</u>			
Governmental activities:			
General government	\$ 2,070,185	\$ 2,200,651	\$ 130,466
Interest expense	23,935	-	(23,935)
Total governmental activities	<u>\$ 2,094,120</u>	<u>\$ 2,200,651</u>	<u>106,531</u>
General Revenues:			
Interest			16,062
Intergovernmental			66,135
Miscellaneous			15,892
Total general revenues			<u>98,089</u>
Change in net position			204,620
Net position - January 1, 2023			<u>2,007,631</u>
Net position - December 31, 2023			<u>\$ 2,212,251</u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH COMMUNICATIONS DISTRICT

BALANCE SHEET
GOVERNMENTAL FUND
DECEMBER 31, 2023

ASSETS

	<u>General Fund</u>
Cash and cash equivalents	\$ 1,266,070
Certificates of deposit	491,736
Accounts receivable	457,561
Accrued interest receivable	<u>6,539</u>
Total assets	<u><u>\$ 2,221,906</u></u>

LIABILITIES AND FUND BALANCE

Liabilities	
Accounts payable	<u>\$ 333,572</u>
Fund balance	
Unassigned	<u>1,888,334</u>
Total fund balance	<u>1,888,334</u>
Total liabilities and fund balance	<u><u>\$ 2,221,906</u></u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH COMMUNICATIONS DISTRICT

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

Total fund balance - Governmental Fund \$ 1,888,334

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

Prepaid expenses 132,302

Capital assets used in governmental activities are not current financial resources and,
therefore, are not reported in the governmental fund

Cost of capital asset at December 31, 2023	3,162,537	
Less: accumulated depreciation as of December 31, 2023	<u>(2,988,699)</u>	173,838

Cost of right-to-use-asset at December 31, 2023	627,774	
Less: accumulated amortization as of December 31, 2023	<u>(209,258)</u>	418,516

Long-term liabilities are not due and payable in the current period, and therefore, are
not reported in governmental funds

Accrued interest payable	(5,868)	
Lease payable	<u>(394,871)</u>	

Total net position at December 31, 2023 - Governmental Activities \$ 2,212,251

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH COMMUNICATION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
YEAR ENDED DECEMBER 31, 2023

	<u>General Fund</u>
<u>REVENUES</u>	
Fees and charges - wireline	\$ 330,961
Fees and charges - wireless	1,869,690
Intergovernmental	66,135
LSA reimbursement	15,892
Interest income	16,062
	<u>2,298,740</u>
Total Revenues	
<u>EXPENDITURES</u>	
Current:	
General Government	
Telephone	53,159
Professional fees	28,010
General	791
Insurance	172,262
Maintenance	525,125
Reimbursed expenses to Sheriff	1,098,875
Tower links	24,908
Training	29,319
Debt service	
Principal retirement	119,292
Interest	25,708
Capital outlay	32,966
	<u>2,110,415</u>
Total Expenditures	
Excess of revenues over expenditures	188,325
Fund balance, beginning of year	<u>1,700,009</u>
Fund balance, end of year	<u>\$ 1,888,334</u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH COMMUNICATIONS DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
DECEMBER 31, 2023

Total net change in fund balance		\$ 188,325
Amounts reported for governmental activities in the statement of activities are different because:		
Change in Prepaid expenses		23,910
Capital outlay capitalized	32,966	
Depreciation/amortization expense for year ended December 31, 2023	<u>(161,646)</u>	(128,680)
Principal payment on lease payable		119,292
Change in accrued interest payable		<u>1,773</u>
Change in Net Position - Governmental Activities		<u><u>\$204,620</u></u>

The accompanying notes are an integral part of this financial statement.

ASCENSION PARISH COMMUNICATIONS DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Louisiana Revised Statutes 33:9101 – 9106, the Ascension Parish Communications District (the District) was created to provide emergency communications to the residents of Ascension Parish. The District was created by the Ascension Parish Council, who in turn appoints a Board to manage the affairs of the District. The Board appoints a Director to function as the manager. Each member serves on a voluntary basis. The District serves approximately 130,000 residents and a geographic area of approximately 303 square miles. There currently are no employees and the Ascension Parish Sheriff serves as the director on a voluntary basis.

The accounting and reporting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

A. Reporting Entity

As the governing authority of the parish, for reporting purposes, the Ascension Parish Council is the financial reporting entity for Ascension Parish. The financial reporting entity consists of (a) the primary government (council), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Codification Section 2100, established criteria for determining which component units should be considered part of the Ascension Parish Council for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the municipality to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the council.
2. Organizations for which the council does not appoint a voting majority but are fiscally dependent on the council.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Council appoints all members to the District's Board of Commissioners, the District is a component unit of the Ascension Parish Council, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the council, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

ASCENSION PARISH COMMUNICATIONS DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Basis of Presentation, Basis of Accounting

Government-wide Statements - The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government, except for fiduciary activities. Governmental activities generally are financed through charges for services, intergovernmental revenues, and other nonexchange transactions.

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

Fund Financial Statements - The fund financial statements provide information about the District's fund. Separate statements for each fund category are presented. The emphasis of fund financial statements is on the major governmental fund.

The District reports the following major governmental fund:

- a. **General Fund** - The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. The General Fund was established in compliance with Louisiana Revised Statute 33:9106, which provides that a percentage of the telephone bills collected throughout the parish be transmitted to the District to defray its expenditures.

C. Measurement Focus, Basis of Accounting

Government-wide Financial Statements. The government-wide financial statements are reported using the economic resources measurement focus, and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, and donations. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements. The governmental fund is reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Interest is susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for claims and judgments and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds.

ASCENSION PARISH COMMUNICATIONS DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Budgetary Practices

The proposed budgets for fiscal year 2023 were completed and made available for the public inspection. A public hearing was held for suggestions and comments from taxpayers. The proposed fiscal year 2023 budgets were formally adopted by the District after the public hearing. The budget, which included proposed expenditures and the means of financing them, for the General Fund, was published in the official journal ten days prior to the public hearings. The budget for the General Fund was prepared on the modified accrual basis of accounting. All appropriations lapse at year end.

When actual revenues within a fund are failing to meet estimated annual budgeted revenues by five percent or more, and/or actual expenditures are exceeding estimated budgeted expenditures by five percent or more, the budget should be amended to reflect such changes and adopted by the District in an open meeting. Budgeted amounts included in the financial statements include the original adopted budget, or as amended by the Communication District.

E. Cash and Cash Equivalents

Cash and cash equivalents include demand deposits, interest-bearing demand deposit accounts, and certificates of deposit. The District considers all cash accounts and certificates of deposit with a maturity of three months or less when purchased to be cash and cash equivalents.

F. Capital Assets

All capital assets are capitalized at historical cost, or estimated historical costs for assets where actual cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are recorded in the government-wide financial statements, but are not reported in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over their estimated useful lives. Useful lives vary from 5 to 25 years. Lease assets are capital assets that are recorded as right-to-use assets and amortized over the life of the associated contract using the straight-line method.

G. Certificates of Deposit

State statutes authorize the District to invest in any direct obligation of the United States Treasury, other debt secured or guaranteed by the full faith and credit of the United States, certificates of deposit of any bank in Louisiana, mutual funds which are registered with the Securities and Exchange Commission and invest in securities of the U. S. government or its agencies, guaranteed investment contracts issued by banks or insurance companies or investment grade commercial paper of domestic U. S. Corporations.

H. Use of 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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

ASCENSION PARISH COMMUNICATIONS DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Net Position

For the government-wide statement of net position, equity is divided into three components:

- Net investments in capital assets-consist of historical costs of all capital assets less accumulated depreciation/amortization and less any debt that remains outstanding that was used to finance those assets.
- Restricted net position-consists of assets that are restricted by the District's grantors (both federal and state)
- Unrestricted net position-all other net position is reported in this category

J. Fund Equity of Fund Financial Statements

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

- **Nonspendable-** represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.
- **Restricted-** represents balances where constraints have been established by parties outside the District or imposed by law through constitutional provisions or enabling legislation.
- **Committed-** represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the District's highest level of decision-making authority.
- **Assigned-** represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted or committed.
- **Unassigned-** represents 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.

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the District reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the District reduces committed amounts first, followed by assigned amounts and then unassigned amounts.

K. Leases

The District has a lease for software and equipment. The District determines if an arrangement is a lease at inception. The lease is recorded as right-to-use assets and leases payable in the statement of net position. Right-to-use assets represent the District's right to use the underlying asset for the lease term. Right-to-use assets and leases payable are recognized at commencement date based on the net present value of lease payments over the lease term discounted using an appropriate incremental borrowing rate. The District's incremental borrowing rate is based on the information available at the commencement date in determining the present value of the lease payments. The value of an option to extend or terminate a lease is reflected to the extent it is reasonably certain management will exercise the option. Interest expense is recognized as a component of the lease payment.

ASCENSION PARISH COMMUNICATIONS DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

2. CASH AND CASH EQUIVALENTS

Under state law, the District may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union or the laws of the United States. The District may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

3. CERTIFICATES OF DEPOSIT

The District holds certificates of deposits at a financial institution. The certificates of deposit have maturities of 6 months. The District's certificates of deposit have a book value of \$491,736 as of December 31, 2023. These deposits are stated at cost, which approximates market. Under state law, these deposits (or resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

4. CUSTODIAL CREDIT RISK

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The District does not have a deposit policy for custodial risk. As of December 31, 2023, these deposits were completely collateralized and/or insured.

5. CAPITAL ASSETS

Capital assets, depreciation, and amortization activity as of and for the year ended December 31, 2023, are as follows:

	<u>Balance</u> <u>January 1, 2023</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>December 31, 2023</u>
<u>Governmental Activities</u>				
Capital Assets				
Furniture, fixtures & Equipment	\$ 2,706,722	\$ 32,966	\$ -	\$ 2,739,688
Improvements	422,849	-	-	422,849
Less accumulated depreciation	<u>(2,916,735)</u>	<u>(71,964)</u>	<u>-</u>	<u>(2,988,699)</u>
Total Capital Assets, net	<u>212,836</u>	<u>(38,998)</u>	<u>-</u>	<u>173,838</u>
Right-to-use Assets				
Leased equipment	627,774	-	-	627,774
Less accumulated amortization	<u>(119,576)</u>	<u>(89,682)</u>	<u>-</u>	<u>(209,258)</u>
Total Right-to-use Assets, net	<u>508,198</u>	<u>(89,682)</u>	<u>-</u>	<u>418,516</u>
Total Governmental Activities Capital Assets, net	<u>\$ 721,034</u>	<u>\$ (128,680)</u>	<u>\$ -</u>	<u>\$ 592,354</u>

For the year ended December 31, 2023, depreciation expense was \$71,964 for capital assets and amortization expense for right-to-use assets was \$89,682.

ASCENSION PARISH COMMUNICATIONS DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

6. LEASES

The District has entered into an agreement to lease equipment and software. The lease agreement qualifies as other than short-term leases under GASB 87 and; therefore, has been recorded at the present value of the future minimum lease payments as of the date of the inception.

The District leases communication software and equipment under a lease expiring in 5 years. The agreement was executed on October 1, 2021 and requires 5 annual payments of \$145,000. There are no variable payment components of the lease. The lease liability is measured at an incremental borrowing rate of 5%.

The following is a summary of the long-term liability for lease payable as of December 31, 2023.

<u>Year Ending December 31,</u>	<u>Principal Payments</u>	<u>Interest Payments</u>
2024	\$ 125,256	\$ 19,744
2025	131,519	13,481
2026	138,096	6,904
Total	<u>\$ 394,871</u>	<u>\$ 40,129</u>

The following is a summary of the long-term liability for lease payable for the year ended:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental Activities:					
Lease payable	<u>\$ 514,163</u>	<u>\$ -</u>	<u>\$ (119,292)</u>	<u>\$ 394,871</u>	<u>\$ 125,256</u>
Total long-term liability	<u>\$ 514,163</u>	<u>\$ -</u>	<u>\$ (119,292)</u>	<u>\$ 394,871</u>	<u>\$ 125,256</u>

7. INTERGOVERNMENTAL AGREEMENT

The District has an intergovernmental agreement with the Ascension Parish Sheriff's Office. The Sheriff provides for the housing, maintenance, operation, and staffing of the Ascension Parish 911 Center. The amount paid to the Sheriff's office is 75% of the annual net income defined as all recurring revenues of the District less recurring expenditures without regard to capital outlay and the fees to the Sheriff, with the understanding that the District is guaranteed at least \$100,000 of the annual net income. The fees are payable at the end of each quarter during the term of this agreement. The District has a payable due to the Sheriff's office in the amount of \$304,926 at December 31, 2023.

ASCENSION PARISH COMMUNICATIONS DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

7. INTERGOVERNMENTAL AGREEMENT (continued)

The District has an intergovernmental agreement with the Parishes of St. James, St. John, and other governmental entities within Ascension Parish. The District owns and operates a two-way radio communications system (i.e. "Master Site"). The agreements were initiated due to the various entities having reached an "end of support" for availability of parts. Each governmental entity shall incur costs for its fair share of maintenance of the Master Site, with said costs being calculated according to the pro rata share of radios owned and utilized by each applicable entity. In addition to the prorated maintenance cost, a five percent (5%) administrative fee is assessed. These fees are payable to the District at the end of each quarter during the term of this agreement. The District has receivables due from the entities in the amount of \$33,192 at December 31, 2023.

8. STATUS OF IMPLEMENTATION OF WIRELESS E911 SERVICE

The District completed phase one and two implementation with all wireless companies during 2006.

9. SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 28, 2024.

No events occurring after this date have been evaluated for inclusion in these financial statements.

ASCENSION PARISH COMMUNICATION DISTRICT

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2023

	<u>Original</u>	<u>Final</u>	<u>Actual</u>
<u>REVENUES</u>			
Fees and charges - wireline	\$ 340,000	\$ 330,000	\$ 330,961
Fees and charges - wireless	1,631,150	1,725,326	1,869,690
Intergovernmental	62,500	62,500	66,135
LSA reimbursement	18,000	15,000	15,892
Interest income	850	850	16,062
Total Revenues	<u>2,052,500</u>	<u>2,133,676</u>	<u>2,298,740</u>
<u>EXPENDITURES</u>			
Operating expense			
Telephone	90,000	70,000	53,159
Professional fees	32,000	32,000	28,010
General	5,000	5,000	791
Insurance	145,000	172,270	172,262
Maintenance	625,000	625,000	525,125
Reimbursed fees to sheriff	995,000	1,100,000	1,098,875
Tower links	25,500	25,500	24,908
Training	30,000	30,000	29,319
Debt service			
Principal retirement	-	-	119,292
Interest	-	-	25,708
Capital outlay	154,000	216,000	32,966
Total Expenditures	<u>2,101,500</u>	<u>2,275,770</u>	<u>2,110,415</u>
Excess of revenues over (under) expenditures	(49,000)	(142,094)	188,325
Fund balance, beginning of year	<u>1,491,380</u>	<u>1,700,009</u>	<u>1,700,009</u>
Fund balance, end of year	<u>\$ 1,442,380</u>	<u>\$ 1,557,915</u>	<u>\$ 1,888,334</u>

ASCENSION PARISH COMMUNICATIONS DISTRICT

**SCHEDULE OF COMPENSATION, BENEFITS, AND
OTHER PAYMENTS TO AGENCY HEAD
DECEMBER 31, 2023**

Agency Head Name/Title : Bobby Webre, Chairman of Board

Purpose	Amount
Salary	-
Benefits - insurance	-
Benefits - retirement	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Un-vouchered expenses	-
Special meals	-

OTHER REPORTS REQUIRED BY GOVERNMENT AUDITING STANDARDS

ASCENSION PARISH COMMUNICATIONS DISTRICT

SCHEDULE OF FINDINGS AND RESPONSES

YEAR ENDED DECEMBER 31, 2023

A. SUMMARY OF AUDIT RESULTS

1. The independent auditors' report expresses an unmodified opinion on whether the financial statements of Ascension Parish Communications District were prepared in accordance with GAAP.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards*. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Ascension Parish Communications District, which would be required to be reported in accordance with *Governmental Auditing Standards*, were disclosed during the audit.

B. FINDINGS - FINANCIAL STATEMENT AUDIT

None noted

C. FINDINGS – NONCOMPLIANCE WITH STATE LAWS AND REGULATIONS

None noted

ASCENSION PARISH COMMUNICATIONS DISTRICT

SCHEDULE OF PRIOR YEAR FINDINGS

YEAR ENDED DECEMBER 31, 2023

A. FINDINGS - FINANCIAL STATEMENT AUDIT

None noted

B. FINDINGS – NONCOMPLIANCE WITH STATE LAWS AND REGULATIONS

None noted



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

Members of the Board of Commissions
Ascension Parish Communications District
Gonzales, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller of the United States, the financial statements of the governmental activities and the major fund of the Ascension Parish Communications District (the District), a component unit of the Ascension Parish Council, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise Ascension Parish Communications District's basic financial statements and have issued our report thereon dated June 28, 2024.

Internal Control Over Financial Reporting

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

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

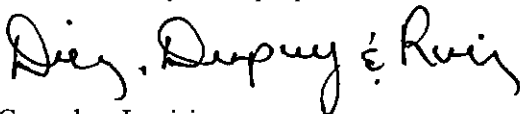
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not 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 Ascension Parish Communications District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the 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 test disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Gonzales, Louisiana
June 28, 2024

**ASCENSION PARISH COMMUNICATIONS
DISTRICT**

STATEWIDE AGREED UPON PROCEDURES

DECEMBER 31, 2023



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners, and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Ascension Parish Communications District (the District) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023 through December 31, 2023. The District's management is responsible for those C/C areas identified in the SAUPs.

Ascension Parish Communications District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

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.
Written policies and procedures were obtained and address the functions noted above.
 - 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.
Written policies and procedures were obtained and address the functions noted above.
 - iii. **Disbursements**, including processing, reviewing, and approving.
Written policies and procedures were obtained and address the functions noted above.
 - 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).

Written policies and procedures were obtained and address the functions noted above.

- 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.

There are no employees paid by the District. No policy adopted.

- 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.

Written policies and procedures were obtained and address the functions noted above.

- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

Written policies and procedures were obtained and address the functions noted above.

- viii. **Credit Cards (and debit cards, fuel cards, purchase 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).

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

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.
The Board met with a quorum as required.
 - 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. *Alternatively, for those entities reporting on the not-for-profit 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.*
The minutes documented the Board's review of financial activity of the entity.
 - 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.
No exceptions noted.
 - 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.
Not applicable.

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:
- Obtained listing of client bank accounts for the fiscal period from management and management's representation that listing is complete.*
- 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);
No exception noted.
 - 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 within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

No exception noted.

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Not applicable, the entity did not have any reconciling items that have been outstanding for more than 12 months.

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).

Obtained a listing of deposit sites and management's representation that listing is complete.

- 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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

Obtained a listing of collection locations and management's representation that listing is complete.

- i. Employees responsible for cash collections do not share cash drawers/registers;

No exceptions noted.

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

No exceptions noted.

- iii. Each employee responsible for collecting cash is not also 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

No exceptions noted.

- 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.

No exceptions noted.

- 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 in force during the fiscal period.

No exceptions noted.

- 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). *Alternatively, 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.
No exceptions noted.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
No exceptions noted.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
No exceptions noted.
 - 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).
No exceptions noted.
 - v. Trace the actual deposit per the bank statement to the general ledger.
No exceptions noted.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
Obtained listing of locations that process payments and management's representation that listing is complete.
- 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, then 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 or making the purchase;
No exceptions noted.
 - ii. At least two employees are involved in processing and approving payments to vendors;
No exceptions noted.

- 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;
No exceptions noted.
 - 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
No exceptions noted.
 - 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.
No exceptions noted.
- 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
No exceptions noted.
 - 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.
No exceptions noted.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.
No exceptions noted.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (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.
Obtained listing of the credit cards and management's representation that 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

a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

No exceptions noted.

b) Observe that finance charges and late fees were not assessed on the selected statements.

Observed that a late fee was assessed on the monthly statement selected for review.

Managements Response: Management has put in policies and procedures to ensure credit cards are paid timely.

C. Using the monthly statements or combined statements selected under procedure #7B 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.

No exceptions noted.

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 and 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

Obtained listing of travel and related expense reimbursements and management's representation that listing is complete.

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);

No exceptions noted.

ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

No exceptions noted.

- 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

No exceptions noted.

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

No exceptions noted.

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. *Alternatively, 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 *Obtained listing of contracts initiated or renewed during the fiscal period and management's representation that listing is complete.*

- 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;

Not applicable.

- 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);

No exceptions noted.

- 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

Not applicable.

- 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.

No exceptions noted.

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.

The District does not have any employees; this section is not applicable.

- 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);
The District does not have any employees; this section is not applicable.
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
The District does not have any employees; this section is not applicable.
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
The District does not have any employees; this section is not applicable.
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
The District does not have any employees; this section is not applicable.
- 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 and 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's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
The District does not have any employees; this section is not applicable
- 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.
The District does not have any employees; this section is not applicable

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 that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
No exceptions noted.
 - 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.
No exceptions noted.

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

No exceptions noted.

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.

Not applicable.

- 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).

Not applicable.

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.

Management asserted that the entity did not have any misappropriations of public funds or assets.

- 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.

No exceptions noted.

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.

We performed the procedure and discussed the results with management.

- 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.

We performed the procedure and discussed the results with management.

- 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.

We performed the procedure and discussed the results with management.

- 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.

We performed the procedure and discussed the results with management.

- C. Randomly select 5 employees from Payroll and Personnel procedure, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020- completed the training; and
- Hired on or after June 9, 2020- completed the training within 30days of initial service or employment.

We performed the procedure and discussed the results 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.

No exceptions noted.

- 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).

No exceptions noted.

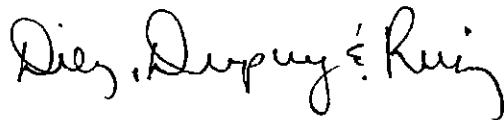
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;
No exceptions noted.
- ii. Number of sexual harassment complaints received by the agency;
No exceptions noted.
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
No exceptions noted.
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
No exceptions noted.
- v. Amount of time it took to resolve each complaint.
No exceptions noted.

We were engaged by Ascension Parish Communications District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and 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 Ascension Parish Communications District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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



Gonzales, Louisiana
June 28, 2024