

SULPHUR PARKS AND RECREATION  
SULPHUR, LOUISIANA

ANNUAL FINANCIAL REPORT  
AND INDEPENDENT AUDITORS' REPORTS

Year Ended December 31, 2023

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## INDEPENDENT AUDITORS' REPORT

May 9, 2024

Board of Commissioners  
Sulphur Parks and Recreation  
Sulphur, Louisiana

### Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of Sulphur Parks and Recreation, a component unit of the Calcasieu Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise Sulphur Parks and Recreation's 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 each major fund of Sulphur Parks and Recreation 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. 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 Sulphur Parks and Recreation, 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 these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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 Sulphur Parks and Recreation'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 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, 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 Sulphur Parks and Recreation'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 Sulphur Parks and Recreation'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 budgetary comparison information, the schedule of employer's proportionate share of net pension liability, the schedule of employer's contributions and the other postemployment benefits – schedule of changes in total OPEB liabilities and related ratios on pages 41 through 44 respectively be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the 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 supplemental information in accordance

with auditing standards generally accepted in the United States of America, which consisted principally 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.

The District has not presented management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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 the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

#### **Other Information**

Management is responsible for the other information included in the annual report. The other information does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated May 9, 2024, on our consideration of Sulphur Parks and Recreation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is 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 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 Sulphur Parks and Recreation's internal control over financial reporting and compliance.

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Statement of Net Position

December 31, 2023

ASSETS	
Cash	\$ 9,563,519
Investments	837,277
Receivables	12,756,700
Inventory	59,392
Capital assets:	
Land	23,030,858
Capital assets, net	31,756,208
Total assets	<u>78,003,954</u>
DEFERRED OUTFLOWS OF RESOURCES	<u>1,571,532</u>
LIABILITIES	
Accounts and other accrued payables	619,494
Short-term portion of capital leases	75,134
Long-term liabilities	
Capital leases, net of short-term portion	301,029
Net pension liability	1,125,699
Net OPEB obligation	1,371,472
Total liabilities	<u>3,492,828</u>
DEFERRED INFLOWS OF RESOURCES	<u>159,988</u>
NET POSITION	
Net investment in capital assets	54,410,903
Net position - unrestricted	21,511,767
	<u>\$ 75,922,670</u>

The accompanying notes are an integral part of the basic financial statements.



SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Statement of Activities

Year Ended December 31, 2023

<u>Activities</u>	Program Revenues			<u>Net Revenues (Expenses) and Changes in Net Position</u>
	<u>Expenses</u>	<u>Fees, Fines and Charges for Services</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:				
General and administrative	\$ 3,744,461	\$ -	\$ -	\$ (3,744,461)
Recreation	1,871,515	236,627	-	(1,634,888)
Aquatic center	2,839,402	2,019,995	-	(819,407)
Golf course	1,506,906	1,141,963	-	(364,943)
Grill	132,149	157,351	-	25,202
Swimming pools	12,230	-	-	(12,230)
Tennis	11,742	1,013	-	(10,729)
Total Governmental Activities	<u>\$ 10,118,405</u>	<u>\$ 3,556,949</u>	<u>\$ -</u>	<u>(6,561,456)</u>
General Revenues:				
Taxes -				
Property taxes, levied for general purposes				9,626,672
State revenue sharing				78,635
Interest				75,028
Hurricane related expenses				(2,544,416)
Gain on sale of assets				630,900
Miscellaneous				25,163
Total general revenues				<u>7,891,982</u>
Change in net position				1,330,526
Net position- Beginning				75,956,657
Prior period adjustment				(1,364,513)
Net position- Beginning - Restated				<u>74,592,144</u>
Net position - Ending				<u>\$ 75,922,670</u>

The accompanying notes are an integral part of the basic financial statements.

## FUND FINANCIAL STATEMENTS

## FUND DESCRIPTIONS

### General Fund

The General Fund is used to account for resources traditionally associated with governments which are not required to be accounted for in another fund.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Balance Sheet - Governmental Funds

December 31, 2023

	2023	2022
<b>ASSETS</b>		
Cash and cash equivalents	\$ 9,563,519	\$ 9,828,570
Investments	837,277	799,623
Receivables:		
Ad valorem tax, net	9,484,754	8,398,035
State revenue sharing	52,423	80,007
Insurance proceeds	-	3,517,049
Intergovernmental - FEMA	3,168,009	2,312,253
Other	51,514	16,716
Inventory, at cost	59,392	38,985
Total Assets	23,216,888	24,991,238
 <b>DEFERRED OUTFLOWS OF RESOURCES</b>	 -	 -
 <b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	 \$ 23,216,888	 \$ 24,991,238
 <b>LIABILITIES</b>		
Accounts payable	\$ 419,483	\$ 421,970
Accrued liabilities	200,011	199,482
Total Liabilities	619,494	621,452
 <b>DEFERRED INFLOWS OF RESOURCES</b>	 -	 -
 <b>FUND BALANCES</b>		
Unassigned	22,597,394	24,369,786
Total Fund Balances	22,597,394	24,369,786
 <b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	 \$ 23,216,888	 \$ 24,991,238

The accompanying notes are an integral part of the basic financial statements.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Reconciliation of the Balance Sheet-Governmental Funds to the  
Statement of Net Position

December 31, 2023

Total fund balance for governmental fund at December 31, 2023		\$ 22,597,394
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:		
Land	\$ 23,030,858	
Capital assets, net of \$18,311,611 accumulated depreciation	31,756,208	54,787,066
Deferred outflows and inflows are not financial resources or currently payable		
Deferred outflows related to pensions	1,561,924	
Deferred outflows related to OPEB	9,608	
Deferred inflows related to pensions	(159,988)	1,411,544
Long-term obligations which are not included as a liability in the governmental fund type balance sheet:		
Capital leases		(376,163)
Net pension liability		(1,125,699)
Net OPEB obligation		(1,371,472)
Total net position of governmental activities at December 31, 2023		\$ 75,922,670

The accompanying notes are an integral part of the basic financial statements.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Statement of Revenues, Expenditures and  
Changes in Fund Balance - Governmental Funds

Year Ended December 31, 2023

	2023	2022
REVENUES		
Ad valorem tax, net	\$ 9,626,672	\$ 8,527,362
State revenue sharing	78,635	80,007
Recreation center concessions	236,627	193,940
Aquatic center	2,019,995	1,882,017
Golf course	1,141,963	715,384
Grill	157,351	92,397
Tennis	1,013	-
Interest	75,028	(16,958)
Proceeds from the sale of property/equipment	840,644	-
Miscellaneous	25,163	17,121
Total Revenues	14,203,091	11,491,270
EXPENDITURES		
Current operating:		
Recreation	4,387,768	2,588,068
Aquatic center	2,352,615	2,139,389
Golf course	1,490,069	993,162
Grill	124,821	113,212
Swimming pools	12,230	10,422
Tennis	11,742	9,241
General and administration	3,687,309	2,861,416
Hurricane recovery	2,544,416	-
Total Expenditures	14,610,970	8,714,910
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(407,879)	2,776,360
FUND BALANCE - BEGINNING	24,369,786	21,593,426
Prior period adjustment	(1,364,513)	-
FUND BALANCE - BEGINNING - Restated	23,005,273	21,593,426
FUND BALANCE - ENDING	\$ 22,597,394	\$ 24,369,786

The accompanying notes are an integral part of the basic financial statements.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Reconciliation of the Statement of Revenues, Expenditures and  
Changes in Fund Balance-Governmental Funds to the Statement of Activities

Year Ended December 31, 2023

Total net changes in fund balance at December 31, 2023 per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ (407,879)
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The change in net position reported for governmental activities  
in the statement of activities different because:

Governmental funds report capital outlays as expenditures.  
However, in the statement of activities, the cost of those  
assets is allocated over their estimated useful lives and  
reported as depreciation expense.

Capital leases	\$ 425,242	
Capital outlay which is considered expenditures on the Statement of Revenues, Expenditures and Changes in Fund Balance	3,502,898	
Depreciation expense for the year ended December 31, 2023	(1,311,196)	
Proceeds from the sale of assets	(840,644)	
Gain on disposal of assets	630,900	2,407,200

Payments on capital equipment leases	49,079
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Proceeds from capital lease borrowings	(425,242)
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Net pension (expense) benefit is reported in the governmental funds  
as expenditures as they are paid, however, in the statement of  
activities the net position (expense) benefit is reported according  
to estimates required by GASB 68

	(167,868)
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In the Statement of Activities, post employment benefits (OPEB)  
are measured by the amounts incurred during the year. In the  
governmental funds, however, expenditures for this item are  
measured by the amount of financial resources used (essentially  
the amounts actually paid).

	(124,764)
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Total changes in net position at December 31, 2023 per Statement of Activities	\$ 1,330,526
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The accompanying notes are an integral part of the basic financial statements.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Sulphur Parks and Recreation was created by the Calcasieu Parish Police Jury as authorized by Act 82 of 1948. The District is governed by a board of five commissioners who are appointed by the Calcasieu Parish Police Jury. The District establishes regulations governing the parks, playgrounds and community centers and provides administration, management, maintenance and operations of the facilities.

1. Reporting Entity

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Statement No. 14, the Sulphur Parks and Recreation includes all funds, account groups, et cetera, that are within the oversight responsibility of the Sulphur Parks and Recreation.

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

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Calcasieu Parish Police Jury 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. This criteria includes:

1. Appointing a voting majority of an organization's governing body and
  - a. The ability of the Calcasieu Parish Police Jury 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 Calcasieu Parish Police Jury.
2. Organizations for which the Calcasieu Parish Police Jury does not appoint a voting majority but are fiscally dependent on the Calcasieu Parish Police Jury.
3. Organizations for which the reporting entity financial statements could be misleading if data of the organization is not included because of the nature or significance of the relationship.



SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Based upon the application of these criteria, Sulphur Parks and Recreation is a component unit of the Calcasieu Parish Police Jury's reporting entity.

2. Basis of Presentation

The accompanying basic financial statements of Sulphur Parks and Recreation have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, "Basic Financial Statements and Management's Discussion and Analysis-for State and Local Governments", issued in June 1999.

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the District as a whole. The statement of activities presents a comparison between direct expenses and program revenues for each of the functions 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. Program revenues include (a) fees and charges paid by the recipients of services offered by the District, and (b) grants and contributions that are restricted to meeting the operational or capital requirement of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

The District uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain District functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The emphasis on fund financial statements is on major funds, each displayed on a separate column. A fund is considered major if it is the primary operating fund of the District or its total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds of that category or type; and total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least 5 percent of the corresponding total for all governmental funds combined.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

The District reports the following major fund:

The General Fund is the primary operating fund of the District. It accounts for all financial resources.

3. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate. All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

Basis of Accounting

In the government-wide statement of net position and statement of activities, activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Governmental fund financial statements are reported using the current financial resources management focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

4. Cash and investments

Cash

Cash includes amounts in demand deposits and time deposits with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

These deposits 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. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2023, the District has \$9,860,071 in deposits (collected bank balances). These deposits are secured from risk by federal deposit insurance and pledged securities held by the custodial bank in the name of the fiscal agent bank.

Investments

State statutes authorize the District to invest in Louisiana Asset Management Pool (LAMP), U.S. Treasury notes and bonds, U.S. agency securities, and other governmental debt obligations with limited exceptions as noted in LA-R.S. 33.2955. Investments in time certificates of deposits can be placed with state banks, national banks or federal credit unions as permitted in state statute. Corporate bonds can be purchased from companies incorporated in the United States, with a Standards and Poor's credit rating of AA- and have a maturity date of 5 years or less.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

As of December 31, 2023, the District had its assets in money market instruments, certificates of deposits, U.S. Treasury notes, U.S. agency securities and municipal bonds held in custody by financial institutions. The below schedule identifies the investments by type:

Type of Debt Investment	Fair Value	Maturity			Credit Rating (Moody's/ Standards and Poor's)
		Less than 1 Year	1 to 5 Years	6 to 10 Years	
<b>Investments at fair value</b>					
UBS Money Market Fund	\$ 481,624	\$ 481,624	\$ -	\$ -	Aaa
<b>Investments measured at the net asset value (NAV)</b>					
External Investment Pool	355,653	355,653	-	-	AAAm
Total Investments	<u>\$ 837,277</u>	<u>\$ 837,277</u>	<u>\$ -</u>	<u>\$ -</u>	

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District has the following recurring fair value measurements as of December 31, 2023:

Level 2 inputs – with UBS Select Treasury Investor Fund totaling \$481,624 are valued at amortized cost, which approximates fair value.

Interest Rate Risk: The District's policy on investments states that safety of principal is the foremost objective, followed by liquidity and yield. Each investment transaction shall seek to first insure that capital losses are avoided no matter the sources.

Credit Rate Risk: The District's has investments in an external investment pool \$338,182 that is rated AAAM by Standard & Poor's. Its policy states that investment decisions should not incur unreasonable risks in order to obtain current investment income and requires the overall quality rating to be no lower than AA- as measured by Standard & Poor's or the equivalent rating (Aa3) by Moody's Investor Service.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Concentration of Credit Risk: The District's investment portfolio had concentration of credit risk on December 31, 2023 due to the holdings of securities issued by the following U.S. government securities that are both permitted by Statute and by the District's Investment Policy. The District's investment portfolio consisted of 58% of securities issued by the UBS Select Treasury Investor Fund and 42% in money market investments in LAMP.

Custodial Credit Risk-Investments: For an investment, this is the risk that, in the event of the failure of the counter party, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District's policy addresses custodial credit risk for investments by requiring that they must be held by national banks, state chartered banks or a national or state trust company in the name of the District.

The \$355,653 in money market investments is invested in LAMP. LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33.2955. LAMP is a governmental investment pool that reports at fair value. The following facts are relevant for investment pools:

Credit risk: LAMP is rated AAAM by Standard & Poor's.

Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

5. Budgets

A budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America for the general fund. All annual appropriations lapse at fiscal year end.

On or before the last meeting of each year, the budget is prepared by fund, function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

The proposed budget is presented to the government's Board of Commissioners for review. The board holds a public hearing and may add to, subtract from or change appropriations, but may not change the form of the budget. Any changes in the budget must be within the revenues and reserves estimated.

The budget was amended once during the year.

6. Inventory

Inventory is valued at cost, which approximates net realizable value, and is determined using the FIFO method. Inventory consists of golf equipment and concessions held for resale.

7. Accounts Receivable

Sulphur Parks and Recreation utilizes the allowance method to recognize doubtful accounts for ad valorem taxes. The allowance for doubtful accounts at December 31, 2023 was \$0.

Uncollectible amounts due for other receivables of governmental funds are recognized as bad debts at the time information becomes available which would indicate that the particular receivable is not collectible.

8. Capital Assets

Capital assets are capitalized at historical cost or estimated cost if historical is not available. 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 asset or materially extend assets' lives are not capitalized. Depreciation of all exhaustible capital

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

assets are recorded as an allocated expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings and infrastructures	20-40 years
Furniture and fixtures	5-7 years
Equipment	5-7 years
Transportation equipment	5 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

9. Compensated Absences

Vacation Employees may carry forward only a maximum of forty (40) hours of vacation past December 31<sup>st</sup> of any given year. Those hours in excess of forty (40) hours will be converted into sick leave. Employees may request monetary compensation for unused vacation up to forty (40) hours. The request must be made in writing no later than December 15<sup>th</sup> and compensation will be at the employee's regular hourly rate.

Sick leave To the extent permitted by law, employees hired prior to January 1, 2007, at the time of retirement from Sulphur Parks and Recreation through the Parochial Retirement System shall be able to convert any unused accumulated sick leave to obtain additional benefits from said retirement system. Employees hired on or after January 1, 2007, who meet retirement requirements as set by Parochial Retirement System with Sulphur Parks and Recreation, shall be paid for accrued unused sick leave at the time of regular retirement up to a maximum of four hundred eighty (480) hours. No unused sick leave will be transferable to the Parochial Retirement System for these employees.

Each full-time employee that completes their 90 day training period will accrue 39.45 sick hours per day up to a maximum 144 hours for the year. After the completion of the training period, January 1<sup>st</sup> will be the employee's employment anniversary date.

At December 31, 2023, the District did not have an accrual for compensated absences.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

10. Equity Classification

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position– All other net position that does not meet the definition of “restricted” or “net invested in capital assets”.

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as restricted, assigned and unassigned.

- a. Restricted fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on generally outside actions.
- b. Assigned fund balance – Includes fund balance amounts that are intended to be used for specific purposes based on internal (Board) actions.
- c. Unassigned fund balance – Includes positive fund balance within the general fund which has not been classified within the above mentioned categories.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the District to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the District that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.



SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

11. Use of Estimates

The preparation of the 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.

12. Revenues, Expenditures, and Expenses

Program Revenues

Program revenues included in the Statement of Activities are derived directly from the program itself or from parties outside the District's taxpayers, as a whole; program revenues reduce the cost of the function to be financed from the District's general revenues.

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December, January and February of the fiscal year. Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures

The District's primary expenditures include salaries and insurance, which are recorded when the liability is incurred. Capital expenditures and purchases of various operating supplies are regarded as expenditures at the time purchased.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

13. Subsequent Events

Management has evaluated subsequent events as of May 9, 2024, the date the financial statements were available for issue.

14. Comparative Data

Comparative totals for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the government's financial position and operation.

NOTE B - AD VALOREM TAXES

For the year ended December 31, 2023 taxes were levied on property with taxable assessed valuations as follows:

	<u>Approximate Valuations</u>	<u>Taxes</u>
General corporate purposes	\$ 990,468,002	10.250 mills

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE C - CAPITAL ASSETS

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

	<u>Beginning of Year</u>	<u>Additions</u>	<u>Deletions</u>	<u>End of Year</u>
Governmental activities:				
Land	\$ 23,149,397	\$ -	\$ 118,539	\$ 23,030,858
Buildings	15,878,121	213,753	-	16,091,874
Furniture and Fixtures	125,432	63,251	-	188,683
Transportation Equipment	415,158	77,764	-	492,922
Equipment	4,386,847	413,347	293,794	4,506,400
Leased equipment	-	425,242	-	425,242
Infrastructures	24,713,206	33,857	-	24,747,063
Construction In Progress	<u>914,709</u>	<u>2,914,680</u>	<u>213,754</u>	<u>3,615,635</u>
Totals at historical cost	69,582,870	4,141,894	626,087	73,098,677
Less accumulated depreciation for:				
Buildings	6,232,953	394,828	-	6,627,781
Furniture and Fixtures	115,835	3,660	-	119,495
Transportation Equipment	364,619	30,201	-	394,820
Equipment	3,452,765	222,844	202,589	3,473,020
Leased equipment	-	49,079	-	49,079
Infrastructures	<u>7,036,832</u>	<u>610,584</u>	<u>-</u>	<u>7,647,416</u>
Total accumulated depreciation	<u>17,203,004</u>	<u>1,311,196</u>	<u>202,589</u>	<u>18,311,611</u>
Governmental activities capital assets, Net	<u>\$ 52,379,866</u>	<u>\$ 2,830,698</u>	<u>\$ 423,498</u>	<u>\$ 54,787,066</u>

Depreciation expense was charged to governmental activities as follows:

General and administrative	\$ 19,453
Aquatic center	526,105
Recreation	648,300
Golf course	113,326
Grill	4,012
Total	<u>\$ 1,311,196</u>

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE C - CAPITAL ASSETS - CONTINUED

The construction in progress at December 31, 2023 consisted of the following:

<u>Project</u>	<u>Costs Through December 31, 2023</u>	<u>Estimated Completion Date</u>	<u>Estimated Remaining Costs to Complete</u>
Kyle Street Park	\$ 1,704,696	2024	\$ 1,400,000
Center Circle Rebuild	1,255,246	2025	6,745,000
IT Office Expansion	54,342	2024	19,000
WP Resurf/Tile	31,774	2024	500,000
Aquatic Air Handler	69,517	2024	500,000
Dick Ackel Gravity Drainage Proj.	<u>500,060</u>	2024	-
	<u>\$ 3,615,635</u>		

NOTE D – LEASES

The District has financing leases for equipment that qualify as capital leases. The assets and liabilities under capital leases are recorded at the lower of present value of the minimum lease payments or the fair value of the assets. The assets are amortized over the lower of their related lease terms or their estimated productive lives. Amortization of the assets under capital lease is included in depreciation expenses for the year ended December 31, 2023.

The following is a summary of property held under capital lease at December 31, 2023:

Governmental activity:

Equipment and vehicles	\$ 425,242
Less accumulated amortization	<u>(49,079)</u>
	<u>\$ 376,163</u>

Capital leases payable at December 31, 2023 consist of the following:

	<u>Original Amount</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Balance Outstanding</u>
<b>Governmental activity</b>				
20 EZ GO Golf Carts	\$ 136,149	3/1/2028	7.75%	\$ 118,728
40 EZ GO Golf Carts	277,177	5/1/2028	7.75%	248,474
Hunts Brother's Pizza Cart	9,916	12/27/2027	48.73%	8,961
	<u>\$ 425,242</u>			<u>376,163</u>
			Less current portion	<u>(75,134)</u>
			Long-term leases	<u>\$ 301,029</u>

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE E - RETIREMENT COMMITMENTS

Full-time employees of the district are members of the Parochial Employees' Retirement System of Louisiana, a multi-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. Eligible employees of the district were members of Plan A during 2023.

Under Plan A, members hired prior to January 1, 2007 with 7 years creditable service may retire age sixty-five; with 10 years of creditable service may retire at age sixty; with twenty-five years of service may retire at age fifty-five; with 30 years of service may retire regardless of age. Members hired after January 1, 2007 with 7 years of creditable service may retire at age sixty-five; with 10 years creditable serve at age sixty-two and with 30 years creditable service ate age fifty-five. The retirement allowance is equal to three percent of the member's final average compensation (defined as the average of the highest consecutive 36 months) multiplied by his years of creditable service. However, any employee who was a member of the supplemental plan only prior to the revision date has the benefit earned for service credited prior to the revision date on the basis of one percent of final compensation plus two dollars per month for each year credited prior to the revision date, and three percent of final compensation for each year of service credited after the revision date. The retirement allowance may not exceed the greater of one hundred percent of a member's final salary or the final compensation.

Contributions to the System include 1/4 of 1% of the taxes shown to be collectible by the tax rolls of each parish, except Orleans and East Baton Rouge Parishes. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. State statute requires covered employees to contribute a percentage of their salaries, 2% under Plan B and 9.5% under Plan A, to the System.

As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by an actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The employer contributions for 2023 were 11.5% of covered employees' salaries under Plan A.

The payroll for the District employees covered by the system for the year ended December 31, 2023 was \$2,515,716; the District's total payroll was \$4,052,239. The District contributed \$289,307 to the system during the year.

The System: issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, or by calling (504) 928-1361.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE E - RETIREMENT COMMITMENTS - CONTINUED

At December 31, 2023, the District reported a liability (asset) of \$1,125,699 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to their pension plan relative to the projected contributions of all participating entities, actuarially determined. At December 31, 2023, the District's proportion was .29248%.

For the year ended December 31, 2023, the District recognized pension expense of \$167,868 including employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$(5,295) At December 31, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 41,620	\$ 124,024
Difference between expected and actual assumption	35,925	-
Difference between expected and actual Investment	1,188,376	-
Changes in proportion and differences between:		
Contributions and proportionate share of contributions	6,696	35,964
Contributions subsequent to the measurement date	289,307	-
Total	\$ 1,561,924	\$ 159,988

\$289,307 reported as deferred outflows of resources related to pensions resulting from District's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2024. Other accounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	Amount
2024	\$ (33,304)
2025	(181,425)
2026	(370,449)
2027	(527,450)
2028	-
Thereafter	-

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE E - RETIREMENT COMMITMENTS - CONTINUED

Actuarial methods and assumption. The total pension liability in the December 31, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	December 31, 2022
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.40% (Net of investment expense)
Expected Remaining Service Lives	4 years
Projected Salary Increases	Plan A – 4.75%
Cost of Living Adjustments	The present values of future retirement benefits are based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet amortized by the Board of Trustees.
Mortality	Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale or disable annuitants.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE E - RETIREMENT COMMITMENTS - CONTINUED

The discount rate used to measure the total pension liability was 6.40% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations and projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce

the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.70% for the year ended December 31, 2022.

Best estimates of arithmetic real rates of return for major asset class included in the System's target asset allocation as of December 31, 2021 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed income	33%	1.17%
Equity	51%	3.58%
Alternatives	14%	0.73%
Real assets	2%	0.12%
Total	100%	5.60%
Inflation		2.10%
Expected Arithmetic Nominal Return		7.70%



SULPHUR PARKS AND RECREATION  
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Notes to Financial Statements

December 31, 2023

NOTE E - RETIREMENT COMMITMENTS - CONTINUED

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2013 through December 31, 2017. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent of the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a set back of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

Sensitivity to changes in discount rate. The following presents the net pension liability of the District calculated using the discount rate of 6.40%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.40% or one percentage point higher 7.40% than the current rate.

	Changes in Discount Rate 2020		
	1% Decrease 5.40%	Current Discount Rate 6.40%	1% Increase 7.40%
	Net Pension Liability (Asset)	\$ 2,783,889	\$ 1,125,699

NOTE F - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

Suits have been filed against the District as a result of falls and injuries by spectators. The suits are in stages of discovery. The cases will be vigorously defended, and unfavorable outcomes are not expected.

NOTE G - DEFERRED COMPENSATION PLAN

The District offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all full time employees which have been employed by the District for 12 consecutive months, permits them to defer a portion of their salaries until future years. The District will match sixty-seven

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE G - DEFERRED COMPENSATION PLAN - CONTINUED

percent (67%) of the employee's contribution to a maximum of six percent (6%) of the employee's salary, not to include compensatory time or expense reimbursement. The deferred compensation is not available to employees until termination, retirement, or unforeseeable emergency. Deferred compensation is available to employees' beneficiaries in case of death.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the District (without being restricted to the provisions of benefits under the plan), subject only to the claims of the District's general creditors. Participants' rights under the plan are equal to those of general creditors of the District in an amount equal to the fair market value of the deferred account for each participant.

In management's opinion, the District has no liability for losses under the plan. However, the District does have the duty of due care that would be required of an ordinary prudent investor. The District believes it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

NOTE H – BOARD COMMISSIONER PER DIEM

There is no per diem paid to Board Commissioners.

NOTE I – OTHER POSTEMPLOYMENT BENEFITS (OPEB)

The Sulphur Parks and Recreation's medical benefits are provided through a comprehensive medical plan under the Calcasieu Parish Police Jury's plan and are made available to employees upon actual retirement. In 2018, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (OPEB). This Statement addresses the fact that certain postemployment benefits other than pensions, which for the District consist of healthcare benefits only, are related to employee services and salaries received presently but that will benefit the employee in the future – upon retirement – and whose costs will be borne by the District in the future. The Statement also attempts to quantify the future "retirement" costs that have been earned by the employee during his/her active years of employment. The District will finance the postemployment benefits on a "pay-as-you-go" basis. GASB Statement 75 requires that the liability be recognized in the financial statements for the actuarial determined portion of the projected benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service. The notes to the financial statements contain other required disclosure information from GASB Statement 75.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE I – OTHER POSTEMPLOYMENT BENEFITS (OPEB) - CONTINUED

The Calcasieu Parish Police Jury contracted with a third-party consultant to perform the actuarial valuation required by GASB Statement No. 75 was also contracted to a third party consultant as of January 1, 2023 with a measurement date of December 31, 2023. For the Parish plan, the actuarial valuation is required every other year therefore the actuarial valuation prepared will be utilized for the two-year periods of 2022 and 2023 with the inclusion of the appropriate second year adjustments.

Actuarial valuations for OPEB plans involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. These actuarially determined amounts are subject to continual revisions as actual results are compared to past expectations and new estimates are made about the future.

Plan Description: The District's OPEB Plan is a single employer defined benefit "substantive" plan as understood by the employer and its employees. All of the employees of the District at their option may participate in the employee's group health, dental, and life insurance programs sponsored and administered by the Calcasieu Parish Police Jury in conjunction with its third party insurance providers and administrative agents.

While there is no specific written plan for the District's OPEB plan alone and therefore no separate annual report is issued, the District has reported this plan information based on communications to plan members via the written health plan maintained by the Calcasieu Parish Police Jury. Any amendments to the general health plan as related to types of benefits offered are required to be approved by Parish management before being distributed to Plan members. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75.

Benefits Provided: The District's OPEB Plan provides health (medical and prescription), dental and life insurance programs for retirees and their dependents. Medical coverage, including prescription drugs as part of the medical plan, is offered to pre-65 and post-65 retirees on a self-insured basis. Benefits are subsidized by the District. Dental and life insurance coverage are available to retirees, but these coverages are not subsidized by the Parish. The District does not reimburse for Medicare Part B or Part D premium for Medicare eligible retirees and dependents.

Employees Covered: Employees who have twenty (20) years of cumulative service at retirement will be eligible for the above referenced retiree benefits if hired after January 1, 2007. Employees hired prior to January 1, 2007 must have ten (10) years of cumulative service to be eligible for any retiree benefits. Retirees are required to contribute one hundred percent (100%) of the monthly retiree premium for benefits elected.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE I – OTHER POSTEMPLOYMENT BENEFITS (OPEB) - CONTINUED

At December 31, 2023, the following employees were covered by the benefit terms:

Active Employees	32
Inactive Employees or Beneficiaries Currently Receiving Benefit Payments	5
Inactive Employees Entitled to But Not Yet Receiving Benefit Payments	-
Total Covered Employees	37

Actuarial Methods and Assumptions: Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the plan members. The actuarial calculations of the OPEB plan reflect a long-term perspective. Consistent with this perspective, the actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The total OPEB liability for the December 31, 2023 actuarial valuation, with a measurement date of December 31, 2022, and inclusive of the measurement period of January 1, 2023 through December 31, 2023, was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation Rate	Not utilized by the actuary – see discount rate information.
Discount Rate	3.88% using an average of following three 20-year bond indices: (a) S&P Municipal Bond 20 Year High Grade Rate Index – 4.00%, and (b) Fidelity GA AA 20 Years – 3.77%.
Healthcare Cost Trend Rates	7% for pre-65 and post 65 retirees decreasing .25% per year to an ultimate rate of 4.5% in 2026 and later.
Salary Increases	3.5%
Cost of Living Increases	Not applicable

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE I – OTHER POSTEMPLOYMENT BENEFITS (OPEB) - CONTINUED

Mortality Rate Table Used for Current Valuation

The RP 2014 Healthy Male and Female Tables based on the Employee and Healthy Annuitant Tables for both pre and post retirement with mortality improvement using the most current Society of Actuaries Mortality Improvement Scale MP-2018.

Changes in the Total OPEB Liability: The following table shows the components of the District's total OPEB liability for the current year:

Total OPEB Liability at Beginning of Year		\$ 1,338,149
Current Period Changes:		
Service Cost		13,271
Interest on Total OPEB Liability		50,146
Change in Assumptions		61,348
Benefit Payments		(91,442)
		33,323
Net Change in Total OPEB Liability		33,323
Total OPEB Liability at End of Year – Measurement Date		\$ 1,371,472

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate: The following presents the total OPEB liability of the District's, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.88%) or one percentage point higher (4.88%) than the current discount rate of 3.88%:

	1% Decrease (2.88%)	Discount Rate (3.88%)	1% Increase (4.88%)
Total OPEB Liability	\$ 1,635,980	\$ 1,371,472	\$ 1,147,699

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE I – OTHER POSTEMPLOYMENT BENEFITS (OPEB) - CONTINUED

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate: The following presents the total OPEB liability of the District's, as well as what the District's total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower (8% to 7%) or one percentage point higher (8% to 9%) than the current healthcare cost trend rate of 3.9%:

	1% Decrease (6%)	Healthcare Cost Trend Rate (7%)	1% Increase (9%)
Total OPEB Liability	\$ 1,166,019	\$ 1,371,472	\$ 1,635,270

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB: For the year ended December 31, 2023, the District recognized OPEB expense of \$13,271. At December 31, 2023, the District reported any deferred outflows of resources of \$9,608 and deferred inflows of resources of \$0 related to OPEB.

NOTE J – TAX ABATEMENTS

Louisiana's State Constitution Chapter VII Section 21 authorizes the State Board of Commerce and Industry to create a ten (10) year ad valorem tax abatement program for new manufacturing establishments in the State. Under the terms of this program, qualified businesses may apply for an exemption of local ad valorem taxes on capital improvements and equipment related to manufacturing for the first ten years of its operation; after which the property will be added to the local tax roll and taxed at the value and millages in force at the time. The future value of this exempt property could be subject to significant fluctuation from today's value; however, the District could receive a substantial increase in ad valorem tax revenues once the exemption on this property expires. All applicable agreements have been entered into by the Calcasieu Parish Police Jury and directly affect the District's ad valorem assessments. Because these taxes are not assessed or due, no adjustments have been made to the District's financial statements to record a receivable. As of December 31, 2023, \$32,010,730 of assessed property in the District's taxing jurisdiction is receiving this exemption, which amounts to \$328,110 in ad valorem taxes.

NOTE K – COMMITMENTS AND CONTINGENCIES

On August 27, 2020 Hurricane Laura made landfall in Southwest Louisiana and caused significant damage to the District's assets. The estimated damages to the District's assets were \$10.5 million. Of this amount \$6.1 million was covered by insurance. The remaining \$4.4 million will be covered by FEMA. At December 31, 2023 receivable from FEMA was \$3,168,009. Any damages not covered by FEMA will be the responsibility of the District.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Notes to Financial Statements

December 31, 2023

NOTE L – PRIOR PERIOD ADJUSTMENT

In 2023, accounts receivable and fund balance were reduced by \$1,364,513 for prior year receivables due from FEMA from Hurricane Laura. It was determined in 2023 that the prior year receivables were in excess of FEMA allowable reimbursements.

Fund Balance - Beginning	\$ 24,369,786
Prior period adjustment	<u>(1,364,513)</u>
Fund Balance – Beginning - Restated	<u>\$ 23,005,273</u>

REQUIRED SUPPLEMENTAL INFORMATION



SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

Budgetary Comparison Schedule - General Fund

Year Ended December 31, 2023

	Original	Amended	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>				
Ad valorem tax	\$ 8,250,000	\$ 8,400,000	\$ 9,626,672	\$ 1,226,672
State revenue sharing	75,000	75,000	78,635	3,635
Recreation center concessions	197,500	225,000	236,627	11,627
Aquatic center	1,713,000	2,000,000	2,019,995	19,995
Golf course	715,250	1,091,000	1,141,963	50,963
Grill	84,000	84,000	157,351	73,351
Tennis	1,000	1,000	1,013	13
Interest	2,500	75,000	75,028	28
Miscellaneous	2,500	1,325,000	25,163	(1,299,837)
Total Revenues	<u>11,040,750</u>	<u>13,276,000</u>	<u>14,203,091</u>	<u>927,091</u>
<b>EXPENDITURES</b>				
Current operating:				
Recreation	10,300,500	8,066,000	4,387,768	3,678,232
Aquatic center	2,834,000	2,400,000	2,352,615	47,385
Golf course	1,541,600	1,597,500	1,490,069	107,431
Grill	62,250	85,000	124,821	(39,821)
Swimming pools	12,500	13,500	12,230	1,270
Tennis	13,000	12,000	11,742	258
General and administration	3,379,000	3,740,000	3,687,309	52,691
Hurricane recovery	-	-	2,544,416	(2,544,416)
Total Expenditures	<u>18,142,850</u>	<u>15,914,000</u>	<u>14,610,970</u>	<u>1,303,030</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(7,102,100)	(2,638,000)	(407,879)	2,230,121
<b>FUND BALANCE - BEGINNING</b>	24,369,786	24,369,786	24,369,786	-
Prior period adjustment	-	-	(1,364,513)	(1,364,513)
<b>FUND BALANCE - BEGINNING - Restated</b>	<u>24,369,786</u>	<u>24,369,786</u>	<u>23,005,273</u>	<u>(1,364,513)</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 17,267,686</u>	<u>\$ 21,731,786</u>	<u>\$ 22,597,394</u>	<u>\$ 865,608</u>

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

SCHEDULE OF EMPLOYER CONTRIBUTIONS

Year Ended December 31, 2023

Date	Contractually Required Contribution	Contributions in Relation to Contractually Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
Parocial Employees Retirement System of Louisiana:					
2015	\$ 207,608	\$ 207,608	\$ -	\$1,431,779	14.5%
2016	\$ 188,929	\$ 188,929	\$ -	\$1,453,298	13.0%
2017	\$ 190,688	\$ 190,688	\$ -	\$1,525,500	12.5%
2018	\$ 190,460	\$ 190,688	\$ -	\$1,656,170	11.5%
2019	\$ 193,734	\$ 193,734	\$ -	\$1,684,638	11.5%
2020	\$ 231,730	\$ 231,730	\$ -	\$1,889,851	12.3%
2021	\$ 225,651	\$ 225,651	\$ -	\$1,842,049	12.2%
2022	\$ 229,232	\$ 229,232	\$ -	\$1,993,319	11.5%
2023	\$ 289,307	\$ 289,307	\$ -	\$2,515,716	11.5%

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

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

SCHEDULE OF EMPLOYERS' PROPORTIONATE SHARE OF NET PENSION LIABILITY

Year Ended December 31, 2023

Date	Employer's portion of the net pension liability (asset)	Employer's proportionate share of the net pension liability (asset)	Employer's covered payroll	Employer's proportionate share of net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
Parocial Employees Retirement System of Louisiana:					
2015	0.23352%	\$ 63,845	\$ 1,431,779	4.46%	99.15%
2016	0.24972%	\$ 657,327	\$ 1,453,298	45.23%	92.23%
2017	0.24505%	\$ 504,690	\$ 1,525,500	33.08%	94.15%
2018	0.24671%	\$ (183,166)	\$ 1,656,170	-11.06%	101.98%
2019	0.29426%	\$ 1,195,809	\$ 1,684,638	70.98%	88.86%
2020	0.26597%	\$ 12,520	\$ 1,889,851	0.66%	99.89%
2021	0.28297%	\$ (496,162)	\$ 1,842,049	-26.94%	104.00%
2022	0.27455%	\$ (1,293,250)	\$ 1,993,319	-64.88%	110.46%
2023	0.29248%	\$ 1,125,698	\$ 2,515,716	44.75%	91.74%

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

The amounts presented have a measurement date of December 31, 2022.

SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

OTHER POSTEMPLOYMENT BENEFITS-  
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITIES AND RELATED RATIOS

December 31, 2023<sup>(1)</sup>

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Total OPEB Liability						
Service Cost	\$ 15,234	\$ 18,178	\$ 16,249	\$ 16,776	\$ 12,375	\$ 13,271
Interest on Total OPEB Liability	49,145	45,706	31,831	39,046	77,783	50,146
Change in Assumption	-	301,785	365,069	(13,000)	(567,944)	61,348
Benefit Payments	<u>(58,168)</u>	<u>(42,440)</u>	<u>(85,365)</u>	<u>(83,503)</u>	<u>(89,814)</u>	<u>(91,442)</u>
Net Change in Total OPEB Liability	6,211	323,229	327,784	(40,681)	(567,600)	33,323
Total OPEB Liability at Beginning of Year	<u>\$ 1,289,206</u>	<u>\$ 1,295,417</u>	<u>\$ 1,618,646</u>	<u>\$ 1,946,430</u>	<u>\$ 1,905,749</u>	<u>\$ 1,338,149</u>
Total OPEB Liability at End of Year	<u>\$ 1,295,417</u>	<u>\$ 1,618,646</u>	<u>\$ 1,946,430</u>	<u>\$ 1,905,749</u>	<u>\$ 1,338,149</u>	<u>\$ 1,371,472</u>
Covered Employee Payroll	\$ 1,369,164	\$ 1,635,474	\$ 1,889,851	\$ 1,428,807	\$ 1,679,080	\$ 2,164,887
Total OPEB Liability as a Percentage of Covered Employee Payroll	94.61%	98.97%	102.99%	133.38%	79.70%	63.35%

Notes to the Schedule:

- (1) This schedule is intended to report information for ten years. Data for the full ten year period is not available but will be reported as the additional years become available.
- (2) Changes of Benefit Terms: There were no changes in benefit terms for 2023 which is the first year of implementation for Governmental Accounting Standards Board Statement (GASB) No. 75.
- (3) Change of Assumptions: Reflects change in discount rate from prior valuation to current valuation. See Note H - Other Postemployment Benefits for detail on the discount rate selection.
- (4) There were no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

## OTHER INFORMATION

Sulphur Parks and Recreation  
Sulphur, LA

Schedule of Compensation, Benefits and Other Payments  
To Chief Executive Officer

Year Ended December 31, 2023

Chief Executive Officer: Laurie Koelzer, Director

<b><u>Purpose</u></b>	<b><u>Amount</u></b>
Salary	\$ 129,019
Benefits-insurance	13,577
Benefits-retirement - Parochial	14,539
Benefits-retirement – B457	5,082
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	-
Travel	80
Registration fees	45
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-
Business use of personal phone	-

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

May 9, 2024

Board of Commissioners  
Sulphur Parks and Recreation  
Sulphur, 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 each major fund of the Sulphur Parks and Recreation, a component unit of the Calcasieu Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise Sulphur Parks and Recreation's basic financial statements, and have issued our report thereon dated May 9, 2024.

**Internal Control Over Financial Reporting**

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

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### **Compliance and Other Matters**

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

### **Sulphur Parks and Recreation's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on Sulphur Parks and Recreation's response to the findings identified in our audit and described in the accompanying schedule of findings and responses. Sulphur Parks and Recreation'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 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



SULPHUR PARKS AND RECREATION  
Sulphur, Louisiana

SCHEDULE OF FINDINGS AND RESPONSES

Year Ended December 31, 2023

1. Summary of Auditors' Results:

*Financial Statements*

Type of auditors' report issued: unmodified

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ yes  X  no
- Control deficiencies identified that are not considered to be material weakness(es)? \_\_\_\_\_ yes  X  no

Noncompliance material to financial statements noted?  X  yes \_\_\_\_\_ no

2. Findings Relating to the Financial Statements Which are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards

**Finding 2023-001: Sale of Surplus Property**

Condition: On two occasions the District sold surplus equipment without proper advertisement and obtaining bids in violation of public bid law. The District sold 42 Golf Carts without advertising the sale or using a licensed auctioneer.

Criteria: Inadequate procedures over sales of surplus property.

Effect: Violation of LA Constitutionnel Article VII, Section 14.

Cause: Administrative lack of oversight.

Recommendation: Sulphur Parks and Recreation should comply with statues in advertising and bidding of surplus property or engage a licensed auctioneer to coordinate the sale of surplus property.

Corrective Action Planned/Management Response: Sulphur Parks and Recreation agrees with the finding and will implement the recommendations.

3. Findings and Questioned Costs for Federal Awards

N/A

4. Prior Year Findings

None

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
FOR THE YEAR ENDED DECEMBER 31, 2023

May 1, 2024

Board of Commissioners  
Sulphur Parks and Recreation  
and the Louisiana Legislative Auditor  
Sulphur, Louisiana

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

Sulphur Parks and Recreation 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 year 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.

***The District's policies and procedures manual addresses budgeting.***

- 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.

***The District's policies and procedures manual addresses purchasing.***

- iii. *Disbursements*, including processing, reviewing, and approving.

***The District's policies and procedures manual addresses disbursements.***

- 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 confirmations with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

***The District's policies and procedures manual addresses receipt/collections.***

- 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.

***The District's policies and procedures manual addresses payroll/personnel.***

- 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.

***The District's policies and procedures manual addresses contracting.***

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

***The District's policies and procedures manual addresses travel and expense reimbursement.***

- 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).

***The District's policies and procedures manual addresses credit cards.***

- 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) requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

***The District's policies and procedures manual addresses ethics.***

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

***The District's policies and procedures manual addresses debt service.***

- xi. *Information Technology Disaster Recovery/Business Continuity*, includes (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.

***The District's policies and procedures manual addresses information technology disaster recovery/business continuity.***

- 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.

***The District's policies and procedures manual addresses prevention of sexual harassment.***

## ***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.

***No exceptions were found as a result of this procedure.***

- 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 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.*

***No exceptions were found as a result of this procedure.***

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

***No exceptions were found as a result of this procedure.***

- 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.

***No exceptions were found as a result of this procedure.***

### 3) **Bank Reconciliations**

---

A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

*No exceptions were found as a result of this procedure.*

- ii. Bank reconciliations include 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 exceptions were found as a result of this procedure.*

- 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.

*No exceptions were found as a result of this procedure.*

### 4) **Collections**

---

A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/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).

*The listing was provided by management.*

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 no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe the 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;

*Cash drawers are shared at some collection locations.*

***Management response: Staffing constraints would not allow for a full time cashier at each collection location.***

- 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:

***No exceptions were found as a result of this procedure.***

- 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

***No exceptions were found as a result of this procedure.***

- 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 responsible for collecting cash, unless another employee/official verifies the reconciliation.

***No exceptions were found as a result of this procedure.***

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

***No exceptions were found as a result of this procedure.***

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure 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). Obtain supported documentation for each of the deposits and:

- i. Observe that receipts are sequentially pre-numbered.

***No exceptions were found as a result of this procedure.***

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

***No exceptions were found as a result of this procedure.***

- iii. Trace the deposit slip total to the actual deposit per the bank statement.

***No exceptions were found as a result of this procedure.***

- 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 were found as a result of this procedure.*

- v. Trace the actual deposit per the bank statement to the general ledger.

*No exceptions were found as a result of this procedure.*

**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).

*The listing was provided by management.*

- B. For each location selected under #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, 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 were found as a result of this procedure.*

- ii. At least two employees are involved in processing and approving payments to vendors;

*No exceptions were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

- 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) 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.

*No exceptions were found as a result of this procedure.*

#### **6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)**

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- 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.

*The listing was provided by management.*

- 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 excess fuel card usage) were reviewed and approved, in writing, (or electronically approved) by someone other than the authorized card holder; and

*No exceptions were found as a result of this procedure.*

- ii. Observe that finance charges and late fees were not assessed on the selected statements.

*No exceptions were found as a result of this procedure.*

- 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, observed 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).

*No exceptions were found as a result of this procedure.*

#### 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
  - 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](http://www.gsa.gov));

*Not applicable, all of the reimbursements selected used actual expenses.*

- 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 were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

## **8) Contracts**

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- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

*No exceptions were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

- 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

*No exceptions were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

## **9) Payroll and Personnel**

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

*No exceptions were found as a result of this procedure.*

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);

*No exceptions were found as a result of this procedure.*

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials.

*No exceptions were found as a result of this procedure.*

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

*No exceptions were found as a result of this procedure.*

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*No exceptions were found as a result of this procedure.*

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 the entity policy.

*No exceptions were found as a result of this procedure.*

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.

*No exceptions were found as a result of this procedure.*

## **10) Ethics**

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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

*No exceptions were found as a result of this procedure.*

- ii. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

#### **11) Debt Service**

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- 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 the State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

*The District did not issue any debt.*

- 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).

*The District has no debt outstanding.*

#### **12) Fraud Notice**

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- 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.

*The District was not aware of any misappropriation of public funds or assets during the fiscal year.*

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

*No exceptions were found as a result of this procedure.*

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

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- A. Perform the following procedures,

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if 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. No exceptions were found as a result of this procedure.*

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, 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. No exceptions were found as a result of this procedure.*

- 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. No exceptions were found as a result of this procedure.*

- 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. No exceptions were found as a result of this procedure.*

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials 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 30 days of initial service or employment.

*We performed the procedure and discussed the results with management.*

#### ***14) Prevention of Sexual Harassment***

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

*No exceptions were found as a result of this procedure.*

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

*No exceptions were found as a result of this procedure.*

- 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 were found as a result of this procedure.*

- ii. Number of sexual harassment complaints received by the agency;

*No exceptions were found as a result of this procedure.*

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

*No exceptions were found as a result of this procedure.*

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*No exceptions were found as a result of this procedure.*

- v. Amount of time it took to resolve each complaint.

*No exceptions were found as a result of this procedure.*

We were engaged by Sulphur Parks and Recreation 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 Sulphur Parks and Recreation 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.