CALDWELL PARISH LIBRARY
Columbia, Louisiana

Basic Financial Statements
With Accountant's Review Report
and Agreed-Upon Procedures Report
As of and for the Year Ended
December 31, 2018

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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Accountant's Review Report

CALDWELL PARISH LIBRARY
Columbia, Louisiana

I have reviewed the accompanying financial statements of the governmental activities and the major fund of the Caldwell Parish Library, a component unit of the Caldwell Parish Police Jury, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Caldwell Parish Library's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AIPCA and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my report.

Accountant's Conclusion

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

Other Matters

Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to agency head on page 38 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion, analysis, budgetary comparison information, the schedule of the Librarys' proportionate share of the net pension liability, and the schedule of employer contributions, as listed in the table of contents, are presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the information, and accordingly, do not express an opinion on such information.

West Monroe, Louisiana
June 22, 2019

REQUIRED SUPPLEMENTARY INFORMATION
PART I

CALDWELL PARISH LIBRARY
Columbia, Louisiana
Management's Discussion and Analysis
December 31, 2018

As management of the Caldwell Parish Library, we offer readers of the Caldwell Parish Library's financial statements this narrative overview and analysis of the financial activities of the Caldwell Parish Library for the fiscal year ended December 31, 2018. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Overview of the Financial Statements

This Management Discussion and Analysis document introduces the Caldwell Parish Library's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the library's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Caldwell Parish Library's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Caldwell Parish Library's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Caldwell Parish Library is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Caldwell Parish Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Caldwell Parish Library are governmental funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

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

The Caldwell Parish Library adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Caldwell Parish Library's performance.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Caldwell Parish Library exceeded liabilities by $1,733,623. Approximately 14% of the Caldwell Parish Library's net assets reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending.

The balance in unrestricted net assets is affected by two factors: 1) resources expended, over time, by the Caldwell Parish Library to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

STATEMENT OF NET POSITION

	2018	2017
ASSETS		
Cash and cash equivalents	$1,103,694	$993,649
Receivables	413,576	403,282
Net pension asset	14,226	
Capital assets (net of accumulated depreciation)	250,435	261,828
TOTAL ASSETS	1,781,931	1,658,759
DEFERRED OUTFLOW OF RESOURCES - Pension related	30,584	51,693
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	$1,812,515	$1,710,452
LIABILITIES		
Accounts payable	$16,611	$17,358

Payroll taxes payable	$9,377	
Net pension liability		$37,407
TOTAL LIABILITIES	25,988	54,765
DEFERRED INFLOWS OF RESOURCES - Pension related	30,584	36,698
NET POSITION		
Invested in capital assets, net of related debt	250,435	261,828
Unrestricted	1,483,188	1,357,161
TOTAL NET POSITION	$1,733,623	$1,618,989

STATEMENT OF ACTIVITIES

	2018	2017
Culture and recreation:		
Personal services	$165,165	$187,610
Operating services	104,632	121,827
Materials and supplies	8,781	13,093
Travel	16,424	16,782
Depreciation expense	44,823	45,125
Total Program Expenses	339,825	384,437
Program revenues:		
Fines and forfeitures	4,363	5,335
Net Program Expenses	(335,462)	(379,102)
General revenues		
Taxes - ad valorem	418,345	423,485
Intergovernmental:		
State revenue sharing	10,779	7,632
Interest earned	6,037	5,134
Other revenue	6,694	5,023
Total general revenues	441,855	441,274
Change in Net Position	106,393	62,172
Net Position - Beginning of the year as restated	1,627,230	1,556,817
Net Position - End of year	$1,733,623	$1,618,989

Financial Analysis of the Government's Funds

As noted earlier, the Caldwell Parish Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2018, the general fund's governmental fund balances of $1,491,282 showed an increase of $111,709 over December 31, 2017.

General Fund Budgetary Highlights

Differences between revenues of the original budget and the final budget were due primarily to a decrease in fines and forfeitures, and other revenue. The major differences between expenditures in the original budget and the final budget were due to an increase in materials and supplies and decreases in personal services, operating services, travel and other charges, and capital outlay.

Capital Asset and Debt Administration

Capital assets. The Caldwell Parish Library's investment in capital assets for its governmental activities as of December 31, 2018, amounts to $250,435 (net of accumulated depreciation). This investment includes furniture and equipment, automation and library materials. The increase in capital assets for the year was $33,430, and there was a decrease of $8,570.

Long-term debt. The library has no long-term debt.

Requests for Information

This financial report is designed to provide a general overview of the Caldwell Parish Library's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Caldwell Parish Library, P.O. Box 1499, Columbia, LA 71418.

June 22, 2019

BASIC FINANCIAL STATEMENTS

Statement A

CALDWELL PARISH LIBRARY
Columbia, Louisiana

STATEMENT OF NET ASSETS
December 31, 2018

ASSETS	
Cash and cash equivalents	$1,103,694
Receivables - ad valorem taxes	413,576
Net pension asset	14,226
Capital assets (net of accumulated depreciation)	250,435
TOTAL ASSETS	1,781,931
DEFERRED OUTFLOW OF RESOURCES	
Pension related	30,584
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	$1,812,515
LIABILITIES	
Accounts payable	$16,611
Withholdings payable	9,377
TOTAL LIABILITIES	25,988
DEFERRED INFLOWS OF RESOURCES	
Pension related	52,904
NET ASSETS	
Invested in capital assets, net of related debt	250,435
Unrestricted	1,483,188
TOTAL NET ASSETS	1,733,623
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	$1,812,515

See accompanying notes and independent accountant's report.

Statement B

CALDWELL PARISH LIBRARY
Columbia, Louisiana

STATEMENT OF ACTIVITIES
December 31, 2018

Culture and recreation:	
Personal services	$165,165
Operating services	104,632
Materials and supplies	8,781
Travel and other charges	16,424
Depreciation expense	44,823
Total Program Expenses	339,825
Program revenues -	
Fines and forfeitures	4,363
Total program revenues	4,363
Net Program Expenses	(335,462)
General revenues:	
Taxes - ad valorem	418,345
Intergovernmental - state revenue sharing	10,779
Interest earned	6,037
Other revenue	6,694
Change in Net Assets	106,393
Net Assets - Beginning of year as restated	1,627,230
Net Assets - End of year	$1,733,623

See accompanying notes and independent accountant's report.

Statement C

CALDWELL PARISH LIBRARY
Columbia, Louisiana
GOVERNMENTAL FUNDS

Balance Sheet, December 31, 2018

ASSETS	
Cash and cash equivalents	$1,103,694
Receivables - ad valorem taxes	413,576
TOTAL ASSETS	$1,517,270
LIABILITIES AND FUND EQUITY	
Liabilities -	
Accounts payable	$16,611
Withholdings payable	9,377
Total liabilities	25,988
Fund Equity - fund balances - unassigned	1,491,282
TOTAL LIABILITIES AND FUND EQUITY	$1,517,270

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Reconciliation of Governmental Funds
Balance Sheet to the Statement of Net Assets

For the Year Ended December 31, 2018

Total Fund Balances at December 31, 2018 - Governmental Funds (Statement C)		$1,491,282
Net pension asset		14,226
Deferred outflows of resources		30,584
Cost of capital assets at December 31, 2018	$1,108,762	
Less: Accumulated depreciation as of December 31, 2018	(858,327)	250,435
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Deferred inflows of resources		(52,904)
Net Assets at December 31, 2018 (Statement A)		$1,733,623

See accompanying notes and independent accountant's report.

Statement D

CALDWELL PARISH LIBRARY
Columbia, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Year Ended December 31, 2018

REVENUES	
Ad valorem taxes	$418,345
Intergovernmental revenues - state revenue sharing	10,779
Fines and forfeitures	4,363
Use of money and property	6,037
Other revenue	2,042
Total revenues	441,566
EXPENDITURES	
Culture and recreation:	
Current:	
Personal services	166,590
Operating services	104,632
Materials and supplies	8,781
Travel and other charges	16,424
Capital outlay	33,430
Total expenditures	329,857
EXCESS OF REVENUES OVER EXPENDITURES	111,709
FUND BALANCE AT BEGINNING OF YEAR	1,379,573
FUND BALANCE AT END OF YEAR	$1,491,282

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Reconciliation of Governmental Funds
Statement of Revenue, Expenditures, and Changes
in Fund Balances to the Statement of Activities

For the Year Ended December 31, 2018

Total net change in fund balances - governmental funds (Statement D)	$111,709
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	(11,393)
Non-employer contributions to cost-sharing pension plan	4,652
Pension expense	1,425
Change in net assets of governmental activities (Statement B)	$106,393

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Caldwell Parish Library was established by the Caldwell Parish Police Jury, under the provisions of Louisiana Revised Statute 25:211. The library provides citizens of the parish access to library materials, books, magazines, records, and films. The library is governed by a board of control which is appointed by the parish police jury in accordance with the provisions of Louisiana Revised Statute 25:214. The members of the board of control serve without compensation.

The accompanying financial statements of the Caldwell Parish Library have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. 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 June 1999.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Caldwell Parish Police Jury is the financial reporting entity for Caldwell Parish. The financial reporting entity consists of (a) the primary government (police jury), (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 (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Caldwell Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. 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 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 police jury.

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury appoints the library board of control and the library provides services to all residents of Caldwell Parish, the Caldwell Parish Library was determined to be a component unit of the Caldwell Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the library and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

The library's basic financial statements include both government-wide (reporting the library as a whole) and fund financial statements (reporting the library's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the library are classified as governmental.

The Statement of Net Assets (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the library.

In the Statement of Net Assets, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net assets are reported in three parts; invested in capital assets, net of any related debt; restricted net assets; and unrestricted net assets. The library first uses restricted resources to finance qualifying activities.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the library's taxpayers or citizenry. Program evenues reduce the cost of the function to be financed from the library's general revenues.

Allocation of Indirect Expenses - The library reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the library are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the library. The focus of governmental fund financial statements is on major funds rather than reporting funds by type.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. The library's current operations require the use of only governmental funds. The governmental fund type used by the library is described as follows:

Governmental Fund Type

General Fund - The General Fund is the principal fund of the library and is used to account for the operations of the library's office. The various fees and charges due to the library's office are accounted for in this fund. General operating expenditures are paid from this fund.

D. BASIS OF ACCOUNTING

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

1. Accrual:

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

2. Modified Accrual:

The governmental fund financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The library considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees, fines, and forfeitures are recorded when the library is entitled to the funds.

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees, fines, and forfeitures have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. CASH AND CASH EQUIVALENTS

Under state law, the library 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 principal offices in Louisiana. At December 31, 2018, the library has cash and cash equivalents (book balances) totaling $1,103,694.

Petty cash	$50
Demand deposits	469,292
Time deposits	634,352
Total	$1,103,694

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the 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 or exceed 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. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Library that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Library's name.

Cash and cash equivalents (bank balances) at December 31, 2018, are secured as follows:

Bank balances	$1,116,735
Federal deposit insurance	$753,720
Pledged securities (uncollateralized)	750,377
Total	$1,504,097

F. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the library, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Description	Estimated Lives
Buildings and building improvements	20 - 40 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

G. ANNUAL AND SICK LEAVE

Employees receive from ten to twenty-two days of vacation leave each year, depending on length of service and professional status. Sick leave is earned at the rate of ten days each year and employees may accumulate sick leave. There is no maximum number of sick days that can be accumulated.

H. RISK MANAGEMENT

The library is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; and injuries to employees. To handle such risk of loss, the library maintains a commercial insurance policy covering property, general liability, employee fidelity, and workmen's compensation. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2018.

I. PENSION PLANS

The Caldwell Parish Library is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

J. EQUITY CLASSIFICATIONS

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 borrowing 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 investment in capital assets."

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable - represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

Restricted - represents balances where constraints have been established by parties outside the Library's office or imposed by law through constitutional provisions or enabling legislation.

Committed - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Library's highest level of decision-making authority.

Assigned - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

Unassigned - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of $1,491,282. If applicable, the Library would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

K. ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of

contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

M. RESTATEMENT OF NET POSITION

Errors were made during the GASB 68 calculation in the prior year. The net effect of the restatement to correct this error will be to increase net position of the Library by $8,241.

The net effect to the Government-Wide Statement of Net Position is as follows:

Total Net Position, December 31, 2017, as previously stated	$1,618,989
Net Change in OPEB & Net Pension Liability at December 31, 2018	8,241
Total Net Position, December 31, 2018, Restated	$1,627,230

2. LEVIED TAXES

The ad valorem tax millage levied by the library was 6.95 mills for the year ended December 31, 2018. The authorized millage for the is 7.13 mills. The current tax expires in 2022. The difference between authorized and levied millages is the result of reassessments of taxable property within the parish as required by Article 7, Section 18 of the Louisiana Constitution of 1974. The following are the principal taxpayers for the parish and their 2018 assessed valuation:

	2018 Assessed Valuation	% of Total Assessed Valuation
Regency Intrastate	$19,908,734	26.05%
Texas Gas Transmission Corp.	6,318,720	8.27%
Entergy Transfer Crude Oil Company, LLC	3,120,040	4.08%
Union Pacific Railroad Company	3,109,900	4.07%
Entergy Louisiana, LLC	2,286,080	2.99%
Weyerhaeuser Company	1,296,841	1.70%
Homeland Federal Savings Bank	1,232,528	1.61%
Bellsouth Telecommunications	1,011,637	1.32%
Caldwell Bank & Trust Company	972,644	1.27%
Citizens Progressive Bank	675,613	0.88%
Total	$39,932,737	52.26%

3. RECEIVABLES

The General Fund receivables of $413,576 at December 31, 2018, are as follows:

Class of receivables:	
Taxes - ad valorem	$402,826
Intergovernmental revenues -	
State revenue sharing (net)	10,750
Total	$413,576

4. CHANGES IN CAPITAL ASSETS

A summary of changes in capital assets for the year ended December 31, 2018, follows:

	Balance at January 1,	Additions	Deletions	Balance at December 31,
Land	$115,000			$115,000
Buildings	260,765			260,765
Furniture	27,178			27,178
Equipment	137,802			137,802
Books	543,157	$33,430	($8,570)	568,017
Total	1,083,902	33,430	(8,570)	1,108,762
Less accumulated depreciation	(822,074)	(44,823)	8,570	(858,327)
Net capital assets	$261,828	($11,393)	NONE	$250,435

5. NOTE DISCLOSURES AND REQUIRED SUPPLEMENTARY INFORMATION FOR A COST-SHARING EMPLOYER

Parochial Employees' Retirement System of Louisiana (System)

Plan Description

The Caldwell Parish Library contributes to the Parochial Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. All permanent employees working at least 28 hours per week are eligible to participate in the System. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS. Section 1901 through 2025 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:1901-2025) and other general laws of the State of Louisiana govern PERS.

The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Library are members of Plan A.

Any member of Plan A who was hired prior to January 1, 2007, can retire providing he/she meets one of the following criteria:

1. Any age after 30 years of creditable service.
2. Age 55 after 25 years of creditable service.
3. Age 60 after 10 years of creditable service.
4. Age 65 after seven years creditable service.

Eligibility for retirement for Plan A members hired on or after January 1, 2007 is as follows:

1. Age 55 after 30 years of creditable service.
2. Age 62 after 10 years of creditable service.
3. Age 67 after seven years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the employee's final compensation multiplied by his or her years of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2018, the Caldwell Parish Library's total payroll for all employees was $149,399. Total covered payroll was $106,998. Covered payroll refers to all compensation paid by the Caldwell Parish Library to active employees covered by the Plan.

The Parochial Employees' Retirement System of Louisiana issued a stand-alone audit report on its financial statements for the year ended December 31, 2017. Access to the audit report can be found on the System's website: www.persla.org or on the Office of Louisiana Legislative Auditor's official website: www.lla.state.la.us.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 12.5% for Plan A, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds.

These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Caldwell Parish Library to the System monthly. The Caldwell Parish Library's contributions to the System under Plan A for the year ending December 31, 2018 were $17,828.

Pension Liabilities (Assets), Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At December 31, 2018, the Employer reported an asset of $14,226 for its proportionate share of the Net Pension Liability (Asset). The Net Pension (Asset) was measured as of December 31, 2017 and the total pension asset used to calculate the Net Pension Asset was determined by an actuarial valuation as of that date. The Caldwell Parish Library's proportion of the Net Pension Asset was based on a projection of the Library's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the Library's proportion was 0.0192%, which was a decrease of 0.001 from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018 the Caldwell Parish Library recognized pension expense of $(4,652) and reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience		$9,209
Changes in assumptions	$17,955	
Net difference between projected and actual earnings on pension plan		32,866
Changes in employer's proportion of beginning NPL	324	2,752
Differences between employer and proportionate share of contributions		8,078
Contributions subsequent to the measurement date	12,305	
Total	$30,584	$52,905

The $12,305 reported as deferred outflows of resources related to pensions resulting from the Caldwell Parish Library contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2018	($8,052)
2019	(2,585)
2020	(10,960)
2021	(13,029)
TOTAL	($34,626)

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability (asset) as of December 31, 2017, are as follows:

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.75%, per annum
Salary increases	5.25% (2.75% merit, 2.5% inflation)
Inflation rate	2.5%, per annum
Mortality rates	RP-2000 Employees Sex Distinct Table for Employees RP-2000 Healthy Annuitant Sex Distinct Table annuitants and beneficiaries RP-2000 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	4 years for Plan A
Cost of Living Adjustments	The present value of future retirement benefits is 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 authorized by the Board of Trustees.

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 are 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 ranges 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 and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2017 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income	35%	1.24%
Equity	52%	3.57%
Alternatives	11%	0.69%
Real Assets	2%	0.12%
Totals	100%	5.62%
Inflation		2.00%
Expected arithmetic nominal return		7.62%

Discount Rate

The discount rate used to measure the total pension liability (asset) was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate 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 payment to determine the total pension liability (asset).

Sensitivity of the Caldwell Parish Library's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Caldwell Parish Library's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.75%, as well as what the Library's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is one percentage-point lower (5.75%) or one percentage-point higher (7.75%) than the current rate:

	1.0% Decrease (5.75%)	Current Discount Rate (6.75%)	1.0% Increase (7.75%)
Employer's proportionate share of net pension liability (Asset)	$70,139	($14,226)	($89,347)

Plan Fiduciary Net Position

Detailed information about the Plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana Audit Report at www.persla.org.

6. LITIGATION AND CLAIMS

The Caldwell Parish Library is not involved in any litigation at December 31, 2018, nor is it aware of any unasserted claims.

REQUIRED SUPPLEMENTARY INFORMATION

PART II

Schedule 1

CALDWELL PARISH LIBRARY
Columbia, Louisiana
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended December 31, 2018

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
Taxes - ad valorem	$390,000	$390,000	$418,345	$28,345
Intergovernmental revenues -				
State revenue sharing	7,500	7,500	10,779	3,279
Fines and forfeitures	5,050	3,750	4,363	613
Use of money and property	5,500	5,500	6,037	537
Other revenue	1,000		2,042	2,042
Total revenues	409,050	406,750	441,566	34,816
EXPENDITURES				
Current:				
Culture and recreation:				
Personal services	196,110	158,100	166,590	(8,490)
Operating services	126,500	116,100	104,632	11,468
Materials and supplies	10,000	11,000	8,781	2,219
Travel and other charges	2,075	1,300	16,424	(15,124)
Capital outlay	72,300	37,100	33,430	3,670
Total expenditures	406,985	323,600	329,857	(6,257)
EXCESS OF REVENUES OVER EXPENDITURES	2,065	83,150	111,709	28,559
FUND BALANCE AT BEGINNING OF YEAR	531,635	572,795	1,379,573	806,778
FUND BALANCE AT END OF YEAR	$533,700	$655,945	$1,491,282	$835,337

See accompanying note to budgetary comparison schedule.

Caldwell Parish Library
Columbia, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Caldwell Parish Library during the month of December for comments from taxpayers. The budget is then legally adopted by the board and amended during the year, as necessary. The budget is established and controlled by the board at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts. There was one budget amendment for the year.

Schedule 2

Caldwell Parish Library
Schedule of Employer's Share of Net Pension Liability
December 31, 2018

Fiscal Year*	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.013913%	$3,804	$92,269	4.12%	87.34%
2016	0.054363%	$143,099	$107,715	132.85%	92.23%
2017	0.018163%	$37,407	$117,964	31.71%	82.10%
2018	0.018163%	($14,226)	$106,998	(13.30)%	101.98%

* Amounts presented were determined as of the measurement date (previous fiscal year end).

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

Schedule 3

Caldwell Parish Library
Schedule of Employer Contributions
December 31, 2018

Fiscal Year*	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	$13,379	$13,379	$0	$92,269	14.50%
2016	$14,003	$14,003	$0	$107,715	13.00%
2017	$14,746	$14,746	$0	$117,964	12.50%
2018	$12,305	$12,305	$0	$106,998	11.50%

* Amounts presented were determined as of the measurement date (previous fiscal year end).

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

OTHER SUPPLEMENTARY INFORMATION

PART III

Schedule 4

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2018

TAMMI HARTSFIELD, DIRECTOR

PURPOSE	AMOUNT
Salary	$63,856
Benefits - retirement	7,491
Benefits - insurance	8,873
Medicare	1,852
Travel - mileage reimbursement	878
Registration fees	300
Continuing education fees	236

Independent Accountant's Report on Applying Agreed-Upon Procedures

The following independent Accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Member:
American Institute of
Certified Public Accountants
Society of Louisiana Certified
Public Accountants

MARY JO FINLEY, CPA, INC.
A PROFESSIONAL ACCOUNTING CORPORATION
116 Professional Drive - West Monroe, LA 71291
Phone (318) 329-8880 - Fax (318) 239-8883

Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Accountant's Report
On Applying Agreed-Upon Procedures

CALDWELL PARISH LIBRARY
Columbia, Louisiana

I have performed the procedures enumerated below, which were agreed to by Caldwell Parish Library and the Louisiana Legislative Auditor, on the Library's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2018, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. Management of the Caldwell Parish Library is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, I make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Public Bid Law

1. Obtain documentation for all expenditures made during the fiscal year for material and supplies exceeding $30,000 and public works exceeding $154,450. Compare the documentation for these expenditures to Louisiana Revised Statute(R.S.) 39:1551-39;1775 (the state procurement code) or RS 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

   There were no purchases for materials and supplies and public works made during the year within the above scope.

Code of Ethics for Public Officials and Public Employees

2. Obtain a list of the immediate family members of the Library as defined by LSA-RS 42:1101-1124 (the ethics law).

   Management provided me with the requested information.

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

Management provided me with the requested information.

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

   None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

5. Obtain a list of all disbursements made during the year, and a list of outside business interest of elected official, employees and elected officials' and employees' immediate families. Report whether vendors appear on both lists.

   Management provided the requested information. None of the businesses of elected official, employees, and elected officials' and employees' immediate families appeared as vendors on the list of disbursements.

Budgeting

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

   Management provided me with a copy of the original budget and budget amendment.

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

   I traced the adoption of the original budget to documentation of the library on October 11, 2017. I traced the adoption of the amended budget to documentation of the library on November 14, 2018.

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

   I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Budgeted revenues for the year did not exceed actual revenues by more than 5%. Actual expenditures did not exceed budgeted expenditures by more than 5%.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select 6 disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

   (a) report whether the 6 disbursements agree to the amount and payee in the supporting documentation;

   Each of the 6 selected disbursements agreed with the amount and payee in the supporting documentation.

   (b) report whether the 6 disbursements are coded to the correct fund and general ledger account, and;

   All of the 6 disbursements were properly coded to the correct fund and general ledger account.

   (c) report whether the 6 disbursements were approved in accordance with management's policies and procedures.

   All 6 disbursements were approved in accordance with managements policies and procedures.

Meetings

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by RS 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

    I inquired of management whether agendas for meetings were posted at the meeting place at least twenty-four hours prior to the meeting. Management stated that agendas were posted and a copy is retained with the minutes. From examination of these notices I determined that the date and time of posting is written on the notice to indicate compliance.

Debt

11. Obtain bank deposit slips for the fiscal year and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness.

If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission and report any exceptions.

I scanned all bank deposit slips for the year and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

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

    I scanned payroll disbursements for the fiscal year. I found no payments or approval for payments to employees that would constitute bonuses, advances or gifts.

State Audit Law

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

    The library's report was due by June 30, 2019, and was submitted June 22, 2019.

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

    The library did not enter into any contracts during the test period.

Prior Year Comments

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

    My prior year report, dated May 18, 2018, did not include any suggestions, exceptions, recommendations, or comments.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards,* issued by the United States Comptroller General. I was not engaged to and did not conduct an examination or review, the objective of which would be the

expression of an opinion or conclusion, respectively, on the library's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the library's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

West Monroe, Louisiana
June 22, 2019

Mary Jo Finley, CPA, Inc.
116 Professional Drive
West Monroe, LA 71291

Mary Jo Finley, CPA, Inc.,

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2018 and the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

These representations are based on information available to us as of June 22,2019.

PUBLIC BID LAW

1. It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [X] No [ ] N/A [ ]

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

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

Yes [X] No [ ] N/A [ ]

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

Yes [X] No [ ] N/A [ ]

BUDGETING

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

Yes [X] No [ ] N/A [ ]

ACCOUNTING AND REPORTING

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

Yes [X] No [ ] N/A [ ]

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

Yes [X] No [ ] N/A [ ]

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

Yes [X] No [ ] N/A [ ]

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

Yes [X] No [ ] N/A [ ]

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

Yes [X] No [ ] N/A [ ]

MEETINGS

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

Yes [X] No [ ] N/A [ ]

DEBT

11. It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60 - 1410:65.

Yes [X] No [ ] N/A [ ]

ADVANCES AND BONUSES

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

Yes [X] No [ ] N/A [ ]

PRIOR-YEAR COMMENTS

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

Yes [X] No [ ] N/A [ ]

GENERAL

14. We are responsible for my compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [X] No [ ] N/A [ ]

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

Yes [X] No [ ] N/A [ ]

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

Yes [X] No [ ] N/A [ ]

17. We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes [X] No [ ] N/A [ ]

18. We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible non compliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes [X] No [ ] N/A [ ]

19. We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of my report.

Yes [X] No [ ] N/A [ ]

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

June 22, 2019
Date