

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**FINANCIAL STATEMENTS
AND SUPPLEMENTAL INFORMATION
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2019**

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

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INDEPENDENT AUDITOR'S REPORT

To the Honorable President and Members of the
Catahoula Parish Police Jury
Harrisonburg, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Catahoula Parish Police Jury (the Police Jury), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Police Jury's primary government as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unmodified, qualified, and adverse audit opinions.

Catahoula Parish Police Jury
Harrisonburg, Louisiana
Independent Auditor's Report
December 31, 2019

Basis for Adverse Opinion on Aggregate Discretely Presented Component Units and Qualified Opinion on Aggregate Remaining Fund Information

The financial statements referred to above do not include financial data for the Police Jury's legally separate component units. Accounting principles generally accepted in the United States of America require financial data for those component units to be reported with the financial data of the Police Jury's primary government unless the Police Jury also issues financial statements for the financial reporting entity that include the financial data for its component units. The Police Jury has not issued such reporting entity financial statements. Management is unable to determine how this departure from accounting principles generally accepted in the United States of America, affected the assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues, and expenses of the aggregate discretely presented component units. Neither can management determine how the assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balances, revenues, and expenditures of the aggregate remaining fund information would have been affected.

Adverse Opinion

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on Aggregate Discretely Presented Component Units and Qualified Opinion on Aggregate Remaining Fund Information" paragraph, the financial statements referred to above do not present fairly the financial position of the aggregate discretely presented component units of the Police Jury, as of December 31, 2019, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Qualified Opinion

In our opinion, except for the effects of the matter described in the "Basis for Adverse Opinion on Aggregate Discretely Presented Component Units and Qualified Opinion on Aggregate Remaining Fund Information" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the aggregate remaining fund information of the Police Jury, as of December 31, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

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 the Police Jury, as of December 31, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As described in Note 10 to the financial statements, operations of the Police Jury, are impacted by the pandemic caused by the Coronavirus/COVID-19. The Police Jury is uncertain how and to what extent the pandemic will negatively affect the Police Jury's operations, financial position, and ability to provide services. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information (pages 32-38) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted Management's Discussion and Analysis, the Schedule of Employer's Proportionate Share of Net Pension Liability, and the Schedule of Employer Contributions 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 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

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Police Jury's basic financial statements. The combining nonmajor fund financial statements; schedule of compensation paid police jurors; and schedule of compensation, benefits, reimbursements, and other payments to or on behalf of the agency head are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 14, 2020, on our consideration of the Police Jury's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Police Jury's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Police Jury's internal control over financial reporting and compliance.

BOSCH & STATHAM, LLC



Ruston, Louisiana
August 14, 2020

Basic Financial Statements

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**GOVERNMENTAL ACTIVITIES
STATEMENT OF NET POSITION
AS OF DECEMBER 31, 2019**

ASSETS

Cash and cash equivalents	\$ 1,484,534
Cash restricted for debt service	9,175
Receivables	887,291
Internal balances	134,816
Capital assets, net of accumulated depreciation	6,405,487
TOTAL ASSETS	8,921,303

DEFERRED OUTFLOWS

Deferred outflows - pension related	327,845
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LIABILITIES

Accounts, salaries and other payables	106,142
Compensated absences	37,806
Net pension liability	461,931
TOTAL LIABILITIES	605,879

DEFERRED INFLOWS

Deferred inflows - pension related	46,715
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NET POSITION

Net investment in capital assets	6,405,487
Restricted net position	1,194,810
Unrestricted net position	996,257
TOTAL NET POSITION	\$ 8,596,554

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

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

GOVERNMENTAL ACTIVITIES
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

FUNCTIONS - GOVERNMENTAL ACTIVITIES	EXPENSES	PROGRAM REVENUES		NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	
General government	\$ 977,833	\$ 126,487	\$ 24,393	\$ (826,953)
Public safety	401,597	68,329	99,639	(233,629)
Public works	1,876,839	-	182,605	(1,659,764)
Health and welfare	228,447	-	163,271	(65,176)
Culture and recreation	394,802	5,446	18,761	(370,595)
Economic development and assistance	853	-	-	(853)
Total governmental activities	<u>\$ 3,880,371</u>	<u>\$ 200,262</u>	<u>\$ 488,669</u>	<u>\$ (3,156,970)</u>

General revenues:

Property taxes	822,928
Sales and use taxes	1,436,980
Other taxes, penalties and interest	3,511
Grants and contributions not restricted to specific programs	237,524
Unrestricted investment earnings	3,302
Proceeds from insurance	366
Other	51,407
Total general revenues	<u>2,556,018</u>
Change in net position	<u>(600,952)</u>
Net position at beginning of year	9,197,506
Net position at end of year	<u><u>\$ 8,596,554</u></u>

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

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

GOVERNMENTAL FUNDS - BALANCE SHEET
AS OF DECEMBER 31, 2019

ASSETS	GENERAL	ROAD AND BRIDGE	HARD SURFACING	SANITATION	LIBRARY	HEALTH UNIT	OTHER GOVERN- MENTAL FUNDS	TOTAL GOVERN- MENTAL FUNDS
Cash and cash equivalents	\$ 224,833	\$111,060	\$ 247,021	\$ 155	\$ 355,277	\$ 410,139	\$ 136,049	\$ 1,484,534
Cash restricted for debt service	-	-	-	-	-	-	9,175	9,175
Receivables	460,663	25,298	-	-	276,641	68,351	56,338	887,291
Due from other funds	150	15,303	76,295	45,909	-	-	-	137,657
Total assets	\$ 685,646	\$151,661	\$ 323,316	\$ 46,064	\$ 631,918	\$ 478,490	\$ 201,562	\$ 2,518,657
LIABILITIES, DEFERRED INFLOWS, AND FUND EQUITY								
Liabilities:								
Accounts payable	\$ 36,247	\$ 5,443	\$ 13,619	\$ -	\$ 17,923	\$ 5,275	\$ 3,181	\$ 81,688
Salaries and related payables	15,019	4,489	3,105	-	-	-	1,841	24,454
Due to other funds	-	2,841	-	-	-	-	-	2,841
Total liabilities	51,266	12,773	16,724	-	17,923	5,275	5,022	108,983
Deferred inflows:								
Ad valorem taxes and state revenue sharing - unavailable	65,613	-	-	-	49,309	12,209	10,703	137,834
Fund equity - fund balances:								
Restricted	-	138,888	306,592	46,064	564,686	461,006	185,837	1,703,073
Unassigned	568,767	-	-	-	-	-	-	568,767
Total fund equity - fund balances	568,767	138,888	306,592	46,064	564,686	461,006	185,837	2,271,840
Total liabilities, deferred inflows, and fund equity	\$ 685,646	\$151,661	\$ 323,316	\$ 46,064	\$ 631,918	\$ 478,490	\$ 201,562	\$ 2,518,657

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

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS'
BALANCE SHEET TO THE STATEMENT OF NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2019**

Total fund balances - governmental funds	\$ 2,271,840
Amounts reported for governmental activities in the statement of net position are different because:	
Assets not for financial resources:	
Capital assets	6,405,487
Revenues that do not provide current financial resources are deferred in the funds, but are recognized for government-wide reporting.	
	137,834
Deferred items for pension related items are not reported in the fund statements:	
Deferred outflows	327,845
Deferred inflows	(46,715)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the fund statements.	
Compensated absences payable	(37,806)
Net pension liability	(461,931)
Net position of governmental activities	<u>\$ 8,596,554</u>

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

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

GOVERNMENTAL FUNDS - STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2019

	GENERAL	ROAD AND BRIDGE	HARD SURFACING	SANITATION	LIBRARY	HEALTH UNIT	OTHER GOVERN- MENTAL FUNDS	TOTAL GOVERN- MENTAL FUNDS
Revenues:								
Taxes:								
Ad valorem	\$ 430,880	\$ -	\$ -	\$ -	\$ 323,865	\$ 80,230	\$ 67,286	\$ 902,261
Sales and use	-	163,293	783,807	489,880	-	-	-	1,436,980
Other taxes, penalties, and interest	3,511	-	-	-	-	-	-	3,511
Licenses and permits	115,851	-	-	-	-	-	-	115,851
Intergovernmental funds:								
Federal funds	-	-	-	-	1,000	-	159,023	160,023
State funds:								
Severance taxes	237,524	-	-	-	-	-	-	237,524
State revenue sharing	22,820	-	-	-	17,048	4,248	2,058	46,174
Parish transportation	-	178,876	-	-	-	-	-	178,876
Fire insurance rebate	42,162	-	-	-	-	-	3,366	45,528
LGAP	-	17,235	17,235	-	-	-	-	34,470
Other state funds	54,935	2,551	466	-	-	-	-	57,952
Fees, charges and commissions for services	-	-	-	-	5,022	-	-	5,022
Fines and forfeitures	10,636	-	-	-	424	-	68,329	79,389
Use of money and property	433	156	516	-	1,246	750	201	3,302
Other revenues	18,101	5,403	1,435	1,456	1,612	260	-	28,267
Donations	-	-	-	-	5,600	-	1,850	7,450
Total revenues	<u>936,853</u>	<u>367,514</u>	<u>803,459</u>	<u>491,336</u>	<u>355,817</u>	<u>85,488</u>	<u>302,113</u>	<u>3,342,580</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

GOVERNMENTAL FUNDS - STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2019

	GENERAL	ROAD AND BRIDGE	HARD SURFACING	SANITATION	LIBRARY	HEALTH UNIT	OTHER GOVERN- MENTAL FUNDS	TOTAL GOVERN- MENTAL FUNDS
Expenditures:								
Current:								
General government:								
Legislative	157,501	-	-	-	-	-	-	157,501
Judicial	88,651	-	-	-	-	-	141,020	229,671
Elections	20,532	-	-	-	-	-	-	20,532
Finance and administrative	55,191	-	-	-	-	-	-	55,191
Other general government	241,757	-	-	-	-	-	-	241,757
Public safety	296,497	-	-	-	-	-	95,163	391,660
Public works	-	323,875	688,682	643,877	-	-	-	1,656,434
Health and welfare	6,984	-	-	-	-	49,382	159,023	215,389
Culture and recreation	-	-	-	-	309,342	-	25,608	334,950
Economic development and assistance	853	-	-	-	-	-	-	853
Capital outlay	-	18,457	84,109	-	46,045	-	-	148,611
Total expenditures	<u>867,966</u>	<u>342,332</u>	<u>772,791</u>	<u>643,877</u>	<u>355,387</u>	<u>49,382</u>	<u>420,814</u>	<u>3,452,549</u>
Excess (deficiency) of revenues over expenditures	<u>68,887</u>	<u>25,182</u>	<u>30,668</u>	<u>(152,541)</u>	<u>430</u>	<u>36,106</u>	<u>(118,701)</u>	<u>(109,969)</u>
Other sources (uses):								
Operating transfers in	-	20,000	20,000	148,000	-	-	45,800	233,800
Proceeds from insurance	-	-	366	-	-	-	-	366
Operating transfers out	(85,800)	-	-	-	-	(148,000)	-	(233,800)
Total other sources (uses)	<u>(85,800)</u>	<u>20,000</u>	<u>20,366</u>	<u>148,000</u>	<u>-</u>	<u>(148,000)</u>	<u>45,800</u>	<u>366</u>
Net change in fund balances	(16,913)	45,182	51,034	(4,541)	430	(111,894)	(72,901)	(109,603)
Fund balances at beginning of year	585,680	93,706	255,558	50,605	564,256	572,900	258,738	2,381,443
Fund balances at end of year	<u>\$ 568,767</u>	<u>\$ 138,888</u>	<u>\$ 306,592</u>	<u>\$ 46,064</u>	<u>\$ 564,686</u>	<u>\$ 461,006</u>	<u>\$ 185,837</u>	<u>\$ 2,271,840</u>

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

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019**

Net change in fund balances - total governmental funds \$ (109,603)

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

Capital outlay	148,611
Depreciation expense	(395,780)

Revenues that do not provide current financial resources are deferred in the funds, but are recognized on the statement of activities.

Revenue deferred in the prior year fund financial statements	(217,051)
Revenue deferred in the current year fund financial statements	137,834

Some items reported in the statement of activities, such as a net decrease or increase in compensated absences, do not require the use of current financial resources, nor do they provide any, and therefore are not reported as expenditures or revenues in the governmental funds.

Pension expense	(180,653)
Nonemployer contributions	15,690

Change in net position of governmental activities	<u>\$ (600,952)</u>
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The accompanying notes are an integral part of these financial statements.

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**FIDUCIARY FUNDS - AGENCY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
AS OF DECEMBER 31, 2019**

ASSETS

Cash restricted for agency funds	<u>\$ 165,665</u>
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LIABILITIES

Due to other funds	134,816
Due to others	<u>30,849</u>
Total liabilities	<u>\$ 165,665</u>

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

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**FIDUCIARY FUNDS - AGENCY FUNDS
COMBINING SCHEDULE OF CHANGES IN UNSETTLED BALANCES
DUE TO TAXING BODIES AND OTHERS
AS OF DECEMBER 31, 2019**

Unsettled balances due to taxing bodies and others - beginning	<u>\$ 142,197</u>
Additions:	
Deposits:	
Sales taxes	1,765,143
Occupational licenses	108,050
Interest	880
Total additions	<u>1,874,073</u>
Reductions:	
Deposits settled to:	
Concordia Parish School Board	29,466
Jonesville Hard Surface Fund	59,987
Jonesville Sanitation Fund	141,399
Harrisonburg Sanitation Fund	29,994
Harrisonburg Hardsurface Fund	8,570
Sicily Island Sanitation Fund	42,848
Sicily Island Hardsurface Fund	17,139
Police Jury General Fund	107,218
Police Jury Hardsurface Fund	771,264
Police Jury Sanitation Fund	482,040
Police Jury Road and Bridge Fund	160,680
Total reductions	<u>1,850,605</u>
Unsettled balances due to taxing bodies and others - ending	<u>\$ 165,665</u>

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

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019**

Introduction

Catahoula Parish Police Jury is the parish governing authority governed by an elected board referred to as the "police jury" (similar to county boards in other states) and is a political subdivision of the State of Louisiana. The police jury is governed by nine police jurors representing the various districts within the parish. The jurors are elected by the voters of their respective districts and serve four-year terms. The current terms of jurors expire in January 2020. Jurors receive compensation for their service on the police jury as provided by Louisiana Revised Statute 33:1233.

Catahoula Parish, established in 1808, is located in the east central part of the state and occupies 704 square miles with a population of 10,407 residents, based on the 2010 census. State law gives the police jury various powers and functions in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the power to make regulations for their own government; to construct and maintain roads and bridges, drainage systems, sewerage systems, water works systems, parish prisons, health units, and hospitals; to manage solid waste disposal; to provide for fire protection, recreation, and parks, road lighting and marking, and the health and welfare of the poor, disadvantaged, and unemployed; to promote economic development and tourism; and to regulate the sale of alcoholic beverages in the parish. The police jury also houses and maintains the Courts and the offices of the Assessor, Clerk of Court, Registrar of Voters, District Attorney, and the Sheriff. Funding to accomplish these tasks is provided by ad valorem taxes, sales taxes, beer and alcoholic beverage permits, parish licenses, state revenue sharing, severance taxes and various other state and federal grants.

In accomplishing its objectives, the police jury employs approximately 25 employees (2 in the central office, 4 in the courthouse, 5 in the library, 1 at the health unit, 1 in emergency preparedness, and 12 in public works). The police jury's payroll also includes portions of salaries for other offices such as the District Attorney's office and the Registrar of Voters. In addition to maintaining drainage and bridges in the parish, the police jury currently maintains approximately 350 miles of parish roads.

The police jury also has the authority to create special districts (component units) within the parish to help in fulfilling its functions. The districts perform specialized functions, such as fire protection, water distribution, sewerage collection and disposal, drainage control, library facilities, and health care facilities.

The accompanying basic financial statements of the police jury have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB).

The basic financial statements present the financial position and results of operations of the various funds by the police jury as of and for the year ended December 31, 2019.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

Reporting Entity

The police jury reporting entity consists of the various departments and activities that are within the control and authority of the police jury.

As required by GASB Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, a legally separate entity is considered a component unit of the police jury if at least one of the following criteria is met:

1. The police jury appoints a voting majority of the organization's governing body and is either able to impose its will on the organization or there is a potential financial benefit/burden to the police jury.
2. The entity is fiscally dependent on the police jury.
3. The nature and significant of the relationship between the police jury and the entity is such that exclusion would cause the financial statements of the police jury to be misleading or incomplete.

Based on the previous criteria, the police jury has determined that the following component units are part of the Catahoula Parish reporting entity:

Component Units:	<u>Fiscal</u> <u>Year End</u>	<u>Criteria</u> <u>Used</u>
Catahoula Parish Library	December 31	1 & 3
Catahoula Parish Health Unit	December 31	2 & 3
Communications District (E-911)	December 31	1 & 3
Enterprise Recreation District	December 31	1 & 3
Fire Protection District No. 1	December 31	1 & 3
Fire Protection District No. 2	December 31	1 & 3
Fire Protection District No. 4	December 31	1 & 3
Fire Protection District No. 5	December 31	1 & 3
Jonesville Fire Protection District	December 31	1 & 3
Larto-Mayna Recreation District	December 31	1 & 3
Maitland Recreation District	December 31	1 & 3
Maitland Water District	December 31	1 & 3
Hospital Service District No. 1	December 31	1 & 3
Hospital Service District No. 2	December 31	1 & 3
Hospital District No.1 Bond Sinking	December 31	1 & 3
Recreation District No.1 Jonesville Area	December 31	1 & 3
Seventh Judicial District Criminal Court (Catahoula Parish)	December 31	2 & 3

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019**

Introduction (continued)

Considered in the determination of component units of the reporting entity was the Catahoula Parish School Board, the Catahoula Parish Sheriff, the Catahoula Parish Assessor, the Catahoula Clerk of Court, the District Attorney, and Judges for the Sixth Judicial District, and the various municipalities in the parish. It was determined that these governmental entities are not component units of Catahoula Parish reporting entity because they have separately elected governing bodies, are legally separate, and are fiscally independent of Catahoula Parish Police Jury.

GASB Statement No. 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the primary government's (police jury's) financial statements are not a substitute for the reporting entity's financial statements. The accompanying primary government financial statements have been prepared in conformity with generally accepted accounting principles as applied to governmental units.

The police jury has chosen to issue financial statements of the primary government (police jury); therefore, none of the other previously listed component units, except as discussed in the following paragraph, are included in the accompanying primary government financial statements. These financial statements are not intended to and do not report on the Catahoula Parish reporting entity but rather are intended to reflect only the financial statements of the primary government (police jury).

The primary government financial statements include all funds, account groups, and organizations for which the police jury maintains the accounting records. The organizations for which the police jury maintains the accounting records are considered part of the primary government (police jury) and include the Catahoula Parish Library, the Catahoula Parish Health Unit, the Seventh Judicial District Criminal Court, the Larto-Mayna Recreation District, the Hospital District No. 1 Bond Sinking Fund, and Fire District No. 2. The financial statements also include the Maitland Recreation District.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial report consists of basic financial statements, notes to basic financial statements, and required supplementary information other than the MD&A. Management has elected not to present Management's Discussion and Analysis to provide an overview of the financial activities of the police jury, which is required by GAAP. The basic financial statements include the government-wide financial statements, fund financial statements, and the notes to the basic financial statements.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Presentation (Continued)

The government-wide financial statements consist of a Statement of Net Position and a Statement of Activities. These statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Major revenues such as ad valorem taxes and sales taxes are assessed, collected and susceptible to accrual. Assets, liabilities, revenues, and expenses of the government are reported in the financial statements. The statements distinguish between the governmental and business-type activities of the police jury by reporting each in a separate column.

All capital (long-lived) assets, receivables, and long-term obligations are reported in the Statement of Net Position. The Statement of Activities reports revenues and expenses in a format that allows the reader to focus on the net cost of each function of the police jury. Both the gross and net cost per function, which is otherwise being supported by general government revenues, is compared to the revenues generated directly by the function. In the Statement of Activities, gross expenses, including depreciation, are reduced by related program revenues, which are comprised of charges for services, operating grants, and capital grants. Direct and indirect expenses are reported as program expenses for individual functions and activities. The program revenues must be directly associated with the function or a business-type activity. The types of transactions included in program revenues are licenses and permits, fines, lease income, court costs, charges for mowing, and charges for gravesites. The operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

The fund financial statements report the police jury as a collection of major and nonmajor funds presented on separate schedules by fund category – governmental, proprietary, and fiduciary funds.

- The governmental fund statements include a balance sheet and a statement of revenues, expenditures, and changes in fund balances, with one column for the general fund, one for each of the other major funds, and one column combining all the nonmajor governmental funds. The statements are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period, generally considered sixty days after the end of the fiscal year. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest payments on general long-term liabilities which are recognized when due.
- The proprietary fund statements include a statement of net position; a statement of revenues, expenses, and changes in fund net position; and a statement of cash flows. Each statement has a column for each major enterprise fund. The proprietary fund statements are prepared using the economic resources measurement focus and the accrual basis of accounting in order to make a determination of net income, financial position, and cash flows. The police jury does not currently have any proprietary funds.

Although the financial statements presented in each of these three schedules contain “total” columns, they merely combine rather than consolidate the funds. Hence, interfund transactions that generate receivables and payables or transfers from one fund to another are not eliminated.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Presentation (Continued)

Major funds are those whose revenues, expenditures/expenses, assets, or liabilities are at least ten percent of the total for their fund category or type (governmental or enterprise) and at least five percent of the corresponding element total for all governmental and enterprise funds combined.

The data on the face of the three sets of financial statements must be accompanied by certain disclosures to ensure accurate information is presented in the form of a single set of notes to the basic financial statements.

The police jury's current year financial statements include the following major governmental funds:

The General Fund is the police jury's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Road and Bridge Fund accounts for the maintenance of the parish highways, roads, bridges, and drainage systems. Financing is provided primarily by the State of Louisiana Parish Transportation Fund, sales and use taxes, and transfers from the General Fund.

The Hard Surfacing Fund accounts for the construction and maintenance of hard surface roads in the parish. Financing is provided primarily by a one-cent sales and use tax.

The Sanitation Fund accounts for parish garbage collection and disposal operations. Financing is provided primarily by a one-cent sales and use tax. The latest renewal of the Health Unit sales tax provided an allowance for excess sales tax revenues to be transferred to the Sanitation Fund.

The Library Fund accounts for the operation of the parish library. Revenue is provided primarily by ad valorem taxes, state revenue sharing, and other state grants.

The Health Unit Fund accounts for the operation and maintenance of the parish health unit. Financing is provided primarily by ad valorem taxes and state revenue sharing.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances

Cash and Investments

The Secretary-Treasurer pools those cash resources for which she is responsible and invests them accordingly. For purposes of the financial statements, the police jury considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

Investments are reported at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Cash and investment earnings are recorded in the Fund that holds the investment.

Receivables and Payables

Activity between funds that is outstanding at the end the fiscal year is referred to as either “due to or from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.” All internal balances are eliminated in the total primary government column. Receivables include all amounts susceptible to accrual that have not been collected at December 31 but will be collected soon enough after the end of the year to pay liabilities of that year. They include all amounts earned, but not collected at December 31. Receivables (net of any uncollectible amounts) and payables are reported on separate lines.

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied by the police jury in September or October, are actually billed on October 1, and are mailed to the taxpayers in November. Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are budgeted in the year they are billed. The Catahoula Parish Sheriff bills and collects the police jury’s property taxes using the assessed value determined by the assessor of Catahoula Parish and approved by the State of Louisiana Tax Commission. For the year ended December 31, 2019, taxes of 36.81 mills were levied on property with assessed valuations totaling \$54,829,973, as follows:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration</u>
Parish wide taxes:			
General	1.69	1.71	Indefinite
General	3.39	3.42	Indefinite
General	8.00	8.00	2023
Library	8.28	8.36	2029
Health Unit	2.07	2.09	2024
District taxes:			
Larto-Mayna Recreation	5.20	5.23	2029
Maitland Recreation	5.00	5.00	2024
Fire District No. 2	3.00	3.00	2026

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances (continued)

The difference between authorized and levied millage 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 2019 assessed valuation (amounts expressed in thousands):

	2019 Assessed Valuation	Percent of Total Assessed Valuation
Concordia Electric Coop., Inc.	\$ 1,725	3.22%
Columbia Gulf Transmission Co.	818	1.53%
Catahoula Correctional Center	765	1.43%
Southern Heritage Bank	736	1.37%
Helena Chemical Co.	612	1.14%
Tennessee Gas Pipeline Co.	542	1.01%
Entergy Louisiana, LLC	1,063	1.98%
Nutrien AG Solutions, Inc	449	0.84%
BellSouth Telecommunications, Inc.	444	0.83%
Placid Refining Company	413	0.77%
Total	<u>\$ 7,567</u>	<u>14.12%</u>

On November 6, 2018, voters of the parish approved the levy and collection of a tax of 8.36 mills, for a period of ten years beginning with the year 2020 and ending with the year 2029, for the purpose of acquiring, constructing, improving, maintaining, operating and/or supporting the Catahoula Parish Library and its branches, including purchasing books and equipment. This represents a 0.08 mill increase, due to reappraisal, over the 8.28 mills tax authorized through the year 2019.

On November 6, 2018, voters of the parish approved the rededication and continuation of the special 2.07 mills tax authorized through the year 2019 for the purpose of acquiring, constructing, improving, maintaining and/or operating the public health units of the Parish. The rededication also allows the governing authority to determine when a surplus exists. In such cases, the surplus can be used for solid waste collection and disposal and sanitation purposes. The police jury must reserve \$200,000 for public health unit purposes. The tax will expire in 2024.

On March 28, 2015, voters of the parish renewed, for a ten-year period beginning April 1, 2015, a one-percent sales tax that was dedicated to construct, acquire, extend, improve, maintain and/or operate garbage collection and disposal facilities and equipment. The proposition provides that the proceeds of the tax be allocated between the Police Jury and the incorporated municipalities of Catahoula Parish. The renewal proposition allocates seventy-five percent of the proceeds to the parish and the remaining twenty-five percent of the proceeds to the municipalities of Jonesville (16.5%), Sicily Island (5%), and Harrisonburg (3.5%).

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

On November 19, 1990, voters of the parish approved the renewal of the one-percent sales tax dedicated to hard-surfacing existing roads and maintaining hard-surfaced roads in the parish. The tax was for a period of twenty years and would have expired on January 31, 2011. However, the voters renewed the tax in 2010 to expire on January 31, 2021. The renewal proposition allocates ninety percent of the proceeds to the parish and the remaining ten percent of the proceeds to the municipalities of Jonesville (7%), Sicily Island (2%), and Harrisonburg (1%), for the purpose of hard-surfacing existing streets and roads within the respective municipalities.

The Police Jury entered into an agreement with the Concordia Parish School Board on March 5, 1985, whereby the school board tax department provides sales tax collection services for a fee of one and one-quarter per cent of amounts actually collected, plus the cost of travel, supplies, and postage. Taxes collected are deposited directly into the Police Jury's bank account in the month collected by the School Board.

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances (Continued)

Inventories and Prepaid Items

Inventories consisting of office supplies and water and sewer plant supplies held for consumption are valued using the average cost method. The consumption method is used for financial reporting. Certain payments reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Restricted Assets

Restricted assets represent primarily cash and investments held separately and restricted according to bond indenture agreements.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are recorded as expenditures in each fund and capitalized at the government-wide level; fixed assets of enterprise funds are reported in the respective funds. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized. The capitalization threshold is \$5,000.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances (Continued)

For reporting purposes, the police jury defines capital assets as follows:

- Land is an inexhaustible asset with no capitalization threshold and an unlimited useful life; therefore, it is not depreciated.
- Buildings are permanent structures erected above ground, while improvements are major repairs, renovations, or additions that increase the future service potential of the asset. Leasehold improvements are improvements made by the lessee to leased property. They are depreciated principally using the straight-line method with an estimated useful life typically of 40 years for structures and improvements and 20 years for depreciable land improvements. Leasehold improvements are depreciated using the straight-line method with an estimated useful life depending on the term of the lease. Construction-in-progress is not depreciated.
- Movable property (furniture, equipment, and vehicles) consists of assets that are not fixed or stationary in nature. The straight-line method of depreciation is used, which divides the historical cost by the estimated useful life of the asset, generally 5 to 10 years.
- Infrastructure assets include tunnels, drainage systems, water and sewer systems, dams, and lighting systems. Infrastructure is depreciated using the straight-line method with an estimated useful life of 20 to 40 years.
- Purchased computer software is depreciated using the straight-line method over an estimated useful life of 3 years.
- Donated capital assets are recorded at their estimated fair value at the date of donation.

Compensated absences

The following policies relating to vacation and sick leave are currently in effect:

Employees of the Police Jury earn vacation leave at rates varying from five to twenty days per year, depending on length of service. Employees may accumulate and carry forward no more than thirty days of vacation leave. Upon separation or retirement, employees are paid for any unused vacation leave. Jury employees earn twelve days of sick leave each year. Sick leave can be accumulated up to sixty days. Employees are not compensated for sick leave at termination or retirement.

Full-time employees of the Library earn from seven to twenty-one days of vacation and sick leave each year, depending on their length of service and professional status. A maximum of one fourth of the amount granted in vacation days and half of the amount granted in sick days can be accumulated and carried forward to succeeding years. Upon separation or retirement, employees are paid for any accumulated vacation leave. However, all accumulated sick leave is forfeited.

Employees of the Criminal Court earn vacation leave at rates varying from five to twenty days per year, depending on length of service. Vacation leave must be taken in the year earned and cannot be carried forward. Employees earn ten days of sick leave each year which is noncumulative.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances (Continued)

Employees of the District Attorney can accumulate sick leave. The Judge's employees can earn from twelve to twenty-four days of vacation and sick leave per year and the leave can be accumulated. Sick leave is forfeited upon termination of employment.

The cost of leave privileges is recognized as a current-year expenditure within the various funds when leave is actually taken or when employees are paid for accrued vacation leave upon retirement.

The entire compensated absence liability, determined in accordance with the provisions of GASB Codification Section C60, is reported on the government-wide financial statements. For governmental fund financial statements, the current portion of unpaid compensated absences is the amount that is normally expected to be paid using expendable available financial resources. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated leave are paid. The noncurrent portion of the liability is not reported in the governmental funds.

Long-Term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities in the applicable governmental or business-type activities. In the fund financial statements, proprietary fund long-term obligations are reported as liabilities in the proprietary fund type statement of net position. Individual funds have been used to liquidate other long-term liabilities such as compensated absences, claims and litigation payable, etc. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds.

Fund balances are reported under the following fund balance classifications:

Non-spendable	Includes fund balance amounts that cannot be spent either because it is not in spendable form or are legally or contractually required to be maintained intact.
Restricted	Includes amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
Committed	Includes amounts that can only be used for specific purposes pursuant to constraints that are internally imposed by the government through formal action of the police jury and does not lapse at year-end.
Assigned	Includes amounts that are constrained by the police jury's intent to be used for specific purposes that are neither considered restricted or committed.
Unassigned	Includes amounts that have not been assigned to other funds and that have not been restricted, committed or assigned to specific purposes within the General Fund. Negative fund balances in other governmental funds can also be classified as unassigned.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances (Continued)

Fund Balance Classifications and Net Position

The police jury has a general policy to first use restricted resources for expenditures incurred for which both restricted and unrestricted (committed, assigned, and unassigned) resources are available. When expenditures are incurred for which only unrestricted resources are available, the general policy of the police jury is to use committed resources first, followed by assigned, and then unassigned. The use of restricted/committed resources may be deferred based on a review of the specific transaction.

The difference between assets and liabilities is “net position” on the government-wide, proprietary, and fiduciary fund statements. Net position is segregated into three categories on the government-wide statement of net position:

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.

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 legislations. The police jury first uses restricted net position for expenses incurred when both restricted and unrestricted net position are available for use. The use of restricted net position may be deferred based on a review of the specific transaction.

Unrestricted net position – The balance of net position that does not meet the definition of "restricted" or "net investment in capital assets."

Reconciliation of Government-wide and Fund Financial Statements

The governmental fund balance sheet includes a reconciliation of the government-wide statements to the governmental fund financial statements. This reconciliation is necessary to bring the financial statements from the current financial resources measurement focus and modified accrual basis of accounting to the economic measurement focus and full accrual basis of accounting. Major items included in the reconciliation are capital assets, inventories and prepaids, long-term debt, accrued interest, long-term liabilities, and deferred revenue, which are shown on the government-wide but not the governmental fund statements.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance Classifications and Net Position (Continued)

Budgets

Preliminary budgets for the ensuing year are prepared by the secretary/treasurer during October of each year. The availability of the proposed budgets for public inspection and the date of the public hearing on the proposed budgets are then advertised in the official journal. During a special December meeting, the police jury holds a public hearing on the proposed budgets in order to receive comments from residents of the parish. Changes are made to the proposed budgets based on the public hearing and the desires of the police jury as a whole. The budgets are then adopted during the special meeting, and a notice of the adoption is then published in the official journal.

The secretary/treasurer presents necessary budget amendments to the police jury during the year when, in her judgment, actual operations are differing materially from those anticipated in the original budget. During a regular meeting, the police jury reviews the proposed amendments, makes changes as it deems necessary, and formally adopts the amendments. The adoption of the amendments is included in police jury minutes published in the official journal.

The police jury exercises budgetary control at the functional level. Within functions the secretary/treasurer has the discretion to make changes as she deems necessary for proper control. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expended. Formal budgetary integration is employed as a management control device. The police jury does not use encumbrances in its accounting system.

For the year ended December 31, 2019, the police jury adopted modified accrual-based budgets for the General Fund and all special revenue funds except the Criminal Court Special Revenue Fund, which is exempt from the requirements of the Local Government Budget Act. The budgetary comparison statements included in the accompanying financial statements include the original adopted budgets and all subsequent amendments.

Use of estimates

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

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 2 - CASH AND CASH EQUIVALENTS

Custodial credit risk is the risk that in the event of a bank failure, the police jury's deposits may not be returned to it. The police jury's policy (not a formal policy but established by practice) to ensure that there is no exposure to this risk is to require each financial institution to pledge its own securities to cover any amount in excess of Federal Depository Insurance Coverage. 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 Police Jury that the fiscal agent bank has failed to pay deposited funds upon demand.

At December 31, 2019, the police jury had cash and cash equivalents (book balances) totaling \$1,493,709, respectively, as follows:

Demand deposits	\$ 1,608,774
Time deposits	50,000
Petty cash	600
Total	1,659,374
Amounts held in agency funds	(165,665)
Total	\$ 1,493,709

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. As of December 31, 2019, \$1,237,135 of the police jury's bank balances of \$1,741,683 were exposed to custodial credit risk as follows:

Insured by FDIC	\$ 504,548
Uninsured and uncollateralized	-
Collateralized by pledged securities not in the police jury's name	1,237,135
Total balances exposed to custodial credit risk	1,237,135
Total bank balances	\$ 1,741,683

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 3 - RECEIVABLES

The police jury's receivables of \$887,291 at December 31, 2019, are as follows:

	Taxes	Due From Other Governments		Fines and Forfeitures	Accounts and Other	Total
		Federal	State			
General	\$ 424,264	\$ -	\$ 23,412	\$ -	\$ 12,987	\$ 460,663
Road and Bridge	-	-	14,816	-	10,482	25,298
Library	264,606	-	11,439	7	589	276,641
Health Unit	65,519	-	2,832	-	-	68,351
Other governmental	50,373	-	1,272	4,171	522	56,338
Total primary government	<u>\$ 804,762</u>	<u>\$ -</u>	<u>\$ 53,771</u>	<u>\$ 4,178</u>	<u>\$ 24,580</u>	<u>\$ 887,291</u>

NOTE 4 – INTERFUND BALANCES AND TRANSFERS

During the year ended December 31, 2019, transfers were made from the General Fund to Criminal Court Fund to supplement operations and from the General Fund to multiple funds as part of the budget. Consistent with the tax proposition approved by the voters in 2019, a transfer was made from the Health Unit Fund to the Sanitation Fund.

		Transfers out		
		General	Health Unit	Total
Transfers in	Hard Surfacing	\$ 20,000	\$ -	\$ 20,000
	Sanitation	-	148,000	148,000
	Road and Bridge	20,000	-	20,000
	Nonmajor	45,800	-	45,800
	Total	<u>\$ 85,800</u>	<u>\$ 148,000</u>	<u>\$ 233,800</u>

		Due To		
		Road & Bridge	Agency Funds	Total
Due From	General	\$ -	\$ 150	\$ 150
	Hardsurfacing	2,841	73,454	76,295
	Sanitation	-	45,909	45,909
	Road & Bridge	-	15,303	15,303
	Total	<u>\$ 2,841</u>	<u>\$ 134,816</u>	<u>\$ 137,657</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 5 - CAPITAL ASSETS

The police jury's capital asset and depreciation activity as of and for the year ended December 31, 2019, is as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	\$ 125,385	\$ -	\$ -	\$ 125,385
Total capital assets not being depreciated	<u>125,385</u>	<u>-</u>	<u>-</u>	<u>125,385</u>
Capital assets being depreciated:				
Infrastructure - roads and bridges	12,253,294	65,652	-	12,318,946
Buildings	2,996,128	-	(221,679)	2,774,449
Improvements	3,043,207	-	-	3,043,207
Equipment	1,104,628	8,145	(64,930)	1,047,843
Heavy equipment	936,449	-	(29,329)	907,120
Vehicles	493,278	36,914	-	530,192
Books and periodicals	798,721	37,900	(64,550)	772,071
Total capital assets being depreciated	<u>21,625,705</u>	<u>148,611</u>	<u>(380,488)</u>	<u>21,393,828</u>
Less accumulated depreciation for:				
Infrastructure - roads and bridges	8,971,470	134,687	-	9,106,157
Buildings	2,640,745	18,622	(221,679)	2,437,688
Improvements	605,140	100,956	-	706,096
Equipment	1,031,004	25,661	(64,930)	991,735
Heavy equipment	720,426	46,656	(29,329)	737,753
Vehicles	426,766	31,173	-	457,939
Books and periodicals	702,883	38,025	(64,550)	676,358
Total accumulated depreciation	<u>15,098,434</u>	<u>395,780</u>	<u>(380,488)</u>	<u>15,113,726</u>
Total capital assets being depreciated, net	<u>6,527,271</u>	<u>(247,169)</u>	<u>-</u>	<u>6,280,102</u>
Total capital assets, net	<u>\$ 6,652,656</u>	<u>\$ (247,169)</u>	<u>\$ -</u>	<u>\$ 6,405,487</u>

Depreciation expense for the year was charged to the following governmental functions:

General government	\$ 92,528
Public safety	9,937
Public works	220,405
Health and welfare	13,058
Culture and recreation	59,852
	<u>\$395,780</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 6 - LONG-TERM OBLIGATIONS

The following is a summary of long-term obligation transactions for the year ended December 31, 2019:

	Compensated	Net	
	Absences	Pension	
	<u> </u>	<u>Liability (Asset)</u>	<u>Total</u>
Balance, beginning of year	\$ 37,806	\$ (27,659)	\$ 10,147
Additions	42,167	489,590	531,757
Deductions	<u>(42,167)</u>	<u>-</u>	<u>(42,167)</u>
Balance, end of year	<u>\$ 37,806</u>	<u>\$ 461,931</u>	<u>\$ 499,737</u>

Upon separation from service, employees are paid for accumulated leave at their then current rate of pay. Adjustments to the compensated absence liability include adjusting the ending liability to ending pay rates and to limitations on the hours for which an employee will be paid.

The net pension liability (asset) includes the net pension liability of \$428,049, \$15,761, and \$18,121 of the Parochial Employees' Retirement System, Registrar of Voters Retirement System, and District Attorney's Retirement System, respectively.

NOTE 7 – STEWARDSHIP

The following funds' expenditures and other uses exceeded budgeted amounts:

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Unfavorable</u> <u>Variance</u>
Sanitation	\$ 643,800	\$ 643,877	\$ (77)
Library	352,208	355,387	(3,179)

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 8 - RISK MANAGEMENT

The police jury is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; liability; and injuries to employees or others. To handle such risk of loss, the police jury maintains commercial insurance through the Louisiana Rural Parish Insurance Cooperative, a self-insurance fund. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts.

NOTE 9 – CONTINGENCIES AND COMMITMENTS

At December 31, 2019, the Police Jury was not involved in any litigation.

NOTE 10 - SUBSEQUENT EVENTS

Management has evaluated subsequent events through August 14, 2020, the date on which the financial statements were available to be issued. Operations of the Police Jury are impacted by the pandemic caused by the Coronavirus/COVID-19. The Police Jury is uncertain how and to what extent the pandemic will negatively affect operations, financial position, and the ability to provide services.

NOTE 11 –NEW ACCOUNTING STANDARDS

The following summaries of recently issued Statements include the Statements' original effective dates. In response to the COVID-19 global pandemic, GASB issued Statement Number 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which changes effective dates for Statements 83 through 93 to June 15, 2019 through December 31, 2022.

GASB Statement No. 83, *Certain Asset Retirement Obligations*, was issued in November 2016. This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

GASB Statement No. 84, *Fiduciary Activities*, was issued in January 2017. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 11 –NEW ACCOUNTING STANDARDS (CONTINUED)

GASB Statement No. 87, *Leases*, was issued in June 2017. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, was issued in April 2018. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 11 –NEW ACCOUNTING STANDARDS (CONTINUED)

GASB Statement No. 90, *Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61*, The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value. For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit. This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

GASB Statement No. 91, *Conduit Debt Obligations*, The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The requirements of this Statement are effective for reporting periods beginning after December 15, 2021. Earlier application is encouraged.

The Police Jury implemented those that are currently required. The Police Jury did not early implement any statements. The Police Jury has not yet evaluated the statements that become effective for future financial statements to determine how the statements will affect reporting of the entity's financial position and results of operations.

Required Supplemental Information

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

BUDGETARY COMPARISON INFORMATION - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE
	ORIGINAL	FINAL		WITH FINAL BUDGET
Revenues:				
Taxes:				
Ad valorem	\$ 400,000	\$ 389,000	\$ 430,880	\$ 41,880
Other taxes, penalties, and interest	4,000	3,600	3,511	(89)
Licenses and permits	105,000	107,800	115,851	8,051
Intergovernmental funds:				
Severance taxes	295,000	238,500	237,524	(976)
State revenue sharing	15,000	22,700	22,820	120
Fire insurance rebate	42,000	42,200	42,162	(38)
LGAP	-	34,500	-	(34,500)
Other state funds	46,200	55,100	54,935	(165)
Fines and forfeitures	-	-	10,636	10,636
Use of money and property	500	450	433	(17)
Other revenues	9,500	18,100	18,101	1
Total revenues	<u>917,200</u>	<u>911,950</u>	<u>936,853</u>	<u>24,903</u>
Expenditures:				
Current:				
General government:				
Legislative	158,100	158,000	157,501	(499)
Judicial	69,800	73,800	88,651	14,851
Elections	26,500	18,700	20,532	1,832
Finance and administrative	52,800	54,700	55,191	491
Other general government	235,000	238,850	241,757	2,907
Public safety	318,900	309,350	296,497	(12,853)
Health and welfare	7,000	7,000	6,984	(16)
Economic development and assistance	2,000	1,800	853	(947)
Capital outlay	-	34,500	-	(34,500)
Total expenditures	<u>870,100</u>	<u>896,700</u>	<u>867,966</u>	<u>(28,734)</u>
Excess (deficiency) of revenues over expenditures	<u>47,100</u>	<u>15,250</u>	<u>68,887</u>	<u>53,637</u>
Other sources (uses):				
Operating transfers out	<u>(65,000)</u>	<u>(85,600)</u>	<u>(85,800)</u>	<u>(200)</u>
Net change in fund balances	(17,900)	(70,350)	(16,913)	53,437
Fund balances at beginning of year	<u>113,610</u>	<u>136,220</u>	<u>585,680</u>	<u>449,460</u>
Fund balances at end of year	<u>\$ 95,710</u>	<u>\$ 65,870</u>	<u>\$ 568,767</u>	<u>\$ 502,897</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

BUDGETARY COMPARISON INFORMATION - ROAD AND BRIDGE FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
Revenues:				
Taxes:				
Sales and use	\$ 163,000	\$ 162,700	\$ 163,293	\$ 593
Intergovernmental funds:				
Parish transportation	156,600	177,200	178,876	1,676
LGAP	-	17,200	17,235	35
Other state funds	2,800	2,900	2,551	(349)
Use of money and property	100	150	156	6
Other revenues	-	4,600	5,403	803
Total revenues	<u>322,500</u>	<u>364,750</u>	<u>367,514</u>	<u>2,764</u>
Expenditures:				
Current:				
Public works	344,300	332,150	323,875	(8,275)
Capital outlay	-	18,500	18,457	(43)
Total expenditures	<u>344,300</u>	<u>350,650</u>	<u>342,332</u>	<u>(8,318)</u>
Excess (deficiency) of revenues over expenditures	<u>(21,800)</u>	<u>14,100</u>	<u>25,182</u>	<u>11,082</u>
Other sources (uses):				
Operating transfers in	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>
Net change in fund balances	(1,800)	34,100	45,182	11,082
Fund balances at beginning of year	<u>32,804</u>	<u>50,891</u>	<u>93,706</u>	<u>42,815</u>
Fund balances at end of year	<u>\$ 31,004</u>	<u>\$ 84,991</u>	<u>\$ 138,888</u>	<u>\$ 53,897</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

BUDGETARY COMPARISON INFORMATION - HARD SURFACING FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
Revenues:				
Taxes:				
Sales and use	\$ 785,000	\$ 782,200	\$ 783,807	\$ 1,607
Intergovernmental funds:				
LGAP	-	17,200	17,235	35
Other state funds	-	500	466	(34)
Use of money and property	350	500	516	16
Other revenues	-	400	1,435	1,035
Total revenues	<u>785,350</u>	<u>800,800</u>	<u>803,459</u>	<u>2,659</u>
Expenditures:				
Current:				
Public works	807,750	730,150	688,682	(41,468)
Capital outlay	-	59,500	84,109	24,609
Total expenditures	<u>807,750</u>	<u>789,650</u>	<u>772,791</u>	<u>(16,859)</u>
Excess (deficiency) of revenues over expenditures	<u>(22,400)</u>	<u>11,150</u>	<u>30,668</u>	<u>19,518</u>
Other sources (uses):				
Operating transfers in	20,000	20,000	20,000	-
Proceeds from insurance	-	-	366	366
Total other sources (uses)	<u>20,000</u>	<u>20,000</u>	<u>20,366</u>	<u>366</u>
Net change in fund balances	(2,400)	31,150	51,034	19,884
Fund balances at beginning of year	<u>184,737</u>	<u>207,370</u>	<u>255,558</u>	<u>48,188</u>
Fund balances at end of year	<u>\$ 182,337</u>	<u>\$ 238,520</u>	<u>\$ 306,592</u>	<u>\$ 68,072</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

BUDGETARY COMPARISON INFORMATION - SANITATION FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
Revenues:				
Taxes:				
Sales and use	\$ 490,000	\$ 488,400	\$ 489,880	\$ 1,480
Other revenues	-	1,450	1,456	6
Total revenues	<u>490,100</u>	<u>489,850</u>	<u>491,336</u>	<u>1,486</u>
Expenditures:				
Current:				
Public works	<u>640,700</u>	<u>643,800</u>	<u>643,877</u>	<u>77</u>
Excess (deficiency) of revenues over expenditures	<u>(150,600)</u>	<u>(153,950)</u>	<u>(152,541)</u>	<u>1,409</u>
Other sources (uses):				
Operating transfers in	<u>180,000</u>	<u>143,000</u>	<u>148,000</u>	<u>5,000</u>
Net change in fund balances	29,400	(10,950)	(4,541)	6,409
Fund balances at beginning of year	<u>14,339</u>	<u>12,536</u>	<u>50,605</u>	<u>38,069</u>
Fund balances at end of year	<u>\$ 43,739</u>	<u>\$ 1,586</u>	<u>\$ 46,064</u>	<u>\$ 44,478</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

BUDGETARY COMPARISON INFORMATION - LIBRARY FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
Revenues:				
Taxes:				
Ad valorem	\$ 350,000	\$ 318,360	\$ 323,865	\$ 5,505
Intergovernmental funds:				
Federal funds	3,000	1,000	1,000	-
State revenue sharing	16,000	22,713	17,048	(5,665)
Fees, charges, and commissions for services	5,620	5,024	5,022	(2)
Fines and forfeitures	480	436	424	(12)
Use of money and property	800	1,204	1,246	42
Other revenues	970	1,597	1,612	15
Donations	2,130	5,615	5,600	(15)
Total revenues	<u>379,000</u>	<u>355,949</u>	<u>355,817</u>	<u>(132)</u>
Expenditures:				
Current:				
Culture and recreation	331,000	309,848	309,342	(506)
Capital outlay	<u>48,000</u>	<u>42,360</u>	<u>46,045</u>	<u>3,685</u>
Total expenditures	<u>379,000</u>	<u>352,208</u>	<u>355,387</u>	<u>3,179</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>3,741</u>	<u>430</u>	<u>(3,311)</u>
Net change in fund balances	-	3,741	430	(3,311)
Fund balances at beginning of year	<u>185,814</u>	<u>300,940</u>	<u>564,256</u>	<u>263,316</u>
Fund balances at end of year	<u>\$ 185,814</u>	<u>\$ 304,681</u>	<u>\$ 564,686</u>	<u>\$ 260,005</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

BUDGETARY COMPARISON INFORMATION - HEALTH UNIT FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
Revenues:				
Taxes:				
Ad valorem	\$ 80,000	\$ 69,900	\$ 80,230	\$ 10,330
Intergovernmental funds:				
State revenue sharing	2,800	4,250	4,248	(2)
Use of money and property	500	800	750	(50)
Other revenues	200	250	260	10
Total revenues	<u>83,500</u>	<u>75,200</u>	<u>85,488</u>	<u>10,288</u>
Expenditures:				
Current:				
Health and welfare	<u>52,450</u>	<u>52,600</u>	<u>49,382</u>	<u>(3,218)</u>
Excess (deficiency) of revenues over expenditures	<u>31,050</u>	<u>22,600</u>	<u>36,106</u>	<u>13,506</u>
Other sources (uses):				
Operating transfers out	<u>(180,000)</u>	<u>(143,000)</u>	<u>(148,000)</u>	<u>(5,000)</u>
Net change in fund balances	(148,950)	(120,400)	(111,894)	8,506
Fund balances at beginning of year	<u>515,697</u>	<u>521,573</u>	<u>572,900</u>	<u>51,327</u>
Fund balances at end of year	<u>\$ 366,747</u>	<u>\$ 401,173</u>	<u>\$ 461,006</u>	<u>\$ 59,833</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

**NOTES TO BUDGETARY COMPARISON SCHEDULES FOR MAJOR FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Preliminary budgets for the ensuing year are prepared by the secretary/treasurer during October of each year. The availability of the proposed budgets for public inspection and the date of the public hearing on the proposed budgets are then advertised in the official journal. During a special December meeting, the police jury holds a public hearing on the proposed budgets in order to receive comments from residents of the parish. Changes are made to the proposed budgets based on the public hearing and the desires of the police jury as a whole. The budgets are then adopted during the special meeting, and a notice of the adoption is then published in the official journal.

The secretary/treasurer presents necessary budget amendments to the police jury during the year when, in her judgment, actual operations are differing materially from those anticipated in the original budget. During a regular meeting, the police jury reviews the proposed amendments, makes changes as it deems necessary, and formally adopts the amendments. The adoption of the amendments is included in police jury minutes published in the official journal.

The police jury exercises budgetary control at the functional level. Within functions the secretary/treasurer has the discretion to make changes as she deems necessary for proper control. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expended. Formal budgetary integration is employed as a management control device. The police jury does not use encumbrances in its accounting system.

For the year ended December 31, 2019, the police jury adopted modified accrual-based budgets for the General Fund and all special revenue funds except the Criminal Court Special Revenue Fund, which is exempt from the requirements of the Local Government Budget Act. The budgetary comparison statements included in the accompanying financial statements include the original adopted budgets and all subsequent amendments.

Other Supplemental Schedules

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NONMAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET
FOR THE YEAR ENDED DECEMBER 31, 2019

ASSETS	SPECIAL REVENUE	DEBT SERVICE	TOTAL
Cash and cash equivalents	\$ 136,049	\$ 9,175	\$ 145,224
Receivables	56,338	-	56,338
Total assets	<u>\$ 192,387</u>	<u>\$ 9,175</u>	<u>\$ 201,562</u>
LIABILITIES, DEFERRED INFLOWS, AND FUND EQUITY			
Liabilities:			
Accounts payable	\$ 3,181	\$ -	\$ 3,181
Salaries and related payables	1,841	-	1,841
Total liabilities	<u>5,022</u>	<u>-</u>	<u>5,022</u>
Deferred inflows:			
Ad valorem taxes - unavailable	10,703	-	10,703
Total deferred inflows	<u>10,703</u>	<u>-</u>	<u>10,703</u>
Fund equity - fund balances:			
Restricted	176,662	9,175	185,837
Total fund equity - fund balances	<u>176,662</u>	<u>9,175</u>	<u>185,837</u>
Total liabilities, deferred inflows, and fund equity	<u>\$ 192,387</u>	<u>\$ 9,175</u>	<u>\$ 201,562</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NONMAJOR GOVERNMENTAL FUNDS
COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2019

	SPECIAL REVENUE	DEBT SERVICE	TOTAL
Revenues :			
Taxes :			
Ad valorem	\$ 67,286	\$ -	\$ 67,286
Intergovernmental funds :			
Federal funds	159,023	-	159,023
State revenue sharing	2,058	-	2,058
Fire insurance rebate	3,366	-	3,366
Fines and forfeitures	68,329	-	68,329
Use of money and property	201	-	201
Donations	1,850	-	1,850
Total revenues	<u>302,113</u>	<u>-</u>	<u>302,113</u>
Expenditures :			
Current:			
General government:			
Judicial	141,020	-	141,020
Public safety	95,163	-	95,163
Health and welfare	159,023	-	159,023
Culture and recreation	25,608	-	25,608
Total expenditures	<u>420,814</u>	<u>-</u>	<u>420,814</u>
Excess (deficiency) of revenues over expenditures	<u>(118,701)</u>	<u>-</u>	<u>(118,701)</u>
Other sources (uses):			
Operating transfers in	45,800	-	45,800
Total other sources (uses)	<u>45,800</u>	<u>-</u>	<u>45,800</u>
Net change in fund balances	(72,901)	-	(72,901)
Fund balances at beginning of year	249,563	9,175	258,738
Fund balances at end of year	<u>\$ 176,662</u>	<u>\$ 9,175</u>	<u>\$ 185,837</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

SUPPLEMENTAL INFORMATION SCHEDULES
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

Nonmajor Special Revenue Funds

Criminal Court Fund

This fund was created by Section 571.11 of title 15 of the Louisiana revised Statutes of 1950 which provides that fines and forfeitures imposed by district courts and district attorney conviction fees in criminal cases be transferred to the parish treasurer and deposited in a special Criminal Court Fund account to be used for the operations of the criminal court of the parish. Expenditures are made from the fund on motion of the district attorney and approval of the district judge. The Statute also requires that one-half of the fund balance remaining in the Criminal court fund at December 31 of each year be transferred to the parish General Fund.

Larto-Mayna Recreation Fund

This fund accounts for operations of the recreation district. Financing is provided by ad valorem taxes and state revenue sharing funds.

Maitland Recreation Fund

This fund accounts for operations of the recreation district. Financing is provided by ad valorem taxes and state revenue sharing funds.

Section 8 Fund

This fund accounts for the operations of the lower income housing assistance program, which provides aid to very low-income families in obtaining decent, safe, and sanitary rental housing. Financing is provided by a federal grant.

Fire District No. 2 Maintenance Fund

This fund accounts for operations of the fire district. Financing is provided by ad valorem taxes and state revenue sharing funds.

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NONMAJOR SPECIAL REVENUE FUNDS
COMBINING BALANCE SHEET
AS OF DECEMBER 31, 2019

ASSETS	CRIMINAL COURT	LARTO- MAYNA RECREATION	MAITLAND RECREATION	SECTION 8	FIRE DISTRICT NO. 2 MAINTENANCE	TOTAL
Cash and cash equivalents	\$ 43	\$ 67,861	\$ 19,827	\$ 116	\$ 48,202	\$ 136,049
Receivables	4,693	20,744	10,402	-	20,499	56,338
Total assets	<u>\$ 4,736</u>	<u>\$ 88,605</u>	<u>\$ 30,229</u>	<u>\$ 116</u>	<u>\$ 68,701</u>	<u>\$ 192,387</u>
LIABILITIES, DEFERRED INFLOWS, AND FUND EQUITY						
Liabilities:						
Accounts payable	\$ -	\$ 1,094	\$ 374	\$ -	\$ 1,713	\$ 3,181
Salaries and related payables	1,591	250	-	-	-	1,841
Total liabilities	<u>1,591</u>	<u>1,344</u>	<u>374</u>	<u>-</u>	<u>1,713</u>	<u>5,022</u>
Deferred inflows:						
Ad valorem taxes and state revenue sharing - unavailable	-	3,469	3,402	-	3,832	10,703
Total deferred inflows	<u>-</u>	<u>3,469</u>	<u>3,402</u>	<u>-</u>	<u>3,832</u>	<u>10,703</u>
Fund equity - fund balances:						
Restricted	3,145	83,792	26,453	116	63,156	176,662
Total fund equity - fund balances	<u>3,145</u>	<u>83,792</u>	<u>26,453</u>	<u>116</u>	<u>63,156</u>	<u>176,662</u>
Total liabilities, deferred inflows, and fund equity	<u>\$ 4,736</u>	<u>\$ 88,605</u>	<u>\$ 30,229</u>	<u>\$ 116</u>	<u>\$ 68,701</u>	<u>\$ 192,387</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NON MAJOR SPECIAL REVENUE FUNDS
COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2019

	CRIMINAL COURT	LARTO- MAYNA RECREATION	MAITLAND RECREATION	SECTION 8	FIRE DISTRICT NO. 2 MAINTENANCE	TOTAL
Revenues:						
Taxes:						
Ad valorem	\$ -	\$ 27,615	\$ 13,272	\$ -	\$ 26,399	\$ 67,286
Intergovernmental funds:						
Federal funds	-	-	-	159,023	-	159,023
State revenue sharing	-	570	776	-	712	2,058
Fire insurance rebate	-	-	-	-	3,366	3,366
Fines and forfeitures	68,329	-	-	-	-	68,329
Use of money and property	-	106	-	-	95	201
Donations	-	-	-	-	1,850	1,850
Total revenues	<u>68,329</u>	<u>28,291</u>	<u>14,048</u>	<u>159,023</u>	<u>32,422</u>	<u>302,113</u>
Expenditures:						
Current:						
General government:						
Judicial	141,020	-	-	-	-	141,020
Public safety	-	-	-	-	95,163	95,163
Health and welfare	-	-	-	159,023	-	159,023
Culture and recreation	-	20,810	4,798	-	-	25,608
Total expenditures	<u>141,020</u>	<u>20,810</u>	<u>4,798</u>	<u>159,023</u>	<u>95,163</u>	<u>420,814</u>
Excess (deficiency) of revenues over expenditures	<u>(72,691)</u>	<u>7,481</u>	<u>9,250</u>	<u>-</u>	<u>(62,741)</u>	<u>(118,701)</u>
Other sources (uses):						
Operating transfers in	<u>45,800</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>45,800</u>
Net change in fund balances	<u>(26,891)</u>	<u>7,481</u>	<u>9,250</u>	<u>-</u>	<u>(62,741)</u>	<u>(72,901)</u>
Fund balances at beginning of year	<u>30,036</u>	<u>76,311</u>	<u>17,203</u>	<u>116</u>	<u>125,897</u>	<u>249,563</u>
Fund balances at end of year	<u>\$ 3,145</u>	<u>\$ 83,792</u>	<u>\$ 26,453</u>	<u>\$ 116</u>	<u>\$ 63,156</u>	<u>\$ 176,662</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

SUPPLEMENTAL INFORMATION SCHEDULES
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

Nonmajor Debt Service Funds

Hospital District No. 1 Bond Sinking Fund

The Hospital District No. 1 Sinking Fund accumulated monies for the payment of \$800,000 in bonds issued April 1, 1967. The bonds were issued to construct, equip, and furnish a parish hospital. Financing was provided by ad valorem taxes.

Fire District No. 2 Bond Sinking Fund

The Fire District No. 2 Bond Sinking Fund accumulated monies for the payment of \$250,000 in bonds issued March 1, 1987. The bonds were issued to acquire buildings, machinery, and equipment, including both real and personal property, to be used for fire protection within the district.

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**NONMAJOR DEBT SERVICE FUNDS
COMBINING BALANCE SHEET
AS OF DECEMBER 31, 2019**

ASSETS	HOSPITAL DISTRICT NO. 1 BOND SINKING	FIRE DISTRICT NO. 2 BOND SINKING	TOTAL
Cash and cash equivalents	\$ 5,443	\$ 3,732	\$ 9,175
LIABILITIES AND FUND EQUITY			
Liabilities	\$ -	\$ -	\$ -
Fund equity - fund balances:			
Restricted	5,443	3,732	9,175
Total liabilities and fund equity	\$ 5,443	\$ 3,732	\$ 9,175

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

NONMAJOR DEBT SERVICE FUNDS
COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
FOR THE YEAR ENDED DECEMBER 31, 2019

	HOSPITAL DISTRICT NO. 1 BOND SINKING	FIRE DISTRICT NO. 2 BOND SINKING	TOTAL
Revenues	\$ -	\$ -	\$ -
Expenditures:			
Debt service	-	-	-
Total expenditures	-	-	-
Excess (deficiency) of revenues over expenditures	-	-	-
Other financing sources (uses):			
Operating transfers in	-	-	-
Net change in fund balances	-	-	-
Fund balances at beginning of year	5,443	3,732	9,175
Fund balances at end of year	\$ 5,443	\$ 3,732	\$ 9,175

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**SCHEDULE OF COMPENSATION PAID POLICE JURORS
FOR THE YEAR ENDED DECEMBER 31, 2019**

The schedule of compensation paid to police jurors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the police jurors is included in the legislative expenditures of the General Fund. In accordance with Louisiana Revised Statute 33:1233, the police jury has elected the monthly payment method of compensation. Under this method, jurors receive \$1,200 per month. The president receives an additional \$400 for expenses incurred in fulfilling the responsibilities of her office.

Harold Sones, President	\$ 19,200
JereI Evans, Vice President	14,400
Ben Otwell	14,400
Judy Duhon	14,400
Delores McEntyre	14,400
Libby Ford	14,400
Rickie Crumpton	14,400
Debra Hawkins	14,400
Jackie Paulk	14,400
Total	<u>\$ 134,400</u>

CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA

SCHEDULE OF COMPENSATION, BENEFITS, REIMBURSEMENTS AND OTHER PAYMENTS
TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2019

The schedule of compensation, benefits, reimbursements, and other payments to agency head is presented in compliance with Act 706 of the 2015 Session of the Louisiana Legislature. Compensation and benefits of the secretary-treasurer is included in the general government - finance and administrative expenditures of the General Fund.

Patti Mizell, Secretary-Treasurer

Salary	\$ 33,280
Benefits:	
Social Security	
Medicare	473
Retirement	3,827
Travel:	
Lodging	498
Travel	140
Registration fees	100
Total	<u>\$ 38,318</u>

Wayne Spence, Librarian

Salary	\$ 51,400
Benefits:	
Social Security	
Medicare	745
Retirement	5,911
Travel:	
Lodging	273
Meals	453
Travel	1,916
Registration fees	309
Total	<u>\$ 61,007</u>

Other Reports



INDEPENDENT AUDITOR'S 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*

To the Honorable President and Members of the
Catahoula Parish Police Jury
Harrisonburg, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the primary government financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Catahoula Parish Police Jury (the Police Jury), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Police Jury's basic financial statements and have issued our report thereon dated August 14, 2020.

Internal Control over Financial Reporting

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Police Jury's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the 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 as item 2019-001.

Police Jury's Response to Findings

The Police Jury's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Police Jury's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Catahoula Parish Police Jury
Harrisonburg, Louisiana
Independent Auditor's Report - GAGAS
December 31, 2019

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. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, it is issued by the Louisiana Legislative Auditor as a public document.

BOSCH & STATHAM, LLC



Ruston, Louisiana
August 14, 2020

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**SCHEDULE OF FINDINGS AND RESPONSES
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019**

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses unqualified opinions on the financial statements of the governmental activities and each major fund of the Catahoula Parish Police Jury. Due to the omission of most of the component units listed in note 1 to the financial statements, the auditor's report expresses an adverse opinion on the aggregate discretely presented component units and a qualified opinion the aggregate remaining fund information. The financial statements include component units for which the Police Jury maintains the accounting records and some component units that have elected to be included in the financial statements. The other component units issue separate financial statements.
2. No material weaknesses are reported in the Independent Auditor's 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*.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's 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*.
4. One instance of noncompliance material to the financial statements of the Catahoula Parish Police Jury was disclosed during the audit.
5. A management letter was issued.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

2019-001 Noncompliance with Parish Transportation Act

First Reported
2018

Type
Noncompliance

Condition

During fieldwork, we identified indications that individual members of the police jury directed road maintenance work without obtaining approval of the parish governing authority.

Criteria

La. R.S. 48:751, *et seq.* (the Parish Transportation Act, or PTA) created the Parish Transportation Fund (PTF) to provide funds for parish governments to construct and maintain parish roads. La. R.S. 48:755 mandates parishes to: (1) adopt a system of road administration requiring the governing authority's approval for any PTF expenditures; (2) develop a three-year capital improvement program listing all projects that have been approved by the parish governing authority; and (3) construct roads based upon engineering plans and inspection. La. R.S. 48:753(F) defines a "public road" as a road that "serves a public purpose that is in the best interest of the parish or municipality and their respective road systems."

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA**

**SCHEDULE OF FINDINGS AND RESPONSES
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019**

La. R.S. 48:755(A) expressly prohibits a member of a governing authority from expending “any funds in his ward or district without the approval of the parish governing authority.” Rather, La. R.S. 48:755(B)(2) requires that funds appropriated to each parish be used for the benefit of the parish as a whole and within the priority ranking for the parish. La. R.S. 48:755 (C) requires that the parish wide selective maintenance program, prepared and administered by the parish road manager, provide for a schedule of the work to be performed by category, on a weekly basis. The parish road manager may authorize maintenance work not contained in the weekly schedule upon receipt of constructive notice of a defect in the parish road system and when, in the opinion of the parish road manager, the defect constitutes a hazard to public safety. Attorney General *Opinion 08-0236* provides that purely local funds are excluded from the requirements of La. R.S. 48:755; however, according to the accounting records, all road-related revenue is maintained in one parish-wide fund except for ad valorem taxes for blacktop roads. Because the funds were commingled, the requirements of La. R.S. 48:755 should apply to all road work except blacktopping.

Cause

The cause is unknown.

Effect

The Police Jury may have violated the Parish Transportation Act.

Recommendation

We recommend that the police jury adopt written policies and procedures to ensure that public funds are spent in accordance with state law. We recommend that management consult with legal counsel regarding the policies and procedures. Quoting an investigative report published by the Louisiana Legislative Auditor, “The policies and procedures should:

1. Restrict entries into the road work tracking system to only parish roads.
2. Require the appropriate documentation and approvals prior to roads being added to the road tracking system.
3. Regularly reconcile the road work tracking system with the approved road list.
4. Verify that roads are on the approved road list before commencing work on those roads.
5. Implement a work order system for road work.
6. Compile comprehensive road and job cost data (internal and external expenses).
7. Require that police jurors undergo PTA-related training.
8. Ensure that individual police jurors do not authorize road improvements in the police juror’s district.
9. Prohibit road maintenance crews from working on privately-owned or tribal property.”

Management’s Response

See management’s corrective action plan.

C. STATUS OF PRIOR YEAR FINDINGS

2018-001 Noncompliance with Parish Transportation Act

This finding is repeated as 2019-001.

2018-002 Fire District Noncompliance with State Regulations

This finding is no longer considered material. Therefore, it has not been included above.



MANAGEMENT LETTER

To the Honorable Members of the Police Jury
Catahoula Parish Police Jury
Harrisonburg, Louisiana

In planning and performing our audit of the financial statements of the Catahoula Parish Police Jury, as of and for the year ended December 31, 2019, we considered the Parish's internal control to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit, we noted certain matters involving internal control that are presented for your consideration. This letter does not affect our report dated August 14, 2020, on the financial statements of the Parish. We will review the status of these comments during our next audit engagement. Our comments and recommendations, which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform additional study of these matters, or to assist you in implementing the recommendations. Our comments and management's responses are summarized as follows:

ML2019-001 Comprehensive Road Department Policies and Procedures

First Reported

2018

Condition

The Police Jury does not have formal, written policies and procedures for the operations of the Road Department.

**CATAHOULA PARISH POLICE JURY
HARRISONBURG, LOUISIANA
MANAGEMENT LETTER
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019**

Criteria

The Louisiana Legislative Auditor has placed an emphasis in recent years on the need for policies and procedures to be formal and written. The Road Department is the most high-profile department of the police jury. Formal, written policies and procedures are necessary to provide a clear understanding of the jury's and management's expectations for the road departments operations. The policies and procedures should outline all aspects of the operations to include who, what, when and where. Areas to address include the procedures for adding or excluding roads in the parish system, prohibited practices, procedures for evaluating roads with the engineer to develop priority lists, and steps and documentation required by the Louisiana Parish Transportation Act. Supervision of work and review of work should be detailed in the written policies and procedures. Additionally, the policies and procedures should elaborate on monitoring of the policies and procedures to ensure that they are carried out in accordance with the jury's and management's expectations. Written procedures reduce the possibility of confusion about responsibilities and aid in the continuity of operations and in training. Further, legal questions, such as what can and cannot be done on private property or be done on the behalf of private parties, often arise during the normal course of operations. A formal adopted written policy can increase efficiencies and alleviate or prevent noncompliance, confusion, and disagreements.

Cause

The Secretary-Treasurer and the Assistant Secretary-Treasurer are the only office employees so there is limited time available.

Effect

The lack of written policies and procedures likely results in inefficiencies and a higher risk of noncompliance with state law.

Recommendation

We recommend that management develop and implement formal written policies and procedures as discussed above. The document should be reviewed by legal counsel.

Management's Response

See management's corrective action plan.

Our audit procedures are designed primarily to enable us to form opinions on the financial statements of the Catahoula Parish Police Jury, as of and for the year ended December 31, 2019, which collectively comprise the Parish's financial statements, and therefore, may not reveal all weaknesses in policies and procedures that may exist.

Also included are management's responses to our current year management letter comments. We have performed no audit work to verify the content of the responses.

This report is intended solely for the information and use of the Parish President and Secretary/Treasurer of the Catahoula Parish Police Jury and is not intended to be and should not be used by anyone other than these specified parties.

BOSCH & STATHAM, LLC

Bosch & Statham

Ruston, Louisiana
August 14, 2020

CATAHOULA PARISH POLICE JURY

P. O. BOX 258
HARRISONBURG, LOUISIANA 71340

"Catahoula Cur - The Official State Dog"

August 14, 2020

HAROLD SONES
PRESIDENT

JERELA. EVANS
VICE-PRESIDENT

PATTI C. MIZELL
SECRETARY-TREASURER

Bosch & Statham, LLC
Post Office Box 2377
Ruston, LA 71273-2377

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period January 1, 2019 through December 31, 2019, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

WARD 1 BRADY NELSON
P. O. BOX 5
SICILY ISLAND, LA 71368

WARD 2 JERELA. EVANS
P. O. BOX 411
SICILY ISLAND, LA 71368

WARD 3 GLEN MCCORMACK
3816 HIGHWAY 124
ENTERPRISE, LA 71425

WARD 4 HAROLD SONES
P. O. BOX 162
HARRISONBURG, LA 71340

WARD 5 RODNEY SONES
946 HIGHWAY 923
JONESVILLE, LA 71343

WARD 6 JEFFERY ESTES
247 PONDEROSA ROAD
JONESVILLE, LA 71343

WARD 7 RICKIE CRUMPTON
512 MOUND STREET
JONESVILLE, LA 71343

WARD 8 DEBRA JONES-HAWKINS
703 FRITZ STREET
JONESVILLE, LA 71343

WARD 9 JOHNNIE ADAMS
538 BLUE CANE ROAD
JONESVILLE, LA 71343

1. We are responsible for the C/C areas identified in the SAUPs, including written policies and procedures; board or finance committee; bank reconciliations; collections; non-payroll disbursements; credit/debit/fuel/purchasing cards; travel and travel-related expense reimbursement; contracts; payroll and personnel; ethics; debt service; and other areas (*should be customized by entity, as applicable*).

Yes

No

2. For the fiscal period January 1, 2019 through December 31, 2019, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.

Yes

No

3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes.

Yes

No

4. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.

Regular Monthly
Meetings 2nd & 4th
Mondays each Month
at 6:00 p.m.

Yes

No

5. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between December 31, 2019, and August 14, 2020.

Yes

No

6. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.

Yes

No

7. We represent that the listing of bank accounts for the fiscal period that we provided to you is complete. We also represent that we have identified and disclosed to you our main operating account.

Yes

No

8. We represent that the listing of deposit sites for the fiscal period that we provided to you is complete.

Yes

No

9. We represent that the listing of collection locations for the fiscal period that we provided to you is complete.

Yes

No

10. We represent that the listing of locations that process payments for the fiscal period that we provided to you is complete.
- Yes

No
11. We represent that the non-payroll disbursement transaction population for each location that processes payments for the fiscal period that we provided to you is complete.
- Yes

No
12. We represent that the listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards, that we provided to you is complete.
- Yes

No
13. We represent that the listing of all travel and travel-related expense reimbursements during the fiscal period that we provided to you is complete.
- Yes

No
14. We represent that the listing of all agreements/contracts (or active vendors) for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period that we provided to you is complete.
- Yes

No
15. We represent that the listing of employees/elected officials employed during the fiscal period that we provided to you is complete.
- Yes

No

16. We represent that the listing of employees/officials that received termination payments during the fiscal period that we provided to you is complete.
- Yes

No
17. We represent that the employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines during the fiscal period.
- Yes

No
18. We represent that the listing of bonds/notes issued during the fiscal period that we provided to you is complete.
- Yes

No
19. We represent that the listing of bonds/notes outstanding at the end of the fiscal period that we provided to you is complete.
- Yes

No
20. We represent that the listing of misappropriations of public funds and assets during the fiscal period that we provided to you is complete.
- Yes

No
21. We have disclosed to you *[list other matters as you have deemed appropriate]*.
- Yes

No
22. We have responded fully to all inquiries made by you during the engagement.

Yes

No

23. We are not aware of any events that have occurred subsequent to December 31, 2019, that would require adjustment to or modification of the results of the agreed-upon procedures.

Yes

No

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

Signature Patti C. Myzick Date August 14, 2020
Title Secretary/Treasurer



Independent Accountant's Report
on Applying Agreed-Upon Procedures

To the Catahoula Parish Police Jury
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by Catahoula Parish Police Jury (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2019 through December 31, 2019. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described 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:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

We obtained and inspected the written policies.

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget

The policy includes all required elements.

Exceptions: None

- b) **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 policy does not include (1) how purchases are initiated or (3) the preparation process of purchase orders.

Exceptions: See above.

Management's Response: See Management's Corrective Action Plan

- c) **Disbursements**, including processing, reviewing, and approving
The policy includes all required elements.
Exceptions: None.
- d) **Receipts**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
The policy includes all required elements.
Exceptions: None.
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
The policy does not include reviewing and approving leave and overtime worked.
Exceptions: See above.
Management's Response: See Management's Corrective Action Plan
- f) **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 policy includes all required elements.
Exceptions: None.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
The policy includes all required elements.
Exceptions: None.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
The policy includes all required elements.
Exceptions: None.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 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 all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. *Note: Ethics requirements are not applicable to nonprofits.*
The policy includes all required elements.
Exceptions: None.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
The policy includes all required elements.
Exceptions: None.

- k) *Disaster Recovery/Business Continuity*, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tolls needed to recover operations after a critical event.

The policy does not include (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, or (6) identification of personnel, processes, and tolls needed to recover operations after a critical event.

Exceptions: See above.

Management's Response: See Management's Corrective Action Plan.

Board (or Finance Committee, if applicable)

2. 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:

We obtained and inspected the minutes of the meetings of the police jury and the finance committee.

- a) Observe that the board/finance committee met with a quorum a least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

We observed both the police jury and finance committee met at least monthly.

Exceptions: None

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-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.*

We observed the police jury's minutes referenced monthly budget-to-actuals and financial statements during the first meeting of each month. However, the finance committee's minutes only made reference of financial statements during one of the twelve meetings held.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- c) 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.

We obtained the prior year audit report and observed a positive fund balance in the general fund.

Exceptions: None.

Bank Reconciliations

3. Obtain a listing of client 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 selected each account, and observe that:

We obtained a listing of bank accounts. We selected the month of May 2019 and obtained the relevant information.

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

One of the five reconciliations was not dated. However, this was corrected in the later months of the year.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged);

All five reconciliations included evidence of review.

Exceptions: None

- c) 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.

Two of the five reconciliations included stale items older than 12 months with no evidence of research.

Exceptions: See above

Management's Response: See management's corrective action plan.

Collections

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

We obtained a listing of deposit sites from management and management's representation that the listing is complete. There were two deposit sites on the list.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

For each deposit site, we obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one location for the two deposit sites listed. We inquired of employees about their job duties to determine how duties are segregated.

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

The Police Jury does not have a cash register/drawer because they do not collect cash. All checks received or mailed in are opened by the Assistant Secretary-Treasurer. The Secretary-Treasurer prepares the deposit and takes it to the bank. At the Library branches, up to two employees could be using the cash register at the same time.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- b) 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.

We noted no employee responsible for collecting cash is responsible for preparing bank deposits.

Exceptions: None.

- c) Each employee responsible for collecting cash is not responsible for [posting collection entries to the general ledger or subsidiary ledgers, unless another employee/officials is responsible for reconciling ledger postings to each other and to the deposit.

We noted no employee responsible for collecting cash is responsible for posting collection entries to the general ledger.

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

We noted no exceptions.

6. Inquire of management that all employees who have access to cash covered by a board or insurance policy for theft.

All employees are covered by an insurance policy for theft.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

We randomly selected two deposit dates for each of the five bank accounts selected for procedure #3. We noted there were no deposits for one of the five bank accounts for the entire audit year, but we obtained the supporting documentation for the eight deposits selected for the additional four bank accounts.

- a) Observe that receipts are sequentially pre-numbered.

We noted no receipts were issued for the deposits selected, as they were all comprised of checks mailed in or funds directly deposited into the account for which the Police Jury does not issue a receipt.

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

This procedure is not applicable. See 7)a.

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

We noted no exceptions.

- d) 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).

We were unable to test this step because the deposits selected were either directly deposited into the account or the receipt date of the check was not documented.

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

We noted no exceptions.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select locations (or all locations if less than 5).

We obtained a listing of locations that process payments from management and management's representation that the listing is complete. There was only one location on the list.

Exceptions: None.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

We obtained a listing of employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to those employees' job duties.

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

We noted at least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Exceptions: None.

- b) At least two employees are involved in processing and approving payments to vendors.

We noted at least two employees are involved in processing and approving payments to vendors.

Exceptions: None.

- c) 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.

The employee responsible for processing payments is also allowed to add/modify vendor files.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- d) 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.

We noted the Secretary-Treasurer, who is responsible for signing checks, mails checks most of the time. In the event the Secretary-Treasurer is not available, the Assistant Secretary-Treasurer mails the checks.

Exceptions: See above.

Management's Response: See management's corrective action plan.

10. For each location selected under #8 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:

For the location selected, we obtained the entity's non-payroll disbursement transaction population and management's representation that the population is complete. We randomly selected five disbursements for the location and obtained the supporting documentation for each transaction.

- a) Observe that the disbursement matched the related original invoice/billing statement.

We noted no exceptions.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date electronic logging) of segregation of duties tested under #9, as applicable.

We noted no exceptions.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.

We obtained a listing from management of all active cards for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. We obtained management's representation that the listing is complete.

Exceptions: None

12. 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:

There were 2 cards on the list. We randomly selected one statement for each card and obtained the supporting documentation.

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

We noted no evidence of either credit card statement being reviewed or approved in writing.

Exceptions: See above.

Management's Response: See management's corrective action plan.

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

We noted no exceptions.

13. Using the monthly statements or combined statements selected under #12 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 (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

We randomly selected 10 transactions from one statement and obtained the supporting documentation. The other statement only had one transaction, for which we obtained the supporting documentation.

(1) We noted no exceptions.

(2) We noted no exceptions.

(3) We noted no charges for meals.

We noted no exceptions.

Travel and Travel-Related Expense Reimbursement (excluding card transactions)

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

We obtained from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing is complete. We randomly selected 5 reimbursements and obtained the related supporting documentation.

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

We noted no exceptions.

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

We noted no reimbursements tested were for actual costs.

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- c) 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 policy (procedure #1h).

We noted no exceptions.

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

We noted no exceptions.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

We obtained from management a listing of all agreements/contracts that were initiated or renewed during the fiscal period. We randomly selected 5 from the list.

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

We noted one of five contracts selected for testing was subject to the requirements of the Louisiana Public Bid Law. The contract was bid in accordance with the law.

Exceptions: None.

- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

We noted three of five contracts were approved by the governing board.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

We noted none of the contracts were amended.

Exceptions: None

- d) 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.

We randomly selected one payment for each of the five contracts and obtained the supporting invoice. We noted three of five invoices agreed to the contract terms. We were unable to test two of five invoices because we were not provided the official contracts.

Exceptions: See above.

Management's Response: See Management's Corrective Action Plan.

Payroll and Personnel

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

We obtained a listing of employees and elected officials from management. We selected 5 employees, obtained the related materials, and agreed the paid salaries to the authorized salaries per the personnel files.

Exceptions: None

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

We selected one pay period and obtained the attendance and leave records.

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

We noted one of the five employees tested did not document their daily attendance and leave.

Exceptions: See above.

Management's Response: See Management's Corrective Action Plan.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

We noted three of the five employees did not have supervisor approval of leave.

Exceptions: See above.

Management's Response: See Management's Corrective Action Plan.

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

We observed that leave taken by one of the five employees was not reflected in the cumulative leave record.

Exceptions: See above.

Management's Response: See Management's Corrective Action Plan.

18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

We obtained a listing of employees that received termination payments. We selected two and obtained the relevant information. We could not agree the paid hours for one of the two employees to their leave record. We agreed the paid rates to the authorized rate.

Exceptions: None

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19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

We obtained management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Exceptions: None.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

Using the five employees tested under procedure #16, we obtained the ethics documentation.

- a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

All five employees had documentation showing the completion of the one hour of ethics training.

- b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

One of the five employees did not have documentation showing verification that they had read the ethics policy.

Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

Management listed none.

Exceptions: None.

22. 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.

Management listed none.

Exceptions: None.

Other

23. 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.

Management listed none.

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

We observed the required notice posted within the office. The Jury does not own or operate a website.

We were 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 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.

The purpose of this report is 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.

BOSCH & STATHAM, LLC

Bosch & Statham

Ruston, Louisiana
August 14, 2020

CATAHOULA PARISH POLICE JURY

P. O. BOX 258
HARRISONBURG, LOUISIANA 71340

"Catahoula Cur - The Official State Dog"

HAROLD SONES
PRESIDENT

JEREL A. EVANS
VICE-PRESIDENT

PATTI C. MIZELL
SECRETARY-TREASURER

CATAHOULA PARISH POLICE JURY
MANAGEMENT'S CORRECTIVE ACTION PLAN
2019

SCHEDULE OF FINDINGS

WARD 1 BRADY NELSON
P. O. BOX 5
SICILY ISLAND, LA 71368

2019-001 – Noncompliance with Parish Transportation Act

The parish has adopted a "Road Service Complaint" form and procedure for jurors to report work needed.

WARD 2 JEREL A. EVANS
P. O. BOX 411
SICILY ISLAND, LA 71368

WARD 3 GLEN MCCORMACK
3816 HIGHWAY 124
ENTERPRISE, LA 71425

Documents for a written policy and procedures is being gathered by the Secretary/Treasurer.

WARD 4 HAROLD SONES
P. O. BOX 162
HARRISONBURG, LA 71340

WARD 5 RODNEY SONES
946 HIGHWAY 923
JONESVILLE, LA 71343

STATEWIDE AGREED UPON PROCEDURES

WARD 6 JEFFERY ESTES
247 PONDEROSA ROAD
JONESVILLE, LA 71343

The auditor's comments will be taken under advisement and action taken as considered necessary. It may not be feasible to implement all recommended best practices.

WARD 7 RICKIE CRUMPTON
512 MOUND STREET
JONESVILLE, LA 71343

WARD 8 DEBRA JONES-HAWKINS
703 FRITZ STREET
JONESVILLE, LA 71343

WARD 9 JOHNNIE ADAMS
538 BLUE CANE ROAD
JONESVILLE, LA 71343

Patti C. Mizell
Secretary/Treasurer
Catahoula Parish Police Jury

Regular Monthly
Meetings 2nd & 4th
Mondays each Month
at 6:00 p.m.