Houma-Terrebonne Regional Planning Commission

Annual Financial Report
As of and for the
Year Ended December 31, 2017

Houma-Terrebonne Regional Planning Commission

Annual Financial Report
As of and for the Year Ended December 31, 2017

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government
Houma, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities of the Houma-Terrebonne Regional Planning Commission (HTRPC), a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise HTRPC's basic financial statements 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 an opinion 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 audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Houma-Terrebonne Regional Planning Commission, as of December 31, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the Budgetary Comparison Schedule on pages 4-7 and 20 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Houma-Terrebonne Regional Planning Commission's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head on page 21 is presented for purposes of additional analysis and is not a required part of the financial statements.

The Schedule of Compensation, Benefits and Other Payments to Agency Head is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information 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 Schedule of Compensation, Benefits and Other Payments to

Agency Head is fairly stated in all material respects in relation to the basic financial statements as a whole.

<u>Other Reporting Required by *Government Auditing Standards*</u>

In accordance with *Government Auditing Standards*, we have also issued our report dated February 7, 2018, on our consideration of HTRPC'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 to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering HTRPC's internal control over financial reporting and compliance.

Martin and Pellegrin

Houma, Louisiana
February 7, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

Houma-Terrebonne Regional Planning Commission
Management's Discussion and Analysis
December 31, 2017

As management of the Houma-Terrebonne Regional Planning Commission (HTRPC), we offer readers of HTRPC's financial statements this narrative overview and analysis of the financial activities of HTRPC for the year ended December 31, 2017.

FINANCIAL HIGHLIGHTS

- Houma-Terrebonne Regional Planning Commission's assets exceeded its liabilities by $55,775 (net position) as of December 31, 2017.

- Revenues exceeded expenses by $91 during the year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis serves as an introduction to HTRPC's basic financial statements. The Houma-Terrebonne Regional Planning Commission's basic financial statements consist of the following:

Statement of Net Position. This statement combines and consolidates the governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations, regardless if they are currently available or not.

Statement of Activities. Consistent with the full accrual basis method of accounting, this statement accounts for the entity-wide current year revenues and expenses regardless of when cash is received or paid.

Balance Sheet- Governmental Fund Type-General Fund. This statement presents the HTRPC's assets, liabilities, and fund balances for its general fund only.

Statement of Revenues, Expenditures, and Change in Fund Balance-Governmental Fund Type-General Fund. Consistent with modified accrual basis method of accounting, this statement accounts for current year revenues when received except when they are measurable and available. Expenditures are accounted for in the period that goods and services are used in the government's activities. In addition, capital asset purchases are expensed and not recorded as an asset. The statement also exhibits the relationship of revenues and expenditures with the change in net position.

Notes to the Financial Statements. The accompanying notes provide additional information essential to a full understanding of the data provided in the basic financial statements.

BASIC FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of HTRPC, assets exceeded liabilities by $55,775 at the close of the most recent year, December 31, 2017. The largest portion of HTRPC's total assets is cash (97.7%).

HTRPC's Net Position

	December 31, 2017	December 31, 2016
ASSETS		
Cash	$ 54,809	$ 55,909
Receivables	1,296	174
Total assets	$ 56,105	$ 56,083
LIABILITIES		
Accounts payable	$ 330	$ 399
NET POSITION		
Unrestricted	55,775	55,684
TOTAL LIABILITES AND NET POSITION	$ 56,105	$ 56,083

- Total assets increased by $22.
- Total liabilities decreased by $69.

During the year, HTRPC's net position increased by $91. The elements of the increase are as follows:

HTRPC's Changes in Net Position

	Year Ended December 31, 2017	Year Ended December 31, 2016
REVENUES		
Filing fees	$ 22,116	$ 20,272
Interest income	74	43
Total revenues	22,190	20,315
EXPENDITURES		
Supplies and materials	5,379	5,699
Personal services	5,705	5,436
Other services and charges	11,015	8,170
Total expenditures	22,099	19,305
CHANGE IN NET POSITION	$ 91	$ 1,010

CAPITAL ASSETS

As of December 31, 2017, the Commission had $103,894 of capital assets that were fully depreciated. In the current year, there were no assets purchased or disposed of, and no depreciation expense.

BUDGET

The Commission amended its budget once during the fiscal year. The budget for revenues was $21,040 and the budget for expenditures was $22,446.

The Commission's actual revenues were more than the budgeted revenues by $1,150, a variance of 5.5%. The Commission's actual expenditures were less than the budgeted expenditures by $347, a variance of 1.5%.

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of HTRPC's finances for all those with such an interest. Call the HTRPC office (985-873-6733) and ask for Jill Becnel, budget assistant, if you should have any further questions concerning any of the information provided in this report or have a request for additional financial information.

FINANCIAL STATEMENTS

Houma-Terrebonne Regional Planning Commission
Statement of Net Position
December 31, 2017

		Governmental Activities
ASSETS		
Cash	$	54,809
Receivables		1,296
TOTAL ASSETS		56,105
LIABILITIES		
Accounts payable	$	330
NET POSITION		
Unrestricted	$	55,775

See accompanying notes.

Houma-Terrebonne Regional Planning Commission
Statement of Activities
For the Year Ended December 31, 2017

	Governmental Activities
REVENUES	
Filing fees	$ 22,116
Interest income	74
TOTAL REVENUES	22,190
EXPENDITURES	
General government:	
Supplies and materials	5,379
Personal services	5,705
Other services and charges	11,015
TOTAL EXPENDITURES	22,099
CHANGE IN NET POSITION	91
NET POSITION- Beginning	55,684
NET POSITION- Ending	$ 55,775

See accompanying notes.

Houma-Terrebonne Regional Planning Commission
Balance Sheet
Governmental Fund Type- General Fund
December 31, 2017

ASSETS		
Cash	$	54,809
Receivables		1,296
TOTAL ASSETS	$	56,105
LIABILITIES		
Accounts payable	$	330
FUND BALANCE		
Unassigned		55,775
TOTAL LIABILITIES AND FUND BALANCE	$	56,105

See accompanying notes.

Houma-Terrebonne Regional Planning Commission
Statement of Revenues, Expenditures, and Change in Fund Balance
Governmental Fund Type- General Fund
For the Year Ended December 31, 2017

REVENUES	
Filing fees	$ 22,116
Interest earned	74
TOTAL REVENUES	22,190
EXPENDITURES	
General government:	
Supplies and materials	5,379
Personal services	5,705
Other services and charges	11,015
TOTAL EXPENDITURES	22,099
CHANGE IN FUND BALANCE	91
FUND BALANCE - Beginning	55,684
FUND BALANCE - Ending	$ 55,775

See accompanying notes.

Houma-Terrebonne Regional Planning Commission

Reconciliation of the Governmental Fund Balance Sheet
to the Statement of Net Position
December 31, 2017

Fund balance - governmental fund	$	55,775
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets of $103,894, net of accumulated depreciation of $103,894, are not financial resources and, therefore, are not reported in the governmental fund		-
Net position of government activities	$	55,775

Reconciliation of the Statement of Governmental Fund Revenues,
Expenditures, and Change in Fund Balance to the
Statement of Activities
For the Year Ended December 31, 2017

Change in fund balance - governmental fund	$	91
Amounts reported for governmental activities in the statement of activities are different because:		
Government fund reports capital outlays as expenditures whereas in the statement of activities these costs are depreciated over their estimated useful lives		
Depreciation expense		-
Change in net position of government activities	$	91

See accompanying notes.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Because the Terrebonne Parish Consolidated Government appoints the governing board and thusly can impose its will, the Houma-Terrebonne Regional Planning Commission was determined to be a component unit of the Terrebonne Parish Consolidated Government, the governing body of the parish and the governmental body with financial accountability. The accompanying financial statements present information only on the funds maintained by the Commission and do not present information on the Consolidated Government, the general government services provided by that governmental unit, or the other governmental units that comprise the governmental reporting entity.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

A. REPORTING ENTITY

The Commission is a component unit of Terrebonne Parish Consolidated Government (the Parish) and as such, these financial statements will be included in the comprehensive annual financial report (CAFR) of the Parish for the year ended December 31, 2017. The Commission has reviewed all of its activities and determined that there are no potential component units that should be included in its financial statements.

B. BASIS OF PRESENTATION

GASB Statements establish standards for external financial reporting for all state and local governmental entities which includes a statement of net position and a statement of activities. It requires the classification of net position into three components – net investment in capital assets; restricted; and unrestricted. These classifications are defined as follows:

Net investment in capital assets– This component of net position consists of capital assets, net of accumulated depreciation and reduced by the balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of investment in capital assets. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

Restricted – This component of net position consists of constraints placed on net position use through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Unrestricted – This component of net position consists of net position that does not meet the definition of restricted or investment in capital assets, net of related debt.

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. It establishes fund balance classifications that comprise hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. These classifications are defined as follows:

Nonspendable – This component of fund balance includes amounts that cannot be spent due to form, including inventories and prepaid amounts. Also included are amounts that must be maintained intact legally or contractually.

Restricted – This component of fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed – This component of fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the Commission's highest level of decision-making authority. The Board of Commissioners must vote on commitments.

Assigned – This component of fund balance is intended to be used by the Commission for specific purposes but do not meet the criteria to be classified as restricted or committed. The Board of Commissioners can vote on applicable assigned amounts.

Unassigned – This component of fund balance is the residual classification for the Commission's general fund and includes all spendable amounts not contained in the other classifications.

Stabilization Funds – This component of fund balance covers such things as revenue, shortfalls, emergencies, or other purposes. The authority to set aside resources often comes from a statute, ordinance, or constitution.

The Commission's basic financial statements consist of the government-wide statements on all activities of the Commission and the governmental fund financial statements.

Government-wide Financial Statements:

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Commission. The government-wide presentation focuses primarily on the sustainability of the Commission as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Governmental activities generally are financed through filing fees.

Fund Financial Statements:

The fund financial statements are very similar to the traditional government fund statements as presented by governments prior to the issuance of Statement No. 34. The daily accounts and operations of the Commission continue to be organized on the basis of a fund and accounts groups, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Government resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The following is the Governmental Fund of the Commission:

General Fund – The General Fund is the general operating fund of the Commission. It is used to account for all financial resources except those that are required to be accounted for in another fund.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

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

Government-wide Financial Statements:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Fund Financial Statements:

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Governmental funds are maintained on the modified accrual basis of accounting.

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

(susceptible to accrual). Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For this purpose, the Commission considers revenues to be available if they are collected within 60 days of the end of the current fiscal year.

Charges for services are recorded when earned since they are measurable and available. Miscellaneous revenues are recorded as revenues when received in cash by the Commission because they are generally not measurable until actually received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Allocations of cost such as depreciation are not recognized in the governmental funds.

D. CASH AND CASH EQUIVALENTS

The Commission considers all highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

E. BAD DEBTS

The financial statements for the Commission contain no allowance for uncollectible accounts. Uncollectible amounts are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial positions or operations of the funds.

F. CAPITAL ASSETS

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets purchased or acquired with an original cost of $1,000 or more are valued at historical cost, or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives is 5 – 7 years.

Fund Financial Statements:

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

G. OPERATING BUDGETARY DATA

As required by the Louisiana Revised Statutes 39:1303, the Board of Commissioners (the Board) adopted a budget for the Commission's General Fund. The Board, as allowed by state law, does not obtain public participation in the budget process. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the Board. The Commission amended its budget once during the year. All budgeted amounts which are not expended, or obligated through contracts, lapse at year-end.

The General Fund budget is adopted on a basis materially consistent with accounting principles generally accepted in the United States of America. The General Fund budget presentation is included in the basic financial statements.

H. ENCUMBRANCES

The Commission does not utilize encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledgers.

I. VACATION AND SICK LEAVE

The Commission has no full-time employees. There is no accumulated unpaid vacation and sick leave as of December 31, 2017.

J. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 – DEPOSITS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of United States or other federally insured investments, certificates of deposit of any bank domiciled or

NOTE 2 – DEPOSITS (cont.)

having a branch in the state of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper of domestic corporations. State law requires that deposits (cash and certificates of deposits) of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivisions. The year-end balance of deposits is as follows:

	Bank Balance	Reported Amount
Cash and cash equivalents	$ 54,809	$ 54,809

Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. As of December 31, 2017, none of the Commission's deposits of were exposed to credit risk as these deposits were insured in accordance with state law by FDIC coverage.

NOTE 3 – CHANGES IN CAPITAL ASSETS

Capital assets are valued at historical cost. Depreciation of all capital assets is calculated over the estimated useful lives using the straight-line method (5 - 7 years). Capital asset activity for the year ended December 31, 2017 was as follows:

	January 1, 2017	Additions	Deletions	December 31, 2017
Capital assets	$ 103,894	$ -	$ -	$ 103,894
Accumulated depreciation	(103,894)	-	-	(103,894)
Total capital assets, net	$ -	$ -	$ -	$ -

NOTE 4 – COMPENSATION OF COMMISSIONERS

The following amounts were paid to commissioners for the year ended December 31, 2017:

Commissioner	Total
Dr. L.A. "Budd" Cloutier, Jr.	$ 650
Alex Ostheimer	700
James Erny	650
Joseph "Joey" Cehan, Jr.	600
Angi Falgout	500
Jeremy "Digger" Kelley	600
Keith Kurtz	550
Wayne Thibodeaux	450
Gloria Foret	600
	$ 5,300

NOTE 5 – IN-KIND SERVICES

The Terrebonne Parish Consolidated Government provided clerical, accounting, legal, administrative, and engineering services at no charge to the Commission during the year ended December 31, 2017.

NOTE 6 – TRANSACTION WITH THE PRIMARY GOVERNMENT

During the year ended December 31, 2017, the Commission did not assist Terrebonne Parish Consolidated with the funding of any projects. The only transactions the Commission and Terrebonne Parish Consolidated were involved with were standard recurring transactions.

NOTE 7 – LITIGATION AND CLAIMS

At December 31, 2017, the Commission had no litigation or claims pending.

NOTE 8 – SUBSEQUENT EVENTS

Subsequent events were evaluated by management through February 7, 2018, which is the date the financial statements were available to be issued, and it was determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government

Budgetary Comparison Schedule
For the Year Ended December 31, 2017

	Budgeted Amounts		Actual	
	Original	Final	Amounts	Over/(Under)
REVENUES				
Filing fees	$ 21,000	$ 20,975	$ 22,116	$ 1,141
Interest income	40	65	74	9
TOTAL REVENUES	21,040	21,040	22,190	1,150
EXPENDITURES				
Personal Services				
Board member per diem payments	5,850	5,850	5,300	(550)
Payroll tax expense	700	834	405	(429)
Supplies and Materials				
Office supplies	700	200	220	20
Meetings and public notices	3,800	3,000	2,830	(170)
Postage	2,000	2,350	2,329	(21)
Other Services and Charges				
Audit fees	2,500	2,500	2,500	-
Insurance	500	500	1,000	500
Membership dues	550	550	700	150
Bank charges	250	280	280	-
Miscellaneous	300	150	303	153
Training	2,500	6,232	6,232	-
TOTAL EXPENDITURES	$ 19,650	$ 22,446	$ 22,099	$ (347)

See Independent Auditor's Report.

OTHER INFORMATION

Houma-Terrebonne Regional Planning Commission
Schedule of Compensation, Benefits, and Other Payments
To Agency Head
For the Year Ended December 31, 2017

Agency Head: Dr. L.A. "Budd" Cloutier, Jr., Chairman

Purpose	**Amount**
Salary	$650
Benefits-insurance	-0-
Benefits-retirement	-0-
Benefits-other	-0-
Car allowance	-0-
Vehicle provided by government	-0-
Per diem	-0-
Reimbursements	-0-
Travel	-0-
Registration fees	-0-
Conference travel	-0-
Continuing professional education fees	-0-
Housing	-0-
Unvouchered expenses	-0-
Special meals	-0-

This form is used to satisfy the reporting requirements of R.S. 24:513(A)(3).

See Independent Auditor's Report.

REPORTS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

Martin and Pellegrin
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103 Ramey Road
Houma, Louisiana 70360

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

To the Board of Commissioners
Houma-Terrebonne Regional Planning Commission
Terrebonne Parish Consolidated Government
Houma, 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 financial statements of the governmental activities and each major fund of the Houma-Terrebonne Regional Planning Commission (the Commission) as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated February 7, 2018.

Internal Control Over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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. This report is intended for the information and use of management, Board of Commissioners, and the Louisiana Legislative Auditor for the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Martin and Pellegrin

Houma, Louisiana
February 7, 2018

Houma-Terrebonne Regional Planning Commission
Schedule of Findings and Responses
For the Year Ended December 31, 2017

Section I – Summary of Auditor's Results

1. The auditor's report expresses an unmodified opinion on the financial statements of the Houma-Terrebonne Regional Planning Commission.

2. No deficiencies in internal control over financial reporting were noted during the audit of the financial statements.

3. No instances of noncompliance or other matters required to be reported under *Government Auditing Standards* were noted during the audit of the financial statements.

4. No instances of noncompliance under the provisions of the Louisiana Government Audit Guide were disclosed during the audit of the financial statements.

5. A management letter was not issued.

6. The Commission did not receive or expend federal awards during the year.

Section II – Financial Statement Findings

No findings related to the Houma-Terrebonne Regional Planning Commission's financial statements, which would be required to be reported in accordance with *Government Auditing Standards*, were noted during the audit.

Section III – Federal Awards

No federal awards were received during the year.