

John R. Vercher C.P.A.  
*jrvc@centurytel.net*

Jonathan M. Vercher M.S., C.P.A.  
*jonathanvercher@centurytel.net*

David R. Vercher M.B.A., C.P.A., C.F.E.  
*davidvercher@centurytel.net*

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374

### MEMBERS

American Institute of  
Certified Public Accountants

Society of Louisiana  
Certified Public Accountants

Association of  
Certified Fraud Examiners

**Rapides Parish Sewerage District No. 2 was revised to remove a finding from the originally submitted report. 2018-3 Deposits in Excess of FDIC & Pledged Securities Coverage was removed because deposits were in fact fully secured at December 31, 2018.**

*The Vercher Group Inc.*

**RAPIDES PARISH SEWERAGE  
DISTRICT NO. 2**

**Basic Financial Statements**

**December 31, 2018**

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
RAPIDES PARISH POLICE JURY  
ALEXANDRIA, LOUISIANA**

**C O N T E N T S**

	<u>STATEMENT</u>	<u>PAGE #</u>
Independent Auditor's Report .....		1-3
Management's Discussion & Analysis.....		4-6
<u>Basic Financial Statements</u>		
Statement of Net Position – Proprietary Funds.....	A	8
Statement of Revenues, Expenditures, and Changes in Net Position – Proprietary Fund.....	B	9
Statement of Cash Flows.....	C	10
Reconciliation of Cash Flows.....		11
Notes to the Basic Financial Statements.....		12-20
<u>Other Supplemental Schedules</u>		
Schedule of Compensation Benefits and Other Payments to Agency Head or Chief Executive Officer.....		22
<u>Other Reports</u>		
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 <i>Government Auditing Standards</i> .....		24-25
Schedule of Findings and Questioned Cost.....		26-28
Management's Corrective Action for Current Year Audit Findings.....		29
Management Letter Comments.....		30
Management's Summary of Prior Year Findings.....		31
Louisiana State-Wide Agreed Upon Procedures.....		32-41

John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374

### MEMBERS

American Institute of  
Certified Public Accountants

Society of Louisiana  
Certified Public Accountants

Association of  
Certified Fraud Examiners

## **INDEPENDENT AUDITOR'S REPORT**

Rapides Parish Sewerage District No. 2  
Alexandria, Louisiana

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities of the Rapides Parish Sewerage District No. 2, a component unit of the Rapides Parish Police Jury, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Rapides Parish Sewerage District No. 2'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 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 audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Rapides Parish Sewerage District No. 2, as of December 31, 2018, and the respective changes in financial position, and cash flows thereof 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 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, are 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 opinions on the financial statements that collectively comprise the Rapides Parish Sewer District No. 2's basic financial statements. The accompanying supplementary schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary schedule is the responsibility of management and was 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 supplementary schedule is fairly stated and 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 22, 2019, on our consideration of the Rapides Parish Sewerage District No. 2'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 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 Rapides Parish Sewerage District No. 2's internal control over financial reporting and compliance.

*The Vercher Group*

Jena, Louisiana

August 22, 2019

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

---

---

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

---

---

As management of the District, we offer readers of the Rapides Parish Sewage District No. 2's financial statements, this narrative overview and analysis of the financial activities of the District for the fiscal year ended December 31, 2018. We encourage readers to consider the information presented here in conjunction with the District's audited financial statements.

The Management's Discussion and Analysis (MD&A) is an element of the new reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments issued June 1999. Certain comparative information between the current year and the prior year is required to be presented in the MD&A.

**FINANCIAL HIGHLIGHTS**

The assets of the District exceeded its liabilities at the close of the most recent fiscal year by \$1,258,749 (*net position*).

The District had total revenue of \$612,224 in its enterprise fund, including interest income of \$961.

Expenses totaled \$457,807, including depreciation expense in the amount of \$70,979, which is a non-cash transaction.

The change in net position of the enterprise fund was \$154,417.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements consist of two components: 1) fund financial statements, and 2) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. The District is a special-purpose entity engaged in business-type and governmental activities. Accordingly, only fund financial statements are presented as the basic financial statements.

Effective, December 31, 2004, the District adopted Governmental Accounting Standards (GASB) Statement No. 34, *Basic Financial Statements – Management's Discussion and Analysis – for State and Local Governments*.

---



---

## MD&A

---



---

**Table 1**  
**Balance Sheet (*Enterprise Fund*)**

The following table represents a Comparative Balance Sheet as of December 31, 2018:

<b>Assets</b>	<b>2017</b>	<b>2018</b>	<b>% Change</b>
Current Assets	\$ 622,182	\$ 489,230	-21.4
Restricted Assets	-0-	-0-	0.0
Capital Assets, Net	<u>560,853</u>	<u>816,995</u>	45.7
<b>Total Assets</b>	<u>1,183,035</u>	<u>1,306,225</u>	10.4
<b>Liabilities &amp; Net Position</b>			
Current Liabilities	84,058	47,476	-43.5
Long-Term Liabilities	-0-	-0-	0.0
<b>Total Liabilities</b>	<u>84,058</u>	<u>47,476</u>	-43.5
<b>Net Position</b>			
Net Investment in Capital Assets	560,853	816,995	45.7
Unrestricted	<u>538,124</u>	<u>441,754</u>	-17.9
<b>Total Net Position</b>	<u>1,098,977</u>	<u>1,258,749</u>	14.5
<b>Total Liabilities &amp; Net Position</b>	<u>\$ 1,183,035</u>	<u>\$ 1,306,225</u>	10.4

**Table 2**  
**Changes in Net Position (*Enterprise Fund*)**

The following table reflects the Comparative Statement of Revenues, Expenses, and Changes in Net Position for the year ended December 31, 2018:

	<b>2017</b>	<b>2018</b>	<b>% Change</b>
<b>Revenues</b>			
Operating Revenues	\$ 599,417	\$ 611,263	2.0
Non-Operating Revenues	146	961	558.2
<b>Total Revenues</b>	<u>599,563</u>	<u>612,224</u>	2.1
<b>Expenses</b>			
Operating Expenses	569,473	457,807	-19.6
Non-Operating Expenses	-0-	-0-	0.0
<b>Total Expenses</b>	<u>569,473</u>	<u>457,807</u>	-19.6
Increase (Decrease) in Net Position	30,090	154,417	413.2
<b>Prior Period Adjustment</b>	-0-	5,355	100.0
<b>Beginning Net Position</b>	<u>1,068,887</u>	<u>1,098,977</u>	2.8
<b>Ending Net Position</b>	<u>\$ 1,098,977</u>	<u>\$ 1,258,749</u>	14.5

---

---

## MD&A

---

---

### CAPITAL ASSETS

#### *Capital Assets*

At December 31, 2018, the District had \$816,995 invested in a broad range of capital assets, including the sewer system, leasehold improvements, and equipment. This amount represents a net decrease (including additions, deductions, and depreciation) of \$256,142, or 45.7% from last year.

#### Capital Assets at Year-End

	<u>2017</u>	<u>2018</u>
Sewer System, Machinery & Equipment	\$ 1,616,024	\$ 1,943,145
Accumulated Depreciation	(1,055,171)	(1,126,150)
<b>Total Capital Assets, Net</b>	<u>\$ 560,853</u>	<u>\$ 816,995</u>

### USING THIS ANNUAL REPORT

The District's annual report consists of financial statements that show information about the District's fund.

Our auditor has provided assurance in his independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the Basic Financial Statements are fairly stated. Varying degrees of assurance are being provided by the auditor regarding the other information included in this report. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts of this report.

### CONTACTING THE SEWER DISTRICT'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Rapides Parish Sewerage District No. 2's finances and to show the District's accountability for the money it receives. If you have questions about this report or wish to request additional financial information, contact the Rapides Parish Sewerage District No. 2, 2826 Lee Street, Alexandria, Louisiana 71301, telephone number (318) 448-1332.

## **Basic Financial Statements**

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**Statement of Net Position  
Proprietary Fund  
December 31, 2018**

		<u>BUSINESS-TYPE ACTIVITIES</u>
		<u>ENTERPRISE FUND</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash & Cash Equivalents	S	416,853
Investments		54,057
Receivables (Net of Allowances for Uncollectables)		18,320
<b>TOTAL CURRENT ASSETS</b>		<u>489,230</u>
<b>NON-CURRENT ASSETS</b>		
Restricted Cash		-0-
Capital Assets (Net of Accumulated Depreciation)		816,995
<b>TOTAL NON-CURRENT ASSETS</b>		<u>816,995</u>
<b>TOTAL ASSETS</b>		<u>1,306,225</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable		38,071
Accrued Wage/Payroll Taxes Payable		620
Unearned Revenue		8,785
<b>TOTAL CURRENT LIABILITIES</b>		<u>47,476</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>-0-</u>
<b>TOTAL LIABILITIES</b>		<u>47,476</u>
<b>NET POSITION</b>		
Net Investment in Capital Assets		816,995
Unrestricted		441,754
<b>TOTAL NET POSITION</b>	S	<u>1,258,749</u>

The accompanying notes are an integral part of this statement.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**Statement of Revenues, Expenses, & Changes in Net Position  
Proprietary Fund  
December 31, 2018**

	<b>BUSINESS-TYPE ACTIVITIES</b>
	<b>ENTERPRISE FUND</b>
<b>OPERATING REVENUES</b>	
Service Charge	\$ 610,318
Miscellaneous Revenue	945
<b>TOTAL OPERATING REVENUES</b>	<b>611,263</b>
<b>OPERATING EXPENSES</b>	
Salaries & Related Payroll Taxes	17,439
Advertising	2,716
Bank Fees	51
Contract Labor	135,915
Dues, Subscriptions, and Permits	6,615
Engineering Fees	27,395
Equipment Rental	1,518
Insurance	11,047
Legal and Accounting	58,453
Office and Postage	8,560
Rental Expense	2,400
Repairs and Maintenance	59,797
Servitude Expense	8,792
Telephone	989
Utilities	45,141
Depreciation	70,979
<b>TOTAL OPERATING EXPENSES</b>	<b>457,807</b>
<b>OPERATING INCOME (LOSS)</b>	<b>153,456</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>	
Interest Earnings	961
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<b>961</b>
<b>CHANGE IN NET POSITION</b>	<b>154,417</b>
<b>PRIOR PERIOD ADJUSTMENT</b>	<b>5,355</b>
<b>TOTAL NET POSITION - BEGINNING</b>	<b>1,098,977</b>
<b>TOTAL NET POSITION - ENDING</b>	<b>\$ 1,258,749</b>

The accompanying notes are an integral part of this statement.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**Statement of Cash Flows  
Year Ended December 31, 2018**

	<u>ENTERPRISE FUND</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Receipts from Customers & Users	\$ 613,152
Receipts from Other Operating	945
Payments to Suppliers	(270,056)
Payments to Other Operating	(153,354)
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<u>190,687</u>
<b>CASH FLOWS FROM CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>	
Acquisition and Construction of Capital Assets	(327,121)
Additions of Long-Term Debt	-0-
Interest Expense	-0-
Principal Payment on Long-Term Debt	-0-
<b>NET CASH PROVIDED (USED) BY CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>	<u>(327,121)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Investments	-0-
Interest Earnings	961
<b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>	<u>961</u>
<b>NET INCREASE (DECREASE) IN CASH &amp; CASH EQUIVALENTS</b>	(135,473)
<b>CASH - BEGINNING OF YEAR</b>	606,383
<b>CASH - END OF YEAR</b>	\$ <u>470,910</u>
<b>RECONCILIATION TO BALANCE SHEET</b>	
Cash and Cash Equivalents	470,910
Restricted Cash	-0-
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<u>\$ 470,910</u>

The accompanying notes are an integral part of this statement.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**Statement of Cash Flows  
Year Ended December 31, 2018**

**Reconciliation**

**RECONCILIATION OF OPERATING INCOME TO NET CASH  
PROVIDED (USED) BY OPERATING ACTIVITIES**

Operating Income (Loss)	\$ <u>153,456</u>
Depreciation Expense	70,979
(Increase) Decrease in Accounts Receivable	2,834
Increase (Decrease) in Accounts Payable	(36,582)
Increase (Decrease) in Accrued Wage/Payroll Taxes Payable	-0-
Increase (Decrease) in Deferred Revenue	<u>-0-</u>
<b>TOTAL ADJUSTMENTS</b>	<u>37,231</u>
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<u>190,687</u>
<b>LISTING OF NONCASH INVESTING, CAPITAL, &amp; FINANCIAL ACTIVITIES</b>	
Contributions of Capital Assets From Government	\$ <u><u>-0-</u></u>

The accompanying notes are an integral part of this statement.

**Notes to the Basic  
Financial Statements**

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying financial statements of Sewerage District No. 2 of Rapides Parish, Louisiana, has been prepared in conformity with generally accepted accounting principles (GAAP). GAAP includes all relevant Government Accounting Standards Board (GASB) pronouncements. The accounting and reporting framework and the more significant accounting policies are described below.

Rapides Parish Sewerage District No. 2 was created by the Rapides Parish Police Jury, as authorized by Louisiana Revised Statute 33:381 to manage and operate sewerage systems within the District not served by municipal systems. The Sewerage District is administered by a board of three commissioners who are appointed by the Rapides Parish Police Jury.

At December 31, 2018, the District had approximately 1,601 customers.

For financial reporting purposes the District is a component unit of the Rapides Parish Police Jury, the governing body of the parish. The accompanying financial statements present financial information only on the funds and account groups maintained by Rapides Parish Sewerage District No. 2 and do not present information on the Police Jury and the general government services provided by that governmental unit or any of its other component units.

**A. FUND FINANCIAL STATEMENTS**

The District uses fund accounting to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

The District has only one fund, an enterprise fund.

An enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination or revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**B. MEASUREMENT FOCUS/BASIS OF ACCOUNTING**

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

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
(CONTINUED)**

The enterprise fund utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

The entity reports the following major proprietary funds:

- Sewer Fund – The Enterprise Fund is the municipality’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. Principal operating revenues are utility billings. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Basis of accounting refers to when revenues and expenses, are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The District utilizes the accrual basis of accounting whereby revenues are recognized when they are earned and expenses are recognized when incurred. Unbilled utility service receivables resulting from utility services rendered between the date of meter reading and billing and the end of the month are recorded in accounts receivable.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
(CONTINUED)**

**C. EQUITY CLASSIFICATIONS**

In the government-wide financial statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets - Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position - Net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position - All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

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

**D. DEPOSITS & INVESTMENTS**

The District’s cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the district’s investment policy allow the district to invest in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments (bank certificate of deposits in excess of 90 days) for the District are reported at fair value.

**E. INVENTORIES**

Inventories of materials and supplies are considered to be expenditures at the time purchased. Amounts on hand at the financial statement date are considered immaterial and therefore not included on the statements of assets and liabilities.

**F. ACCOUNTS RECEIVABLE & ALLOWANCES FOR BAD DEBTS**

Receivables consist of all revenues earned at year-end and not yet received. Business-type activities report customer’s utility service receivables as the major receivable. Uncollectible utility service receivables are recognized as bad debts through the establishment of an allowance account at the time information becomes available.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
(CONTINUED)**

The allowance method is used to recognize bad debts of accounts receivable. The allowance is determined based upon past history and the aging of accounts receivable as of year-end. The allowance for bad debts at December 31, 2018 is \$22,256.

**G. CAPITAL ASSETS**

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable columns in the basic financial statements. Capital assets are capitalized at historical cost. The district maintains a threshold level of \$1,500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. The total interest expense included during the current fiscal year was \$-0-. Of this amount, \$-0- was included as part of the cost of capital assets under construction in connection with construction projects.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Sewer System	15-45 years
Equipment/Improvements	3-20 years

**H. COMPENSATED ABSENCES**

The only employees of the District are its Board of Commissioners and they do not receive any vacation, sick pay or any other benefits. Therefore, no accruals for compensated absences have been made in these financial statements.

**I. LONG-TERM OBLIGATIONS**

In the basic financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
(CONTINUED)**

**2. CASH & INVESTMENTS (CD'S IN EXCESS OF 90 DAYS)**

At December 31, 2018, the District has cash and investments (bank balances) totaling \$515,847 as follows:

Demand deposits	\$	515,847
Time deposits		<u>-0-</u>
<b>Total</b>	<b>\$</b>	<b><u>515,847</u></b>

These deposits are stated at cost, which approximated 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.

***Custodial Credit Risk***

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, 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.

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 Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

***Deposits***

It is the district's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance.

The district's deposits are categorized to give an indication of the level of risk assumed by the district at year end. The categories are described as follows:

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
(CONTINUED)**

*Category 1* – Insured or collateralized with securities held by the district or by its agent in the district’s name.

*Category 2* – Collateralized with securities held by the pledging financial institution’s trust department or agent in the district’s name.

*Category 3* – Uncollateralized.

<b>Description</b>	<b>Market Value</b>
FDIC ( <i>Category 1</i> )	\$ 500,000
Securities ( <i>Category 2</i> )	199,033
<b>Total</b>	<b>\$ 699,033</b>

Deposits were fully secured at year end.

**3. ACCOUNTS RECEIVABLES**

The receivables of \$18,320 as of December 31, 2018, are as follows:

Accounts Receivable	\$ 40,576
Allowance for Bad Debt	(22,256)
<b>Total Receivables</b>	<b>\$ 18,320</b>

**4. CHANGES IN FIXED ASSETS – PROPRIETARY FUNDS**

A summary of proprietary fund type property, plant and equipment at December 31, 2018:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Deletions</b>	<b>Ending Balance</b>
Land*	\$ 19,500	\$ -0-	\$ -0-	\$ 19,500
Sewerage System	1,596,524	327,121	-0-	1,923,645
Less Allowance for Depreciation	(1,055,171)	(70,979)	-0-	(1,126,150)
<b>Net Plant</b>	<b>\$ 560,853</b>	<b>\$ 256,142</b>	<b>\$ -0-</b>	<b>\$ 816,995</b>

\*Land in the amount of \$19,500 is not being depreciated.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
(CONTINUED)**

**5. ACCOUNTS PAYABLE**

The payables of \$38,691 at December 31, 2018, were as follows:

Accounts Payable	\$	38,071
Accrued Wages/Payroll Taxes Payable		620
<b>Total</b>	<b>\$</b>	<b><u>38,691</u></b>

**6. BOARD MEMBERS**

The following is a list of board members for the year ended December 31, 2018:

		<u>Term</u>	<u>Compensation</u>
T. J. Speir Jr.	President	4 Years Expires October 12, 2022	\$4,987
John Miller	Secretary	4 Years Expires October 12, 2022	\$4,987
Calvin Malone	Board Member	4 Years Expires October 12, 2022	\$4,987

**7. USE OF ESTIMATES**

The preparation of financial statements in conformity with generally accepted accounting principles 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 expenses during the reporting period. Actual results could differ from those estimates.

**8. LITIGATION**

The District had no outstanding judgments or pending litigations as of December 31, 2018.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
(CONTINUED)**

**9. RISK MANAGEMENT**

The District is exposed to risks of loss in the areas of theft, torts, property hazards, general liability, errors and omissions, and natural causes. These risks are covered by commercial insurance coverage. All previous losses have not exceeded the insurance coverage.

**10. RETIREMENT PLANS**

The system does not offer its employees a retirement plan. All employees are in the social security system.

**11. PRIOR PERIOD ADJUSTMENT**

A prior period adjustment was made to correct accounts receivable and bad debt expense.

**Other Supplemental Schedules**

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

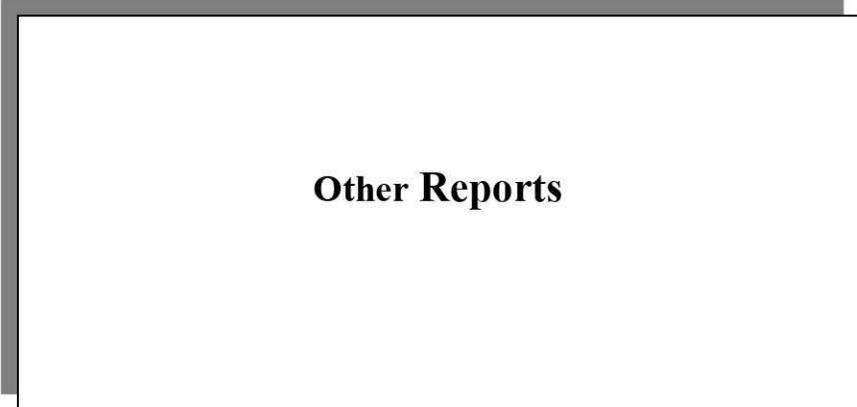
**Schedule of Compensation Benefits and Other Payments  
to Agency Head or Chief Executive Officer  
For the Year Ended December 31, 2018**

Rapides Parish Sewerage District No. 2  
T. J. Speir, Jr.-Chairman

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 4,987
Benefits-Insurance	-0-
Benefits-Retirement	-0-
Benefits (List any other here)	-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-
Un-vouchered Expenses*	-0-
Special Meals	\$ -0-

\*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report.



## **Other Reports**

John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374

### MEMBERS

American Institute of  
Certified Public Accountants

Society of Louisiana  
Certified Public Accountants

Association of  
Certified Fraud Examiners

### **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***

Rapides Parish Sewerage District No. 2  
Alexandria, 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 business-type activities of the Rapides Parish Sewerage District No. 2, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Rapides Parish Sewerage District No. 2's basic financial statements, and have issued our report thereon dated August 22, 2019.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Rapides Parish Sewerage District No. 2'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 Rapides Parish Sewerage District No. 2's internal control. Accordingly, we do not express an opinion on the effectiveness of the Rapides Parish Sewerage District No. 2'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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in

internal control, described in the accompanying Schedule of Findings and Questioned Costs, that we consider to be significant deficiencies (**2018-1 Policies and Procedures Manual**).

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Rapides Parish Sewerage District No. 2'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 matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Findings and Questioned Costs as item: **2018-2 Annual Filing of Financial Statements**.

### **Rapides Parish Sewerage District No. 2's Response to Findings**

The Rapides Parish Sewerage District No. 2's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The Rapides Parish Sewerage District No. 2'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.

### **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 solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document and its distribution is not limited.

*The Vercher Group*

Jena, Louisiana  
August 22, 2019

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST  
For the Year Ended December 31, 2018**

We have audited the basic financial statements which collectively comprise the Rapides Parish Sewerage District No. 2 as of and for the year ended December 31, 2018, and have issued our report thereon dated August 22, 2019. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

---

---

**Section I Summary of Auditor's Results**

---

---

Our audit of the financial statements as of December 31, 2018, resulted in an unmodified opinion.

**a. Report on Internal Control and Compliance Material to the Financial Statements**

Internal Control

Material Weaknesses     Yes    No    Significant Deficiencies     Yes    No

Compliance

Compliance Material to Financial Statements     Yes    No

**b. Federal Awards – (Not Applicable)**

Internal Control

Material Weaknesses     Yes    No    Other Conditions     Yes    No

Type of Opinion on Compliance     Unmodified     Qualified  
For Major Programs     Disclaimer     Adverse

Are the findings required to be reported in accordance with Uniform Guidance?

Yes    No

**c. Identification Of Major Programs:**

CFDA Number (s)	Name of Federal Program (or Cluster)
-----------------	--------------------------------------

Dollar threshold used to distinguish between Type A and Type B Programs:    \$

Is the auditee a 'low-risk' auditee, as defined by OMB Uniform Guidance?     Yes    No

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)  
For the Year Ended December 31, 2018**

---

---

**Section II Financial Statement Findings**

---

---

**2018-1 Policies and Procedures Manual (Internal Control)**

**Condition:** The District does not have a written policies and procedures manual that addresses budgeting, purchasing, disbursements, receipts, contracting, credit cards/fuel cards, travel and expense reimbursement, ethics, or debt service.

**Criteria:** Good internal controls require that a District have written policies and procedures addressing budgeting, purchasing, disbursements, receipts, payroll/personnel, contracting, credit cards/fuel cards, travel and expense reimbursement, ethics, and debt service.

**Cause of Condition:** Not having written policies and procedures.

**Potential Effect of Condition:** Significant internal control deficiency.

**Recommendation:** The District should prepare a written policies and procedures manual that addresses budgeting, purchasing, disbursements, receipts, contracting, credit cards/fuel cards, travel and expense reimbursement, ethics, and debt service.

**Client Response:** The District is in the process of preparing a written policies and procedures manual that addresses budgeting, purchasing, disbursements, receipts, contracting, credit cards/fuel cards, travel and expense reimbursement, ethics and debt service.

**2018-2 Annual Filing of Financial Statements (Compliance)**

**Condition:** The District did not timely file their financial statements with the Legislative Auditor.

**Criteria:** LSA-RS 24:514, LSA-RS 33:463, and/or LSA-RS 39:92, as applicable require that governmental units file their financial statements annually with the Legislative Auditor's Office within six months of the entity's year end closing.

**Cause of Condition:** Not having the financial statements completed on time.

**Potential Effect of Condition:** Compliance finding and a freeze on grant funding.

**Recommendation:** The District should have their audit completed in time to file with the Legislative Auditor's Office within six months of the District's year end closing.

**Client Response:** The District will have their audit completed in time to file with the Legislative Auditor's Office within six months of the District's year end closing.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST – (CONT.)  
For the Year Ended December 31, 2018**

---

---

**Section III Federal Awards Findings and Questioned Costs.**

---

---

Not applicable.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**MANAGEMENT'S CORRECTIVE ACTION  
FOR CURRENT YEAR AUDIT FINDINGS**

---

**FINDINGS:**

**2018-1 Policies and Procedures Manual**

***Finding:*** The District does not have a written policies and procedures manual that addresses budgeting, purchasing, disbursements, receipts, contracting, credit cards/fuel cards, travel and expense reimbursement, ethics, or debt service. Good internal controls require that a District have written policies and procedures addressing budgeting, purchasing, disbursements, receipts, payroll/personnel, contracting, credit cards/fuel cards, travel and expense reimbursement, ethics, and debt service.

***Corrective Action:*** The District is in the process of preparing a written policies and procedures manual that addresses budgeting, purchasing, disbursements, receipts, contracting, credit cards/fuel cards, travel and expense reimbursement, ethics and debt service.

***Contact Person:*** T. J. Speir, Jr., Chairman

***Anticipated Completion Date:*** December 31, 2019

**2018-2 Annual Filing of Financial Statements**

***Finding:*** The District did not timely file their financial statements with the Legislative Auditor. LSA-RS 24:514, LSA-RS 33:463, and/or LSA-RS 39:92, as applicable require that governmental units file their financial statements annually with the Legislative Auditor's Office within six months of the entity's year end closing.

***Corrective Action:*** The District will have their audit completed in time to file with the Legislative Auditor's Office within six months of the District's year end closing.

***Contact Person:*** T. J. Speir, Jr., Chairman

***Anticipated Completion Date:*** December 31, 2019

John R. Vercher C.P.A.  
*jrv@centurytel.net*

Jonathan M. Vercher M.S., C.P.A.  
*jonathanvercher@centurytel.net*

David R. Vercher M.B.A., C.P.A., C.F.E.  
*davidvercher@centurytel.net*

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

**P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374**

### MEMBERS

American Institute of  
Certified Public Accountants

Society of Louisiana  
Certified Public Accountants

Association of  
Certified Fraud Examiners

---

---

## **MANAGEMENT LETTER COMMENTS**

---

---

During the course of our audit, we observed conditions and circumstances that may be improved. Below are findings noted for improvement, our recommendation for improvement and the District's plan for corrective action.

### **CURRENT YEAR MANAGEMENT LETTER COMMENTS**

No comments.

**RAPIDES PARISH SEWERAGE DISTRICT NO. 2  
ALEXANDRIA, LOUISIANA**

**MANAGEMENT'S SUMMARY  
OF PRIOR YEAR FINDINGS**

---

Legislative Auditor  
State of Louisiana  
Baton Rouge, Louisiana 70804-9397

The management of the Rapides Parish Sewerage District No. 2 has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended December 31, 2017.

**PRIOR YEAR FINDINGS**

No findings to report.

John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

**P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374**

### MEMBERS

American Institute of  
Certified Public Accountants

Society of Louisiana  
Certified Public Accountants

Association of  
Certified Fraud Examiners

### **AGREED-UPON PROCEDURES REPORT**

**Rapides Parish Sewerage District No. 2**

**Independent Accountant's Report**

**On Applying Agreed-Upon Procedures**

**For the Period of January 1- December 31, 2018**

Rapides Parish Sewerage District No. 2  
Alexandria, Louisiana

To the Rapides Parish Sewerage District No. 2 and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Rapides Parish Sewerage District No. 2 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, 2018 through December 31, 2018. 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 and inspect 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):
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
  - 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.
  - c) **Disbursements**, including processing, reviewing, and approving
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
  - 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
  - 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)
  - h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
  - 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.
  - j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

**Observation: The District does not have a written policies and procedures manual that addresses any of the above items.**

**Exception: The District does not have a written policies and procedures manual that addresses any of the above items.**

**Management's Response: The District will work on developing a policies and procedures manual that addresses all of the above items.**

## *Board or Finance Committee*

---

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:

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

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

### ***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:
  - 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);
  - 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); and
  - 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.

**Observation:**

- A) **Bank reconciliations include evidence that they were prepared within two months of the related statement closing date with an electronically logged date.**
- B) **Bank reconciliations do not include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.**

**Exception: Bank reconciliations do not include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.**

**Management's Response: The District will start having a board member who does not handle cash, post ledgers, or issue checks review and initial the bank reconciliations.**

- C) Management does not have any reconciling items that have been outstanding for more than 12 months from the statement closing date.**

### ***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).

**Observation: We obtained the listing and management's representation that the listing is complete.**

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:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.
- 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.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- 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.

**Observation:**

- A) Inquiry found that the two persons responsible for cash collections do share cash drawers/registers.**

**Exception: The persons responsible for cash collections share cash drawers/registers.**

**Management's Response: Management does not believe there is a cost/benefit factor to implement this procedure.**

- B) The same person responsible for collecting cash is also responsible for making deposits and reconciling collection documentation.**

**Exception: The person responsible for making deposits and reconciling collection documentation also collects cash.**

**Management's Response: The District does not have enough employees to implement this procedure.**

- C) The same person responsible for collecting cash also posts collection entries to the general ledger.**

**Exception: The same person responsible for collecting cash also posts collection entries to the general ledger.**

**Management's Response: The District does not have enough employees to implement this procedure.**

**D) The same person responsible for collecting cash is also responsible for reconciling cash collections to the general ledger. Another person does not verify the reconciliation.**

**Exception: The same person responsible for collecting cash is also responsible for reconciling cash collections to the general ledger. Another person does not verify the reconciliation.**

**Management's Response: The District does not have enough employees to implement this procedure.**

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

**Observation: All employees and board members are covered by a bond or 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:

- a) Observe that receipts are sequentially pre-numbered.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- 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).
- e) Trace the actual deposit per the bank statement to the general ledger.

**Observation:**

**A) Receipts are not sequentially prenumbered.**

**Exception: Numbered receipts are not given.**

**Management's Response: Management will consider purchasing prenumbered receipt books.**

**B) Traced receipts, system reports, and other relation collection documentation to the deposit slip.**

**C) Traced the deposit slip total to the actual deposit per the bank statement.**

**D) The deposits were made within one business day of receipt.**

**E) Traced the actual deposit to the bank statement to the general ledger.**

*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 5 locations (or all locations if less than 5).

**Observation: We obtained the listing and management's representation that the listing is complete.**

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:

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

**Observation:**

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

**B) At least two persons are involved in processing and approving payments to vendors.**

**C) The person responsible for processing payments is not prohibited from adding/modifying vendor files.**

**Exception: The person responsible for processing payments is not prohibited from adding/modifying vendor files.**

**Management's Response: The District does not have enough employees to implement this procedure.**

**D) The same person responsible for processing payments is also in charge of mailing the payments.**

**Exception: The same person responsible for processing payments is also in charge of mailing the payments.**

**Management's Response: The District does not have enough employees to implement this procedure.**

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:

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

**Observation:**

- A) The disbursements matched the related original invoice/billing statement.
- B) The disbursement documentation did not include written evidence of segregation of duties tested under #9.

**Exception: The disbursements did not include written evidence of segregation of duties.**

**Management's Response: The District will start initialing and dating invoices for disbursements.**

***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.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

- 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:

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

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

- 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).

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

***Travel and Travel-Related Expense Reimbursements (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:

- 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](http://www.gsa.gov)).
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- 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).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

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

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

### ***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.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

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:

- 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.)
- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

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.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

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.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

### *Ethics*

---

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

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

**Observation: The District was not able to produce all of the required certificates for the employees/officials ethics training.**

**Exception: The District was only able to produce two required documentations to demonstrate employee/officials ethics training.**

**Management's Response: The District will ensure its employees/officials complete the required ethics training and obtain documentation and signature verification that each employee/official has read the entity's ethic 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.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

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.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

## *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.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

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.

**Observation: These procedures were performed last fiscal year with no exceptions. These procedures will be rotated to the next fiscal year.**

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.

## *The Vercher Group*

Jena, Louisiana  
August 22, 2019