

**JACKSON PARISH  
SALES TAX COLLECTION AGENCY  
JONESBORO, LOUISIANA**

**ANNUAL FINANCIAL REPORT  
JUNE 30, 2023**

Jackson Parish Sales Tax Collection Agency  
Jonesboro, Louisiana

Financial Report  
June 30, 2023

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June 30, 2023

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# JACKSON PARISH SALES TAX COLLECTION AGENCY

## JONESBORO, LOUISIANA 71251

### MANAGEMENT'S DISCUSSION AND ANALYSIS

As Management of the Jackson Parish Sales Tax Collection Agency, we offer readers of the Jackson Parish Sales Tax Collection Agency's financial statements this narrative overview and analysis of the financial activities of the Jackson Parish Sales Tax Collection Agency as of and for the fiscal year ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with the Agency's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Jackson Parish Sales Tax Collection Agency's basic financial statements. The Agency's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad view of the Jackson Parish Sales Tax Collection Agency's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Jackson Parish Sales Tax Collection Agency assets, deferred outflows, liabilities and deferred inflows, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Jackson Parish Sales Tax Collection Agency is improving or deteriorating.

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

The government-wide financial statements can be found on pages 11-12 of this report.

**Fund financial statements.** The fund financial statements focus on current available resources and are organized and operated on the basis of funds, each of which is defined as a fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

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

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

The Jackson Parish Sales Tax Collection Agency maintains one governmental fund. Information as of and for the year ended June 30, 2023, is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund, which is considered to be a major fund.

The Jackson Parish Sales Tax Collection Agency adopts an annual appropriated budget for the General Fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

The governmental fund financial statements can be found on pages 14-17 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 21-34 of this report.

Supplemental information. In addition to the basic financial statements and accompanying notes, this report also presents required supplemental information concerning the Jackson Parish Sales Tax Collection Agency's compliance with the budget for its major fund. Also, other supplemental information schedules are included in the report.

#### FINANCIAL HIGHLIGHTS

- ❖ The assets of the Agency exceeded its liabilities at June 30, 2023 by \$29,107.
- ❖ The Agency's net position decreased by \$1,749.
- ❖ At June 30, 2023, the Agency's governmental fund reported a total ending fund balance of \$21,508, an increase of \$3,637, from June 30, 2022. The entire balance is available for spending at the Agency's discretion (unassigned fund balance).

A summary of the Agency's basic financial statements is as follows:

Summary of Statement of Net Position

|  | <u>2023</u>      | <u>2022</u>      |
|--|------------------|------------------|
| ASSETS:  |                  |                  |
| Cash & Cash Equivalents                            | \$ 9,816         | \$ 9,940         |
| Revenue Receivable                                 | 14,916           | 14,075           |
| Capital Assets, Net of<br>Accumulated Depreciation | 14,726           | 13,423           |
| Net Pension Asset                                  | <u>0</u>         | <u>51,391</u>    |
| Total Assets                                       | <u>\$39,458</u>  | <u>\$88,829</u>  |
| DEFERRED OUTFLOWS OF RESOURCES:                    |                  |                  |
| Pension  | \$ <u>41,652</u> | \$ <u>9,956</u>  |
| LIABILITIES:                                       |                  |                  |
| Accounts Payable                                   | \$ 3,224         | \$ 1,179         |
| Payroll Liabilities                                | 0                | 4,965            |
| Net Pension Liabilities                            | 30,290           | 0                |
| Compensated Absences                               | <u>14,015</u>    | <u>11,608</u>    |
| Total Liabilities                                  | <u>\$47,529</u>  | <u>\$17,752</u>  |
| DEFERRED INFLOWS OF RESOURCES:                     |                  |                  |
| Pension  | \$ <u>4,474</u>  | \$ <u>50,177</u> |
| NET POSITION:                                      |                  |                  |
| Net Investment in Capital Assets                   | \$14,726         | \$13,423         |
| Unrestricted                                       | <u>14,381</u>    | <u>17,433</u>    |
| Total Net Position                                 | <u>\$29,107</u>  | <u>\$30,856</u>  |

The Agency's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$29,107 (net position) for the year, an increase of \$1,749 from the prior year. Unrestricted net position of \$14,381 represents the portion available to maintain the Agency's obligations to both citizens and creditors. Prior year unrestricted net position was \$17,433 which is a decrease of \$3,052 for the current year.

## Summary of Statement of Activities

|                              | <u>2023</u>      | <u>2022</u>      |
|------------------------------|------------------|------------------|
| REVENUES:                    |                  |                  |
| Charges for Services         | \$122,613        | \$109,770        |
| General Revenues-            |                  |                  |
| Interest Earnings            | 11               | 10               |
| Miscellaneous                | <u>1,058</u>     | <u>952</u>       |
| Total Revenues               | <u>\$123,682</u> | <u>\$110,732</u> |
| EXPENSES:                    |                  |                  |
| Current-                     |                  |                  |
| General Government           | <u>\$125,431</u> | <u>\$104,342</u> |
| Change in Net Position       | \$ (1,749)       | \$ 6,390         |
| Net Position – June 30, 2022 | <u>30,856</u>    | <u>24,466</u>    |
| Net Position – June 30, 2023 | <u>\$ 29,107</u> | <u>\$ 30,856</u> |

## FINANCIAL ANALYSIS OF THE AGENCY'S FUND

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

As of June 30, 2023, the General Fund balance of \$21,508 reflects an increase of \$3,637 from June 30, 2022. The entire fund balance is unassigned, which is considered available for appropriation.

The changes in the revenues and expenses of the governmental fund were described in the above Financial Analysis section.

## GENERAL FUND BUDGETARY HIGHLIGHTS

The actual revenues were \$6,645 less than the budgeted amount for the year, and the expenditures were \$10,282 less than the budgeted amount for the year ended June 30, 2023.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets - As of June 30, 2023, the Jackson Parish Sales Tax Collection Agency's investment in capital assets totals \$14,726 (net of accumulated depreciation). This investment includes furniture and equipment.

Debt administration - The Agency had long-term debt of \$44,305 during the year ended June 30, 2023 which consists of compensated absences and net pension liabilities.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The primary revenue source is the charges for services received from the different taxing bodies based on a pro-rata basis on the ratio that the taxes collected for each bear to the total taxes collected for all during the preceding month. Any significant long-term decrease in sales tax would have an impact on the office operations. As there are minimal changes expected in the next fiscal year, the budget for the year ended June 30, 2024 should not significantly differ from the budget for the year ended June 30, 2023.

## REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Jackson Parish Sales Tax Collection Agency's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to Mrs. Nia E. Johnson, Tax Administrator, P. O. Box 666, Jonesboro, Louisiana 71251.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
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**INDEPENDENT AUDITORS' REPORT**

Board of Commissioners  
Jackson Parish Sales Tax Collection Agency  
P. O. Box 666  
Jonesboro, LA 71251

***Opinions***

We have audited the accompanying financial statements of the governmental activities, the major fund and the fiduciary fund of the Jackson Parish Sales Tax Collection Agency (Agency) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund and the fiduciary fund, of the Agency as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Responsibilities of Management for the Financial Statements***

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statements date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 1 through 5, Budgetary Comparison Schedule, Schedule of Employer's Share of Net Pension Liability, and Schedule of Employer Contributions on pages 36 through 38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Agency's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information 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. The 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 or Chief Executive Officer is fairly stated in all material respects in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2023, on our consideration of the Agency'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 Agency's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated December 20, 2023, on the results of our statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditors' state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

December 20, 2023

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

Jackson Parish Sales Tax Collection Agency  
Statement of Net Position  
June 30, 2023

|                                  | Governmental<br><u>Activities</u> |
|----------------------------------|-----------------------------------|
| ASSETS:                          |                                   |
| Current Assets-                  |                                   |
| Cash & Cash Equivalents          | \$ 9,816                          |
| Revenue Receivable               | <u>14,916</u>                     |
| Total Current Assets             | \$24,732                          |
| Noncurrent Assets-               |                                   |
| Capital Assets (Net)             | <u>14,726</u>                     |
| Total Assets                     | \$ <u>39,458</u>                  |
| DEFERRED OUTFLOWS OF RESOURCES:  |                                   |
| Pension                          | \$ <u>41,652</u>                  |
| LIABILITIES & NET POSITION:      |                                   |
| Current Liabilities-             |                                   |
| Accounts Payable                 | \$ <u>3,224</u>                   |
| Noncurrent Liabilities-          |                                   |
| Net Pension Liabilities          | \$30,290                          |
| Compensated Absences             | <u>14,015</u>                     |
| Total Noncurrent Liabilities     | \$ <u>44,305</u>                  |
| Total Liabilities                | \$ <u>47,529</u>                  |
| DEFERRED INFLOWS OF RESOURCES:   |                                   |
| Pension                          | \$ <u>4,474</u>                   |
| NET POSITION-                    |                                   |
| Net Investment in Capital Assets | \$14,726                          |
| Unrestricted                     | <u>14,381</u>                     |
| Total Net Position               | \$ <u>29,107</u>                  |

See independent auditors' report and notes to financial statements.

Jackson Parish Sales Tax Collection Agency  
Statement of Activities  
June 30, 2023

| <u>Activities</u>        | <u>Expenses</u>  | <u>Program Revenues</u>             |   |   | <u>Net (Expense)<br/>Revenue and Changes<br/>in Net Position<br/>Governmental Activities</u> |
|--------------------------|------------------|-------------------------------------|---|---|--|
|                          |                  | <u>Charges<br/>for<br/>Services</u> | <u>Operating Grants<br/>and<br/>Contributions</u> | <u>Capital Grants<br/>and<br/>Contributions</u> |  |
| Governmental Activities: |                  |                                     |   |   |  |
| General Government       | <u>\$125,431</u> | <u>\$122,613</u>                    | <u>\$0</u>  | <u>\$0</u>                                      | <u>\$ (2,818)</u>  |
|                          |                  |                                     |   |   |  |
|                          |                  | General Revenues:                   |   |   |  |
|                          |                  |                                     |   |   | \$ 11  |
|                          |                  |                                     |   |   | 733  |
|                          |                  |                                     |   |   | <u>325</u>   |
|                          |                  |                                     |   |   |  |
|                          |                  |                                     |   |   | Total General Revenues   |
|                          |                  |                                     |   |   | <u>\$ 1,069</u>  |
|                          |                  |                                     |   |   |  |
|                          |                  |                                     |   |   | Change in Net Position   |
|                          |                  |                                     |   |   | <u>\$ (1,749)</u>  |
|                          |                  |                                     |   |   |  |
|                          |                  |                                     |   |   | Net Position - June 30, 2022   |
|                          |                  |                                     |   |   | <u>30,856</u>  |
|                          |                  |                                     |   |   |  |
|                          |                  |                                     |   |   | Net Position - June 30, 2023   |
|                          |                  |                                     |   |   | <u>\$29,107</u>  |

See independent auditors' report and notes to financial statements.

FUND FINANCIAL STATEMENTS

Jackson Parish Sales Tax Collection Agency  
Balance Sheet-Governmental Fund  
June 30, 2023

Assets:

|                         |                 |
|-------------------------|-----------------|
| Cash & Cash Equivalents | \$ 9,816        |
| Revenue Receivable      | <u>14,916</u>   |
| Total Assets            | <u>\$24,732</u> |

Liabilities:

|                  |                 |
|------------------|-----------------|
| Accounts Payable | \$ <u>3,224</u> |
|------------------|-----------------|

Fund Balance:

|                                    |                 |
|------------------------------------|-----------------|
| Unassigned                         | <u>21,508</u>   |
| Total Liabilities and Fund Balance | <u>\$24,732</u> |

See independent auditors' report and notes to financial statements.

Jackson Parish Sales Tax Collection Agency  
Reconciliation of the Governmental Fund  
Balance Sheet to the Statement of Net Position  
June 30, 2023

Total Fund Balance of the Governmental Fund \$ 21,508

Amounts reported for Governmental Activities  
in the Statement of Net Position are different because:

The following used in Governmental Activities are not  
current financial resources and, therefore, are not reported  
in the Governmental Fund Balance Sheet-

|                      |        |
|----------------------|--------|
| Capital Assets (Net) | 14,726 |
| Deferred Outflows    | 41,652 |

The following are not due and payable  
in the current period and, therefore, are not reported in the  
Governmental Fund Balance Sheet-

|                               |                |
|-------------------------------|----------------|
| Compensated Absences          | (14,015)       |
| Net Pension Liabilities       | (30,290)       |
| Deferred Inflows of Resources | <u>(4,474)</u> |

Net Position of Governmental Activities \$ 29,107

Jackson Parish Sales Tax Collection Agency  
Statement of Revenues, Expenditures and Changes in Fund Balance-  
Governmental Fund  
Year Ended June 30, 2023

|                                      |                  |
|--------------------------------------|------------------|
| REVENUES:                            |                  |
| Charges for Services                 | \$122,613        |
| Interest                             | 11               |
| Miscellaneous                        | <u>325</u>       |
| Total Revenues                       | <u>\$122,949</u> |
| EXPENDITURES:                        |                  |
| General Government-                  |                  |
| Current-                             |                  |
| Payroll & Related Expenses           | \$ 81,873        |
| Legal & Professional Fees            | 19,075           |
| Office                               | 4,475            |
| Programming                          | 2,917            |
| Insurance                            | 5,110            |
| Telephone                            | 2,387            |
| Capital Outlay                       | <u>3,475</u>     |
| Total Expenditures                   | <u>\$119,312</u> |
| Excess of Revenues over Expenditures | \$ 3,637         |
| Fund Balance-Beginning of Year       | <u>17,871</u>    |
| Fund Balance-End of Year             | <u>\$ 21,508</u> |

See independent auditors' report and notes to financial statements.

Jackson Parish Sales Tax Collection Agency  
Reconciliation of the Statement of Revenues, Expenditures and  
Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
Year Ended June 30, 2023

Net Change in Fund Balance - Governmental Fund \$ 3,637

Amounts reported for Governmental Activities  
in the Statement of Activities are different because:

Some revenues reported in the Statement of Activities do not provide current financial resources and these are not reported as revenues in governmental funds. Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. These timing differences are summarized below:

|   |                  |
|---|------------------|
| Depreciation Expense                                | (2,172)          |
| Non-Employer Pension Revenue                        | 733              |
| Pension Expense                                     | (5,015)          |
| Purchase of Capital Assets                          | 3,475            |
| Compensated Absences                                | <u>(2,407)</u>   |
| Increase in Net Position of Governmental Activities | <u>\$(1,749)</u> |

See independent auditors' report and notes to financial statements.

Jackson Parish Sales Tax Collection Agency  
Statement of Fiduciary Net Position  
Fiduciary Fund  
June 30, 2023

|                                    | <u>Custodial Fund</u> |
|------------------------------------|-----------------------|
| ASSETS:                            |                       |
| Cash & Cash Equivalents            | <u>\$972,819</u>      |
| LIABILITIES:                       |                       |
| Unsettled Deposits – Due to Others | <u>\$972,819</u>      |

See independent auditors' report and notes to financial statements.

Jackson Parish Sales Tax Collection Agency  
Statement of Changes in Fiduciary Net Position  
Fiduciary Fund  
For the Year Ended June 30, 2023

|  | <u>Custodial<br/>Fund</u> |
|--|---------------------------|
| ADDITIONS:                                 |                           |
| Sales Tax Receipts                         | \$13,106,160              |
| Interest Income                            | <u>304</u>                |
| Total Additions                            | <u>\$13,106,464</u>       |
| DEDUCTIONS:                                |                           |
| Jackson Parish Sales Tax Collection Agency | \$ 121,773                |
| Jackson Parish Police Jury                 | 3,055,245                 |
| Jackson Parish School Board                | 6,873,367                 |
| Town of Jonesboro                          | 2,302,322                 |
| Town of Chatham                            | 64,485                    |
| Village of Hodge                           | 635,989                   |
| Village of North Hodge                     | 18,635                    |
| Village of East Hodge                      | 3,513                     |
| Village of Eros                            | 21,926                    |
| Collection Fees                            | 5,325                     |
| Refunds                                    | <u>85,143</u>             |
| Total Deductions                           | <u>\$13,187,723</u>       |
| Change in Liabilities                      | \$ (81,259)               |
| Liabilities-Beginning                      | <u>1,054,078</u>          |
| Liabilities-Ending                         | <u>\$ 972,819</u>         |

See independent auditors' report and notes to financial statements.

## NOTES TO FINANCIAL STATEMENTS

Jackson Parish Sales Tax Collection Agency  
Notes to Financial Statements  
June 30, 2023

## INTRODUCTION

As provided by Louisiana Statutes 33:2711(c), the Jackson Parish Sales Tax Collection Agency (Agency) serves as the collector of sales and use taxes for the parish. The Agency is governed by a Board of Commissioners comprised of five members; two members are selected from the Jackson Parish School Board, one from the Jackson Parish Police Jury, and one each from the municipalities of Jonesboro and Hodge, Louisiana, in accordance with a joint intergovernmental agreement among the agencies. The commissioners serve for indefinite terms at the pleasure of the taxing authority appointing them. The members of the Board serve without benefit of compensation. The Jackson Parish Sales Tax Collection Agency has one full-time position; the Tax Administrator, appointed by the Board of Commissioners.

### 1. Summary of Significant Accounting Policies:

#### A. Basis of Presentation-

The accompanying financial statements of the Agency have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Agency applies all relevant GASB pronouncements, and GAAP, as applicable to governmental entities. Also, the Agency's financial statements are prepared in accordance with the requirements of Louisiana R.S. 24:513, the Louisiana Municipal Audit and Accounting Guide and to the industry guide, Audits of State and Local Government Units, published by the American Institute of Certified Public Accountants.

#### B. Reporting Entity-

The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the primary government is not accountable, but for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Governmental Accounting Standards Board (GASB) Statement No. 14, "The Financial Reporting Entity", establishes criteria for determining which entities should be considered a component unit and, as such, part of the reporting entity for financial reporting purposes. The basic criteria are described below:

1. Appointing a voting majority of an organization's governing body, and:
  - a. The ability of the government to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
2. Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the government regardless of whether the organization has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

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

Based on the above criteria, no component units were identified for the Jackson Parish Sales Tax Collection Agency.

C. Government-Wide Financial Statements

The Agency's government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements present summaries of the governmental activities for the Agency. Fiduciary activities of the Agency are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Agency's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Jackson Parish Sales Tax Collection Agency's governmental activities.

**Program Revenues** - Program revenues included in the Statement of Activities (Exhibit B) derive directly from parties outside the Agency's taxpayers or citizenry, including (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program; program revenues reduce the cost of the function to be financed from the Agency's general revenues.

**Direct Expenses** - The Agency reports all direct expenses by function in the Statement of Activities (Exhibit B). Direct expenses are those that are clearly identifiable with a function. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

**Indirect Expenses** - The Agency reports all indirect expenses separately on the Statement of Activities (Exhibit B). Indirect expenses are those expenses that are not clearly identifiable with a function.

General revenues are taxes and other items that are not included among program revenues.

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D. Fund Financial Statements

The accounts of the Jackson Parish Sales Tax Collection Agency are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, expenditures or expenses, as appropriate, additions, and deductions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements. Funds of the Agency are classified into two categories: governmental and fiduciary.

*Governmental Funds*

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balance for the major governmental fund. An accompanying schedule is presented to reconcile and explain the differences in fund balance and changes in fund balance as presented in these statements to the net position and changes in net position presented in the Government-Wide financial statements.

The governmental fund is accounted for on a spending or “current financial resources” measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. Amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. Long-term debts are reported as another financing source, and repayment of long-term debt is reported as an expenditure. The Statement of Revenues, Expenditures and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. “Measurable” means the amount of the transaction can be determined, and “available” means collectible within the current period or soon thereafter to pay liabilities of the current period. Accordingly, revenues are recorded when received in cash and when collected within 60 days after year-end. Expenditures are recorded in the accounting period in which the related fund liability is incurred, except for principal and interest on general long-term debt, which are recognized when due.

The Jackson Parish Sales Tax Collection Agency reports the following major governmental fund:

General Fund - The operating fund of the Agency, the General Fund, accounts for all financial resources. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to Agency policy.

Revenues

The governmental fund uses the following practices in recording revenues:

Those revenues susceptible to accrual are charges for services. Other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

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Entitlements and shared revenues are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible-to-accrual criteria are met. Expenditure-driven grants are recognized when the qualifying expenditures have been incurred, all other grant requirements have been met, and the susceptible-to-accrual criteria have been met.

Interest earnings are recorded when the investments have matured and the interest is available.

#### Expenditures

The governmental fund uses the following practices in recording expenditures:

Salaries are recorded as expenditures when earned by employees.

Purchases of various operating supplies, etc. are recorded as expenditures when the related fund liability is incurred.

Compensated absences are recognized as liabilities when earned by the employee. Principal and interest on long-term debt are recognized when due.

#### Other Financing Sources (Uses)

The governmental fund uses the following practices in recording other financing sources (uses):

Sales of fixed assets and long-term debt proceeds and payments, are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

#### *Fiduciary Funds*

Fiduciary Funds are used to account for assets held by the Agency in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Fiduciary Funds are custodial in nature (assets equal liabilities). Since by definition these assets are being held for the benefit of a third party and cannot be used to address activities of the Agency, these funds are not incorporated into the Government-Wide statements.

#### E. Equity Classifications

The Jackson Parish Sales Tax Collection Agency has implemented GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.

In the Government-Wide Financial Statements, the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and reported in three components:

Net investment in capital assets: This classification consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of these assets.

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**Restricted net position:** This classification consists of net position with constraints placed on its use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provision or enabling legislation.

**Unrestricted net position:** Any 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 are available, management applies unrestricted net position first, unless a determination is made to use restricted net position. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

The Governmental Fund Financial Statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Agency is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

**Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Agency did not have any nonspendable funds for the year ended June 30, 2023.

**Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Agency did not have any restricted funds for the year ended June 30, 2023.

**Committed:** This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Commissioners. These amounts cannot be used for any other purpose unless the Board of Commissioners removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Board typically establishes commitments through the adoption and amendment of the budget. The Agency did not have any committed funds for the year ended June 30, 2023.

**Assigned:** This classification includes amounts that are constrained by the Agency’s intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Commissioners for specific purposes. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Agency has no assigned funds for the year ended June 30, 2023.

**Unassigned:** This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts. All funds of the Agency are designated as unassigned.

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The General Fund has an unassigned fund balance of \$21,508. The Agency would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

F. Budgets

Under GASB Statement No. 34, budgetary comparison information is required to be presented for the general fund and each major special revenue fund with a legally adopted budget. The Agency adopts an annual operating budget for the General Fund. The budget was made available for public inspection at the time of adoption. The Board of Commissioners must meet and approve all budget changes and amendments, and all appropriations lapse at year end. Budgetary data for the General Fund is prepared based on prior year actual operating revenues and expenditures. The General Fund is maintained on the modified accrual basis and therefore no reconciliations between legally enacted basis and GAAP basis is required.

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Jackson Parish Sales Tax Collection Agency may deposit funds in demand deposits in stock-owned federally insured depository institutions organized under the laws of the state of Louisiana or of any other state of the United States, or under the laws of the United States. The Agency may invest in certificates and time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the Agency may invest in United States bonds, treasury notes, or certificates. Those with maturities of 90 days or less would be classified as cash equivalents and all other reported as investments.

H. Capital Assets

Capital assets, which include property and equipment are recorded in the governmental activities column of the government-wide financial statements, but are not reported in the governmental fund financial statements. Acquisitions of property and equipment are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Agency maintains a threshold level of \$500 or more for capitalizing capital assets.

Improvements and replacements of property and equipment are capitalized. Maintenance and repairs that do not improve or extend the lives of property and equipment are charged to expense as incurred. When assets are sold or retired, their cost and related accumulated depreciation are removed from the accounts and any gain or loss is reported in the Statement of Activities.

Furniture, Computers      5 years

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I. Deferred Outflows of Resources

The Agency reports decreases in net position that relate to future periods as deferred outflows of resources in a separate section of its government-wide statement of net position. The Agency reported deferred outflows of resources of \$41,652 in relation to net pension liabilities, and no deferred outflows of resources affect the governmental funds financial statements.

J. Compensated Absences

Full-time Agency employees may earn from twelve to twenty-one days of annual leave and sick leave each, depending on length of service. Upon resigning, employees may be paid for annual and sick leave up to twenty days each. Retiring employees are not paid for accrued annual leave in excess of twenty days, but are given credit toward retirement length of service. Retiring employees may elect to be paid for accrued sick leave up to twenty-five days.

K. Deferred Inflows of Resources

The Agency reports increases in net position that relate to future periods as deferred inflows of resources in a separate section of its government-wide statement of net position. The Agency will not recognize the related revenues until a future event occurs. The Agency reported deferred inflows of resources of \$4,474 in the government-wide statement in relation to net pension liabilities, and no deferred inflows of resources affect the governmental funds financial statements.

L. Estimates

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

2. Cash, Cash Equivalents, and Investments

The cash and cash equivalents of the Agency are subject to the following risks:

*Custodial Credit Risk.* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Agency 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 or exceed the amount on deposit with the fiscal bank. 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 Agency that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Agency's name.

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Cash and cash equivalents are held separately by each of the Agency's funds. At June 30, 2023, cash and cash equivalents totaled \$982,635 (book balances), including \$150 cash on hand. Bank account balances at June 30, 2023, totaled \$988,161. Of this amount, \$250,000 was insured by federal depository insurance, and \$738,161 was secured by pledged securities.

3. Receivables

The receivables due to the Agency for expenses reimbursed to the General Fund from the Agency Fund were \$14,916 at June 30, 2023.

4. Capital Assets

A summary of changes in capital assets for the year ended June 30, 2023, is as follows:

| <u>Governmental<br/>Activities</u> | <u>Balance<br/>07-01-22</u> | <u>Additions</u> | <u>Deletions</u> | <u>Balance<br/>06-30-23</u> |
|------------------------------------|-----------------------------|------------------|------------------|-----------------------------|
| Capital Assets:                    |                             |                  |                  |                             |
| Furniture, Computers               | \$ 49,530                   | \$ 3,475         | \$0              | \$ 53,005                   |
| Less: Accumulated Depreciation:    |                             |                  |                  |                             |
| Furniture, Computers               | <u>(36,107)</u>             | <u>(2,172)</u>   | <u>0</u>         | <u>(38,279)</u>             |
| Net Capital Assets                 | <u>\$ 13,423</u>            | <u>\$ 1,303</u>  | <u>\$0</u>       | <u>\$ 14,726</u>            |

Depreciation expense for the current year of \$2,172 was charged to the general government function.

5. Retirement System

a. Parochial Employees' Retirement System of Louisiana (System)

*Plan Description*

The Agency contributes to Parochial Employees' Retirement System of Louisiana (System) which is a cost-sharing multiple employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the state of Louisiana or any governing body or a parish which employs and pays persons serving the parish. Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The System is governed by Louisiana Revised Statutes, Title 11, Section 1901 through 2025, specifically, and other general laws of the State of Louisiana. The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at [www.persla.org](http://www.persla.org).

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

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*Benefits Provided*

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

**Retirement**

Any member of Plan A can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

- At any age after 30 or more years of creditable service
- At age 55 after 25 years of creditable service
- At age 60 after 10 years of creditable service
- At age 65 after 7 years of creditable service

For employees hired after January 1, 2007:

- At age 55 after 30 years of creditable service
- At age 62 after 10 years of creditable service
- At age 67 after 7 years of creditable service

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

**Survivor's Benefits**

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes.

Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.

A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married not less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

**Deferred Retirement Option Plan**

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the System. DROP is an option for that member who is eligible for normal retirement.

In lieu of terminating employment and accepting a service retirement, any member of Plan A who is eligible to retire may elect to participate in DROP in which they enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

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Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his/her option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account.

Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

For individuals who become eligible to participate in DROP on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in DROP will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of the System, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of DROP must agree that the benefits payable to the participant are not the obligations of the state or the System, and that any returns and other rights of DROP are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

#### **Disability Benefits**

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and have at least five years of creditable service or if hired after January 1, 2007, have seven years of creditable service, and are not eligible for normal retirement and have been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continues service to age 60 for those members who are enrolled prior to January 1, 2007 and to age 62 for those members who are enrolled January 1, 2007 and later.

#### **Cost-of-Living Increases**

The Board is authorized to provide a cost of living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (LA R.S. 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

#### *Contributions*

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2022, the actuarially determined contribution rate was 7.01 of member's compensation for Plan. However, the actual rate for the fiscal year ending December 31, 2022 was 11.5% for Plan A.

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According to state statute, the System also receives  $\frac{1}{4}$  of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Non-employer contribution revenue for the current year is \$733.

The Agency's contractually required composite contribution rate for the year ended June 30, 2023 was 11.5% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the Agency were \$8,175 for the year ended June 30, 2023.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At June 30, 2023, the Agency reported a liability of \$30,290 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of December 31, 2022 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Agency's proportion of the Net Pension Liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2022, the Agency's proportion was .007870%, which was a decrease of .00304% from its proportion measured as of December 31, 2021.

For the year ended June 30, 2023, the Agency recognized pension expense of \$12,936 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$255.

At June 30, 2023, the Agency reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

|  | Deferred Outflows<br>of Resources | Deferred Inflows<br>of Resources |
|--|-----------------------------------|----------------------------------|
| Differences between expected and actual experience   | \$ 1,120                          | \$3,337                          |
| Changes in assumption  | 967                               | 0                                |
| Net difference between projected and actual earnings on pension plan investments             | 31,977                            | 0                                |
| Changes in employer's proportion of beginning net pension liability                          | 1,881                             | 996                              |
| Differences between employer contributions and proportionate share of employer contributions | 1,471                             | 141                              |
| Subsequent Period Contributions  | 4,236                             | 0                                |
| Total  | \$41,652                          | \$4,474                          |

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The deferred outflows of resources related to pensions resulting from Jackson Parish Sales Tax contributions subsequent to the measurement date in the amount of \$4,236, will be recognized as a reduction of the net pension asset in the year of June 30, 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

| Year ended June 30: |          |
|---------------------|----------|
| 2024                | \$ 1,509 |
| 2025                | 5,773    |
| 2026                | 11,327   |
| 2027                | 14,334   |
| Total               | \$32,942 |

*Actuarial Assumptions*

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023 is as follows:

|                                  |  |
|----------------------------------|--|
| Valuation Date                   | December 31, 2022  |
| Actuarial Cost Method            | Entry Age Normal   |
| Investment Rate of Return        | 6.40%, net of investment expense, including inflation  |
| Actuarial Assumptions:           |  |
| Expected Remaining Service Lives | 4 years.   |
| Inflation Rate                   | 2.30% per annum.   |
| Mortality                        | Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-210 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants. |
|                                  | Experience study performed on plan data for the period January 1, 2013 through December 31, 2017.  |
| Projected Salary Increases       | 4.75%  |
| Cost of Living Adjustments       | The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.   |

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

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.10% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.70% for the year ended December 31, 2022. Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2022 are summarized in the following table:

| <b>Asset Class</b>                 | <b>Target Allocation</b> | <b>Long-Term Expected<br/>Portfolio Real Rate of<br/>Return</b> |
|------------------------------------|--------------------------|---|
| Fixed Income                       | 33%                      | 1.17%   |
| Equity                             | 51%                      | 3.58%   |
| Alternatives                       | 14%                      | 0.73%   |
| Real Assets                        | 2%                       | 0.12%   |
| Total                              | 100%                     | 5.60%   |
| Inflation                          |                          | 2.10%   |
| Expected Arithmetic Nominal Return |                          | 7.70%   |

*Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Agency's proportionate share of the Net Pension Asset using the discount rate of 6.40%, as well as what the Agency's proportionate share of the Net Pension Asset would be if it were calculated using a discount rate that is one percentage-point lower (5.40%) or one percentage-point higher (7.40%) than the current rate:

|   | 1.0% Decrease<br>(5.40%) | Current Discount<br>Rate (6.40%) | 1.0% Increase<br>(7.40%) |
|---|--------------------------|----------------------------------|--------------------------|
| Employer's proportionate share of net pension liability | \$74,908                 | \$30,290                         | \$(7,117)                |

Jackson Parish Sales Tax Collection Agency  
Notes to Financial Statements  
June 30, 2023

*Pension Plan Fiduciary Net Position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana Annual Financial Report at [www.persla.org](http://www.persla.org).

6. Long-Term Obligations

The following is a summary of the long-term obligation transactions for the year ended June 30, 2023:

| <u>Governmental<br/>Activities</u> | <u>Balance<br/>07-01-22</u> | <u>Additions</u> | <u>Deletions</u> | <u>Balance<br/>06-30-23</u> |
|------------------------------------|-----------------------------|------------------|------------------|-----------------------------|
| Compensated Absences               | \$ <u>11,608</u>            | \$ <u>2,407</u>  | \$ <u>0</u>      | \$ <u>14,015</u>            |

None of the long-term obligations are due in one year or less.

7. Risk Management

The Agency is exposed to various risk of loss related to torts, thefts of, damage to, and destruction of assets, errors and omissions, and injuries to employees. The Agency maintains commercial insurance coverage covering each of these risks of loss. No claims were paid on any of the policies during the past three years, which exceeded the policies' coverage amount.

8. Litigation and Claims

At June 30, 2023, the Agency was not involved in any lawsuits nor is aware of any outstanding claims, which are not covered by insurance.

9. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 20, 2023, the date which the financial statements were available to be issued, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

OTHER REQUIRED SUPPLEMENTARY INFORMATION

Jackson Parish Sales Tax Collection Agency  
General Fund  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2023

|                                      | <u>Budget</u>    |                  | <u>Actual</u>    | Variance                   |
|--------------------------------------|------------------|------------------|------------------|----------------------------|
|                                      | <u>Original</u>  | <u>Final</u>     |                  | Favorable<br>(Unfavorable) |
| REVENUES:                            |                  |                  |                  |                            |
| Charges for Services                 | \$113,820        | \$129,584        | \$122,613        | \$ (6,971)                 |
| Miscellaneous                        | <u>260</u>       | <u>10</u>        | <u>336</u>       | <u>326</u>                 |
| Total Revenues                       | <u>\$114,080</u> | <u>\$129,594</u> | <u>\$122,949</u> | <u>\$ (6,645)</u>          |
| EXPENDITURES:                        |                  |                  |                  |                            |
| Current-                             |                  |                  |                  |                            |
| General Government                   | \$112,080        | \$118,594        | \$115,837        | \$ 2,757                   |
| Capital Outlay                       | <u>2,000</u>     | <u>11,000</u>    | <u>3,475</u>     | <u>7,525</u>               |
| Total Expenditures                   | <u>\$114,080</u> | <u>\$129,594</u> | <u>\$119,312</u> | <u>\$10,282</u>            |
| Excess of Revenues over Expenditures | \$ 0             | \$ 0             | \$ 3,637         | \$ 3,637                   |
| Fund Balance - Beginning of Year     | <u>17,871</u>    | <u>17,871</u>    | <u>17,871</u>    | <u>0</u>                   |
| Fund Balance - End of Year           | <u>\$ 17,871</u> | <u>\$ 17,871</u> | <u>\$ 21,508</u> | <u>\$ 3,637</u>            |

See independent auditors' report and the notes to financial statements.

Jackson Parish Sales Tax Collection Agency  
Schedule of Employer's Share of Net Pension Liability  
For the Year Ended June 30, 2023

| <u>Year</u>  | <u>Employer's Proportion of the Net Pension Liability (Asset)</u> | <u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u> | <u>Employer's Covered Employee Payroll</u> | <u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u> | <u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u> |
|--|---|--|--|---|--|
| <i>Parochial Employees' Retirement System – Plan A</i> |   |  |  |   |  |
| 2015   | 0.01496%  | \$ 4,091   | \$77,473                                   | 5.28%   | 99.15%   |
| 2016   | 0.01255%  | \$ 33,027  | \$59,815                                   | 55.22%  | 92.23%   |
| 2017   | 0.00984%  | \$ 20,272  | \$77,700                                   | 26.09%  | 94.15%   |
| 2018   | 0.01301%  | \$ (9,653)   | \$82,440                                   | -11.71%   | 101.98%  |
| 2019   | 0.01387%  | \$ 61,538  | \$85,340                                   | 72.11%  | 88.86%   |
| 2020   | 0.01321%  | \$ 622   | \$85,585                                   | 0.73%   | 99.9%  |
| 2021   | 0.01296%  | \$(22,717)   | \$79,160                                   | -28.70%   | 104.0%   |
| 2022   | 0.01091%  | \$(51,391)   | \$69,639                                   | -73.80%   | 110.5%   |
| 2023   | 0.00787%  | \$ 30,290  | \$71,080                                   | 42.61%  | 91.74%   |

The amounts presented have a measurement date of the previous fiscal year end.

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

Jackson Parish Sales Tax Collection Agency  
Schedule of Employer Contributions  
For the Year Ended June 30, 2023

| <u>Year</u>  | <u>Contractually<br/>Required<br/>Contributions</u> | <u>Contributions<br/>in Relation to<br/>Contractually<br/>Required Contributions</u> | <u>Contribution<br/>Deficiency (Excess)</u> | <u>Employer's<br/>Covered Payroll</u> | <u>Contributions as<br/>a Percentage of<br/>Covered Employee<br/>Payroll</u> |
|--|---|--|---|---------------------------------------|--|
| <i>Parochial Employees' Retirement System-Plan A</i> |   |  |   |                                       |  |
| 2015   | \$11,893  | \$11,893   | \$0   | \$77,473                              | 15.35%   |
| 2016   | \$ 8,352  | \$ 8,352   | \$0   | \$59,815                              | 13.96%   |
| 2017   | \$ 9,898  | \$ 9,898   | \$0   | \$77,700                              | 12.74%   |
| 2018   | \$ 9,874  | \$ 9,874   | \$0   | \$82,440                              | 11.98%   |
| 2019   | \$ 9,814  | \$ 9,814   | \$0   | \$85,340                              | 11.50%   |
| 2020   | \$10,180  | \$10,180   | \$0   | \$85,585                              | 11.89%   |
| 2021   | \$ 9,697  | \$ 9,697   | \$0   | \$79,160                              | 12.25%   |
| 2022   | \$ 8,259  | \$ 8,259   | \$0   | \$69,639                              | 11.86%   |
| 2023   | \$ 8,174  | \$ 8,174   | \$0   | \$71,080                              | 11.50%   |

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

Changes of Assumptions:

- There were no changes of benefit assumptions for the year ended June 30, 2023.

## SUPPLEMENTARY INFORMATION

Jackson Parish Sales Tax Collection Agency  
Schedule of Compensation, Benefits and Other Payments to  
Agency Head or Chief Executive Officer  
For the Year Ended June 30, 2023

Agency Head Name: Nia E. Johnson, Administrator

| <u>Purpose</u>        | <u>Amount</u> |
|-----------------------|---------------|
| Salary                | \$65,528      |
| Travel Allowance      | 5,368         |
| Annual Leave Pay      | -             |
| Benefits - Retirement | 13,297        |
| Benefits - Other      | 1,870         |
| Membership Dues       | 400           |

See independent auditors' report.

OTHER REPORTS/SCHEDULES

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA - A Professional Corporation (1927-1996)

Mark D. Thomas, CPA - A Professional Corporation  
Roger M. Cunningham, CPA - LLC  
Jessica H. Broadway, CPA - A Professional Corporation  
Ryan E. Todtenbier, CPA - A Professional Corporation

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

Board of Commissioners  
Jackson Parish Sales Tax Collection Agency  
P. O. Box 666  
Jonesboro, LA 71251

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, and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, the major fund and the fiduciary fund as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Jackson Parish Sales Tax Collection Agency's (Agency) basic financial statements and have issued our report thereon dated December 20, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency'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 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. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

December 20, 2023

Jackson Parish Sales Tax Collection Agency  
Schedule of Audit Results  
Year Ended June 30, 2023

I. Summary of Audit Results

1. The auditors' report expresses an unmodified opinion on the financial statements of the Jackson Parish Sales Tax Collection Agency.
2. The audit disclosed no material weaknesses in internal control.
3. The audit disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

II. Findings in Accordance with *Government Auditing Standards*

No findings identified.

III. Prior Year Findings

No findings identified.

**T | C | B | T**  
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INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING  
STATEWIDE AGREED-UPON PROCEDURES

To the Jackson Parish Sales Tax Collection Agency and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditors’ (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. The Jackson Parish Sales Tax Collection Agency’s (Agency) management is responsible for those C/C areas identified in the SAUPs.

The Agency has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA’s SAUPs for the fiscal period July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed many not address all the items of interest to a user for this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

---

1. We obtained and inspected the entity’s written policies and procedures and observed that they address each of the following categories and subcategories (or noted that the entity does not have any written policies and procedures), as applicable:
  - ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ***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.
  - ***Disbursements***, including processing, reviewing, and approving.
  - ***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.)

- **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedule.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **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).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

***Procedure Results: No exceptions were noted as a result of these procedures.***

#### ***Board or Finance Committee***

---

2. We obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
  - Observed 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.
  - Observed that the minutes referenced or included quarterly budget-to-actual comparisons on the proprietary fund.
  - Obtained the prior year audit report and observed the unrestricted net position in the General Fund. If the General Fund had a negative ending unrestricted net position in the prior year audit report, observed that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted net position in the General Fund.
  - Observed whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Bank Reconciliations***

---

3. We obtained a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. We selected the entity's main operating account and randomly selected 4 additional accounts (or all if less than 5). We randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:
  - Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
  - Bank reconciliations included written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g. initialed and dated, electronically logged); and
  - 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Collections (excluding electronic funds transfers)***

---

4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money orders (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, then inquired of employees about their job duties) at each collection location, and observed that job duties were properly segregated at each collection location such that:
  - Employees that are responsible for cash collections do not share cash drawers/registers.
  - Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - Each employee responsible for collecting cash is not also 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.
  - 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/official verifies the reconciliation.
6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed that the bond or insurance policy for theft was in force during the fiscal period.

7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under “Bank Reconciliations” above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits were made on the same day). We obtained supporting documentation for each of the deposits selected and:
  - We observed that receipts are sequentially pre-numbered.
  - We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - We traced the deposit slip total to the actual deposit per the bank statement.
  - We observed that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - We traced the actual deposit per the bank statement to the general ledger.

*Procedure Results: No exceptions were noted as a result of these procedures.*

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

---

8. We obtained a listing of locations that process payments for the fiscal period and management’s representation that the listing is complete. We randomly selected the required amount of disbursement locations (or all locations if less than 5).
9. For each location selected under #8 above, obtained a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquired of employees about their job duties), and we observed that job duties are properly segregated such that:
  - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.
  - At least two employees are involved in processing and approving payments to vendors.
  - 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.
  - 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.
  - Only employees/officials authorized to sign checks approved the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some electronic means.
10. For each location selected under #8 above, we obtained the entity’s non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management’s representation that the population is complete. We randomly selected 5 disbursements for each location, and obtained supporting documentation for each transaction and:
  - We observed that the disbursement, whether paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.

- We observed whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
11. Using the entity's main operating account and the month selected in procedure #3 under Bank Reconciliations, we randomly selected 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observed that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. If no electronic payments were made from the main operating account during the month selected, we selected an alternative month and/or account for testing that does include electronic disbursements.

*Procedure Results: No exceptions were noted as a result of these procedures.*

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

---

12. We obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. We obtained management's representation that the listing is complete.
13. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly selected one monthly bank statement), and obtained supporting documentation, and:
- We observed 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 (or electronically approved), by someone other than the authorized card holder.
  - We observed that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (a) an original itemized receipt that identified precisely what was purchased, (b) written documentation of the business/public purpose, and (c) documentation of the individuals participating in meals (for meal charges only). For missing receipts, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### Travel and Expense Reimbursement

---

15. We obtained from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. We randomly selected 5 reimbursements, and obtained 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:
- If reimbursed using a per diem, we observed that the approved reimbursement rate is no more than those rates established by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

- We observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1, 8<sup>th</sup> bullet).
- We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*Procedure Results: No exceptions were noted as a result of these procedures.*

### ***Contracts***

---

16. We obtained from management a listing of all agreements/contracts (or active vendor list) for professional services, materials, and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. We obtained management's representation that the listing is complete. We randomly selected the required amount of contracts (up to 5) from the listing, excluding our contract, and:
- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - We observed whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - If the contract was amended (e.g. change order), we observed that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g. if approval is required for any amendment, the document approval).
  - We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

*Procedure Results: No exceptions were noted as a result of these procedures.*

### ***Payroll and Personnel***

---

17. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected 5 employees or officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
18. We randomly selected one pay period during the fiscal period. For the 5 employees or officials selected under #17 above, we obtained attendance records and leave documentation for the pay period, and:
- We observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - We observed that supervisors approved the attendance and leave of the selected employees or officials.
  - We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - We observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found with the personnel file.

19. We obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected two employees or officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. If applicable, we agreed the hours to the employee's or official's cumulative leave records, and the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and the termination payment to entity policy.
20. We obtained management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### ***Ethics***

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21. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, we obtained ethics documentation from management, and:
  - We observed whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.
  - We observed that the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. We inquired and/or observed whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### ***Debt Service***

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23. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*Procedure Results: No exceptions were noted as a result of these procedures.*

#### ***Fraud Notice***

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25. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

26. We observed whether 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.

*Procedure Results: No exceptions were noted as a result of these procedures.*

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

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27. We performed the following procedures:

- We obtained and inspected the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquired of personnel responsible for backing up critical data) and observed that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- We obtained and inspected the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquired of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
- We obtained a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. We randomly selected the required number of computers (at least 5) and observed while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

28. We randomly selected 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19, and observed evidence that the selected terminated employees have been removed or disabled from the network.

*Procedure Results: We performed the procedures and discussed the results with management.*

#### ***Prevention of Sexual Harassment***

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29. We randomly selected the employees/officials from procedure #17 under "Payroll and Personnel" above, obtained sexual harassment training documentation from management, and observed that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

30. We observed that the entity has posted its sexual harassment policy and complaint procedures on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

31. We obtained the entity's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that it includes the applicable requirements of R.S. 42:344:

- Number and percentage of public servants in the agency who have completed the training requirements;
- Number of sexual harassment complaints received by the agency;
- Number of complaints which resulted in a finding that sexual harassment occurred;
- Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- Amount of time it took to resolve each complaint.

*Procedure Results: No exceptions were noted as a result of these procedures.*

We were engaged by the Agency to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

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December 20, 2023