

**Bienville Parish Police Jury
Arcadia, Louisiana**

**Primary Government Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 2018
With Supplemental Information Schedules**

**Bienville Parish Police Jury
Arcadia, Louisiana**

**Primary Government Financial Statements
With Independent Auditor's Report
As of and for the Year Ended
December 31, 2018
With Supplemental Information Schedules**

C O N T E N T S

	<u>Statement</u>	<u>Page</u>
Required Supplemental Information (Part I)		
Management's Discussion and Analysis		4
Independent Auditor's Report		9
<u>Basic Financial Statements</u>		
Government-Wide Financial Statements:		
Statement of Net Position	A	13
Statement of Activities	B	14
Fund Financial Statements - Governmental Funds:		
Balance Sheet	C	15
Statement of Revenues, Expenditures, and Changes in Fund Balances	D	17
Notes to the Basic Financial Statements		20
	<u>Schedule</u>	<u>Page</u>
Required Supplemental Information (Part II):		
Budget Comparison Schedules - Major Funds	1	51
Schedule of Changes in Net OPEB Liability and Related Ratios	2	54
Schedule of Employer's Share of Net Pension Liability	3	55
Schedule of Employer Contributions	4	58
Other Supplemental Schedules (Part III):		
Non-Major Governmental Funds:		
Combining Balance Sheet	5	63

Bienville Parish Police Jury
Arcadia, Louisiana
Table of Contents (Contd.)

	<u>Schedule</u>	<u>Page</u>
<u>Other Supplemental Schedules (Contd.)</u>		
Combining Schedule of Revenues, Expenditures and Changes In Fund Balances	6	64
Schedule of Compensation Paid Police Jurors	7	66
Schedule of Expenditures of Federal Awards	8	67
Schedule of Compensation, Benefits and Other Payments to Agency Head	9	68
Independent Auditor's Report Required by <i>Government Auditing Standards (Part IV):</i>		
Independent Auditors Report on Compliance and Internal Control over Financial Reporting		71
Schedule of Findings and Questioned Costs	10	73
Status of Prior Audit Findings	11	74
Statewide Agreed Upon Procedures		75
Agency Response to Statewide Agreed Upon Procedures		84

Required Supplemental Information (Part I)
Management's Discussion and Analysis

Bienville Parish Police Jury
Arcadia, Louisiana
Management's Discussion and Analysis
December 31, 2018

As management of the Bienville Parish Police Jury, we offer readers of the police jury's financial statements this narrative overview and analysis of the financial activities of the police jury for the year ended December 31, 2018. We encourage readers to consider the information presented here, in conjunction with the basic financial statements, and the 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 are intended to serve as an introduction to the police jury's basic financial statements. The police jury's basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of the police jury's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the police jury's assets and liabilities, with the difference between the two 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 police jury is improving or deteriorating.

The statement of activities presents information showing how the police jury'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 not taken annual leave).

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The police jury, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the current funds of the police jury are included in one category - governmental funds.

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

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

The police jury maintains eleven individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures, and changes

in fund balances for the General Fund and the Road Maintenance and Solid Waste special revenue funds are considered to be major funds. Data from the other funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining schedules in the other supplemental information section of the report.

Government-Wide Financial Analysis As noted earlier, net position may serve over time as a useful indicator of a government’s financial position. The following tables focus on net position (Table 1) and changes in net position (Table 2) for the police jury’s governmental activities.

Table 1
Net Position
Governmental Activities

	2018	2017
Current and other assets:		
Cash and equivalents	\$16,698,199	\$16,331,994
Receivables	4,957,864	5,012,791
Net Pension asset	180,873	
Capital assets (net)	19,171,731	19,986,910
Total assets	<u>41,008,667</u>	<u>41,331,695</u>
Deferred outflow of resources	454,832	711,370
Total assets and deferred outflows	<u>\$41,463,499</u>	<u>\$42,043,065</u>
Payables	193,693	236,636
Wages and related payable	53,228	45,258
Interest payable	63,349	70,748
Bonds payable	8,365,000	8,945,000
Premium on bonds	213,983	228,846
Deferred Revenues	70,000	70,000
Compensated absences	102,618	99,718
Net pension liability	114,323	613,491
Net OPEB obligation	476,100	1,769,032
Total liabilities	<u>9,652,294</u>	<u>12,078,729</u>
Deferred inflow of resources	597,136	107,229
Net position:		
Invested in capital assets, net of debt	10,806,731	11,041,910
Unrestricted	20,407,338	18,815,197
Total net position	<u>\$31,214,069</u>	<u>\$29,964,336</u>

Table 2
Changes in Net Position
Governmental Activities

	2018	2017
Revenues		
Program revenues:		
Charges for services	\$53,838	\$67,431
Federal grants	568,082	519,201
State grants and entitlements	400,366	695,948

Table 2
Changes in Net Position
Governmental Activities

	2018	2017
General revenues:		
Property taxes	\$4,296,936	\$4,031,750
Sales taxes	2,282,065	2,169,234
Unrestricted grants and contributions	1,560,138	1,628,730
Unrestricted investment earnings	240,856	94,585
Other general revenues	149,961	126,153
Total revenues	<u>9,552,242</u>	<u>9,333,032</u>
Program expenses		
General government	2,193,171	2,307,899
Public safety	796,661	629,928
Public works	5,702,392	6,021,728
Health and welfare	516,087	434,034
Conservation of natural resources	37,316	46,896
Economic development and assistance	37,487	43,690
Debt service	179,884	196,098
Total expenses	<u>9,462,998</u>	<u>9,680,273</u>
Increase in net position	89,244	(347,241)
Net position at beginning of year as restated	<u>31,124,825</u>	<u>31,636,961</u>
Net position at end of year	<u>\$31,214,069</u>	<u>\$31,289,720</u>

Government-Wide Financial Analysis At the close of the fiscal year, assets of the police jury exceeded liabilities by \$31,214,069. Of these net position, \$10,806,731 represents the police jury's investment in capital assets net of accumulated depreciation and related debt. These assets are not available for future spending.

Table 3 presents the cost of each of the police jury's major functions as well as the net cost for each function (total cost less revenues generated by those functions). The net cost shows the financial burden placed on the parish's taxpayers for each of those functions.

Table 3
Governmental Activities

	Total Cost of Services		Net Cost of Services	
	2018	2017	2018	2017
General government	\$2,193,171	\$2,307,899	\$2,139,333	\$2,240,468
Public safety	796,661	629,928	604,659	467,985
Public works	5,702,392	6,021,728	5,413,495	5,423,799
Health and welfare	516,087	434,034	28,538	(21,243)
All others	254,687	286,684	254,687	286,684
Totals	<u>\$9,462,998</u>	<u>\$9,680,273</u>	<u>\$8,440,712</u>	<u>\$8,397,693</u>

Financial Analysis of the Government's Funds The police jury 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 revenue, expenditures, and balances of expendable resources. This information is used in assessing

the financing requirements of the police jury. Unreserved fund balances may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2018, combined governmental fund balances of \$21,339,142 showed an increase of \$346,251 over December 31, 2017. The General Fund's balance of \$7,321,743, is \$94,290 more than the 2017 balance of \$7,227,453. The Road Maintenance Fund experienced a \$180,480 overall increase. The Solid Waste Fund had a decrease of \$69,561 for the year.

Budgetary Highlights

GENERAL FUND - The differences in revenues were due to increases in licenses and permits, federal grants, use of money and property and other revenues and decreases in ad valorem taxes, other taxes, penalties, severance taxes, state revenue sharing, other state grants, and fees, charges and commissions. Expenditures required an increase in other general government, public safety and health and welfare and decreases in legislative, judicial, elections, finance and administrative, public works, conservation of natural resources, and economic development and assistance.

ROAD MAINTENANCE - The differences in revenues were due to increases in ad valorem taxes, severance taxes, use of money and property and operating transfers in and decreases in state revenue sharing and parish transportation and proceeds from disposal of assets. Expenditures required a decrease in personal services, operating services, materials and supplies and travel and an increase in capital outlay.

SOLID WASTE - The differences in revenues was an increase in sales tax and use of money and property. Expenditures required an increase in solid waste collection and disposal and operating transfer out and a decrease in sales tax collection fees and materials and supplies.

Capital Asset and Debt Administration

Capital Assets. The police jury's investment in capital assets for its governmental activities as of December 31, 2018, amounts to \$19,171,731 (net of accumulated depreciation). This investment includes land, buildings and improvements, infrastructure roads and bridges, furniture and equipment, and construction in progress. The net increase in capital assets for the year was \$858,319 and there were no decreases for the year.

Long-Term Debt. At the end of the year, the police jury had total long-term debt of \$9,058,041. Of that amount, \$102,618 represents accrued and unused employee annual leave and is a \$2,900 increase over the previous year. Also there are revenue bonds payable in the amount of \$8,365,000. During the year, \$580,000 was paid in accordance with the debt agreement. \$476,100 is an accrued liability for employee post-employment benefits. As discussed in the notes to the financial statements, effective for the year 2009, the police jury has implemented Governmental Accounting Standards Board Statement Codification Section P50, which requires the accrual of liabilities for group insurance coverage that will be paid for employees after they retire. Net pension liability is \$114,323 at year end.

Economic Factors and Next Year's Budgets

Over the last several years we showed an upward trend in costs associated with Public Safety and Insurance. The jury has constructed a new Courthouse in Arcadia and a new Courthouse Annex in Ringgold. Funding for these projects were secured by bonds in the amount of \$12,000,000, payable from an ad valorem tax. The balance of the debt is \$8,365,000 at December 31, 2018. This source of funding will enable the jury to continue working toward a realistic budget for future planning purposes.

Requests for Information

This financial report is designed to be a summary of the Bienville Parish Police Jury's finances. If there are any questions regarding any information, a request can be made in writing to the Bienville Parish Police Jury, at 100 Courthouse Drive, Arcadia, Louisiana 71001. Our telephone number is (318) 263-2019.

June 3, 2019

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

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

Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Auditor's Report

Bienville Parish Police Jury
Arcadia, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bienville Parish Police Jury, as of December 31, 2018, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Police Jury's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Bienville Parish Police Jury's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bienville Parish Police Jury's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Basis for Adverse Opinion on the Aggregate Discretely Presented Component Units

The financial statements referred to above do not include financial data for the Police Jury's legally separate component units. Accounting principles generally accepted in the United States of America require the financial data for all those component units to be reported with the financial data of the Police Jury's primary government unless the Police Jury also issues financial statements for the financial reporting entity that include the financial data for its component units. The Police Jury has not issued such reporting entity financial statements. The

BIENVILLE PARISH POLICE JURY
Arcadia, Louisiana
Independent Auditor's Report
December 31, 2018

amount by which this departure would affect the assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues and expenses of the aggregate discretely presented component units has not been determined.

Adverse Opinion

In my opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on the Aggregate Discretely Presented Component Units" paragraph, the financial statements referred to above do not present fairly, the financial position of the aggregate discretely presented component units of the Police Jury as of December 31, 2018, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Bienville Parish Police Jury as of December 31, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As described in Note 1M to the financial statements, the Police Jury adopted Government Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for Post-Employment Benefits Other than Pensions, which resulted in a cumulative effect of change in accounting principal of (\$1,265,151). My opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information, the schedule of the Police Jury's proportionate share of the net pension liability, and the schedule of Employer Contributions to Pension Plan, as listed in the table of contents, 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. I 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 managements's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bienville Parish Police Jury's primary government financial statements. The combining fund financial statements, the schedule of compensation paid to police jurors, and the schedule of compensation, benefits, and

BIENVILLE PARISH POLICE JURY
Arcadia, Louisiana
Independent Auditor's Report
December 31, 2018

other payments to agency head, are presented for the purpose of additional analysis and are not a required part of the basic financial statements.

The combining funds financial statements, the schedule of compensation paid to police jurors, and the schedule of compensation, benefits, and other payments to agency head are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the combining funds financial statements, the schedule of compensation paid to police jurors, and the schedule of compensation, benefits, and other payments to agency head are fairly stated in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued a report dated June 3, 2019, on my consideration of the Bienville Parish Police Jury's internal control over financial reporting and on my 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 my 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 Bienville Parish Police Jury'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, I have issued a report, dated June 3, 2019, on the results of my 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 Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.



West Monroe, Louisiana
June 3, 2019

Basic Financial Statements

Statement A

Bienville Parish Police Jury
Arcadia, Louisiana
Governmental Activities
Statement of Net Position
December 31, 2018

Assets	
Cash and cash equivalents	\$16,698,199
Receivables	4,957,864
Net pension asset	180,873
Capital assets (net)	<u>19,171,731</u>
Total Assets	<u>41,008,667</u>
Deferred Outflow of Resources	
Pension related	<u>454,832</u>
Total Assets and Deferred Outflow of Resources	<u>\$41,463,499</u>
Liabilities	
Accounts payable	\$193,693
Wages and related payable	53,228
Interest payable	63,349
Premium on bonds	213,983
Deferred revenues	70,000
Compensated absences payable	102,618
Bonds payable:	
Due within one year	605,000
Due in more than one year	7,760,000
Net Pension Liability	114,323
Net OPEB obligation	<u>476,100</u>
Total Liabilities	<u>9,652,294</u>
Deferred Inflows of Resources	
Pension related	597,136
Net Position	
Invested in capital assets, net of related debt	10,806,731
Unrestricted	<u>20,407,338</u>
Total Net Position	<u>\$31,214,069</u>

See accompanying notes to basic financial statements.

Bienville Parish Police Jury
Arcadia, Louisiana
Statement of Activities
For the Year Ended December 31, 2018

Functions:	<u>Expenses</u>	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental Activities:					
General government	\$2,193,171	\$53,838			(\$2,139,333)
Public safety	796,661		\$192,002		(604,659)
Public works	5,702,392		27,438	\$261,459	(5,413,495)
Health and welfare	516,087		487,549		(28,538)
Conservation of natural resources	37,316				(37,316)
Economic development and assistance	37,487				(37,487)
Debt service	179,884				(179,884)
Total governmental activities	<u>\$9,462,998</u>	<u>\$53,838</u>	<u>\$706,989</u>	<u>\$261,459</u>	<u>(8,440,712)</u>
General revenues:					
Taxes:					
					1,408,586
					2,014,631
					873,719
					2,282,065
					29,809
					1,560,138
					87,348
					240,856
					32,804
					<u>8,529,956</u>
					89,244
					<u>31,124,825</u>
					<u>\$31,214,069</u>

See accompanying notes to basic financial statements.

Statement C

Bienville Parish Police Jury
Arcadia, Louisiana
Governmental Funds
Balance Sheet
December 31, 2018

	General	Road Maintenance	Solid Waste	Debt Service Fund	Other Governmental Funds	Total Governmental Funds
Assets						
Cash and equivalents	\$5,839,331	\$5,977,213	\$3,880,340	\$585,551	\$415,764	\$16,698,199
Receivables	1,649,844	2,148,807	275,070	878,684	5,459	4,957,864
Total Assets	<u>\$7,489,175</u>	<u>\$8,126,020</u>	<u>\$4,155,410</u>	<u>\$1,464,235</u>	<u>\$421,223</u>	<u>\$21,656,063</u>
Liabilities and Fund Balances						
Liabilities:						
Accounts payable	\$84,962	\$9,806	\$98,825		\$100	\$193,693
Salaries and related payable	12,470	40,758				53,228
Deferred revenues	70,000					70,000
Total Liabilities	167,432	50,564	98,825	NONE	100	316,921
Fund Equity - fund balances:						
Non spendable					3,966	3,966
Restricted:						
Other general government					310,245	310,245
Public works		8,075,456	4,056,585		11,015	12,143,056
Health & welfare					58,603	58,603
Economic development					34,889	34,889
Assigned				\$1,464,235	2,405	1,466,640
Unassigned	7,321,743					7,321,743
Total Fund equity - fund balances	<u>7,321,743</u>	<u>8,075,456</u>	<u>4,056,585</u>	<u>1,464,235</u>	<u>421,123</u>	<u>21,339,142</u>
Total Liabilities and Fund Balances	<u>\$7,489,175</u>	<u>\$8,126,020</u>	<u>\$4,155,410</u>	<u>\$1,464,235</u>	<u>\$421,223</u>	<u>\$21,656,063</u>

See accompanying notes to basic financial statements.

Bienville Parish Police Jury
 Arcadia, Louisiana
 Reconciliation of Governmental Funds Balance Sheet to
 Statement of Net Position
 December 31, 2018

Total fund balance - governmental funds (Statement C)		\$21,339,142
Amounts reported for governmental activities in the statement of net position are different because:		
Deferred outflows of resources		454,832
Net Pension asset		180,873
Capital assets used in governmental activities are not financial resources		19,171,731
Long term liabilities:		
Interest payable	(\$63,349)	
Bonds payable	(8,365,000)	
Premium on bonds	(213,983)	
Compensated absences payable	(102,618)	
Net Pension Liability	(114,323)	
Net OPEB obligation	(476,100)	
Deferred inflows of resources	(597,136)	(9,932,509)
Net position of governmental activities (Statement A)		<u>\$31,214,069</u>

See accompanying notes to basic financial statements.

Statement D

Bienville Parish Police Jury
Arcadia, Louisiana
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended December 31, 2018

	General	Road Maintenance	Solid Waste	Debt Service Fund	Other Governmental Funds	Total Governmental Funds
REVENUES						
Taxes:						
Ad valorem	\$1,408,586	\$2,014,631		\$873,719		\$4,296,936
Sales and use			\$2,282,065			2,282,065
Other taxes, penalties, and interest	5,015				\$24,794	29,809
Licenses and permits	87,348					87,348
Intergovernmental revenues:						
Federal funds	291,949				276,133	568,082
State funds:						
Severance taxes	1,041,549	518,589				1,560,138
State revenue sharing	23,799	32,388				56,187
Parish transportation		261,459				261,459
Fire insurance rebate	55,282					55,282
Other state grants	27,438					27,438
Fees, charges, and commissions						
for services	3,643					3,643
Fines and forfeitures					39,527	39,527
Use of money and property	94,459	101,764	38,082	4,020	2,531	240,856
Miscellaneous revenues	10,668					10,668
Total revenues	<u>3,049,736</u>	<u>2,928,831</u>	<u>2,320,147</u>	<u>877,739</u>	<u>342,985</u>	<u>9,519,438</u>
EXPENDITURES						
Current:						
General government:						
Legislative	389,884					389,884
Judicial	231,173				6,200	237,373
Elections	95,198					95,198
Finance and administrative	347,244					347,244
Other general government	686,087					686,087

Public safety	796,661					796,661
Public works	109,645	2,971,056	1,308,684			4,389,385
Health and welfare	241,251				274,836	516,087
Conservation of natural resources	37,316					37,316
Economic development and assistance	20,987				16,500	37,487
Debt service				782,146		782,146
Capital outlay		728,319	130,000			858,319
Total expenditures	<u>2,955,446</u>	<u>3,699,375</u>	<u>1,438,684</u>	<u>782,146</u>	<u>297,536</u>	<u>9,173,187</u>
Excess (deficiency) of revenues over expenditures	<u>94,290</u>	<u>(770,544)</u>	<u>881,463</u>	<u>95,593</u>	<u>45,449</u>	<u>346,251</u>
OTHER FINANCING SOURCES (Use)						
Operating transfers in		951,024				951,024
Operating transfers out			(951,024)			(951,024)
Total other financing sources (use)	<u>NONE</u>	<u>951,024</u>	<u>(951,024)</u>	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>
NET CHANGE IN FUND BALANCES	<u>94,290</u>	<u>180,480</u>	<u>(69,561)</u>	<u>95,593</u>	<u>45,449</u>	<u>346,251</u>
FUND BALANCES - BEGINNING	<u>7,227,453</u>	<u>7,894,976</u>	<u>4,126,146</u>	<u>1,368,642</u>	<u>375,674</u>	<u>20,992,891</u>
FUND BALANCES - ENDING	<u>\$7,321,743</u>	<u>\$8,075,456</u>	<u>\$4,056,585</u>	<u>\$1,464,235</u>	<u>\$421,123</u>	<u>\$21,339,142</u>

See accompanying notes to basic financial statements.

Bienville Parish Police Jury
 Arcadia, Louisiana
 Reconciliation of the Statement of Revenues, Expenditures
 and Changes in Fund Balances to the Statement of Activities
 For the Year Ended December 31, 2018

Net change in fund balances - total governmental funds (Statement D)	\$346,251
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeds capital outlay in the period.	(814,979)
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	580,000
Interest on long-term debt in the Statement of Activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the Statement of Activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.	7,399
Calculations of deferred inflows to calculate OPEB obligation, are not reported in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	(39,395)
Payments of long-term debt, including contributions to OPEB obligation, are reported as expenditures in governmental funds. However, those amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities.	27,781
Premiums on bond issues and other costs of issuance are reported as a revenue in the governmental funds but are carried to the government wide statement of net position and amortized over the life of the bonds. This is the difference between the total deferred costs carried to the statement of net position and the amount amortized for the current year.	14,863
In the Statement of Activities, certain operating expenses - compensated absences - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).	(2,900)
Non-employer contributions to cost-sharing pension plan	32,804
Pension expense	<u>(62,580)</u>
Change in net position of governmental activities (Statement B)	<u><u>\$89,244</u></u>

See accompanying notes to basic financial statements.

Notes to the Basic Financial Statements

**Bienville Parish Police Jury
Arcadia, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2018**

Introduction

Bienville Parish Police Jury is the parish governing authority governed by an elected board referred to as the “police jury.” (similar to county boards in other states) and is a political subdivision of the State of Louisiana. The police jury is governed by seven police jurors representing the various districts within the parish. The jurors are elected by the voters of their respective districts and serve four-year terms. The current terms of jurors expire in January 2018. Jurors receive compensation for their service on the police jury as provided by Louisiana Revised Statute 33:1233.

Bienville Parish, established by Act 183 of the Louisiana Legislature in 1848, is located in the north-central part of the state and occupies 856 square miles of land with a population of 14,353 residents, based on the last census. State law gives the police jury various powers and functions in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the power to make regulations for their own government, the construction and maintenance of roads and bridges, drainage systems, sewerage, solid waste disposal, fire protection, recreation and parks, parish prison construction and maintenance, road lighting and marking, water works, health units, hospitals, provide for the health and welfare of the poor, disadvantaged, and unemployed, economic development, tourism and regulate the sale of alcoholic beverages in the parish. The police jury also houses and maintains the Courts and the offices of the Assessor, Clerk of Court, Registrar of Voters, District Attorney and the Sheriff. Funding to accomplish these tasks is provided by ad valorem taxes, sales taxes, beer and alcoholic beverage permits, parish licenses, state revenue sharing, and various other state and federal grants.

In accomplishing its objectives the police jury has 37 employees (3 in the central office, 4 in maintenance, 1 in security, and 29 in public works) In addition to maintaining drainage and bridges in the parish, the police jury currently maintains 551 miles of parish roads (513 miles of asphalt and 39 miles of gravel or unimproved).

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

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under the provisions of this Statement, the jury is considered a primary government, since it is a general purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement No. 14, fiscally independent means that the police jury may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. In accordance with GASB Statement 14, the reporting entity for Bienville Parish consist of the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 established criteria for determining which component units should be considered part of Bienville Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

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

<u>Component Unit</u>	<u>Fiscal Year End</u>	<u>Criteria Used</u>
Bienville Parish:		
Library	December 31	1, 2, & 3
Communications District	December 31	1 and 3
Industrial Development Board (inactive)	December 31	1 and 3
Hospital District No. 1	December 31	1 and 3
Hospital District No. 2	April 30	1 and 3
Industrial District No. 2	December 31	1 and 3
Recreation District No. 1	December 31	1 and 3
Wards 4 and 5 Fire Protection District	December 31	1, 2, & 3
Fire Protection District No. 6	December 31	1, 2, & 3
Ward 7 Fire District	December 31	1, 2, & 3
Sheriff	June 30	1, 2, & 3
Clerk of Court	June 30	1, 2, & 3
Assessor	December 31	1, 2, & 3
North Bienville Fire Protection District	December 31	1, 2, & 3
Castor Area Recreation District (inactive)	December 31	1 and 3
Shady Grove Recreation District	December 31	1 and 3
Shiloh Community Waterworks District	June 30	1 and 3

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

GASB Statement 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the primary government's (police jury's) financial statements are not a

substitute for the reporting entity's financial statements. The accompanying primary government financial statements have been prepared in conformity with generally accepted accounting principles as applied to governmental units.

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

The primary government financial statements include all funds and organizations for which the police jury maintains the accounting records. The organizations for which the police jury maintains the accounting records are considered part of the primary government (police jury) and include Bienville Parish Industrial District No. 2.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and, where applicable, proprietary and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and, where applicable, major individual enterprise funds are reported as separate columns in the fund financial statements.

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are proprietary and fiduciary fund financial statements, where applicable. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for

Bienville Parish Police Jury
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

which they are levied. Sales taxes are recognized in the period that the sales occur. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Ad valorem taxes, state revenue sharing, and federal and state grants are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the police jury.

The police jury reports the following major governmental funds:

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

The Road Maintenance Fund accounts for the maintenance of the parish highways, streets, and bridges. Financing is provided by the State of Louisiana Parish Transportation Fund, severance tax, a specific Parish wide ad valorem tax, and state revenue sharing funds, and interest earning.

The Solid Waste Fund accounts for the collection and disposal of solid waste in the parish. Financing is provided by a specific parish wide sales and use tax. In accordance with the tax proposition, excess revenues of the fund are transferred to the Road Maintenance Fund to be used for road rehabilitation projects.

The Debt Service fund account for financial resources received and used for the debt service payments on bonds.

When applicable, private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The police jury has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Not eliminating these charges would distort the direct costs and program revenues reported for the various functions concerned.

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the police jury’s policy to use restricted resources first, then unrestricted resources as they are needed.

C. Deposits and Investments

The police jury’s cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the police jury’s investment policy allow the police jury to invest in collateralized certificates of deposits, government backed securities, commercial paper, the Louisiana Asset Management Pool (a state sponsored investment pool), and mutual funds consisting solely of government backed securities. Investments for the police jury are reported at fair value.

D. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.”

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources

All property tax receivables are shown net of an allowance for uncollectibles. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15th. Ad valorem taxes become delinquent if not paid by December 31st. The taxes are normally collected in December of the current year and January and February of the ensuing year. The following is a summary of authorized and levied ad valorem taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Property taxes for:			
General government	4.00	4.21	Indefinite
Public works	5.92	5.92	2025
Debt service	3.00	2.50	Indefinite

The difference between authorized and levied millage is the result of reassessments of taxable property within the parish as required by Article 7, Section 18 of the Louisiana Constitution of 1974. The following are the principal taxpayers for the parish and their 2018 assessed valuation (amounts expressed in thousands):

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

	2018 Assessed Valuation	Per cent of Total Assessed Valuation
ETC Tiger Pipeline, LLC	\$47,233	12.80%
Gulf South Pipeline Company	38,679	10.48%
Regency Intrastate	26,923	7.30%
Bear Creek Storage Comp	17,592	4.77%
QEP Energy Company	16,987	4.60%
Enable Gas Transmission	12,973	3.52%
Tanos Exploration II	8,430	2.29%
Arcadia Gas Storage, LLC	8,249	2.24%
Haynesville Oil & Gas	8,184	2.22%
Tanos Exploration II (WH)	8,082	2.19%
Total	<u>\$193,332</u>	<u>52.41%</u>

Sales Taxes The police jury receives a one per cent (1%) sales and use tax approved by the voters in 1994. The tax was renewed in 2003 and would have expired on June 30, 2017, but the tax was renewed for an additional ten years and will expire on June 30, 2024. In accordance with the tax proposition, the proceeds of the tax are dedicated to first, provide for the collection and disposal of solid waste in the parish and second, with any remaining proceeds to be used for constructing, improving, and maintaining roads and bridges in the parish with the prohibition that no proceeds can be used for salaries.

E. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads and bridges) are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Approximately 98% of non-infrastructure assets are based on actual costs while the remaining 2% are based on the actual historical costs of like items. The cost of infrastructure assets acquired prior to 2005 are based on current replacement cost adjusted to their year of acceptance into the parish road and bridge systems using the U.S. Department of Labor’s producer price index. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The police jury maintains a threshold level of \$2,000 or more for capitalizing assets.

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

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

<u>Description</u>	Estimated Lives
Infrastructure roads	20 - 40 Years
Infrastructure bridges	25 - 40 Years

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

Buildings and building improvements	10 - 40	Years
Furniture and fixtures	5 - 10	Years
Vehicles	5 - 10	Years
Heavy equipment	5 - 10	Years
Other equipment	5 - 10	Years

F. Compensated Absences

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

All full-time and probationary employees of the police jury earn from ten to fifteen days of annual leave per year, depending on their length of service. Employees may accumulate and carry forward a maximum of 30 days. Employees also earn 10 days of sick leave per year with no limit on accumulation. Upon retirement or termination, unused annual leave will be paid to the employee at his or her current rate of pay. Employees are not paid for accumulated sick leave. Upon termination of employment, for reasons other than retirement, all accumulated sick leave is forfeited. Employees retiring have the option of converting unused sick leave to service time for the purpose of retirement benefit calculation, as provided by the Parochial Employees Retirement System.

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

G. Long-Term Obligations

In the government-wide financial statements long-term obligations, such as compensated absences, net OPEB obligation and net pension liability are reported as liabilities in the applicable governmental activities. In the fund financial statements, governmental fund types recognize compensated absences only to the extent that they will be paid with current resources.

H. Equity Classifications

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowing that are attributable to the acquisition, construction, or improvement of those assets.

Bienville Parish Police Jury
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When expenditures are incurred for the purposes for which both restricted and unrestricted amounts are available, the Police Jury reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned and unassigned amounts are available, the Police Jury reduces committed amounts first, followed by assigned amounts and the unassigned amounts.

In the fund financial statements, governmental fund equity is classified as fund balance. The Police Jury adopted GASB Statement 54 for the year ended December 31, 2018. As such, fund balances of the governmental funds are classified as follows:

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

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

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

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

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

The General Fund has an unassigned fund balance of \$7,321,743. If applicable, the Police Jury would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

I. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the police jury, which are either unusual in nature or infrequent in occurrence.

J. 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.

K. Pension Plans

The Bienville Parish Police Jury is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 8. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

L. Interfund Transactions

Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed. All other interfund transactions are reported as transfers.

M. Current Year Adoption Of New Accounting Standards And Restatement Of Net Position

The Bienville Parish Police Jurys' Office adopted Government Accounting Standards Board (GASB) Statement No. 75 - *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* ("GASB 75") to replace GASB 45 which resulted in a restatement of Net Position. The net effect of the restatement will be to increase net position of the Police Jury by \$1,265,151.

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

As of July 1, 2014, the Police Jury implemented Governmental Accounting Standards Board (GASB) Statement 68 *Accounting and Financial Reporting for Pensions - Amendment of GASB Statement 27*, which resulted in a cumulative change in accounting principle and also a restatement of net position.

Errors were made during the GASB 68 calculation in the prior year. The net effect of the restatement to correct this error will be to increase net position of the Police Jury by \$2,567.

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

Total Net Position, December 31, 2018, as previously stated	\$29,857,107
Net Change at December 31, 2018	<u>1,267,718</u>
Total Net Position, December 31, 2018, Restated	<u><u>\$31,124,825</u></u>

2. CASH AND CASH EQUIVALENTS

Under state law, the police jury may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2018, the police jury has cash and cash equivalents (book balances) totaling \$16,698,199, as follows:

Demand deposits	\$5,948,199
Time deposits	<u>10,750,000</u>
Total	<u><u>\$16,698,199</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at December 31, 2018, are as follows:

Bank Balances	<u>\$16,941,214</u>
Federal deposit insurance	\$500,000
FHLB Standby Letter of Credit	500,000
Pledged securities (uncollateralized)	<u>17,423,540</u>
Total	<u><u>\$18,423,540</u></u>

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Police Jury 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 Police Jury's name.

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the police jury, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106. However, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the police jury that the fiscal agent bank has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the police jury's name.

3. RECEIVABLES

The receivables of \$4,957,864, at December 31, 2018, are as follows:

	<u>General</u>	<u>Road Maintenance</u>	<u>Solid Waste</u>	<u>Debt Service</u>	<u>Non-Major</u>	<u>Total</u>
Ad valorem taxes	\$1,479,666	\$2,080,665		\$878,684		\$4,439,015
Sales and use taxes			\$275,070			275,070
Other taxes	1,111				\$5,459	6,570
Federal grants	42,922					42,922
State grants	122,438	68,142				190,580
Other	3,707					3,707
Total	<u>\$1,649,844</u>	<u>\$2,148,807</u>	<u>\$275,070</u>	<u>\$878,684</u>	<u>\$5,459</u>	<u>\$4,957,864</u>

4. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2018, is as follows:

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets not being depreciated:				
Land	\$660,250			\$660,250
Total capital assets not being depreciated	<u>\$660,250</u>	NONE	NONE	<u>\$660,250</u>
Capital assets being depreciated:				
Infrastructure:				
Roads	24,566,020	\$602,434		25,168,454
Bridges	2,537,698			2,537,698
Buildings and improvements	16,992,361			16,992,361
Office furniture and equipment	541,664			541,664
Heavy Equipment	1,861,870	111,799		1,973,669
Vehicles	1,448,894	144,086		1,592,980
Miscellaneous equipment	517,688			517,688
Total capital assets being depreciated	<u>48,466,195</u>	<u>858,319</u>	NONE	<u>49,324,514</u>
Less accumulated depreciation for:				
Infrastructure:				
Roads	(19,954,332)	(1,034,035)		(20,988,367)
Bridges	(1,476,734)	(39,480)		(1,516,214)
Buildings and improvements	(4,403,588)	(369,027)		(4,772,615)
Office furniture and equipment	(541,664)			(541,664)
Heavy Equipment	(1,367,698)	(106,280)		(1,473,978)
Vehicles	(956,453)	(114,455)		(1,070,908)
Miscellaneous equipment	(439,266)	(10,021)		(449,287)
Total depreciation	<u>(29,139,735)</u>	<u>(1,673,298)</u>	NONE	<u>(30,813,033)</u>
Total capital assets being depreciated (net)	<u>19,326,460</u>	<u>(814,979)</u>	NONE	<u>18,511,481</u>
Total capital assets (net)	<u>\$19,986,710</u>	<u>(\$814,979)</u>	NONE	<u>\$19,171,731</u>

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

	Amount
General government	\$369,027
Public works	1,304,271
Total	<u>\$1,673,298</u>

5. INTERFUND TRANSFERS

During 2018, the Solid Waste Fund made operating transfers of \$951,024, to fund road rehabilitation work in the Road Maintenance Fund. Transfers from the Solid Waste Fund to the Road Maintenance Fund, as discussed in Note 1-D, are allowed by the sales tax proposition.

6. LONG-TERM OBLIGATIONS

The following is a summary of long-term obligation transactions for the year ended December 31, 2018:

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

	<u>Revenue Bonds</u>	<u>Compensated Absences</u>	<u>Total</u>
Long-term obligations, December 31, 2017	\$8,945,000	\$99,718	\$9,044,718
Additions		66,885	66,885
Deletions	(580,000)	(68,450)	(648,450)
Adjustment*		4,465	4,465
Long-term obligations, December 31, 2018	<u>\$8,365,000</u>	<u>\$102,618</u>	<u>\$8,467,618</u>

* Adjustment has been made to account for differences between beginning and ending rates of pay.

Revenue bonds payable at December 31, 2018, are comprised of the following issue:

\$7,350,000 -2016 general obligation refunding bonds for the refunding of the 2010 bonds. Principal is due in annual installments of \$50,000 to \$780,000 through March 1, 2030. Interest at 2% per annum. Debt retirement payments are to be made from ad valorem taxes.	\$7,235,000
\$12,000,000 -2010 bonds for the construction of a parish courthouse and a courthouse annex, including acquiring equipment and furnishings. Principal is due in annual installments of \$510,000 to \$575,000 through March 1, 2020. Interest at 2% to 4% per annum. Debt retirement payments are to be made from ad valorem taxes.	1,130,000
	<u>\$8,365,000</u>

The annual requirements to amortize all general obligation bonds outstanding at December 31, 2018 are as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$605,000	\$178,444	\$783,444
2020	625,000	154,843	779,843
2021	645,000	136,386	781,386
2022	660,000	123,323	783,323
2023	675,000	109,960	784,960
2024-2028	3,610,000	338,438	3,948,438
2029-2030	1,545,000	31,082	1,576,082
Total	<u>\$8,365,000</u>	<u>\$1,072,476</u>	<u>\$9,437,476</u>

7. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

Post-employment benefits

Plan Description. The Bienville Parish Police Jury (the Police Jury) provides certain continuing health care and life insurance benefits for its retired employees. The Bienville Parish Police Jury's OPEB Plan (the OPEB Plan) is a single-employer defined benefit OPEB plan administered by the Police Jury. The authority to

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

establish and/or amend the obligation of the employer, employees and retirees rests with the Police Jury. No assets are accumulated in a trust that meets the criteria in Governmental Accounting Standards Board (GASB) Codification Section P52 *Postemployment Benefits Other Than Pensions-Reporting For Benefits Not Provided Through Trusts That Meet Specified Criteria-Defined Benefit*.

Benefits Provided - Medical benefits are provided through comprehensive plans and are made available to employees upon actual retirement. Employees retirement eligibility (D.R.O.P. entry) provisions are as follows: Most employees are covered by the Parochial Employees' Retirement System of Louisiana, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: 30 years of service at any age; age 55 and 25 years of service; age 60 and 10 years of service; or, age 65 and 7 years of service. For employees hired on and after January 1, 2007 retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 30 years of service; age 62 and 10 years of service; or, age 67 and 7 years of service.

Life insurance coverage is not considered in this valuation.

Employees covered by benefit terms - At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	1
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	43
Total employees	<u>44</u>

Total OPEB Liability

The Police Jury's total OPEB liability of \$476,100 was measured as of December 31, 2018 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs - The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	3.0%, including inflation
	3.44%, annually (Beginning of Year to Determine ADC)
Discount rate	4.10% annually (As of End of Year Measurement Date)
Healthcare cost trend rates	Flat 5.5% annually

The discount rate was based on the average of the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2018, the end of the applicable measurement period.

Mortality rates were based on the RP-2000 Table without projection with 50%/50% unisex blend.

The actuarial assumptions used in the December 31, 2018 valuation were based on the results of ongoing evaluations of the assumptions from July 1, 2009 to December 31, 2018.

Changes in the Total OPEB Liability

Balance at December 31, 2017	\$503,881
Changes for the year:	
Service cost	11,452
Interest	\$17,530
Differences between expected and actual	(23,430)
Changes in assumptions	(20,342)
Benefit payments and net transfers	(12,991)
Net Changes	<u>(27,781)</u>
Balance at December 31, 2018	<u>\$476,100</u>

Sensitivity of the total OPEB liability to changes in the discount rate - The following presents the total OPEB liability of the Police Jury, as well as what the Police Jury's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.10%) or 1-percentage-point higher (5.10%) than the current discount rate:

	1.0% Decrease (3.10%)	Current Discount Rate (4.10%)	1.0% Increase (5.10%)
<u>Total OPEB liability</u>	<u>\$505,923</u>	<u>\$476,100</u>	<u>\$448,748</u>

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates - The following presents the total OPEB liability of the Police Jury, as well as what the Police Jury's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current discount rate:

	1.0% Decrease (4.5%)	Current Discount Rate (5.5%)	1.0% Increase (6.5%)
<u>Total OPEB liability</u>	<u>\$446,266</u>	<u>\$476,100</u>	<u>\$509,569</u>

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2018, the Police Jury recognized OPEB expense of \$24,605. At December 31, 2018, the Police Jury reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual expenditures		\$21,087
Changes in assumptions		18,308
Total	NONE	\$39,395

Amounts reported as deferred outflows of resources and deferred inflows resources related to OPEB will be recognized in OPEB expense as follows:

Year ended December 31:	
2019	(\$4,377)
2020	(4,377)
2021	(4,377)
2022	(4,377)
2023	(4,377)
Thereafter	(\$17,509)

8. RETIREMENT SYSTEMS

Parochial Employees' Retirement System of Louisiana (System)

Plan Description

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

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

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

1. Any age after 30 years of creditable service.
2. Age 55 after 25 years of creditable service.

Bienville Parish Police Jury
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

3. Age 60 after 10 years of creditable service.
4. Age 65 after seven years creditable service.

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

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

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

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

For the year ended December 31, 2018, the Bienville Parish Police Jury's total payroll for all employees was \$1,725,353. Total covered payroll was \$1,560,565. Covered payroll refers to all compensation paid by the Bienville Parish Police Jury to active employees covered by the Plan.

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

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 11.5% for Plan A, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Bienville Parish Police Jury to the System monthly. The Bienville Parish Police Jury's contributions to the System under Plan A for the year ending December 31, 2018 were \$179,465.

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

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

At December 31, 2018, the Employer reported an asset of \$180,873 for its proportionate share of the Net Pension Liability (Asset). The Net Pension (Asset) was measured as of December 31, 2017 and the total pension asset used to calculate the Net Pension Asset was determined by an actuarial valuation as of that date. The Bienville Parish Police Jury's proportion of the Net Pension Asset was based on a projection of the Police Jury's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the Police Jury's proportion was 0.2437%, which was a decrease of 0.007 from its proportion measured as of December 31, 2016.

For the year ended December 31, 2018 the Bienville Parish Police Jury recognized pension expense of \$46,865 and reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience		\$117,083
Changes in assumptions	\$228,288	
Net difference between projected and actual earnings on pension plan		417,869
Changes in employer's proportion of beginning NPL	2,250	389
Differences between employer and proportionate share of contributions		1,335
Contributions subsequent to the measurement date	179,465	
Total	\$410,003	\$536,676

The \$179,465 reported as deferred outflows of resources related to pensions resulting from the Bienville Parish Police Jury contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2018	\$26,846
2019	(27,284)
2020	(140,079)

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

2021	(\$165,621)
TOTAL	(306,138)

Actuarial Assumptions

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

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.75%, per annum
Salary increases	5.25% (2.75% merit, 2.5% inflation)
Inflation rate	2.5%, per annum
Mortality rates	RP-2000 Employees Sex Distinct Table for Employees RP-2000 Healthy Annuitant Sex Distinct Table annuitants and beneficiaries RP-2000 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	4 years for Plan A
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2017 are summarized in the following table:

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

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

Discount Rate

The discount rate used to measure the total pension liability (asset) was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payment to determine the total pension liability (asset).

Sensitivity of the Bienville Parish Police Jury's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

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

	1.0% Decrease (5.75%)	Current Discount Rate (6.75%)	1.0% Increase (7.75%)
Employer's proportionate share of net pension liability (Asset)	\$91,769	(\$180,873)	(\$1,135,989)

Plan Fiduciary Net Position

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

District Attorney's Retirement System of Louisiana (System)

Plan Description

The Bienville Parish Police Jury contributes to the District Attorneys' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. The System was established on August 1, 1956 and was placed under the management of the board of trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of Louisiana R.S. 11, Chapter 3 for district attorneys and their assistants in each parish. All persons who are district attorneys of the State of Louisiana or assistant district attorneys in any parish shall become members as a condition of their employment, provided in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys.

Any member of the Plan who was hired prior to July 1, 1990, and who have elected not to be covered under the new provisions, are eligible to receive normal retirement benefit if one of the following criteria is met:

1. Age 62 after 10 or more years of creditable service.
2. Age 60 after 18 or more years of creditable service.
3. Age 55 after 23 or more years of creditable service.
4. Any age after 30 or more years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of the Plan shall consist of an amount equal to three percent of the employee's final compensation for each year of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. Retirement benefits may not exceed 100% of final average compensation.

Any member of the Plan who was hired after July 1, 1990, or who have elected to be covered under the new provisions, are eligible to receive normal retirement benefit if one of the following criteria is met:

1. Age 60 after 10 or more years of creditable service.
2. Age 55 after 24 or more years of creditable service.
3. Any age after 30 or more years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of the Plan shall consist of an amount equal to 3.5% of the employee's final compensation multiplied by years of membership service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. Retirement benefits may not exceed 100% of final average compensation.

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

For the year ended December 31, 2018, the Bienville Parish Police Jury's total payroll for all employees was \$1,725,353. Total covered payroll was \$6,408. Covered payroll refers to all compensation paid by the Bienville Parish Police Jury to active employees covered by the Plan.

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the District Attorneys' Retirement System of Louisiana, 1645 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 267-4824, or by visiting the System's website www.ladars.org.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 0% for January through June and 1.25% for July through December, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Members are required by state statute to contribute 11.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Bienville Parish Police Jury to the System monthly. The Bienville Parish Police Jury's contributions to the System for the year ending December 31, 2018 were \$40.

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

At December 31, 2018, the Employer reported a liability of \$3,319 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Bienville Parish Policy Jury's proportion of the Net Pension Liability was based on a projection of the Police Jury's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Police Jury's proportion was 0.01031%, which was an increase of 0.00024% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the Bienville Parish Police Jury recognized pension expense of \$1,135 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$(1,565). Total pension expense for the Bienville Parish Police Jury for the year ended December 31, 2018 was \$(430).

At December 31, 2018, the Bienville Parish Police Jury reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$18	\$482
Changes in assumptions	2,013	219

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

Net difference between projected and actual earnings on pension plan	\$278	
Changes in employer's proportion of beginning NPL	67	\$1,603
Difference between employer and proportionate share of contributions		4
Employer contributions subsequent to the measurement date	40	
Total	\$2,416	\$2,308

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2019	(863)
2020	361
2021	85
2022	137
2023	348
TOTAL	68

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018, are as follows:

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry age normal costs
Actuarial Assumptions:	
Investment Rate of Return	6.50%, per annum
Salary increases	5.50% (2.4% inflation, 3.1% merit)
Mortality rates	RP 2000 Combined Healthy with White Collar Adjustment Sex Distinct Table(set back 1 year for females) RP 2000 Disabled Lives Mortality Table set back 5 years for males and 3 years for females

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

Expected remaining service lives	6 years
Cost of Living Adjustments	Only those previously granted

The estimated long-term rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 9.45% for the year ended June 30, 2018. Best estimates of real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Long-Term Target Asset Allocation	Expected Portfolio Real Rate of Return
Equities	61.72%	10.82%
Fixed income	28.95%	6.36%
Alternatives	8.85%	10.50%
Cash	.48%	.50%
Totals	100%	
Inflation		2.50%
Expected arithmetic nominal return	9.45%	

Discount Rate

The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from participating employers will be made at actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payment to determine the total pension liability.

Sensitivity of the Bienville Parish Police Jury's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Bienville Parish Police Jury's proportionate share of the net pension liability calculated using the discount rate of 6.50%, as well as what the Police Jury's proportionate share of the net

pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.50%) or one percentage-point higher (7.50%) than the current rate:

	1.0% Decrease (5.50%)	Current Discount Rate (6.50%)	1.0% Increase (7.50%)
Employer's proportionate share of net pension liability	\$8,936	\$3,319	(\$1,460)

Plan Fiduciary Net Position

Detailed information about the System's fiduciary net position is available in the separately issued District Attorneys' Retirement System of Louisiana Audit Report at www.ladars.org.

Registrar of Voters Employees' Retirement System of Louisiana (System)

Plan Description

The Bienville Parish Registrar of Voters contributes to the Registrar of Voters Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. The System was established on January 1, 1955 by Louisiana Revised Statute 11:2032, as amended, for registrars of voters, their deputies, and their permanent employees in each parish.

Any member of the Plan who was hired prior to January 1, 2013, can retire providing he/she meets one of the following criteria:

1. Age 55 after 20 years of creditable service.
2. Age 60 after 10 years of creditable service.
3. Any age after 30 years of creditable service.

Eligibility for retirement for members hired on or after January 1, 2013 is as follows:

1. Age 55 after 30 years of creditable service.
2. Age 60 after 20 years of creditable service.
3. Age 62 after 10 years of creditable service.

The monthly amount of the retirement allowance of any member hired before January 1, 2013, is calculated as 3.33% of the average annual earned compensation for the highest consecutive 60 months multiplied by the number of years of creditable service, not to exceed 100% of average annual compensation. Regular retirement benefits for members hired on or after January 1, 2013 are calculated at 3.00% of the average annual earned compensation for the highest consecutive 60 months multiplied by the numbers of years of creditable service, not to exceed 100% of average annual compensation.

Bienville Parish Police Jury
Arcadia, Louisiana
Notes to the Financial Statements (Continued)

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

For the year ended December 31, 2018, the Bienville Parish Police Jurys' total payroll for all employees was \$1,725,353. Total covered payroll for the Bienville Registrar of Voters was \$66,865. Covered payroll refers to all compensation paid by the Bienville Parish Registrar of Voters to active employees covered by the Plan.

The Registrars of Voters Employees' Retirement System has issued a stand-alone audit report on their financial statements for the year ended June 30, 2018. Access to the report can be found on the Louisiana Legislative Auditor's website, www.lla.la.gov

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 17.00%, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Plan members are required by state statute to contribute 7.00% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Bienville Parish Registrar of Voters to the System monthly. The Bienville Parish Registrar of Voters' contributions to the System for the year ending December 31, 2018 were \$11,367.

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

At December 31, 2018, the Employer reported a liability of \$111,004 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Bienville Parish Policy Jury's proportion of the Net Pension Liability was based on a projection of the Registrar of Voters' long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Registrar of Voters' proportion was 0.47027%, which was a decrease of 0.0082% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the Bienville Parish Registrar of Voters recognized pension expense of \$21,828.

At December 31, 2018, the Bienville Parish Registrar of Voters reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience		\$16,937
Changes in Assumptions	18,183	1,668
Net Difference between projected and actual earnings on pension plan	6,668	
Changes in employers portion of beginning NPL	6,154	43
Differences between employer and proportionate share of contributions	41	110
Subsequent measurement contributions	11,367	
Total	\$42,413	\$18,758

The \$5,408 reported as deferred outflows of resources related to pensions resulting from the Bienville Parish Registrar of Voters contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2019	\$7,612
2020	\$4,192
2021	(\$1,694)
2022	\$2,178

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018, are as follows:

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.50%

Bienville Parish Police Jury
 Arcadia, Louisiana
 Notes to the Financial Statements (Continued)

Salary increases	6.00% (2.4% inflation, 3.6 % merit)
Inflation rate	2.40%
Mortality rates	RP-2000 Combined Healthy Mortality Table for active members, healthy annuitants and beneficiaries RP-2000 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	5 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The long-term expected rate of return on the pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 8.83% for the year ended June 30, 2018. Best estimates of arithmetic real rates of return for each major asset class based on the System's target asset allocation as of June 30, 2018 were as follows:

Asset Class	Target Allocation	Real Return Arithmetic Basis	Long-Term Expected Real Rate of Return
Domestic Equities	40%	7.5%	3.0%
International Equities	20	8.50	1.7
Domestic Fixed Income	12.5	2.50	0.31
International Fixed Income	10	3.50	0.35
Alternative Investments	10	6.33	0.63
Real Estate	7.5	4.50	0.34
Totals	100%		6.33%
Inflation			2.50%
Expected Arithmetic Nominal Return			8.83%

Discount Rate

The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payment to determine the total pension liability.

Sensitivity of the Bienville Parish Registrar of Voters’ Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Bienville Parish Registrar of Voters’ proportionate share of the net pension liability calculated using the discount rate of 6.50%, as well as what the Registrar of Voters’ proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.50%) or one percentage-point higher (7.50%) than the current rate:

	1.0% Decrease (5.50%)	Current Discount Rate (6.50%)	1.0% Increase (7.50%)
Employer’s proportionate share of net pension liability	\$170,246	\$111,004	\$60,186

9. RISK MANAGEMENT

The police jury is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; liability; and injuries to employees and others. To handle such risk of loss, the police jury maintains commercial insurance policies covering; automobile liability and medical payments; workers compensation; general liability; and surety bond coverage on the secretary/ treasurer and other employees handling money. No claims were paid on any of the policies during the past three years which exceeded the policies’ coverage amounts.

10. LITIGATION

At December 31, 2018, the police jury is not involved in any litigation, the resolution of which would materially affect the financial position of the police jury.

Required Supplemental Information (Part II)

**Bienville Parish Police Jury
Arcadia, Louisiana**

**Required Supplementary Information
Budgetary Comparison Schedules for Major Funds
For the Year Ended December 31, 2018**

Preliminary budgets for the ensuing year are prepared by the secretary/treasurer prior to November of each year. During November, the finance committee reviews the proposed budgets and makes changes as they deem appropriate. The availability of the proposed budgets for public inspection and the date of the public hearing on the budgets are then advertised in the official journal. During its regular December meeting, the police jury holds a public hearing on the proposed budget in order to receive comments from residents. Changes are made to the proposed budgets based on the public hearing and the desires of the police jury as a whole. The budgets are then adopted during the police jury's regular December meeting, and a notice is published in the official journal.

During the year, the police jury receives monthly budget comparison statements which are used as a tool to control the operations of the parish. The secretary/treasurer presents necessary budget amendments to the police jury during the year when, in his judgement, actual operations are differing materially from those anticipated in the original budget. The jury, during a regular meeting, reviews the proposed amendments, makes changes as they feel necessary, and formally adopts the amendments. The adoption of the amendments is included in police jury minutes published in the official journal.

The police jury exercises budgetary control at the function level. Unexpended appropriations lapse at year end and must be reappropriated in the next year's budget to be expended.

For the year ended December 31, 2018, modified accrual based budgets were adopted for the General Fund and all special revenue funds. Budgetary comparison schedules include the original budgets and final amended budgets.

Schedule 1

Bienville Parish Police Jury
 Arcadia, Louisiana
 Budgetary Comparison Schedule - General Fund
 For the Year Ended December 31, 2018

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenues				
Taxes:				
Ad valorem	\$1,550,000	\$1,389,398	\$1,408,586	\$19,188
Other taxes, penalties, & interest	7,000	5,320	5,015	(305)
Licenses and permits	81,600	87,348	87,348	
Intergovernmental revenues:				
Federal funds - federal grants	215,000	269,391	291,949	22,558
State funds:				
Severance taxes	1,050,000	1,048,306	1,041,549	(6,757)
State revenue sharing (net)	30,000	16,766	23,799	7,033
Other	150,000	115,472	82,720	(32,752)
Fees, charges, and commissions for services	5,500	3,643	3,643	
Use of money and property	26,000	94,490	94,459	(31)
Other revenues		15,288	10,668	(4,620)
Total revenues	<u>3,115,100</u>	<u>3,045,422</u>	<u>3,049,736</u>	<u>4,314</u>
Expenditures				
Current:				
General government:				
Legislative	401,000	391,522	389,884	1,638
Judicial	246,500	239,451	231,173	8,278
Elections	95,600	92,385	95,198	(2,813)
Finance and administrative	418,000	349,746	347,244	2,502
Other general government	756,760	757,048	686,087	70,961
Public safety	740,850	916,809	796,661	120,148
Public works	7,000		109,645	(109,645)
Health and welfare	189,500	240,936	241,251	(315)
Conservation of natural resources	54,050	37,169	37,316	(147)
Economic development and assistance	25,790	20,464	20,987	(523)
Total expenditures	<u>2,935,050</u>	<u>3,045,530</u>	<u>2,955,446</u>	<u>90,084</u>
Excess of Revenues over Expenditures	<u>180,050</u>	<u>(108)</u>	<u>94,290</u>	<u>94,398</u>
Fund Balance - Beginning	<u>4,000,000</u>	<u>4,000,000</u>	<u>7,227,453</u>	<u>3,227,453</u>
Fund Balance - Ending	<u>\$4,180,050</u>	<u>\$3,999,892</u>	<u>\$7,321,743</u>	<u>\$3,321,851</u>

(Continued)

Schedule 1

Bienville Parish Police Jury
Arcadia, Louisiana
Budgetary Comparison Schedule - Road Maintenance Fund
For the Year Ended December 31, 2018

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
Revenues				
Taxes - Ad valorem	\$1,900,000	\$1,954,446	\$2,014,631	\$60,185
Intergovernmental revenues - state funds:				
Severance taxes	500,000	523,805	518,589	(5,216)
State revenue sharing (net)	30,000	21,834	32,388	10,554
Parish transportation funds	320,000	260,700	261,459	759
Use of money and property	80,500	95,612	101,764	6,152
Total revenues	<u>2,830,500</u>	<u>2,856,397</u>	<u>2,928,831</u>	<u>72,434</u>
Expenditures				
Current - Public Works:				
Personal services	2,315,500	2,209,636	2,219,158	(9,522)
Operating services	241,700	159,618	159,006	612
Materials and supplies	744,000	603,647	592,892	10,755
Travel and other charges	300			
Capital outlay	725,000	728,319	728,319	
Total expenditures	<u>4,026,500</u>	<u>3,701,220</u>	<u>3,699,375</u>	<u>1,845</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(1,196,000)</u>	<u>(844,823)</u>	<u>(770,544)</u>	<u>(74,279)</u>
Other Financing Source				
Operating transfers in	850,000	951,024	951,024	
Proceeds from disposal of assets	10,000			
Total other financing source	<u>860,000</u>	<u>951,024</u>	<u>951,024</u>	
Excess (Deficiency) of Revenues and Other Source over Expenditures	<u>(336,000)</u>	<u>106,201</u>	<u>180,480</u>	<u>74,279</u>
Fund Balance - Beginning	<u>4,750,000</u>	<u>3,750,000</u>	<u>7,894,976</u>	<u>4,144,976</u>
Fund Balance - Ending	<u>\$4,414,000</u>	<u>\$3,856,201</u>	<u>\$8,075,456</u>	<u>\$4,219,255</u>

(Continued)

Schedule 1

Bienville Parish Police Jury
 Arcadia, Louisiana
 Budgetary Comparison Schedule
 Solid Waste Fund
 For the Year Ended December 31, 2018

	Solid Waste Fund			Variance With Final Budget Positive (Negative)
	Budgeted Amounts		Actual	
	Original	Final		
Revenues				
Taxes - Sales and use	\$2,200,000	\$2,375,047	\$2,282,065	(\$92,982)
Use of money and property	20,000	38,082	38,082	
Total revenues	<u>2,220,000</u>	<u>2,413,129</u>	<u>2,320,147</u>	<u>(92,982)</u>
Expenditures				
Current				
Public Works:				
Sales tax collection fees	155,000	35,626	34,231	\$1,395
Solid waste collection and disposal	1,200,000	1,272,988	1,265,081	7,907
Materials and supplies	14,000	10,787	9,372	1,415
Capital outlay	130,000	130,000	130,000	
Total expenditures	<u>1,499,000</u>	<u>1,449,401</u>	<u>1,438,684</u>	<u>10,717</u>
Excess of Revenues over Expenditures	<u>721,000</u>	<u>963,728</u>	<u>881,463</u>	<u>82,265</u>
Other Financing Use				
Operating transfers out	<u>(850,000)</u>	<u>(951,024)</u>	<u>(951,024)</u>	
Excess (Deficiency) of Revenues over Expenditures and Other Use	<u>(129,000)</u>	<u>12,704</u>	<u>(69,561)</u>	<u>(82,265)</u>
Fund Balance - Beginning	<u>3,000,000</u>	<u>3,000,000</u>	<u>4,126,146</u>	<u>1,126,146</u>
Fund Balance - Ending	<u>\$2,871,000</u>	<u>\$3,012,704</u>	<u>\$4,056,585</u>	<u>\$1,043,881</u>

(Continued)

Bienville Parish Police Jury
 Schedule of Changes in Net OPEB Liability and Related Ratios
 FYE December 31, 2018

Schedule of Funding Progress

Total OPEB Liability

Service cost	\$11,452
Interest	17,530
Changes of benefits terms	
Differences between expected and actual experience	(23,430)
Changes of assumptions	(20,342)
Benefit payments	<u>(12,991)</u>
Net change in total OPEB liability	(27,781)
Total OPEB liability - beginning	<u>503,881</u>
Total OPEB liability - ending	<u><u>\$476,100</u></u>
Covered employee payroll	\$1,792,844
Net OPEB liability as a percentage of covered-employee payroll	26.55%

Note:

Benefit Changes. There were no changes of benefit terms for the year ended December 31, 2018.

Changes of Assumptions. The discount rate as of 12/31/2017 was 3.44% and it changed to 4.10% as of 12/31/2018.

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

**Bienville Parish Police Jury
Parochial Employment Retirement System
Schedule of Employer's Share of Net Pension Liability
December 31, 2018**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.237981%	\$65,066	\$1,389,741	4.68%	87.34%
2016	0.242963%	\$639,549	\$1,403,867	45.56%	99.23%
2017	0.236718%	\$487,524	\$1,496,867	32.57%	82.10%
2018	0.243683%	(\$180,873)	\$1,560,565	(11.59%)	102.00%

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

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

**Bienville Parish Police Jury
District Attorneys Retirement System
Schedule of Employer's Share of Net Pension Liability
December 31, 2018**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.010935%	\$589	\$6,408	9.19%	98.56%
2016	0.010574%	\$2,024	\$6,408	31.59%	95.09%
2017	0.010552%	\$2,846	\$6,408	44.41%	93.57%
2018	0.010314%	\$3,319	\$6,408	51.79%	92.92%

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

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

**Bienville Parish Police Jury
Registrar of Voters Retirement System
Schedule of Employer's Share of Net Pension Liability
December 31, 2018**

Fiscal Year *	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	0.425318%	\$104,162	\$58,825	177.07%	76.86%
2016	0.436801%	\$123,943	\$60,001	206.57%	73.98%
2017	0.462001%	\$101,414	\$63,184	160.51%	80.51%
2018	0.470270%	\$111,004	\$65,246	170.13%	80.57%

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

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

**Bienville Parish Police Jury
Parochial Employee Retirement System
Schedule of Employer Contributions
December 31, 2018**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	\$201,512	\$201,512	\$0	\$1,389,741	14.50%
2016	\$182,503	\$182,503	\$0	\$1,403,867	13.00%
2017	\$187,096	\$187,096	\$0	\$1,496,765	12.50%
2018	\$179,465	\$179,465	\$0	\$1,560,565	11.50%

* - Amounts presented were determined as of the end of the fiscal year.

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

**Bienville Parish Police Jury
District Attorneys Retirement System
Schedule of Employer Contributions
December 31, 2018**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	\$446	\$446	\$0	\$6,408	7.01%
2016	\$225	\$225	\$0	\$6,408	3.51%
2017	\$0	\$0	\$0	\$6,408	0.00%
2018	\$0	\$0	\$0	\$6,408	0.00%

* - Amounts presented were determined as of the end of the fiscal year.

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

**Bienville Parish Police Jury
Registrar of Voters Retirement System
Schedule of Employer Contributions
December 31, 2018**

Fiscal Year *	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2015	\$14,265	\$14,265	\$0	\$58,825	24.25%
2016	\$13,500	\$13,500	\$0	\$60,001	22.50%
2017	\$12,635	\$12,635	\$0	\$63,184	20.00%
2018	\$11,092	\$11,092	\$0	\$65,246	17.00%

* - Amounts presented were determined as of the end of the fiscal year.

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

Other Supplemental Schedules

Bienville Parish Police Jury
Arcadia, Louisiana
Supplemental Information Schedules
as of and for the Year Ended December 31, 2018

Non-Major Funds

Special Revenue:

District Court Expense Fund

The District Court Expense Fund accounts for the payments to off-duty law enforcement officers and others as witnesses in criminal cases. Financing is provided by fines paid by defendants who are found guilty in district court and operating transfers from the General Fund.

Recycling Program Fund

The Recycling Program Fund accounts for the education of parish residents on the energy savings potential and positive environmental benefits of recycling and energy conservation in waste management. Funding is provided by a federal grant from the United States Department of Energy which is passed through the Louisiana Department of Environmental Quality.

Industrial District No. 2 Fund

The Industrial District No. 2 Fund accounts for the excess funds of the Industrial District No. 2 Debt Service Fund which was closed during 1990 by the transfer of its remaining funds to this special revenue fund. These funds will be used within the boundaries of the Industrial District No. 2 Fund.

Tourism Fund

The Tourism Fund accounts for a dedicated tax of two percent, as authorized by Louisiana Revised Statute 33:4574, levied on all hotel/motel occupancy charges in the parish and is dedicated to the development and promotion of tourism.

Section 8 Housing Fund

The Section 8 Housing Fund accounts for the operations of the lower income housing assistance program whose purpose is to aid very low income families in obtaining decent, safe, and sanitary rental housing. Financing is provided by grants from the U.S. Department of Housing and Urban Development.

Construction Fund

The construction fund account for financial resources received and used for the construction and equipment of a new courthouse and new courthouse annex.

CDBG Fund

The CDBG Fund accounts for financial resources received and used for the acquisition, construction, or improvement of capital facilities such as wells and distribution lines.

Bienville Parish Police Jury
Arcadia, Louisiana
Non-Major Funds

Combining Balance Sheet, December 31, 2018

	District Court Expense	Recycling Program	Industrial District No. 2	Tourism	CDBG	Construction Fund	Section 8 Housing	Total
Assets								
Cash and equivalents	\$310,345	\$11,015	\$12,091	\$17,339	\$3,966	\$2,405	\$58,603	\$415,764
Receivables				5,459				5,459
Total Assets	<u>\$310,345</u>	<u>\$11,015</u>	<u>\$12,091</u>	<u>\$22,798</u>	<u>\$3,966</u>	<u>\$2,405</u>	<u>\$58,603</u>	<u>\$421,223</u>
Liabilities								
Accounts payable	\$100							\$100
Deferred revenue								NONE
Total Liabilities	<u>100</u>	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>	<u>\$100</u>
Fund Equity								
Fund Equity - fund balances:								
Non spendable					\$3,966			3,966
Restricted:								
Other general government	310,245							310,245
Public works		\$11,015						11,015
Health & welfare							\$58,603	58,603
Economic development			\$12,091	\$22,798				34,889
Assigned						\$2,405		2,405
Total fund equity- fund balances	<u>310,245</u>	<u>11,015</u>	<u>12,091</u>	<u>22,798</u>	<u>3,966</u>	<u>2,405</u>	<u>58,603</u>	<u>421,123</u>
Total Liabilities And Fund Equity	<u>\$310,345</u>	<u>\$11,015</u>	<u>\$12,091</u>	<u>\$22,798</u>	<u>\$3,966</u>	<u>\$2,405</u>	<u>\$58,603</u>	<u>\$421,223</u>

Bienville Parish Police Jury
Arcadia, Louisiana
Non-Major Funds

Combining Schedule of Revenues, Expenditures,
And Changes in Fund Balances
For the Year Ended December 31, 2018

	District Court Expense	Recycling Program	Industrial District No. 2	Tourism	CDBG	Construction Fund	Section 8 Housing	Total
Revenues								
Taxes - hotel/motel				\$24,794				\$24,794
Federal funds							\$276,133	276,133
Fines and forfeitures	\$39,527							39,527
Use of money and property	1,938	\$73	\$80			\$15	425	2,531
Total revenues	<u>41,465</u>	<u>73</u>	<u>80</u>	<u>24,794</u>	<u>NONE</u>	<u>15</u>	<u>276,558</u>	<u>342,985</u>
Expenditures								
Current:								
General government - judicial	6,200							6,200
Health and welfare							274,836	274,836
Economic development				16,500				16,500
Total expenditures	<u>6,200</u>	<u>NONE</u>	<u>NONE</u>	<u>16,500</u>	<u>NONE</u>	<u>NONE</u>	<u>274,836</u>	<u>297,536</u>
Excess (Deficiency) of Revenues over Expenditures	35,265	73	80	8,294	NONE	15	1,722	45,449
Fund Balance - Beginning	<u>274,980</u>	<u>10,942</u>	<u>12,011</u>	<u>14,504</u>	<u>\$3,966</u>	<u>2,390</u>	<u>56,881</u>	<u>375,674</u>
Fund Balance - Ending	<u>\$310,245</u>	<u>\$11,015</u>	<u>\$12,091</u>	<u>\$22,798</u>	<u>\$3,966</u>	<u>\$2,405</u>	<u>\$58,603</u>	<u>\$421,123</u>

Bienville Parish Police Jury
Arcadia , Louisiana
Supplemental Information Schedules
for the Year Ended December 31, 2018

Compensation Paid Police Jurors

The schedule of compensation paid to police jurors and commissioners is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the police jurors is included in the legislative expenditures of the General Fund. In accordance with Louisiana Revised Statute 33:1233, the police jury has elected the monthly payment method of compensation. Under this method, jurors receive \$1,600 per month. The president receives an additional \$400 per month for fulfilling the responsibilities of his office.

Bienville Parish Police Jury
Arcadia, LouisianaSchedule of Compensation Paid Police Jurors
For the Year Ended December 31, 2018

Jerry Roberson	\$19,200
Darryl Ryder	19,329
Jerry Bates	19,200
Michael Nelson	19,200
Victor Fowler	4,284
Joseph Lawson	14,400
Raymond Malone (President)	23,871
William Sims	<u>19,200</u>
Total	<u>\$138,684</u>

BIENVILLE PARISH POLICE JURY
Arcadia, Louisiana
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2018

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR NAME/ PROGRAM TITLE	CFDA NUMBER	PASS-THROUGH GRANTOR'S NUMBER	FEDERAL EXPENDITURES
UNITED STATES DEPARTMENT OF TRANSPORTATION			
Passed through Louisiana Department of Transportation and Development - Public Transportation for Non-Urbanized Areas	20.509	741-07-0116	\$211,416
UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			
Direct program - Lower-Income Housing Assistance - Choice Voucher Program	14.871	LA241	<u>276,133</u>
Total Department of Housing and Urban Development			<u>276,133</u>
DEPARTMENT OF HOMELAND SECURITY			
Passed through Louisiana Department of Public Safety and Corrections, Public Safety Services - Homeland Security Grant Program	97.042	EMT-2017-EP- 00001-S01	24,415
Passed through Louisiana Department of Public Safety and Corrections, Public Safety Services - Homeland Security Grant Program	97.042	EMT-2018-EP- 00003-S01	5,072
Passed through Louisiana Department of Public Safety and Corrections, Public Safety Services - Homeland Security Grant Program	97.067	EMW-2017-SS- 00058-S01	21,419
Passed through Louisiana Department of Public Safety and Corrections, Public Safety Services - Homeland Security Grant Program	97.067	EMW-2016-SS- 00018-S01	<u>29,627</u>
Total Department of Homeland Security			<u>80,533</u>
Total Expenditures of Federal Awards			<u><u>\$568,082</u></u>

Footnote:

This schedule was prepared on the modified accrual basis of accounting.

BIENVILLE PARISH POLICE JURY
Arcadia, LouisianaSchedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2018

RAYMOND MALONE, POLICE JURY PRESIDENT

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$23,871
Benefits - Insurance	18,458
Lodging	1,939
Mileage reimbursement	1,455
Per Diem	499
Association dues	700
Membership dues	7,200

Other Reports

**Independent Auditor's Report Required
by *Government Auditing Standards***

The following independent auditor's report on compliance and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

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

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

Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

**Independent Auditor's Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed
in Accordance *Government Auditing Standards***

Bienville Parish Police Jury
Arcadia, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bienville Parish Police Jury as of and for the year ended December 31, 2018 and the related notes to the financial statements, which collectively comprise the Bienville Parish Police Jury's basic financial statements, and have issued my report thereon dated June 3, 2019.

Internal Control Over Financial Reporting

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

A deficiency in internal control exist 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 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.

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

BIENVILLE PARISH POLICE JURY

Arcadia, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

December 31, 2018

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bienville Parish Police Jury's financial statements are free from material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bienville Parish Police Jury'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 Bienville Parish Police Jury's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.



West Monroe, Louisiana

June 3, 2019

BIENVILLE PARISH POLICE JURY
Arcadia, Louisiana

Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2018

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the annual financial statements of the Bienville Parish Police Jury.
2. No instances of noncompliance material to the financial statements of the Bienville Parish Police Jury were disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

Bienville Parish Police Jury
Arcadia, Louisiana

Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2018

The audit report for the year ended December 31, 2017, contained no audit findings.

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

MARY JO FINLEY, CPA, INC.

A PROFESSIONAL ACCOUNTING CORPORATION
116 Professional Drive - West Monroe, LA 71291
Phone (318) 329-8880 - Fax (318) 329-8883

Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Accountant's Report on Applying Agreed-Upon Procedures

Bienville Parish Police Jury
100 Courthouse Drive, Suite 2100
Arcadia, LA 71001

To the Bienville Parish Police Jury's Office

I have performed the procedures enumerated below, which were agreed to by the management of the Bienville Parish Police Jury's Office and the Louisiana Legislative Auditor, State of Louisiana, on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. Management of Bienville Parish Police Jury's Office is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

AGREED-UPON PROCEDURES

WRITTEN POLICIES AND PROCEDURES

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
 - A. Budgeting, including preparing, adopting, monitoring, and amending the budget.
 - B. Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - C. Disbursements, including processing, reviewing, and approving

- D. Receipts, including receiving, recording, and preparing deposits
- E. Payroll/Personnel, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- F. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- G. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage.
- H. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- I. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
- J. Debt Service, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Written policies and procedures were obtained and address the function noted above.

BOARD (OR FINANCE COMMITTEE, IF APPLICABLE)

2. Obtain and review the board/committee minutes for the fiscal period, and:
 - a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
 - b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).
 - ▶ If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

- c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

The police jury meets monthly in accordance with the agency by-laws. The secretary/treasurer prepares the financial statements and presents budget to actual comparisons at each meeting. Non-budgetary financial information is also presented at meetings.

BANK RECONCILIATIONS

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
 - A) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - B) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation(e.g., initialed and dated, electronically logged);
 - C) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

The agency provided me with a certified list of all bank accounts. October, 2018 was randomly selected to be tested. For the 5 bank accounts selected for testing it was determined that the all 5 bank reconciliations were performed by the assistant secretary/treasurer and were reviewed by the secretary/treasurer. There was evidence that the reconciliations are performed within 60 days of the bank statement date. 2 of the 5 accounts selected to test had outstanding reconciling items over 12 months.

COLLECTIONS

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

Agency provided me with a certified list of deposit sites and I verified that it was complete.

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

job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- A) Employees that are responsible for cash collections do not share cash drawers/registers.
- B) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- C) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- D) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

The Police jury's office has surety bonds that cover all employees that are responsible for collecting cash. The agency does not accept cash and has no cash drawers. The assistant secretary/treasurer receives the payments and gives them to the secretary/treasurer, who reviews them and then gives to the assistant secretary/treasurer who prepares the deposits and post cash receipts to the MIP accounting software. Deposits are taken to the bank on the day that checks are received, by the administrative assistant/payroll clerk. At the end of the month the assistant secretary/treasurer reconciles the bank statements and the secretary/treasurer reviews them.

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

The Police jury's office has surety bonds that cover all employees that are responsible for collecting cash.

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

- A) Observe that receipts are sequentially pre-numbered.
- B) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip,
- C) Trace the deposit slip total to the actual deposit per the bank statement.

- D) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
- E) Trace the actual deposit per the bank statement to the general ledger.

The Police Jury does not use pre-numbered receipts. The police jury does not accept cash. Deposit documentation was traced to the supporting documentation for the receipts. The deposit slips selected were traced to the bank statement. The Police Jury office makes deposits on the day money is received. The deposits were traced to the posting in the MIP accounting software.

NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES/PAYMENTS, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)

- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
 - Agency provided a complete list of locations that process payments and represented that the list was complete.
- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - A) At least two employees are involved in initialing a purchase request, approving a purchase, and placing an order/making the purchase.
 - B) At least two employees are involved in processing and approving payments to vendors.
 - C) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - D) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

The Police Jury uses a purchase order system and purchase requisitions. The employees initiate all purchases and request a purchase order from the receptionist or the designated employee at the road barn. The purchase orders are given to the assistant secretary/treasurer who matches them up with invoices. The secretary/treasurer approves all invoices. The secretary/treasurer adds all new vendors. The assistant secretary/treasurer enters all bills into the MIP accounting system and initiates the checks. Checks require 2 signatures, the secretary/treasurer and the assistant secretary/treasurer sign all checks. The assistant secretary/treasurer mails all check payments.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

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

All disbursements selected to be tested had the proper support documentation. The assistant secretary/treasurer initiates the disbursements and the secretary/treasurer and assistant secretary/treasurer sign all checks. The assistant secretary/treasurer reconciles all bank statements and the secretary/treasurer reviews the reconciliations.

CREDIT CARDS/DEBIT CARDS/FUEL CARDS/P-CARDS

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

The agency provided me with a certified list of all active credit cards, fuel cards, etc.

12. Using the listing prepared by management, randomly select 5 cards, (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

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

The secretary/treasurer reviews all credit card statements and then the checks are prepared by the assistant secretary/treasurer. The secretary/treasurer and assistant secretary/treasurer sign all checks. For the cards tested, there were no interest charges on the credit card statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized

receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

All transactions tested had the proper documentation. The secretary/treasurer reviews all credit card and fuel card statements, then the assistant secretary/treasurer initiates the checks and then matches the statements and support with check copies and the secretary/treasurer and the assistant secretary/treasurer sign all the checks. The secretary/treasurer is an authorized card holder on several of the cards.

TRAVEL AND EXPENSE REIMBURSEMENT

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

The agency provided me with a certified list of travel or related expense reimbursements during the testing period and represented that the list was complete.

- A) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
- B) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- C) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- D) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

The agency is using the established rate and that is being paid to the employees. Amounts tested for reimbursement at per diem rates had the proper documentation. It was noted the expenditures were for business purposes. All reimbursements were supported by proper documentation. No meal charges were tested. The secretary/treasurer reviews and approves all travel reimbursements.

CONTRACTS

15. The Bienville Parish Police Jury had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

PAYROLL AND PERSONNEL

16. The Bienville Parish Police Jury had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
17. The Bienville Parish Police Jury had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
18. The Bienville Parish Police Jury had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
19. The Bienville Parish Police Jury had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

ETHICS (EXCLUDING NONPROFITS)

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and:
 - A) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - B) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Agency provided support for ethics training for the three employees. Agency had no written documentation to show that the employees have read the agency policy concerning the ethics policy.

DEBT SERVICE

21. The Bienville Parish Police Jury had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.
22. The Bienville Parish Police Jury had no exceptions in the prior year AUP testing, therefore this section was excluded from testing for the current period.

OTHER

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

The Police Jury's office has no known misappropriation of funds during the test period.

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

I observed the fraud hotline notice posted on the premises.

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on 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.



Mary Jo Finley, CPA
June 3, 2019



RAYMOND MALONE
President - District 7
BILL SIMS
Vice President - District 1
JERRY ROBERSON
District 2
DARRYL RYDER
District 3
JERRY BATES
District 4
VICTOR FOWLER
District 5
MICHAEL NELSON
District 6

RODNEY L. WARREN
Secretary/Treasurer

KEN SINGLETON
Road Superintendent

100 Courthouse Drive
Suite 2100
Arcadia, LA 71001

Telephone : 318-263-2019
Fax: 318-263-7404

POLICE JURY OF BIENVILLE PARISH

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

RE: AUP Exceptions Response

Following is the Bienville Parish Police Jury's response to the report of exceptions found during your testing performed in accordance with the Louisiana Legislative Auditors Statewide Agreed-Upon Procedures:

3-C Bank Reconciliations

Every effort is made to research and resolve items that are outstanding over 6 months and we are in the process of resolving the issue with the two uncashed checks.

20-B Ethics

Employees will sign verifying they have read the ethics policy.

Humbly submitted,

Rodney L. Warren
Secretary/Treasurer
Bienville Parish Police Jury