

Bienville Parish Recreation District No. 1  
Arcadia, Louisiana

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

Bienville Parish Recreation District No. 1  
Annual Financial Statements  
As of and for the Year Ended December 31, 2017  
With Supplemental Information Schedules

TABLE OF CONTENTS

	<u>Statement</u>	<u>Page</u>
Required Supplemental Information (Part I) Management's Discussion and Analysis		1
Independent Auditor's Report		6
Financial Statements:		
Governmental Funds Balance Sheet/ Statement of Net Position	A	8
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	B	9
Statement of Governmental Funds Revenues, Expenditures and Changes in Fund Balances/ Statement of Activities	C	10
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities	D	11
Notes to the Financial Statements		12
	<u>Schedule</u>	<u>Page</u>
Required Supplemental Information (Part II):		
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Basis) and Actual(Budgetary Basis)	1	21
Notes to the Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Basis) And Actual		22
<u>Other Reports</u>		
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer	2	23
Independent Auditor's Report on Compliance and Internal Control Over Financial Reporting Based on an Audit of the Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		24
Schedule of Current Year Findings and Responses	3	26
Summary of Prior Year Findings	4	29

Bienville Parish Recreation District No. 1  
Management's Discussion and Analysis  
For the Year Ended December 31, 2017

As Management of the Bienville Parish Recreation District No. 1 (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District as of and for the year ended December 31, 2017. We encourage readers to consider the information presented here in conjunction with the District's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

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

#### FINANCIAL HIGHLIGHTS

The assets of the District exceeded its liabilities at December 31, 2017, by \$1,309,939 (net position).

The District's net position increased by \$14,798 as a result of this year's operations.

Total net position are comprised of the following:

Capital assets of \$864,356 which includes property and equipment, net of accumulated depreciation and related debt.

Unrestricted net position of \$445,583 represent the portion available to maintain the District's continuing obligations to citizens and creditors.

At December 31, 2017, the District's governmental funds consist solely of the District's general fund. The District's governmental funds reported a total ending fund balance of \$445,583, an increase of \$27,156 including expenditures for capital assets. The entire fund balance is unreserved available for spending at the District's discretion.

#### OVERVIEW OF THE FINANCIAL STATEMENTS

Management's Discussion and Analysis is intended to serve as an introduction to the District's basic financial statements. In accordance with GASB No. 34, the District's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements.

**Government-wide Financial Statements.** The government-wide financial statements of the District report information about the District using accounting methods similar to those used by private sector companies. They present the financial picture of the District from an economic resources measurement focus using the accrual basis of accounting. These statements include all assets of the District (including capital assets) as well as all liabilities (including long-term obligations).

The *Statement of Net Position* presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

Bienville Parish Recreation District No. 1  
Management's Discussion and Analysis  
For the Year Ended December 31, 2017

The *Statement of Activities* presents the current year's revenues and expenses and other information showing how the District's net position changed during the year. The change in net position is reported as soon as the underlying event giving rise to the change occurs, regardless of the 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.

The government-wide financial statements are presented on pages 8 and 10 of this report.

**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 District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are categorized as 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 fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains one individual governmental fund - the general fund. The District adopts an annual appropriated budget for the general fund, and a budgetary comparison schedule is provided for the general fund to demonstrate compliance with this budget.

The governmental fund financial statements are presented on pages 8 and 10 of this report.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's budget presentation. The general fund's budgetary comparison schedule is included as "required supplementary information." Required supplementary information is information that the accounting rules strongly suggest be presented within the District's financial report. This schedule demonstrates compliance with the District's adopted and final revised budget.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS

The District implemented the new financial reporting model used in this report beginning with the calendar year ended December 31, 2009. Over time, as we accumulate year-to-year financial information on a consistent basis, changes in net position may be observed and used to discuss the changing financial position of the District as a whole.

Bienville Parish Recreation District No. 1  
Management's Discussion and Analysis  
For the Year Ended December 31, 2017

The District's net position at December 31, 2017, are summarized as follows:

The largest components of the Districts' total assets are: (1) capital assets (e.g., land, building, and improvements and equipments, net of accumulated depreciation) of \$865,353 or 65%; (2); and receivables of \$316,745 or 24%. Of the District's total liabilities, the largest component is accounts payable of \$16,202 or 94%.

As noted earlier, net position (total assets less total liabilities) may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, the District's net position totaled \$1,309,939. A portion of the District's net position reflect its investments in capital assets (e.g., building, land, and equipment). Capital assets are non-liquid assets and cannot be utilized to satisfy the District's obligations. The unrestricted net position of the District are available for future use. The unrestricted net position is more than the total operating expenses for the fiscal year ended December 31, 2017, which indicate that the District should be able to operate for at least 12 months using its unrestricted net position.

The following is a condensed statement of the District's governmental-type activities net position as of December 31, 2017:

	<u>2017</u>	<u>2016</u>
Assets		
Current & Other Assets	\$461,785	\$446,981
Capital Assets (net)	<u>865,353</u>	<u>885,407</u>
Total Assets	<u>\$1,327,138</u>	<u>\$1,332,388</u>
Liabilities		
Other Liabilities	\$16,202	\$28,554
Capital lease payable	997	8,793
Total Liabilities	<u>17,199</u>	<u>37,347</u>
Net Position		
Invested in capital assets, net	864,356	876,614
Unrestricted	<u>445,583</u>	<u>418,427</u>
Total Net Position	<u>\$1,309,939</u>	<u>\$1,295,041</u>

Governmental activities increased net position by \$14,798 for the year ended December 31, 2017.

Key elements of the analysis of government-wide revenues and expenses reflect the following:

The District is heavily dependent on property taxes to support its operations. Property taxes provided 47% of the District's total revenues. The District's operations are heavily staff oriented. As a result, employee salaries and benefits make up approximately 26% of the total expenses. Operating Services expenses comprise 65% of total expenses.

The following is a summary of the governmental-type statement of activities:

	<u>2017</u>	<u>2016</u>
Revenue		
Program Revenue	\$357,049	\$366,744
General Revenue & Transfers	<u>313,288</u>	<u>309,307</u>
Total Revenue	<u>670,337</u>	<u>676,051</u>

Bienville Parish Recreation District No. 1  
Management's Discussion and Analysis  
For the Year Ended December 31, 2017

	2017	2016
Expenses		
Program Expenses	655,539	798,562
Total Expenses	655,539	798,562
Increase (Decrease) in Net Position	14,798	(122,511)
Net Position, Beginning	1,295,141	1,417,652
Net Position, Ending	\$1,309,939	\$1,295,141

**FINANCIAL ANALYSIS OF GOVERNMENTAL FUNDS**

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The financial statements of the District present its General Fund. The General Fund is the District's operating fund and the source of day-to-day service delivery. As discussed, the General Fund is useful in assessing the resources available at the end of the year in comparison with upcoming requirements.

At December 31, 2017, the District's General Fund balance (total assets less total liabilities) totaled \$445,583. The District's unassigned fund balance increased by \$27,156 in 2017.

Total operating revenues reflect a <1% or \$2,119 decrease in 2017 as compared to 2016.

Total operating expenses, including capital outlay, decreased by 17% or \$134,276 from 2016 to 2017. The most significant increases in expenditures occurred in operating services which decreased by \$103,320.

**GENERAL BUDGETARY ANALYSIS**

The District employs formal budgetary integration as a management control device during the year. Budgeted amounts included in the Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget (Non-GAAP Basis) and Actual (Budgetary Basis) include the original adopted budget amounts and the final amended budget amounts. Original budgets for each year are adopted on or before December 31 of the year preceding the budget year. The original budget is based on estimated revenues, estimated expenses, and other financial information known to the District at the time of the adoption of the budget. Amendments to the original budget are made throughout the year as changes in operations, in expected funding levels, and in estimated expenditures occur. The final amended budget is prepared at the time the District anticipates no additional significant increases or decreases in revenues and expenses for the year and no expected changes in operations.

The difference between the final amended budgeted revenues and actual revenues for the year ended December 31, 2017, totaled \$xxx, a positive variance. The actual expenditures were more than the final amended budgeted expenditures for the year ended December 31, 2017, by \$xxx, a xx% negative variance.

**CAPITAL ASSETS AND LONG-TERM OBLIGATIONS**

**Capital Assets**

At the end of December 31, 2017, the District had invested in various capital assets, including equipment, buildings, improvements, and land. The capital assets are summarized below:

Bienville Parish Recreation District No. 1  
Management's Discussion and Analysis  
For the Year Ended December 31, 2017

Depreciable Assets:	
Buildings	\$111,830
Equipment	351,856
Improvements	926,976
Land	<u>400,000</u>
Totals	1,790,662
Less Accumulated Depreciation	<u>925,309</u>
Book-Value of Depreciable Assets	<u>\$865,353</u>

#### ECONOMIC FACTORS AND FUTURE OUTLOOK

The District's budgeted revenues and expenditures for 2018 are comparable to 2017's actual revenues and expenditures. The District does not anticipate any changes in its day-to-day operations that will have a material effect on its 2018 budget.

#### CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the District's finances and to show its accountability for the money it receives. If you have questions about this report or need additional financial information, contact Jonathan Harris, at the District's office, 400 Trails End Road, Arcadia, Louisiana 71001 or call at (318) 263-7420.

**WADE & PERRY**  
Certified Public Accountants  
A Professional Accounting Corporation  
Members: AICPA/ Society of LCPA's

Independent Auditor's Report

Board of Commissioners  
Bienville Parish Recreation District No. 1  
Arcadia, Louisiana

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities of Bienville Parish Recreation District No. 1 ("District"), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

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

***Auditor's Responsibility***

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

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

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

***Opinion***

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

## ***Other Matters***

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 1 through 5 and 21 through 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

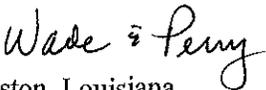
### *Other information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The Schedule of compensation, benefits, and other payments to agency head is presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

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

In accordance with *Government Auditing Standards*, we have also issued a report dated June 25, 2018, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of the 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 District's internal control over financial reporting and compliance.



Ruston, Louisiana  
June 25, 2018

Bienville Parish Recreation District No. 1  
 Governmental Funds Balance Sheet/Statement of Net Position  
 December 31, 2017

	General Fund	Adjustments (Note 1)	Statement of Net Position
ASSETS			
Cash and equivalents	\$121,887		\$121,887
Receivables	316,745		316,745
Inventory	23,153		23,153
Capital assets (net)		\$865,353	865,353
TOTAL ASSETS	<u>\$461,785</u>	<u>\$865,353</u>	<u>\$1,327,138</u>
Deferred outflows of resources	0		0
LIABILITIES			
Accounts, salaries, and other payables	\$16,202		\$16,202
Capital lease payable:			
Due in one year		\$997	997
Due in more than one year		0	0
Total Liabilities	<u>16,202</u>	<u>997</u>	<u>17,199</u>
Deferred inflows of resources	0		0
FUND BALANCES			
Unassigned, reported in General fund	<u>445,583</u>	<u>(445,583)</u>	<u>0</u>
Total Fund Balances	<u>445,583</u>	<u>(445,583)</u>	<u>0</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$461,785</u>		
NET POSITION			
Net investment in capital assets		864,356	864,356
Unrestricted		<u>445,583</u>	<u>445,583</u>
TOTAL NET POSITION		<u>\$1,309,939</u>	<u>\$1,309,939</u>

The accompanying notes are an integral part of this statement.

Bienville Parish Recreation District No. 1  
 Reconciliation of the Governmental Funds Balance Sheet  
 to the Statement of Net Position  
 December 31, 2017

Amounts reported for governmental activities in the Statement of Net Position are different because:		
Fund balances, Total governmental funds (Statement A)		\$445,583
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		
Governmental capital assets	\$1,790,662	
Less accumulated depreciation	<u>(925,309)</u>	865,353
Less Capital lease obligation, net		<u>(997)</u>
Net Position of Governmental Activities (Statement A)		<u>\$1,309,939</u>

The accompanying notes are an integral part of this statement.

Bienville Parish Recreation District No. 1  
Statement of Governmental Fund Revenues,  
Expenditures, and Changes in Fund Balances/  
Statement of Activities  
For the Year Ended December 31, 2017

	General Fund	Adjustments (Note 1)	Statement of Activities
<b>Expenditures/Expenses</b>			
General government - culture and recreation:			
Personnel services	\$169,284		\$169,284
Operating services	423,874		423,874
Materials and supplies	11,756		11,756
Travel and other charges	700		700
Depreciation		\$49,825	49,825
Debt service	7,796	(7,696)	100
Capital outlay	33,366	(33,366)	0
Total Expenditures/Expenses	<u>646,776</u>	<u>8,763</u>	<u>655,539</u>
<b>Program Revenues</b>			
Fees, charges, and commissions	279,084		279,084
Concessions	77,965		77,965
Net Program Expense			<u>(298,490)</u>
<b>General Revenues</b>			
Property taxes	313,736		313,736
Use of money and property	606		606
Other revenues	2,541		2,541
Sale of capital assets/Gain (loss)	0	(3,595)	(3,595)
Total General Revenues	<u>316,883</u>	<u>(3,595)</u>	<u>313,288</u>
Excess (Deficiency) of Revenues over Expenditures	27,156		
<b>Other Financing Sources (Uses)</b>			
Other financing source	0		0
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>0</u>
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	27,156	(27,156)	
CHANGE IN NET POSITION		14,798	14,798
<b>FUND BALANCE/NET POSITION:</b>			
Beginning of Year	<u>418,427</u>		<u>1,295,141</u>
End of Year	<u>\$445,583</u>		<u>\$1,309,939</u>

The accompanying notes are an integral part of this statement.

Bienville Parish Recreation District No. 1  
 Reconciliation of the Statement of Revenues, Expenditures,  
 and Changes in Fund Balances of Governmental Funds  
 to the Statement of Activities  
 For the Year Ended December 31, 2017

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

Net Change in Fund Balances, Total governmental funds (Statement C)	\$27,156
The fund financial statements show the capital lease as expenditure and other financing source, but capital lease is recorded as fixed asset and depreciated and a corresponding liability in the government-wide statements	0
Governmental funds are not required to report gain or loss on sale of assets. This is the amount of loss of capital assets disposed of during the year.	(3,595)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the costs of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays (\$33,366) exceed depreciation (\$49,825) in the current period.	(16,459)
Debt service payments for principal is an expenditure in the governmental funds, but principal payments reduce long-term liabilities in the Statement of Net Position.	<u>7,696</u>
Change in Net Position of Governmental Activities, Statement C	<u>\$14,798</u>

The accompanying notes are an integral part of this statement.

Bienville Parish Recreation District No. 1  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Bienville Parish Recreation District No. 1 (the District) was created by the Bienville Parish Police Jury as authorized by Louisiana Revised Statute 33:4562. The District is governed by a five member board appointed by the police jury. The District owns and operates recreational facilities and engages in activities designed to encourage recreation and promote the general health and well being of the community's youth.

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the District have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999. Certain of the significant changes in the Statement include the following:

- \* A Management Discussion and Analysis (MD&A) section providing an analysis of the District's overall financial position and results of operations;
- \* Financial statements prepared using full accrual accounting for all of the District's activities; and
- \* A change in the fund financial statements to focus on the major funds.

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Bienville Parish Police Jury is the financial reporting entity for Bienville Parish. The financial reporting entity consists of (a) 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.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the 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:

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.

Bienville Parish Recreation District No. 1  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

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.

Because the police jury appoints all board members of the District and can impose its will on the District, the District was determined to be a component unit of the Bienville Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

#### C. FUND ACCOUNTING

The District uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain District functions or activities. A fund is a separate fiscal and accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures.

##### Governmental Funds

Governmental funds account for all or most of the District's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the District. The following are the District's governmental funds:

General Fund - The primary operating fund of the District, it accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the District's policy.

#### D. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Approximately xx% of fixed assets are valued at estimated historical costs based on actual costs of like items while the remaining xx% are based on actual historical costs. The district maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Capital assets and related expenses are recorded in the Statement of Net Position and Statement of Activities, respectively, but are not reported in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Improvements	20-40 years
Buildings	25 years
Equipment	5-15 years

Bienville Parish Recreation District No. 1  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

E. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statements (FFS)

The amounts reflected in the General Fund of Statements A and B are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the District's operations.

The amounts reflected in the General Fund of Statements A and B use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are due and payable. 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 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January through the tax sale of the ensuing year. Interest income on interest bearing demand deposits is recorded at the end of the month when credited by the bank. Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Based on the above criteria, ad valorem taxes and state revenue sharing have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for compensated absences, which are recognized when paid.

Government-Wide Financial Statements (GWFS)

The column labeled Statement of Net Position (Statement A) and the column labeled Statement of Activities (Statement B) display information about the District as a whole. These statements include all the financial activities of the District. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from

Bienville Parish Recreation District No. 1  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

F. CASH AND CASH EQUIVALENTS

Under state law, the District may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The District may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At December 31, 2017, the District has cash and cash equivalents (book balances) totaling \$121,887, as follows:

Petty cash	\$1,104
Demand deposits	21,914
Time deposits	<u>98,869</u>
Total	<u>\$121,887</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.

At December 31, 2017, the District has \$125,479 in deposits (collected bank balances). These deposits are secured from risk by \$125,479 of federal deposit insurance and \$0 of pledged securities held by the custodial bank in the name of the fiscal agent bank. (GASB Category 3).

G. INVENTORY

Inventory in the General Fund consists of expendable supplies held for consumption. Inventories are valued at the lower of cost (first-in, first-out) or market.

H. RISK MANAGEMENT

The District is exposed to various risk of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; and injuries to employees. To handle such risk of loss, the District maintains commercial insurance policies covering: property and commercial general liability insurance, crime, and inland marine. Also, the District maintains director and officer liability, worker's compensation, a mobile home policy, and employers liability insurance. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amount.

Bienville Parish Recreation District No. 1  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

I. FUND EQUITY

In the government wide statements, net position is 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 borrowings and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Constraints may be placed on the use, either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - Net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in either of the other two categories of net position.

Proprietary fund equity is classified in the same manner as in the government-wide statements. In the fund financial statements, governmental fund equity is classified as fund balance.

The Town adopted GASB 54 in the year ended December 31, 2011. As such, fund balances of the governmental funds are classified as follow:

*Nonspendable* - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

*Restricted* - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors contributors, or laws or regulations of other governments.

*Committed* - amounts constrained to specific purpose by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level of action to remove or change the constraint.

*Assigned* - amounts the government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

*Unassigned* - all other spendable amounts.

As of December 31, 2017, fund balances are composed of the following:

	General Fund
Nonspendable:	
Prepaid items	\$0
Restricted:	
Other purposes	0
Unassigned	<u>445,583</u>
Total fund balances	<u>\$445,583</u>

Bienville Parish Recreation District No. 1  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

J. DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES

In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

2. LEVIED TAXES

The District has an authorized tax millage of 3.52 mills which is restricted by tax proposition, to operation and maintenance of the recreational facilities of the District. The tax is due to expire with the 2017 tax roll. For the year ended December 31, 2017, the District levied 3.28 mills as a result of reassessments of taxable property as required by Article 7, Section 18 of the Louisiana Constitution of 1974.

The following are the principal taxpayers for the parish and their 2017 assessed valuation (amounts expressed in thousands):

Taxpayer	Type of business	Assessed Valuation	% of Total Assessed Valuation
Regency Intrastate	Oil and gas	18,422,000	17.83%
Bear Creek Storage	Storage facility	12,159,300	11.77%
Arcadia Gas Storage	Oil and gas	8,164,400	7.90%
Wildhorse Resources	Oil and gas	5,306,460	5.14%
Total		<u>44,052,160</u>	<u>42.65%</u>

3. RECEIVABLES

The receivables of \$297,025 at December 31, 2017 consist solely of ad valorem taxes.

4. CHANGES IN GENERAL FIXED ASSETS

The following schedule presents changes in capital assets for the year ended December 31, 2017:

	12/31/2016 Balance	Additions	Deletions	12/31/2017 Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$400,000			\$400,000
Total capital assets not being depreciated	<u>400,000</u>	<u>0</u>	<u>0</u>	<u>400,000</u>
Capital assets being depreciated:				
Buildings	111,830			111,830
Improvements	926,975			926,975
Equipment	357,267	33,366	(\$38,776)	351,857
Total capital assets being depreciated	<u>1,396,072</u>	<u>33,366</u>	<u>(38,776)</u>	<u>1,390,662</u>

Bienville Parish Recreation District No. 1  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

	12/31/2016 Balance	Additions	Deletions	12/31/2017 Balance
Less:				
accumulated depreciation	910,665	49,825	(35,181)	925,309
Total capital assets being depreciated, net	\$885,407	(\$16,459)	(\$3,595)	\$865,353

5. LEASES

In April, 2013, the District entered into a 48-month lease for 4 John Deere pieces of equipment. The lease requires 48 monthly payments of \$1,445 each beginning in May, 2013. In July, 2017, the District entered into a 48-month lease for 40 golf carts. The lease requires 48 monthly payments of \$2,888 each beginning in August, 2017. In April, 2017, the District entered into a 48-month lease for 3 John Deere pieces of equipment. The lease requires 48 monthly payments of \$1,569 each beginning in April, 2017. Rental expenses were \$49,632 for the year ended December 31, 2017. At December 31, 2017, the future minimum lease payments are summarized as follows:

Fiscal year ending December 31:	
2018	\$53,484
2019	53,484
2020	39,044
2021	14,121
Total minimum lease payments	\$160,133

Equipment under capital leases consists of a 2012 Dakota pull behind topdresser and a 2012 TD65 mower with a combined capitalized cost of \$32,625. Accumulated depreciation in the statement of financial position included \$10,875 relating to this leased equipment. Depreciation expense reported in the statement of activities includes \$2,175 for the equipment under capital lease. The leases include \$1 purchase options at the end of the lease period. Future minimum lease payments including interest of \$298 are as follows:

Fiscal year ending December 31:	
2018	\$1,295
Future minimum lease payments	\$1,295

6. LITIGATION AND CLAIMS

The District is not involved in any litigation at December 31, 2017, nor is it aware of any unasserted claims.

7. RETIREMENT PLAN

All employees of the District, are eligible to be members of the eligible deferred compensation plan. This retirement plan is managed by Nationwide Retirement Solutions. It is a variable annuity where contributions must equal at least 7.5% of the participant's compensation.

Bienville Parish Recreation District No. 1  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 2017

8. SUBSEQUENT EVENTS

Subsequent events have been evaluated through June 25, 2018. This date represents the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTAL INFORMATION

Bienville Parish Recreation District No. 1  
 Schedule of Revenues, Expenditures, and Changes  
 in Fund Balances - Budget and Actual (Non-GAAP)  
 For the Year Ended December 31, 2017

	Budgeted Amounts		Actual Amounts Cash Basis	Favorable (Unfavorable) Variance
	Original	Final		
<b>REVENUES</b>				
Program revenues:				
Fees, charges, and commissions	\$301,000	\$301,000	\$290,668	(\$10,332)
Concessions	60,000	60,000	77,965	17,965
General revenues:				
Ad valorem taxes	300,000	300,000	266,491	(33,509)
Use of money and property	550	550	606	56
Other revenues			2,541	2,541
Total Revenues	<u>661,550</u>	<u>661,550</u>	<u>638,271</u>	<u>(23,279)</u>
<b>EXPENDITURES</b>				
General government - culture and recreation:				
Personnel services	196,000	196,000	173,362	22,638
Operating services	417,800	417,800	416,838	962
Materials and supplies	10,000	10,000	12,713	(2,713)
Travel and other charges	4,000	4,000	700	3,300
Debt service			7,875	(7,875)
Capital outlay	31,250	31,250	33,366	(2,116)
Total Expenditures	<u>659,050</u>	<u>659,050</u>	<u>644,854</u>	<u>14,196</u>
Excess (Deficiency) of Revenues over (under) Expenditures	2,500	2,500	(6,583)	(9,083)
Fund Balance (Deficit) at Beginning of Year			391,154	391,154
Fund Balance (Deficit) at End of Year	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$384,571</u>	<u>\$382,071</u>

## Notes to the Schedule

(1) method of budgetary accounting - non-GAAP

Bienville Recreation District No. 1  
Notes to the Schedule of Revenues, Expenditures, and Changes in  
Fund Balances - Budget and Actual (Non-GAAP)  
For the Year Ended December 31, 2017

NOTE A - BUDGETARY POLICIES

The proposed budget for the General Fund, prepared on the cash basis of accounting, is published in the official journal at least ten days prior to the public hearing and is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. A public hearing is held at the District's office for comments from taxpayers. The budget is then legally adopted by the District and amended during the year, as necessary. The budget is established and controlled by the District at the object level of expenditure. Appropriations lapse at year-end and must be re-appropriated for the following year to be expended. All changes in the budget must be approved by the District.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the budget comparison accompanying the financial statements include the original adopted budget amount and all subsequent amendments. Encumbrance accounting is not used by the District.

NOTE B – EXPLANATION OF DIFFERENCES BETWEEN BUDGETARY INFLOWS AND OUTFLOWS AND GAAP REVENUES AND EXPENDITURES

Source/inflows of resources

Actual amounts (budgetary basis) "Total Revenues" from Schedule 1.	\$638,271
<u>Differences - budget to GAAP:</u>	
The District budgets for property tax revenue only to the extent expected to be received, rather than on the modified accrual basis.	<u>35,661</u>
Total revenues as reported on the statement of revenues, expenditures, and changes in fund balances-governmental funds.	<u>\$673,932</u>

Uses/outflows of resources

Actual amounts (budgetary basis) "Total Expenditures" from the Schedule 1.	\$644,854
<u>Differences - budget to GAAP:</u>	
The District budgets for operating expenditures only to the extent expected to be paid, rather than on the modified accrual basis.	<u>(4,815)</u>
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances-governmental funds.	<u>\$649,669</u>

Bienville Parish Recreation District #1  
Schedule of Compensation, Benefits and Other Payments  
to Agency Head or Chief Executive Officer  
For the Year Ended December 31, 2017

Schedule 2

Agency Head Name: Jonathan Harris

Purpose	Amount
Salary	\$54,283
Benefits-retirement	4,885
Reimbursements	640
Car allowance	2,499
Travel	700

# WADE & PERRY

Certified Public Accountants  
A Professional Accounting Corporation  
Members: AICPA/ Society of LCPA's

Report on Compliance and Other Matters and on Internal Control  
over Financial Reporting Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*

## Independent Auditor's Report

Board of Commissioners  
Bienville Recreation District No. 1  
Arcadia, Louisiana

We have audited, 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, the financial statements of the governmental activities of Bienville Recreation District No. 1 ("District") as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 25, 2018.

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

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Responses, we

identified certain deficiencies in internal control that we consider to be significant deficiencies. 2017-1, 2017-2 and 2017-3.

### **Compliance and Other Matters**

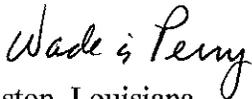
As part of obtaining reasonable assurance about whether District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as items 2017-4 and 2017-5.

### **District's Response to Findings**

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

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Ruston, Louisiana  
June 25, 2018

Bienville Recreation District No. 1  
 Schedule of Findings and Responses  
 For the Year Ended December 31, 2017

We have audited the financial statements of Bienville Recreation District No. 1 as of and for the year ended December 31, 2017, and have issued our report thereon dated (DATE). We conducted our audit in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of (DATE) resulted in an unqualified opinion. The following is a summary of our audit observations on internal control, tests of compliance, and findings related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*:

**A. Summary of Audit Results**

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

Internal Control

Material Weaknesses  Yes \_\_\_ No Significant Deficiency  Yes \_\_\_ No

Compliance

Compliance Material to Financial Statements  Yes \_\_\_ No

2. Federal Awards

Internal Control

Material Weaknesses \_\_\_ Yes  No Reportable \_\_\_ Yes  No

Type of Opinion On Compliance  
 For Major Programs

Unqualified \_\_\_  
 Disclaimer \_\_\_

Qualified \_\_\_  
 Adverse \_\_\_

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

\_\_\_ Yes  No

Was a management letter issued?

\_\_\_ Yes  No

3. Identification of Major Programs:

CFDA Number(s)

Name of Federal Program (or Cluster)

N/A

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Dollar threshold used to distinguish between Type A and Type B Programs: \$ 750,000

Is the auditee a "low-risk" auditee? \_\_\_ Yes  No

## **B. Financial Statements Findings**

### **2017-1. Lack of segregation of duties**

Condition: The District does not have an adequate segregation of duties regarding its accounting and reporting system to maintain a complete system of internal control. This is a repeat finding.

Criteria: Considered good business practice to have segregation of duties wherever possible.

Cause: Small district with limited personnel available

Effect: Potential misstatements in financial statements may not be detected and is at risk for fraud.

Recommendation: We recommend the District implement a system of checks and balances. Segregation of duties should include collection of monies, recording deposits in general ledger, taking deposits to the bank, preparing checks and disbursements, signing checks, mailing checks, and reconciling the bank account.

Response: Management is aware of the problem of segregation of duties and will continue to develop and implement internal control procedures to offset this inherent problem associated with being a small entity.

### **2017-2. Inadequate internal controls for disbursements and payroll**

Condition: From the forty selected disbursements, 7 disbursements for payroll did not have accurate calculations for overtime, flex hours, or sick/vacation and no supervisor approval signature. Three disbursements did not have supporting documentation. Sixty-three voided checks listed in the general ledger or missing checks not entered in the general ledger could not be located for examination. Three disbursements were listed in general ledger as one check number but cleared as another check number. This is a repeat finding.

Criteria: Internal controls should be set up for all areas.

Cause: Staff is not aware of payroll rules and regulations. All supporting documentation is not maintained in a central location.

Effect: Internal control violation and potential errors in payroll disbursements.

Recommendation: Maintain adequate support for all disbursements in central location. All employees involved in the payroll function need to understand overtime and payroll rules and regulations and the company's policy concerning using flex pay if 40 hours are not worked in a week.

Response: Management concurs with the recommendation and will implement as soon as possible.

### **2017-3. Significant deficiency in internal control over financial reporting**

Condition: Management has chosen to engage the auditor to propose certain year-end adjusting entries and to prepare their annual financial statements. This condition is intentional by management based upon the District's cost effectiveness of acquiring the ability to prepare financial statements in accordance with generally accepted accounting principles. In relation to this decision, internal controls over the preparation of year-end adjusting entries and annual financial statements, complete with notes, in accordance with generally accepted accounting principles, have not been established. Some activity was not posted to general ledger.

Criteria: Considered material weakness if entity cannot apply generally accepting accounting principles.

Cause: The District does not have staff capable of preparing report and notes and applying generally accepting accounting principles.

Effect: Potential misstatements in financial statements may not be detected

Recommendation: No recommendation is made for this deficiency. Management must determine whether the benefit from an internal control exceeds its cost, and therefore it may be impractical to correct all deficiencies required to be reported under SAS 112. The cost benefit analysis is not a factor in the reporting requirement of SAS 112. We do not believe that correcting the significant deficiency as described above would be cost effective or practical for the District.

Response: Management concurs with the recommendation and will implement as soon as possible.

2017-4. Noncompliance with public bid law

Condition: The District exceeded \$30,000 in materials and supplies. Three quotes were received. Purchases were from one of these 3 quotes and another vendor. Several items purchases were not listed on the bids.

Criteria: LRS 38:2212.1

Cause: The District did not advertise and let by contract to the lowest bidder for materials and supplies.

Effect: Compliance violation of public bid law concerning materials and supplies.

Recommendation: The District should advertise and let by contract to the lowest responsible bidder for materials and supplies.

Response: Management concurs with the recommendation and will implement as soon as possible.

2017-5. Local government budget law violation

Condition: For the year ended December 31, 2017, the District amended its budget after the year end. Management could not locate the amended budget; therefore, the original budget was compared to the final actual revenues and expenditures. The budget for year end December 31, 2018 was not adopted until after year end.

Criteria: LRS 39:1310

Cause: Management postponed the amendment approval until after year end.

Effect: Compliance violation of local government budget law.

Recommendation: The District should adopt its budget before the preceding year end. Also management should amend its budget when necessary and maintain those records.

Response: Management concurs with the recommendation and will implement as soon as possible.

**C. Federal Award Findings and Questioned Costs**

None

Bienville Recreation District No. 1  
Summary of Prior Year Findings  
For the Year Ended December 31, 2017

**A. INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS**

2016-1. Lack of segregation of duties

Status: Unresolved - see 2017-1

2016-2. Article VII, Section 14 violation

Status: Resolved

2016-3. Retirement contributions

Status: Resolved

2016-4. Internal control deficiency - completeness

Status: Unresolved - see 2017-2

**B. INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS**

None

**C. MANAGEMENT LETTER**

None

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Certified Public Accountants  
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Members: AICPA/ Society of LCPA's

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners  
of Bienville Parish Recreation District #1 and  
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Bienville Parish Recreation District #1 (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2017 through December 31, 2017. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

### Written Policies and Procedures

1. Obtain the entity's written policies and procedures and 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  
The entity does not have written policies and procedures regarding budgeting.
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.  
The entity does not have written policies and procedures regarding purchasing.
  - c) **Disbursements**, including processing, reviewing, and approving  
The entity does not have written policies and procedures regarding disbursements.

- d) **Receipts**, including receiving, recording, and preparing deposits  
The entity does not have written policies and procedures regarding receipts.
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.  
The entity has written policies and procedures that address the functions noted above.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process  
The entity does not have written policies and procedures regarding contracting.
- 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  
The entity does not have written policies and procedures regarding credit cards.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers  
The entity does not have written policies and procedures regarding travel and expense reimbursement.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.  
The entity does not have written policies and procedures regarding ethics.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.  
The entity does not have written policies and procedures regarding debt service.

***Board (or Finance Committee, if applicable)***

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- 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.  
The board meets in accordance with Entity policy.
  - a) 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.

The minutes did not reference or include monthly budget-to-actual comparisons.

- b) 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.

Non-budgetary financial information was referenced in at least one meeting during the fiscal period.

### ***Bank Reconciliations***

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- 3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

Management provided a listing of bank accounts and management provided representation that the listing is complete.

- 4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

- a) Bank reconciliations have been prepared;

All bank reconciliations have been prepared for all the months in the fiscal period.

- b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

There was no evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation.

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

Management has not documented on the bank reconciliations that it has researched reconciling items that have been outstanding for more than six months.

## *Collections*

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5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

Management provided a listing of collection locations and management represented that the listing is complete.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* **For each cash collection location selected:**

- a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

(1) bonded – all employees responsible for collecting cash are bonded

(2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party) – management has asserted that the only employee responsible for recording transactions and making deposits is Jonathan Harris, the Director. Jonathan Harris does not collect any cash payments. Management has also asserted that one employee, Casey Anderson, is responsible for cash collections and making deposits. All other employees who collect cash do not make deposits, record transactions, or reconcile the bank account. Finally, management has asserted that Gary Carlisle, accountant/ employee, is the only one who reconciles the bank account.

(3) not required to share the same cash register or drawer with another employee – management has asserted that employees do share a cash register when collecting payments.

- b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

There is no written documentation supporting a formal process to reconcile cash collections to the general ledger.

c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:

- Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

Collection documentation was obtained for nine deposits for the highest (dollar) week. Two deposits were made within one day of receiving payment, three deposits were made two days after receiving payments, one deposit was made three days after receiving payment, one deposit was made four days after receiving payment, and two deposits did not have any support as to when they were received.

- Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

Eight out of nine of the deposits tested had supporting documentation and agreed to the supporting documentation.

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation) by a person who is not responsible for collections.

There is no written documentation or policy that addresses the functions noted above.

***Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)***

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8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

Management provided the general ledger and management provided representation that the general ledger is complete.

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation

(e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

- a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.

Entity does not use purchase orders.

- b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

Entity does not use purchase orders.

- c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

Entity does not use purchase orders.

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

One person, who is an outside accountant, responsible for processing payments is allowed to add vendors.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

The person with check signing authority cannot initiate purchases and records all purchases.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

The unused checks are kept under lock at the accountant's office and one person with signatory authority does have access to those checks when they are under lock.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

No signature stamp or signature machine is used.

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

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

Obtained listing of all active credit cards and management provided representation that the listing is complete.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation 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.]]

Examined supporting documentation for each monthly statement selected and noted no approval.

- b) Report whether finance charges and/or late fees were assessed on the selected statements.

Finance charges were not assessed on the selected statements.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

- a) For each transaction, report whether the transaction is supported by:

- An original itemized receipt (i.e., identifies precisely what was purchased)

Each transaction was supported by an original itemized receipt.

- Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

The transactions reviewed did have documentation of the business/ public purpose.

- Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

The entity does not have written policies and procedures that address the functions noted above.

- b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

The Louisiana Public Bid Law does not require being adhered to for the transactions that were selected.

17. For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

No Exceptions Noted

### ***Travel and Expense Reimbursement***

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17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

Obtained listing of travel and expense reimbursements, by person, and management provided representation that the listing is complete.

18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)) and report any amounts that exceed GSA rates.

The entity does not have written policies and procedures that address the functions noted above. The travel reimbursements do not exceed the GSA rate.

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:
  - a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals,

mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

The entity does not have written policies and procedures that address the functions noted above. The travel reimbursements did exceed the GSA rate.

b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

The expense that was selected was reimbursed in accordance with supporting documentation.

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

Documentation of the business purpose was noted for each expense reimbursement selected.

- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

No exceptions noted.

c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

No exceptions noted.

d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

The expense selected was not approved in writing by someone other than the person receiving reimbursement.

### ***Contracts***

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20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

There were no contracts per management.

21. Using the listing above, select the five contract “vendors” that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.

There were no contracts per management.

b) Compare each contract’s detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

➤ If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)

There were no contracts per management.

➤ If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

There were no contracts per management.

c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.

There were no contracts per management.

d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

There were no contracts per management.

e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

There were no contracts per management.

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

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22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management’s representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

Obtained listing of employees with their related salaries and management’s representation that the listing is complete.

- a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

Each employee selected was paid in accordance with the terms and conditions of the employment contract or pay rate structure.

- b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

There were no changes during the year for the selected employees.

- 23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

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

Two of the three employees selected documented their daily attendance and leave.

- b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

Documentation of supervisor approval for attendance and leave was not noted for each selected employee.

- c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

Documentation of written leave records were not maintained for employees selected.

- 24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

Management asserted that no employees were terminated during the fiscal year.

- 25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

Obtained supporting documentation relating to payroll taxes during the fiscal period noting that related payments and forms were filed by the required deadlines.

***Ethics (excluding nonprofits)***

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26. Using the five randomly selected employees/officials from procedure #22 under “Payroll and Personnel” above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

The Entity does not have any ethics training in place currently.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management’s actions complied with the entity’s ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

No exceptions noted.

***Debt Service (excluding nonprofits)***

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28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

No debt was issued during the fiscal period.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

The Entity had no outstanding debt during the fiscal period.

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

The Entity does not have any tax millages relating to debt service for the fiscal period.

***Other***

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31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the

misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Management has asserted that the Entity did not have any misappropriation of public funds or assets during the reporting period.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at [www.lla.la.gov/hotline](http://www.lla.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

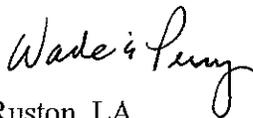
Required notices are not posted on the premises.

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

No exceptions noted.

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

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



Ruston, LA

June 19, 2018

BIENVILLE PARISH RECREATION DISTRICT #1  
**WADE & PERRY**  
400 Trails End Road  
Certified Public Accountants  
Arcadia, LA 71001  
A Professional Accounting Corporation  
Members: AICPA/ Society of LCPA's

June 19, 2018

Wade & Perry, CPAs  
Ruston, LA

The following is Management's Response to the 2017 AUP report submitted for Bienville Parish Recreation District #1.

#### WRITTEN POLICIES AND PROCEDURES

1. a) Budgeting  
Management will work toward documenting existing policy.
- b) Purchasing  
Management will work toward documenting existing policy.
- c) Disbursements  
Management will work toward documenting existing policy.
- d) Receipts  
Management will work toward documenting existing policy.
- f) Contracting  
Management will work toward documenting existing policy.
- g) Credit cards  
Management will work toward documenting existing policy.
- h) Travel and expense reimbursement  
Management will work toward documenting existing policy.
- i) Ethics  
Management will work toward documenting existing policy.
- j) Debt Service  
Management will work toward documenting existing policy.

#### BOARD

2. b) Management will work toward referencing budget-to-actual comparisons.

#### BANK RECONCILIATIONS

4. b) Management will work toward having bank reconciliations reviewed and signed off.
- c) Management will work toward documenting reconciling items.

#### COLLECTIONS

6. a) Management will work toward implementing checks and balances for the one cash drawer.
- b) Management will work toward documenting existing policy.
- c) Management will work toward making deposits on a daily basis.
7. Management will work toward implementing and documenting policy.

#### DISBURSEMENTS

9. a) Management will work toward initiating and maintaining purchase orders.
- b) Management will work toward initiating and maintaining purchase orders.
- c) Management will work toward initiating and maintaining purchase orders.

#### CREDIT CARDS/DEBIT CARDS, ETC.

15. a) Management will work toward implementing and documenting policy.
16. a) Management will work toward documenting existing policy.

#### TRAVEL AND EXPENSE REIMBURSEMENT

18. Management will work toward documenting existing policy.
19. d) Management will work toward documenting existing policy.

#### PAYROLL AND PERSONNEL

23. a) Management will work toward documenting all employees daily attendance and leave.
- b) Management will work toward ensuring supervisors approve all attendance and leave records.
- c) Management will work toward maintaining written leave records

#### ETHICS

26. Management will work toward documenting existing policy.