

CAMERON PARISH WATERWORKS DISTRICT NO. 10  
Johnson Bayou, Louisiana

ANNUAL FINANCIAL REPORT  
AND INDEPENDENT AUDITORS' REPORTS

Year Ended December 31, 2017

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## CAMERON PARISH WATERWORKS DISTRICT NO. 10

### Management's Discussion and Analysis

The Management's Discussion and Analysis of the Cameron Parish Waterworks District No. 10 (the District) presents a narrative overview and analysis of the District's financial activities for the year ended December 31, 2017. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with the prior year's information. Please read this document in conjunction with the additional information contained in the financial statements.

#### FINANCIAL HIGHLIGHTS

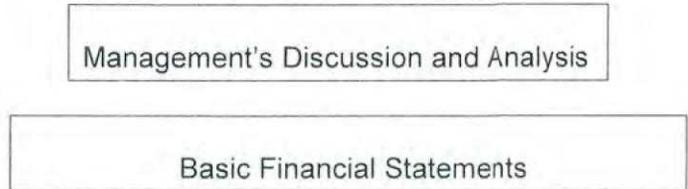
- \* The District's assets exceeded its liabilities by \$6,314,576 (net position).
- \* Total net position is comprised of the following:
  - (1) Net investment in capital assets of \$4,084,598 include property and equipment, net of accumulated depreciation, and reduced for any outstanding debt related to the purchase or construction of capital assets.
  - (2) Net position - unrestricted of \$2,229,978 represents the portion available to maintain the District's continuing obligations to customers and creditors.
- \* Total revenues of \$700,531 were short of total expenditures of \$904,762, which resulted in a current year deficit of \$204,231, compared to the prior year's deficit of \$78,292.
- \* Total operating revenues decreased by \$23,393 or 8.5% from the prior year. Operating expenses increased by \$136,419 from the prior year, mainly from an increase in maintenance and salaries.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Management's Discussion and Analysis

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The following graphic illustrates the minimum requirements for Special Purpose Governments Engaged in Business-Type Activities established by Governmental Accounting Standards Board Statement 34, Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments.



These financial statements consist of two sections – Management's Discussion and Analysis (this section) and the basic financial statements, including the notes to the financial statements.

**BASIC FINANCIAL STATEMENTS**

The basic financial statements present information for the District as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows.

The Statement of Net Position presents all of the District's assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, with the difference reported as net position. Net position may provide a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Revenues, Expenses and Changes in Net Position presents information showing how the District's assets changed as a result of current year operations. Regardless of when cash is affected, all changes in net assets are reported when the underlying transactions occur. As a result, there are transactions included that will not affect cash until future fiscal periods.

The Statement of Cash Flows presents information showing how the District's cash changed as a result of current year operations. The cash flow statement is prepared using the direct method and includes the reconciliation of operating income (loss) to net cash from operating activities (indirect method) as required by GASB 34.

The notes provided additional information that is essential to a full understanding of the data provided in the financial statements.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Management's Discussion and Analysis

**FINANCIAL ANALYSIS OF THE DISTRICT**

Over time, as year-to-year financial information is accumulated on a consistent basis, changes in net assets may be observed and used to discuss the changing financial position of the District as a whole. The District's net position at fiscal year end is \$6,314,576. The following table provides a summary of the District's net position:

	<u>2017</u>	<u>2016</u>
Current assets	\$ 2,994,666	\$ 3,038,144
Capital assets	<u>4,084,598</u>	<u>4,221,787</u>
Total assets	7,079,264	7,259,931
Deferred outflows of resources	<u>78,417</u>	<u>89,463</u>
Total liabilities	<u>833,527</u>	<u>821,383</u>
Deferred inflows of resources	<u>9,578</u>	<u>9,204</u>
Net position:		
Net investment in capital assets	4,084,598	4,221,787
Net position - unrestricted	<u>2,229,978</u>	<u>2,297,020</u>
Total net position	<u>\$ 6,314,576</u>	<u>\$ 6,518,807</u>

Net position of the District decreased by \$204,231 for the year ended December 31, 2017

	<u>2017</u>	<u>2016</u>
Operating revenues	\$ 250,485	\$ 273,878
Operating expenses	<u>904,762</u>	<u>768,343</u>
Operating income (loss)	(654,277)	(494,465)
Non-operating revenues (expenses)	<u>450,046</u>	<u>416,173</u>
Net increase (decrease) in net position	<u>\$ (204,231)</u>	<u>\$ (78,292)</u>

The District's operating revenues are derived primarily from fees for water services. The District's operating revenues are insufficient to cover operating expenses and must rely on ad valorem taxes to supplement income.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

The District's net investment in capital assets as of December 31, 2017, was \$4,084,598. See Note C for additional information about changes in capital assets during the fiscal year and outstanding at the end of the year. The following table provides a summary of capital asset activity.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Management's Discussion and Analysis

	<u>2017</u>	<u>2016</u>
Non-depreciable asset:		
Land	\$ 40,120	\$ 40,120
Depreciable assets:		
Buildings	7,446	7,446
Distribution system	5,829,627	5,766,875
Furniture, Fixtures and equipment	<u>2,466,328</u>	<u>2,430,770</u>
Total depreciable assets	8,303,401	8,205,091
Less accumulated depreciation	<u>4,258,923</u>	<u>4,023,424</u>
Book value-depreciable assets	<u>4,044,478</u>	<u>4,181,667</u>
Percentage depreciated	<u>51%</u>	<u>49%</u>
Book value-all assets	<u>\$ 4,084,598</u>	<u>\$ 4,221,787</u>

At December 31, 2017 the depreciable capital assets were 51% depreciated. This compares more than the December 31, 2016 percentage. This comparison indicates that the District depreciates its assets at a higher rate than they are replaced.

**DEBT**

The District has no debt.

**ECONOMIC CONDITIONS AFFECTING THE DISTRICT**

Since the primary revenue stream for the District is charges for revenue, the District's revenues are subject to changes in the economy.

**CONTACTING THE DISTRICT'S 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 the District's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact Rhonda Morrison, Secretary, 6246 Gulf Beach Hwy, Cameron, LA 70631.



**Gragson, Casiday & Guillory, L.L.P.**  
CERTIFIED PUBLIC ACCOUNTANTS

RAYMOND GUILLORY, JR., C.P.A.  
COY T. VINCENT, C.P.A.  
MICHELLE LEE, C.P.A.  
BRADLEY J. CASIDAY, C.P.A., C.V.A.  
GRAHAM A. PORTUS, E.A.  
KATHRYN BLESSINGTON, C.P.A.  
JACKLYN BARLOW, C.P.A.  
BRIAN MCCAIN, C.P.A.  
BLAKE MANUEL, C.P.A.

INDEPENDENT AUDITORS' REPORT

June 22, 2018

Board of Commissioners  
Cameron Parish Waterworks District No. 10  
Grand Chenier, Louisiana

**Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities of Cameron Parish Waterworks District No. 10, a component unit of the Cameron Parish Police Jury, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise Cameron Parish Waterworks District No. 10's 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.

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

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

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Cameron Parish Waterworks District No. 10 as of December 31, 2017, and the respective changes in financial position and the cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and supplemental information on pages 3 through 6 and 32 through 35, respectively 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 the 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 supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted principally of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Cameron Parish Water Districts No. 10's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of

Cameron Parish Waterworks District No. 10  
June 22, 2018  
Page Three

America. In our opinion, the schedule is fairly stated in all material respects in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 22, 2018, on our consideration of Cameron Parish Waterworks District No. 10's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cameron Parish Waterworks District No. 10's internal control over financial reporting and compliance.

*Gragson, Casiday & Guillory*

## CAMERON PARISH WATERWORKS DISTRICT NO. 10

## Statement of Net Position

December 31, 2017

	<u>2017</u>	<u>2016</u>
<b>ASSETS</b>		
Current Assets		
Cash	\$ 2,596,753	\$ 2,684,421
Receivables		
Ad valorem taxes, net	374,042	334,434
Accounts, net	6,030	6,814
Prepaid expenses	17,841	12,475
Total Current Assets	<u>2,994,666</u>	<u>3,038,144</u>
Property, plant and equipment		
Buildings	7,446	7,446
Distribution system	5,829,627	5,766,875
Furnitures, fixtures and equipment	2,466,328	2,430,770
	<u>8,303,401</u>	<u>8,205,091</u>
Less accumulated depreciation	4,258,923	4,023,424
	<u>4,044,478</u>	<u>4,181,667</u>
Land	40,120	40,120
	<u>4,084,598</u>	<u>4,221,787</u>
Total Assets	<u>\$ 7,079,264</u>	<u>\$ 7,259,931</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
	<u>\$ 78,417</u>	<u>\$ 89,463</u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts payable	\$ 11,715	\$ 1,241
Accrued liabilities	20,734	26,238
Unearned revenue	662,732	662,732
Total Current Liabilities	<u>695,181</u>	<u>690,211</u>
Net OPEB obligation	84,197	73,258
Net pension liability	54,149	57,914
Total Liabilities	<u>\$ 833,527</u>	<u>\$ 821,383</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
	<u>\$ 9,578</u>	<u>\$ 9,204</u>
<b>NET POSITION</b>		
Net investment in capital assets	\$ 4,084,598	\$ 4,221,787
Net position - unrestricted	2,229,978	2,297,020
Total Net Position	<u>\$ 6,314,576</u>	<u>\$ 6,518,807</u>

The accompanying notes are an integral part of these financial statements.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Statement of Revenues, Expenses  
and Changes in Net Position

Year Ended December 31, 2017

	<u>2017</u>	<u>2016</u>
OPERATING REVENUES		
Charges for services	\$ 246,920	\$ 273,878
Miscellaneous revenue	3,565	-
	<u>250,485</u>	<u>273,878</u>
OPERATING EXPENSES		
Advertising	35	69
Auto	15,860	12,885
Depreciation	235,499	232,184
Dues	400	100
Employee benefits - OPEB	10,939	10,990
Insurance - general	14,648	28,962
Insurance - health	64,694	56,750
Maintenance	139,418	66,527
Miscellaneous	11,384	3,933
Per diem	5,000	5,100
Postage	1,579	1,726
Professional fees	8,409	7,270
Rent - temporary office	612	612
Retirement-employees	26,115	23,567
Retirement - net pension liability	10,025	(6,826)
Salaries	220,528	197,732
Supplies	77,564	67,441
Taxes and licenses	2,898	2,361
Telephone	10,641	12,179
Travel and training	3,146	812
Utilities	45,368	43,969
TOTAL OPERATING EXPENSES	<u>904,762</u>	<u>768,343</u>
OPERATING INCOME (LOSS)	<u>(654,277)</u>	<u>(494,465)</u>

The accompanying notes are an integral part of these financial statements.

Continued

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Statement of Revenues, Expenses  
and Changes in Net Position - Continued

Year Ended December 31, 2017

	<u>2017</u>	<u>2016</u>
NON-OPERATING REVENUES (EXPENSES)		
Ad valorem taxes, net	\$ 379,814	\$ 321,511
Intergovernmental revenues	66,389	92,738
Interest income	3,843	1,924
TOTAL NON-OPERATING REVENUES (EXPENSES)	<u>450,046</u>	<u>416,173</u>
CHANGE IN NET POSITION	(204,231)	(78,292)
NET POSITION - BEGINNING	<u>6,518,807</u>	<u>6,597,099</u>
NET POSITION - ENDING	<u>\$ 6,314,576</u>	<u>\$ 6,518,807</u>

The accompanying notes are an integral part of these financial statements.

## CAMERON PARISH WATERWORKS DISTRICT NO. 10

## Statement of Cash Flows

Year Ended December 31, 2017

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Received from customers and others	\$ 251,269	\$ 275,695
Payments for supplies and expenses	(451,517)	(288,591)
Payments to employees for services	(199,548)	(186,742)
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>(399,796)</u>	<u>(199,638)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Ad valorem taxes	340,206	345,457
Intergovernmental revenues	66,389	92,738
NET CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	<u>406,595</u>	<u>438,195</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Purchase of fixed assets	(98,310)	(41,750)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest on investments	<u>3,843</u>	<u>1,924</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(87,668)	198,731
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>2,684,421</u>	<u>2,485,690</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 2,596,753</u></u>	<u><u>\$ 2,684,421</u></u>
RECONCILIATION OF OPERATING LOSS TO CASH FLOWS FROM OPERATING ACTIVITIES		
Operating income (loss)	\$ (654,277)	\$ (494,465)
Adjustments to reconcile operating income to net cash provided by operating activities		
Depreciation	235,499	232,184
(Increase) decrease in:		
Accounts receivable	784	1,817
Prepaid expense	(5,366)	(1,954)
Increase (decrease) in:		
Accounts payable	10,474	(9,295)
Accrued liabilities	(5,504)	3,021
Unearned revenue	-	64,890
OPEB obligation	10,939	10,990
Net pension liability	7,655	(6,826)
NET CASH FROM OPERATING ACTIVITIES	<u><u>\$ (399,796)</u></u>	<u><u>\$ (199,638)</u></u>

The accompanying notes are an integral part of these financial statements.

# CAMERON PARISH WATERWORKS DISTRICT NO. 10

## Notes to Financial Statements

December 31, 2017

### NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Cameron Parish Waterworks District No. 10 was created by the Cameron Parish Police Jury under the provisions of Louisiana Revised Statutes 33:3811 for the purpose of providing water to the Johnson Bayou area of the Parish. The District is governed by a board of commissioners.

#### 1. Reporting Entity

As the governing authority of the parish, for reporting purposes, the Cameron Parish Police Jury is the financial reporting entity for Cameron Parish Waterworks District No. 10. 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 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 Statement No. 14 established criteria for determining which component units should be considered part of the Cameron 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.
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 a voting majority to the board and has the ability to impose its will, the District was determined to be a component unit of the Cameron 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 the governmental unit, or the other governmental units that comprise the financial reporting entity.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

2. Basis of Presentation

The accompanying 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 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.

The financial statements of the District are prepared on the accrual basis of accounting. Whereby revenues are recognized when earned and expenses are recognized when incurred.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The operating revenues of the District come from metered sales to residential and commercial customers as well as service connection charges and penalties from late payment of bills. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

3. Cash

Cash includes amounts in demand deposits and time deposits with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

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 \$2,651,935 in deposits (collected bank balances). These deposits are secured from risk by \$413,508 of federal deposit insurance and \$2,238,427 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

4. Accounts Receivable

The District utilizes the allowance method to recognize doubtful accounts. The allowance for doubtful accounts at December 31, 2017 was \$-.

There appears to be concentration of credit risk with regard to general accounts receivable and more specifically accounts receivable for water user fees. The District's ability to collect the amounts due from the users of the District water system and others (as reflected on the financial statements) may be affected by significant economic fluctuations, natural disasters or other calamity in this one concentrated geographic location.

5. Compensated Absences

The District has the following policy relating to vacation and sick leave:

Vacation – 5-25 days per year depending on length of service

Sick Leave – 12-18 days per year, depending on length of service

The District's recognition and measurement criteria for compensated absences follows:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 also provides that a liability for sick leave should be accrued using one of the following termination approaches:

- a. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

- b. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

At December 31, 2017, the District had an accrual for compensated absences of \$20,980.

6. Statement of Cash Flow

For purpose of the statement of cash flows, the District considers all highly liquid debt instruments purchased with a maturity of three months or less when purchased to be cash equivalents.

7. Net Position

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

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Net position – restricted – Consists of net position with constraints placed on use either by (1) external groups such as creditors grantors, contributors, laws or regulation of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Net position - unrestricted – All other net position that does not meet the definition of "restricted" or "invested in capital assets, net or related debt".

When an expense is incurred for purposes for which both restricted and unrestricted amounts are available, it shall be the policy of the District to consider restricted amounts to have been reduced first.

8. Estimates

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

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED

9. Budgets

An enterprise fund budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at fiscal year end.

On or before the last meeting of each year, the budget is prepared by function and activity, and includes information on the past year, current year estimates and requested appropriations for the next fiscal year.

The proposed budget is presented to the government's Board of Commissioners for review. The board holds a public hearing and may add to, subtract from or change appropriations, but may not change the form of the budget.

Expenditures may not legally exceed budgeted appropriations at the activity level.

The budget was amended once during the year.

9. Subsequent Events

Management has evaluated subsequent events through June 22, 2018, the date the financial statements were available to be issued.

10. Comparative Data

Comparative totals for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the District's financial position and operations.

NOTE B – AD VALOREM TAXES

For the year ended December 31, 2017, taxes of 4.18 mills were levied on property with taxable assessed valuations totaling \$92,582,497.

Total taxes levied were	<u>\$ 386,996</u>
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Property tax millage rates are adopted in July for the calendar year in which the taxes are levied and recorded. All taxes are due and collectible when the assessment rolls are filed on or before November 15<sup>th</sup> of the current year, and become delinquent after December 31<sup>st</sup>. Property taxes not paid by the end of February are subject to lien.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE C – PROPERTY, PLANT AND EQUIPMENT

All property, plant and equipment are valued at historical cost. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related assets, as applicable.

Depreciation has been provided over the estimated useful lives of the assets using the straight-line method. The estimated useful lives are as follows:

Buildings	15 years
Distribution system	15-45 years
Furniture, fixtures and equipment	5-20 years

A summary of changes in property, plant and equipment for the year ended December 31, 2017 are as follows:

	<u>Beginning of Year</u>	<u>Net Additions</u>	<u>End of Year</u>
Buildings	\$ 7,446	\$ -	\$ 7,446
Distribution system	5,766,875	62,752	5,829,627
Furniture, fixtures and equipment	2,430,770	35,558	2,466,328
Land	<u>40,120</u>	<u>-</u>	<u>40,120</u>
	8,245,211	<u>\$ 98,310</u>	8,343,521
Less accumulated depreciation	<u>4,023,424</u>		<u>4,258,923</u>
TOTALS	<u>\$ 4,221,787</u>		<u>\$ 4,084,598</u>

Depreciation expense was \$235,499 for the year ended December 31, 2017.

NOTE D - RETIREMENT COMMITMENTS

The District participates in a state-administered cost-sharing multiple-employer retirement systems, which together cover substantially all of the District's full-time employees. Although separately administered by their respective boards of trustees, these systems are established and regulated by acts of the Louisiana Legislature with respect to membership and contribution requirements, plan benefits, and actuarial determination of funding requirements as provided by the state constitution. Additional disclosures with respect to the District's participation in these systems are provided below.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE D - RETIREMENT COMMITMENTS - CONTINUED

Parochial Employees' Retirement System

The System is composed of two distinct plans, Plan A and Plan B with separate assets and benefit provisions. Employees of the District are members of Plan A. Membership is mandatory as a condition of employment beginning on the date employed if the employee is on a permanent basis working at least twenty-eight hours per week and not participating in another public funded retirement system. Those individuals paid jointly by a participating employer and the parish are not eligible for membership in the system. Under Plan A, employees hired prior to January 1, 2007 can retire at any age with 30 or more years of creditable service, age 55 with 25 years of creditable service, age 60 with 10 years of creditable service, or age 65 with 7 years of creditable service. Employees hired after January 1, 2007 can retire at age 55 with 30 or more years of creditable service, age 62 with 10 years of creditable service, or age 67 with 7 years of creditable service. Retirees are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final compensation multiplied by the employee's years of credited service. Final compensation is the employee's monthly earnings during the 36 consecutive or jointed months that produce the highest average. The System also provides death and disability benefits. Benefits are established by state statute.

The Parochial Employees' Retirement System of Louisiana issues a publicly available financial report that includes financial statements and required supplemental information. That report may be obtained by writing to Parochial Employees' Retirement System of Louisiana, P.O. Box 14619, Baton Rouge, LA 70898.

Plan members are required to contribute 9.5% of their annual covered salary and the District is required to contribute at an actuarially determined rate. The current rate is 12.5% of annual covered payroll. The contribution requirements of plan members and the District are established and may be amended by the System's Board of Trustees. The District's contributions to the System for the year ended December 31, 2017 totaled \$26,115.

At December 31, 2017, the District reported a liability of \$54,149 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to their pension plan relative to the projected contributions of all participating entities, actuarially determined. At December 31, 2016, the District's proportion was .0262918%.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE D - RETIREMENT COMMITMENTS - CONTINUED

For the year ended December 31, 2017, the District recognized pension expense of \$26,115 including employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, \$5,757. At December 31, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ 9,475
Difference between expected and actual Investment	42,022	-
Difference between expected and actual Assumption	10,280	-
Changes in proportion and differences between:		
Contributions and proportionate share of contributions	-	103
Contributions subsequent to the measurement date	26,115	-
Total	<u>\$ 78,417</u>	<u>\$ 9,578</u>

\$26,115 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2017. Other accounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	Amount
2018	\$ 17,000
2019	11,141
2020	(1,110)
2021	-
2022	-
Thereafter	-

*Actuarial methods and assumption.* The total pension liability in the December 31, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE D - RETIREMENT COMMITMENTS - CONTINUED

Valuation Date	December 31, 2016
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	7.00% (Net of investment expense)
Expected Remaining Service Lives	4 years
Projected Salary Increases	Plan A – 5.25% (2.75% Merit/2.50% Inflation)
Cost of Living Adjustments	The present values of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet amortized by the Board of Trustees.
Mortality	RP-2000 Employee Sex Distinct Table was selected for active members. RP-2000 Health Annuitant Sex Distinct Table was selected for healthy annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.

The discount rate used to measure the total pension liability was 7.00% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations and projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE D - RETIREMENT COMMITMENTS - CONTINUED

the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.66% for the year ended December 31, 2016.

Best estimates of arithmetic real rates of return for major asset class included in the System's target asset allocation as of December 31, 2016 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed income	35%	1.24%
Equity	52%	3.63%
Alternatives	11%	0.67%
Real assets	2%	0.12%
Total	100%	5.66%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.66%

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2010 through December 31, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

*Sensitivity to changes in discount rate.* The following presents the net pension liability of the District calculated using the discount rate of 7.00%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 6.00% or one percentage point higher 8.00% than the current rate.

	Changes in Discount Rate		
	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Net Pension Liability (Asset)	\$ 161,980	\$ 54,149	\$ (37,026)

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE E - PER DIEM

In accordance with Louisiana Revised Statute 33:3819, per diem is allowed not to exceed \$60 per meeting attended, up to twenty-four regular meetings and twelve special meetings. The Board has approved per diem at \$100.

Per diem paid commissioners for the year ended December 31, 2017 were as follows:

Connie Trahan	\$ 1,200
Wesley Roberts	900
Kent Carlson	1,200
Jim Snyder	1,200
Nathan Griffith	<u>500</u>
	<u>\$ 5,000</u>

NOTE F - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE G – UNEARNED REVENUE

Sabine Pass' LNG is a liquefied natural gas receiving facility located within the Cameron Parish boundaries. Sabine Pass' LNG qualified for the State of Louisiana's industrial ad valorem tax abatement program for a ten year period beginning in the year Sabine Pass' LNG's operations commenced. As a result of this abatement, in February 2007, Cameron Parish Waterworks District No. 10 entered into a Cooperative Endeavor and Payment in Lieu of Tax Agreement with Sabine Pass' LNG wherein Sabine Pass' LNG agreed to make advanced payments of its ad valorem tax liability which will begin in the eleventh year after operations commence. In return, Cameron Parish Waterworks District No. 10 agreed to provide Sabine Pass' LNG with a dollar for dollar credit against those future taxes. As a result of these advanced payments, the Cameron Parish Waterworks District No. 10 annually records unearned revenue. These payments will continue to accrue until the ad valorem tax is assessed against Sabine Pass' LNG and the credits are applied at which time the revenue will be recognized by Cameron Parish Waterworks District No. 10. The balance of unearned revenue at December 31, 2017 is \$662,732.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE H – POST-EMPLOYMENT BENEFITS

**Plan Description.** The District's medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement.

Most employees are covered by the Parochial Employees' Retirement System of Louisiana, whose retirement eligibility (D.R.O.P. entry) provision are as follows: 30 years of service at any age; age 55 and 25 years of service; age 60 and 10 years of service; or, age 65 and 7 years of service. For employees hired on and after January 1, 2008, retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 30 years of service; age 62 and 10 years of service; or, age 67 and 7 years of service. For the few employees not covered by that system, the same retirement eligibility has been assumed. Complete plan provisions are included in the official plan documents.

**Contribution Rates.** Employees do not contribute to their post employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

**Fund Policy.** Until 2009, the Cameron Parish Waterworks District No. 10 recognized the cost of providing post-employment medical benefits (the Cameron Parish Waterworks District No. 10's portion of the retiree medical benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2017 and 2016, Cameron Parish Waterworks District No.10's portion of health care funding cost for retired employees totaled \$9,119 and \$8,443, respectively.

Effective with the year ended December 31, 2009, the Cameron Parish Waterworks District No. 10 implemented Government Accounting Standards Board Codification Section P50, *Accounting and Financial Reporting by Employers for Post Employment Benefits Other than Pension* (GASB Codification Section P50). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

**Annual Required Contribution.** The Cameron Parish Waterworks District No. 10's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB Codification Section P50. The Annual Required Contribution (ARC) is the sum of the Normal Cost plus the contribution to amortize the Actuarial Accrued Liability (AAL). A level dollar, closed amortization period of 30 years (the maximum amortization period allowed by GASB Codification Section P50) has been used for the post-employment benefits. The total ARC for the fiscal year is set forth below:

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE H – POST-EMPLOYMENT BENEFITS – CONTINUED

	<u>2017</u>	<u>2016</u>
Normal Cost	\$ 6,944	\$ 6,677
30-year UAL amortization amount	<u>14,421</u>	<u>13,866</u>
Annual required contribution (ARC)	<u>\$ 21,365</u>	<u>\$ 20,543</u>

**Net Post-employment Benefit Obligation.** The table below shows the Cameron Parish Waterworks District No. 10's Net Other Post-employment Benefit (OPEB) Obligation for fiscal year ending December 31, 2017:

	<u>2017</u>	<u>2016</u>
Annual required contribution	\$ 21,364	\$ 20,543
Interest on Net OPEB Obligation	2,930	2,491
ARC Adjustment	<u>(4,236)</u>	<u>(3,601)</u>
Annual OPEB Cost	20,058	19,433
Contributions made	<u>(9,119)</u>	<u>(8,443)</u>
Increase in Net OPEB Obligation	10,939	10,990
Beginning Net OPEB Obligation	<u>73,258</u>	<u>62,268</u>
Ending Net OPEB Obligation	<u>\$ 84,197</u>	<u>\$ 73,258</u>

The following table shows the Cameron Parish Waterworks District No. 10's annual post employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post employment benefits (PEB) liability:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Obligation</u>
December 31, 2017	\$ 20,059	45.46%	\$ 84,197
December 31, 2016	\$ 19,433	43.45%	\$ 73,258

**Funded Status and Funding Progress.** In the fiscal year ending December 31, 2017, the Cameron Parish Waterworks District No. 10 made no contributions to its post employment benefits plan. The plan was not funded at all, has no assets, and hence has a funded ration of zero. Based on the January 1, 2015 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year ended December 31, 2017 was \$259,343, which is defined as that portion, as determined by a particular actuarial cost method (the Cameron Parish Waterworks District No. 10 uses the Projected Unit Credit Cost Method), of the actuarial present value of post employment plan benefits and expenses which is not provided by normal cost.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE H – POST-EMPLOYMENT BENEFITS – CONTINUED

	<u>2017</u>	<u>2016</u>
Actuarial Accrued Liability (AAL)	\$ 259,343	\$ 249,368
Actuarial Value of Plan Assets	-	-
Unfunded Act. Accrued Liability (UAAL)	<u>\$ 259,343</u>	<u>\$ 249,368</u>
Funded Ratio (Act. Val. Assets/AAL)	0.00%	0.00%
Covered Payroll (active Plan members)	\$ 215,736	\$ 183,264
UAAL as a percentage of covered payroll	120.21%	136.07%

**Actuarial Methods and Assumptions.** Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the Cameron Parish Waterworks District No. 9 and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the Cameron Parish Waterworks District No. 9 and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the Cameron Parish Waterworks District No. 10 and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

**Actuarial Cost Method.** The ARC is determined using the Projected United Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality, and turnover.

**Actuarial Value of Plan Assets.** There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Codification Section P50.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE H – POST-EMPLOYMENT BENEFITS – CONTINUED

**Turnover Rate.** An age-related turnover scale based on actual experience as described by administrative staff has been used. The rates, when applied to the active employee census, produce an annual turnover of approximately 5%.

**Post employment Benefit Plan Eligibility Requirements.** Based on past experience, it has been assumed that entitlement to benefits will commence three years after eligibility to enter the D.R.O.P., as described above under "Plan Description". Medical benefits are provided to employees upon actual retirement.

**Investment Return Assumption (Discount Rate).** GASB Codification Section P50 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

**Health Care Cost Trend Rate.** The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5.0% for ten years out and later.

**Mortality Rate.** The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rates and 50% of the unloaded female mortality rates, is used. This is the mortality table which the IRS requires to be used in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

**Method of Determining Value of Benefits.** The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays a flat \$250 per month of the cost of the medical and life insurance combined for the retirees only (not dependents). Because of the combined nature of the flat monthly employer payment, we have valued only the medical benefits. Effective with the January 1, 2013 valuation, retirees with at least thirty years of service are entitled to 100% (95% effective with this January 1, 2015 valuation) of medical benefits paid by the employer for retiree only coverage, not dependents.

**Inflation Rate.** Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above are an implicit inflation assumption of 2.50% annually.

**Projected Salary Increases.** This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE H – POST-EMPLOYMENT BENEFITS – CONTINUED

**Post-retirement Benefit Increases.** The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

**Below is a summary of OPEB cost and contributions for the last three fiscal years.**

	OPEB Costs and Contributions		
	<u>2015</u>	<u>2016</u>	<u>2017</u>
OPEB Cost	\$ 18,839	\$ 19,433	\$ 20,059
Contribution	-	-	-
Retiree premium	<u>7,818</u>	<u>8,443</u>	<u>9,119</u>
Total contribution and premium	<u>7,818</u>	<u>8,443</u>	<u>9,119</u>
Change in net OPEB obligation	<u>\$ 11,021</u>	<u>\$ 10,989</u>	<u>\$ 10,939</u>
% of contribution to cost	0.00%	0.0%	0.0%
% of contribution plus premium to cost	41.50%	43.45%	45.46%

NOTE I – COMMITMENTS AND CONTIGENCIES

The Department of Homeland Security, Office of Inspector General (OIG) issued a report dated January 1, 2017 identifying \$168,098 of ineligible cost paid to the District by FEMA. The District disagrees with almost all of the findings and is in the process of appealing the report. At December 31, 2017 the District has not accrued any liability in relation to the report.

NOTE J – LEASES

The District has a lease for property to operate the water plant in Holly Beach, Louisiana in effect for the year ended December 31, 2017. The lease originated July 16, 1979, with an initial term of ninety-nine (99) years. The lease calls for an annual lease payment based on the preceding annual payment multiplied by the percentage of increase in the annual average CPI for the last full calendar year of the preceding ten-year period over the CPI for the last full calendar year of the previous preceding ten-year period. Additionally, the district has entered into an annually renewing lease agreement for use of property to drill a test well for the purpose of distribution of water to a portion of the water district. Total lease payments made for the year ended December 31, 2017 were \$612.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Notes to Financial Statements

December 31, 2017

NOTE J – LEASES – CONTINUED

The minimum future lease payments under these obligations are as follows:

2018	\$ 513
2019	513
2020	513
2021	513
2022	513
2023-2027	2,565
2028-2032	2,565
2033-2037	2,565
2038-2042	2,565
2043-2047	2,565
2048-2052	2,565
2053-2057	2,565
2058-2062	2,565
2063-2067	2,565
2068-2072	2,565
2073-2077	2,565
2078-2082	2,565
2083-2087	2,565
2088	513
	<u>\$ 36,423</u>

NOTE K – TAX ABATEMENTS

Louisiana's State Constitution Chapter VII Section 21 authorizes the State Board of Commerce and Industry to create a ten (10) year ad valorem tax abatement program for new manufacturing establishments in the State. Under the terms of this program, qualified businesses may apply for an exemption of local ad valorem taxes on capital improvements and equipment related to manufacturing for the first ten years of its operation; after which the property will be added to the local tax roll and taxed at the value and millages in force at the time. The future value of this exempt property could be subject to significant fluctuation from today's value; however, the District could receive a substantial increase in ad valorem tax revenues once the exemption on this property expires. All applicable agreements have been entered into by the Cameron Parish Police Jury and directly affect the District's ad valorem assessments. Because these taxes are not assessed or due, no adjustments have been made to the District's financial statements to record a receivable. As of December 31, 2017, \$1,898,130,343 of assessed property in the District's taxing jurisdiction is receiving this exemption, which amounts to \$7,934,185 in ad valorem taxes.

REQUIRED SUPPLEMENTAL INFORMATION

## CAMERON PARISH WATERWORKS DISTRICT NO. 10

Statement of Revenues, Expenses  
and Changes in Net Position- Budget and Actual

Year Ended December 31, 2017

	Budget		Actual	Variance
	Original	Amended		
OPERATING REVENUES				
Charges for services	\$ 250,000	\$ 250,000	\$ 246,920	\$ (3,080)
Miscellaneous revenue	6,500	6,500	3,565	(2,935)
TOTAL OPERATING REVENUES	<u>256,500</u>	<u>256,500</u>	<u>250,485</u>	<u>(6,015)</u>
OPERATING EXPENSES				
Advertising	1,000	1,000	35	965
Auto	16,000	16,000	15,860	140
Computer expense	1,500	1,500	-	1,500
Depreciation	235,000	235,000	235,499	(499)
Dues	375	375	400	(25)
Employee benefits - OPEB	12,000	12,000	10,939	1,061
Insurance - general	17,120	23,000	14,648	8,352
Insurance - health	60,000	65,000	64,694	306
Maintenance	105,000	190,000	139,418	50,582
Miscellaneous	500	500	11,384	(10,884)
Per diem	7,000	7,000	5,000	2,000
Postage	2,000	2,000	1,579	421
Professional fees	10,000	10,000	8,409	1,591
Rent - temporary office	1,600	1,600	612	988
Retirement-employees	21,000	21,000	26,115	(5,115)
Retirement - net pension liability	-	-	10,025	(10,025)
Salaries	220,000	220,000	220,528	(528)
Supplies	42,500	87,500	77,564	9,936
Taxes and licenses	3,700	3,700	2,898	802
Telephone	10,000	10,000	10,641	(641)
Travel and training	2,100	2,100	3,146	(1,046)
Utilities	40,000	40,000	45,368	(5,368)
TOTAL OPERATING EXPENSES	<u>808,395</u>	<u>949,275</u>	<u>904,762</u>	<u>44,513</u>
OPERATING INCOME (LOSS)	<u>(551,895)</u>	<u>(692,775)</u>	<u>(654,277)</u>	<u>38,498</u>
NON-OPERATING REVENUES (EXPENSES)				
Ad valorem taxes, net	300,000	300,000	379,814	79,814
Intergovernmental revenues	-	-	66,389	66,389
Interest income	600	600	3,843	3,243
TOTAL NON-OPERATING REVENUES (EXPENSES)	<u>300,600</u>	<u>300,600</u>	<u>450,046</u>	<u>149,446</u>
CHANGE IN NET POSITION	(251,295)	(392,175)	(204,231)	187,944
NET POSITION - BEGINNING	<u>6,518,807</u>	<u>6,518,807</u>	<u>6,518,807</u>	<u>-</u>
NET POSITION - ENDING	<u>\$ 6,267,512</u>	<u>\$ 6,126,632</u>	<u>\$ 6,314,576</u>	<u>\$ 187,944</u>

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Employee Health Care Plan

December 31, 2017

Schedule of Funding Progress (Unaudited)

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets</u>	<u>Actuarial Accrued Liability (AAL)</u>	<u>Unfunded Actuarial Accrued Liability (UAAL)</u>	<u>Funded Ratio</u>	<u>Covered Payroll</u>	<u>UAAL as a Percentage of Covered Payroll</u>
December 31, 2013	\$ -	\$ 138,759	\$ 138,759	0.00%	\$ 219,742	63.15%
December 31, 2014	\$ -	\$ 144,309	\$ 144,309	0.00%	\$ 173,816	83.02%
December 31, 2015	\$ -	\$ 239,777	\$ 239,777	0.00%	\$ 161,708	148.28%
December 31, 2016	\$ -	\$ 249,368	\$ 249,368	0.00%	\$ 183,264	136.07%
December 31, 2017	\$ -	\$ 259,343	\$ 259,343	0.00%	\$ 215,736	120.21%

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Schedule of Employer's Proportionate Share of Net Pension Liability

Year Ended December 31, 2017

Parochical Employees' Retirement System of Louisiana

	<u>December 30, 2017</u>	<u>December 31, 2016</u>	<u>December 31, 2015</u>
Employer's portion of the net pension liability (asset)	0.02629%	0.22001%	0.21411%
Employer's proportionate share of the net pension liability (asset)	\$ 54,149	\$ 57,914	\$ 5,854
Employer's covered payroll	\$ 225,686	\$ 193,247	\$ 183,261
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	23.99%	29.97%	3.19%
Plan fiduciary net position as a percentage of the total pension liability	94.15%	92.23%	99.14%

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

\*The amounts presented have a measurement date of December 31, 2016.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Schedule of Employer Contributions

Year Ended December 31, 2017

<u>Date</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a % of Covered Employee Payroll</u>
Municipal Employees Retirement System of Louisiana (System):					
2015	\$ 15,836	\$ 15,836	\$ -	\$ 183,261	8.6%
2016	\$ 23,567	\$ 23,567	\$ -	\$ 193,247	12.2%
2017	\$ 26,115	\$ 26,115	\$ -	\$ 225,686	11.6%

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

OTHER INFORMATION

CAMERON PARISH WATERWORKS DISTRICT NO. 10  
Schedule of Compensation, Benefits and Other Payments  
To Chief Executive Officer

Year Ended December 31, 2017

Chief Executive Officer: Nathan Griffith, Board President

<u>Purpose</u>	<u>Amount</u>
Salary	\$ -
Benefits-insurance	-
Benefits-retirement	-
Benefits-cell phone	-
Car allowance	-
Vehicle provided by government	-
Per diem	500
Reimbursements	-
Travel	-
Registration fees	-
Travel	-
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing Unvouchered expenses	-
Special meals	-



**Gragson, Casiday & Guillory, L.L.P.**  
CERTIFIED PUBLIC ACCOUNTANTS

RAYMOND GUILLORY, JR., C.P.A.  
COY T. VINCENT, C.P.A.  
MICHELLE LEE, C.P.A.  
BRADLEY J. CASIDAY, C.P.A., C.V.A.  
GRAHAM A. PORTUS, E.A.  
KATHRYN BLESSINGTON, C.P.A.  
JACKLYN BARLOW, C.P.A.  
BRIAN MCCAIN, C.P.A.  
BLAKE MANUEL, C.P.A.

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

June 22, 2018

Board of Commissioners  
Cameron Parish Waterworks District No. 10  
Johnson Bayou, 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 business-type activities of the Cameron Parish Waterworks District No. 10, a component unit of the Cameron Parish Police Jury, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise Cameron Parish Waterworks District No. 10's basic financial statements, and have issued our report thereon dated June 22, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Cameron Parish Waterworks District No. 10'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 Cameron Parish Waterworks District No. 10's internal control. Accordingly, we do not express an opinion on the effectiveness of Cameron Parish Waterworks District No. 10'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or, detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Cameron Parish Waterworks District No. 10's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Cameron Parish Waterworks District No. 10's Response to Findings**

Cameron Parish Waterworks District No. 10's response to the findings identified in our audit is described in the accompanying findings and responses. The District's response was not subjected to the auditing procedures in the audit of the financial statements, and accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Gragson, Casiday & Guillory*

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Schedule of Findings and Responses

Year Ended December 31, 2017

1. Summary of Auditors' Results:

Type of auditors' report issued: unqualified

Internal control over financial reporting:

- Material weaknesses(es) identified?  yes  no
- Control deficiencies identified that are not considered to be material weakness(es)?  yes  none reported

Noncompliance material to financial statements noted?

yes  no

2. Findings Relating to the Financial Statements Which Are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards

**Finding #2017-001:**

**Inadequate Segregation of Duties**

Condition: Because of the small size of the District's office staff, the opportunity for segregation of duties is limited. Effective internal control requires adequate segregation of duties among entity personnel.

Effect: Without proper segregation of duties, misstatements in amounts may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Recommendation: To the extent cost effective, duties should be segregated and management should attempt to mitigate this weakness by supervision and review procedures.

Corrective Action Planned: Management has responded that it does not believe that it is cost effective to employ adequate personnel to achieve appropriate segregation of duties. Management has implemented supervision and review procedures such as review and approval of supporting documents related to expenditures, review listings of revenue received and review of bank reconciliations on a monthly basis.

CAMERON PARISH WATERWORKS DISTRICT NO. 10

Schedule of Findings and Responses - Continued

Year Ended December 31, 2017

3. Findings and Questioned Costs for Federal Awards

N/A

4. Prior Year Findings

**Finding 2016-001:**

Inadequate segregation of duties.

Corrective Action Taken: None, repeat finding in 2017.



**Gragson, Casiday & Guillory, L.L.P.**  
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INDEPENDENT AUDITORS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES

June 22, 2018

Board of Commissioners  
Cameron Parish Waterworks District No. 10  
Cameron, Louisiana

We have performed the procedures included enumerated below, which were agreed to by Cameron Parish Waterworks District No. 10 and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUP's) for the year ended December 31, 2017. The District's management is responsible for those C/C areas identified in the SAUP's.

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***

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1. Obtain the District'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 District does not have any written policies and procedures), as applicable:
  - a) *Budgeting*, including preparing, adopting, monitoring, and amending the budget.  
***The District does not have a policies and procedures manual.***
  - 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 District does not have a policies and procedures manual.***
  - c) *Disbursements*, including processing, reviewing, and approving.  
***The District does not have a policies and procedures manual.***
  - d) *Receipts*, including receiving, recording, and preparing deposits.  
***The District does not have a policies and procedures manual.***

- e) *Payroll/Personnel*, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

***The District does not have a policies and procedures manual.***

- 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 District does not have a policies and procedures manual.***

- 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 District does not have a policies and procedures manual.***

- h) *Travel and expense reimbursement*, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

***The District does not have a policies and procedures manual.***

- 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 District's ethics policy. Note: Ethics requirements are not applicable to nonprofits.

***The District does not have a policies and procedures manual.***

- j) *Debt Service*, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

***The District does not have a policies and procedures manual.***

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

---

- 2. Obtain and review the board minutes for the fiscal year, 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 met monthly during the fiscal year.***

- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the District'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 year reflect that the board is monitoring the plan.

*The minutes did not reference nor include monthly budget-to-actual comparisons.*

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

*Minutes, where applicable, contained approval of non-budgetary financial information.*

### ***Bank Reconciliations***

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

*The listing was provided by management.*

4. Using the listing provided by management, select all of the District'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 year and report whether:

- a) Bank reconciliations have been prepared;

*Bank reconciliations were prepared for all of the selected bank accounts for all months in the fiscal year.*

- 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 is no documentation that a member of management or a board member 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.

*Not applicable, for the accounts tested there were no items outstanding for more than 6 months as of the end of the fiscal period.*

### ***Collections***

---

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

*The listing was provided by management.*

6. Using the listing provided by management, select all of the District'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.

*The employee accepting payments is bonded. There is an employee who collects cash and is responsible for depositing the cash, recording the related transaction and reconciling the related bank account. Cash drawers are maintained and shared by employees.*

- b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the District 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.

*The District has such a process and is performed by a person who is also responsible for collections.*

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

- Using District 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.

*All deposits were made within one day of collections, except for one which was made five days after receipt.*

- 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.

*No evidence of exceptions was found during the testing.*

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the District has a process specifically defined (identified as such by the District) 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.

*The District has such a process, not in writing, and is performed by a person who is also responsible for collections.*

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

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

*The listing was provided by management.*

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 District 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:

**Randomly selected 25 disbursements and obtained supporting documentation for each transaction.**

- 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.

*Not applicable, the district does not utilize a requisition/purchase order system nor an equivalent electronic system.*

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

*Not applicable, the district does not utilize a requisition/purchase order system nor an equivalent electronic system.*

- 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.

*The district does not utilize a requisition/purchase order system nor an equivalent electronic system. However, payments tested had an approved invoice.*

10. Using District 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 District's purchasing/disbursement system.

*The individual responsible for processing payment is not prohibited from adding vendors to the system.*

11. Using District 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.

*An individual with signatory authority and authorization for disbursements also has responsibility to initiate or record purchases. However, dual signatures are required on checks.*

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 District documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

*The District's unused checks are maintained in a locked location. However, an employee with signatory authority also has access to the unused checks.*

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.

*The District does not have a signature stamp. Checks are maintained under the control of an authorized user until mailed.*

#### Credit Cards/Debit Cards/Fuel Cards/P-Cards

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.

*The listing was provided by management.*

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the District has less than 10 cards) that were used during the fiscal year, 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.])

*The monthly statement was reviewed and approved by someone other than the authorized card holder.*

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

*No finance charges or late fees were assessed on the selected statement.*

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 tested 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.

*Each transaction tested had the business/public purpose documented.*

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

*The District does not have a written policy for credit cards.*

b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the District'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 District does not have a written purchasing/disbursements policy. No exceptions to Louisiana Public Bid Law noted.*

c) For each transaction, compare the District'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.

*Each transaction tested had the business/public purpose documented.*

***Travel and Expense Reimbursement***

---

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

***The listing was provided by management.***

18. Obtain the District'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 District does not have a written policy related to travel and expense reimbursements. However, the District has an established mileage rate below 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 District does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

***Each expense was reimbursed at the entity's established rate. No reimbursements tested exceeded the GSA rates.***

- 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.]

***Each expense was reimbursed based on an established per diem amount or supported by a receipt.***

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

***Documentation supported business/public purpose. However, meal charges did not document individuals participating.***

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

***The District does not have a written policy for travel reimbursements.***

- c) Compare the District'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.

*Each expense was reviewed and approved, in writing, by someone other than the person receiving reimbursement.*

#### Contracts

---

- 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.

*The listing was provided by 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.

*Of the five highest paid vendors, two had formal/written contracts. However, invoices were present for all payments.*

- 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 District complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)

*The contracts/vendors complied with public bid law when applicable.*

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

*Solicited quotes were not obtained.*

- 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.

*None of the contracts were amended.*

- 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.

*Payments complied with the invoices/contract.*

- 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).

*Documentation provided reflected approval by the Board where required.*

### Payroll and Personnel

- 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:

*The listing was provided by management.*

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

*All selected employees were paid in strict accordance with the approved pay rate structure.*

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

*All changes to pay rate/salaries during the fiscal year were approved by the board and reference in the board minutes.*

- 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 District 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.)

*All employees/officials 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.

*All employees/officials' leave was correctly approved.*

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

***The District maintained written leave records reflecting the hours earned, the hours used, and the balance available.***

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.

***The District had one termination during the fiscal period. The termination payment was made in strict accordance with policy and approved by management.***

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.

***Documentation reflected that payroll tax and retirement return/reports were timely filed and paid.***

#### ***Ethics***

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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 District maintained documentation to demonstrate that required ethics training was completed.

***Ethics training documentation was maintained where required.***

27. Inquire of management whether any alleged ethics violations were reported to the District 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 District's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

***Management was not notified of any alleged or actual ethics violations during the fiscal period.***

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

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

***No debt was issued during the fiscal year.***

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

*Not applicable, the District had no outstanding debt during the fiscal period.*

30. If the District 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.

*Not applicable. The District did not have any tax millages related to debt service.*

**Other**

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31. Inquire of management whether the District had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the District reported the misappropriation to the legislative auditor and the District attorney of the parish in which the District is domiciled.

*Management informed us that the District did not have any misappropriation of public funds or assets during the fiscal year.*

32. Observe and report whether the District 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.la.gov/hotline](http://www.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

*The District did have the required notice posted in a conspicuous place upon its premises. The District does not have a website.*

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

*The practitioner did not observe or otherwise identify any exceptions regarding management's representations in the procedures above.*

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 SAUP's. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our 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 SAUP's, 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.

*Grason, Casiday & Guillory*