

**CANE RIVER WATERWAY COMMISSION**

**FINANCIAL REPORT  
JUNE 30, 2019**

Cane River Waterway Commission  
 Financial Report  
 June 30, 2019

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# CANE RIVER WATERWAY COMMISSION

244 Cedar Bend Road  
Natchez, LA 71456

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis of the Cane River Waterway Commission's financial performance presents a narrative overview and analysis of the Commission's financial activities for the year ended June 30, 2019. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the additional information contained in the Cane River Waterway Commission's financial statements, which begin on page 10.

### Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities provide information about the activities of the Commission as a whole and present a longer-term view of the Commission's finances. These statements tell how the services were financed in the short-term as well as what remains for future spending.

### Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities. The Commission uses funds to ensure and demonstrate compliance with finance related laws and regulations. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources at the end of the year. As the Government-Wide Financial Statements includes the long-term view, comparisons between these two views may provide insight into the long-term impact of short-term financing decreases. Both the governmental funds balance sheet and the governmental funds operating statement provide a reconciliation to assist in understanding the difference between these two views.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Position

	<u>2019</u>	<u>2018</u>
ASSETS:		
Current Assets	\$ 6,726,640	\$ 4,935,886
Capital Assets, Net of Accumulated Depreciation	<u>6,587,582</u>	<u>6,642,764</u>
Total Assets	<u>\$13,314,222</u>	<u>\$11,578,650</u>
LIABILITIES:		
Payroll Liabilities	\$ 1,370	\$ 491
Accounts Payable	<u>14,048</u>	<u>15,396</u>
Total Liabilities	<u>\$ 15,418</u>	<u>\$ 15,887</u>
NET POSITION:		
Net Investment in Capital Assets	\$ 6,587,582	\$ 6,642,764
Unrestricted	<u>6,711,222</u>	<u>4,919,999</u>
Total Net Position	<u>\$13,298,804</u>	<u>\$11,562,763</u>

## Summary of Statement of Activities

	<u>2019</u>	<u>2018</u>
REVENUES:		
General Revenues-		
Taxes	\$2,026,033	\$1,961,664
Interest	8,709	6,041
Gain/Loss on Investments	130,811	(5,754)
Other	<u>5,724</u>	<u>164</u>
Total Revenues	<u>\$2,171,277</u>	<u>\$1,962,115</u>
EXPENSES:		
General Government	\$ 218,376	\$1,760,622
Public Safety	<u>216,860</u>	<u>445,800</u>
Total Expenses	<u>\$ 435,236</u>	<u>\$2,206,422</u>
Change in Net Position	<u>\$1,736,041</u>	<u>\$ (244,307)</u>

- The Commission's assets exceeded its liabilities by \$13,298,804 (net position) for the current year and \$11,562,763 for the prior year.
- For the year ended June 30, 2019, unrestricted net position of \$6,711,222 represents the portion available to maintain the Commission's obligation to both citizens and creditors. This is an increase of \$1,791,223 from the prior year.

General Fund Budgetary Highlights

The actual revenues for the general fund were \$138,277 more than the budgeted amount for the year and actual expenditures were \$138,046 less than budgeted amounts.

Economic Factors and Next Year's Budget

The primary revenue source for the Commission is property taxes. This tax is not subject to changes in the economy, in the short-term. However, in the long-term, significant increases/decreases in the tax base would be evident. The General Fund budget for FY 2019/2020 should not change significantly over the prior year.

Contacting the Commission

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the Commission at 244 Cedar Bend Road, Natchez, LA 71456.

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**INDEPENDENT AUDITOR'S REPORT**

To the Board of Commissioners  
Cane River Waterway Commission  
244 Cedar Bend Road  
Natchez, LA 71456

We have audited the accompanying financial statements of the governmental activities and each major fund of the Cane River Waterway Commission (Commission) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

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

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

**Auditor's Responsibility**

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

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

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

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Commission as of June 30, 2019, and the respective changes in financial position and, where applicable, 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 on pages 1 through 4 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the management's discussion and analysis in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The budgetary comparison schedules and the schedule of compensation, benefits and other payments to agency head or chief executive officer, listed as other required supplementary information in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

*Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 19, 2019, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

*Report on Other Legal and Regulatory Requirements*

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated August 19, 2019 on the results of our state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

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

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

August 19, 2019

## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

Cane River Waterway Commission  
Statement of Net Position  
June 30, 2019

	<u>Governmental Activities</u>
ASSETS:	
Current Assets-	
Cash & Cash Equivalents	\$ 1,266,841
Investments	5,459,635
Revenue Receivable	<u>164</u>
Total Current Assets	\$ 6,726,640
Non-current Assets-	
Capital Assets (Net)	<u>6,587,582</u>
Total Assets	<u>\$13,314,222</u>
LIABILITIES:	
Payroll Liabilities	\$ 1,370
Accounts Payable	<u>14,048</u>
Total Liabilities	<u>\$ 15,418</u>
NET POSITION:	
Net Investment in Capital Assets	\$ 6,587,582
Unrestricted	<u>6,711,222</u>
Total Net Position	<u>\$13,298,804</u>

See notes to financial statements.

Cane River Waterway Commission  
Statement of Activities  
June 30, 2019

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses) Revenues and Changes in Net Position Governmental Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Primary Government:				
Governmental Activities-				
General Government	\$163,194	\$0	\$0	\$ (163,194)
Public Safety	<u>272,042</u>	<u>0</u>	<u>0</u>	<u>(272,042)</u>
Total Governmental Activities	<u>\$435,236</u>	<u>\$0</u>	<u>\$0</u>	<u>\$ (435,236)</u>
General Revenues:				
Taxes-				
Property Taxes				\$ 2,026,033
Miscellaneous-				
Interest				8,709
Loss/Gain on Investments				130,811
Other				5,724
Transfers In				1,400,000
Transfers Out				<u>(1,400,000)</u>
Total General Revenues and Transfers				<u>\$ 2,171,277</u>
Change in Net Position				\$ 1,736,041
Net Position June 30, 2018				<u>11,562,763</u>
Net Position June 30, 2019				<u>\$13,298,804</u>

See notes to financial statements.

FUND FINANCIAL STATEMENTS

Cane River Waterway Commission  
Balance Sheet-Governmental Funds  
June 30, 2019

	<u>Major Funds</u>		<u>Total</u>
	<u>General Fund</u>	<u>Capital Projects Fund</u>	
<b>Assets:</b>			
Cash & Cash Equivalents	\$ 893,344	\$ 373,497	\$1,266,841
Investments	2,153,286	3,306,349	5,459,635
Revenue Receivable	<u>164</u>	<u>0</u>	<u>164</u>
Total Assets	<u>\$3,046,794</u>	<u>\$3,679,846</u>	<u>\$6,726,640</u>
<b>Liabilities:</b>			
Payroll Liabilities	\$ 1,370	\$ 0	\$ 1,370
Accounts Payable	<u>14,048</u>	<u>0</u>	<u>14,048</u>
Total Liabilities	<u>\$ 15,418</u>	<u>\$ 0</u>	<u>\$ 15,418</u>
<b>Fund Balance:</b>			
Committed	\$ 0	\$3,679,846	\$3,679,846
Unassigned	<u>3,031,376</u>	<u>0</u>	<u>3,031,376</u>
Total Fund Balance	<u>\$3,031,376</u>	<u>\$3,679,846</u>	<u>\$6,711,222</u>
Total Liabilities and Fund Balance	<u>\$3,046,794</u>	<u>\$3,679,846</u>	<u>\$6,726,640</u>

See notes to financial statements.

Cane River Waterway Commission  
Reconciliation of the Governmental Funds  
Balance Sheet to the Statement of Net Position  
June 30, 2019

Total Fund Balance for the Governmental Funds at June 30, 2019	\$ 6,711,222
Total Net Position reported for Governmental Activities in the Statement of Net Position is different because:	
Capital Assets used in Governmental Activities are not financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet. Those assets consist of:	
Construction in Progress	5,986,569
Land, Equipment, Buildings, and Boats	1,436,217
Less: Accumulated Depreciation	<u>(835,204)</u>
Total Net Position of Governmental Activities at June 30, 2019	<u>\$13,298,804</u>

See notes to financial statements.

Cane River Waterway Commission  
Statement of Revenues, Expenditures and Changes in Fund Balance-  
Governmental Funds  
Year Ended June 30, 2019

	Major Funds		<u>Total</u>
	<u>General Fund</u>	<u>Capital Projects Fund</u>	
REVENUES:			
Taxes-			
Ad Valorem Tax	\$ 2,026,033	\$ 0	\$ 2,026,033
Miscellaneous-			
Interest	8,709	0	8,709
Other	5,724	0	5,724
Gain/Loss on Investments	<u>130,811</u>	<u>0</u>	<u>130,811</u>
Total Revenues	<u>\$ 2,171,277</u>	<u>\$ 0</u>	<u>\$ 2,171,277</u>
EXPENDITURES:			
Current-			
General Government-			
Per diem	\$ 3,100	\$ 0	\$ 3,100
Office/Advertising/Utilities	78,066	0	78,066
Legal/Accounting	49,019	0	49,019
Insurance	<u>33,009</u>	<u>0</u>	<u>33,009</u>
Total General Government	<u>\$ 163,194</u>	<u>\$ 0</u>	<u>\$ 163,194</u>
Public Safety-			
Salary & Benefits	\$ 80,976	\$ 0	\$ 80,976
Aquatic Control	6,821	0	6,821
Lake Dredging	67,706	0	67,706
Operations/Utilities	<u>61,357</u>	<u>0</u>	<u>61,357</u>
Total Public Safety	<u>\$ 216,860</u>	<u>\$ 0</u>	<u>\$ 216,860</u>
Total Expenditures	<u>\$ 380,054</u>	<u>\$ 0</u>	<u>\$ 380,054</u>
Excess of Revenues over Expenditures	\$ 1,791,223	\$ 0	\$ 1,791,223
OTHER FINANCING SOURCES (USES):			
Operating Transfers In	\$ 0	\$1,400,000	\$ 1,400,000
Operating Transfers Out	<u>(1,400,000)</u>	<u>0</u>	<u>(1,400,000)</u>
Total Other Financing Sources (Uses)	<u>\$(1,400,000)</u>	<u>\$1,400,000</u>	<u>\$ 0</u>
Excess of Revenues and Other Financing Sources over Expenditures and Other Financing Uses	\$ 391,223	\$1,400,000	\$ 1,791,223
Fund Balance-Beginning of Year	<u>2,640,153</u>	<u>2,279,846</u>	<u>4,919,999</u>
Fund Balance-End of Year	<u>\$3,031,376</u>	<u>\$3,679,846</u>	<u>\$ 6,711,222</u>

See notes to financial statements.

Cane River Waterway Commission  
Reconciliation of the Statement of Revenues, Expenditures  
and Changes in Fund Balance of the Governmental Funds  
to the Statement of Activities  
For the Year Ended June 30, 2019

Net change in fund balance-governmental funds	\$1,791,223
Amounts reported for governmental activities in the Statement of Activities are different because:	
Depreciation expense on capital assets is reported in the government-wide financial statements, but does not require the use of current financial resources and is not reported in the Fund Financial Statements. Current year depreciation expense is	<u>(55,182)</u>
Total changes in Net Position at June 30, 2019, per Statement of Activities	<u>\$1,736,041</u>

See notes to financial statements.

## NOTES TO FINANCIAL STATEMENTS

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

Introduction:

The Cane River Waterway District (District) and the Cane River Waterway Commission were created in 1982 by the State of Louisiana, under R.S. 34:3261-3262. The District is located entirely within the Parish of Natchitoches. The Commission was created for the purpose of establishing, operating and maintaining individually or in cooperation with the federal government and the state, the Cane River Waterway. Members of the Commission are appointed by the Governor of Louisiana.

1. Summary of Significant Accounting Policies:

A. Reporting Entity-

The Commission, for financial purposes, includes all of the funds relevant to the operations of the Commission. The financial statements presented herein do not include agencies which have been formed under applicable state laws or separate and distinct units of government apart from the Cane River Waterway Commission.

The Division of Administration of the State of Louisiana has determined that the Cane River Waterway Commission is a primary government and not a component unit or agency of the state government for financial reporting purposes.

B. Basis of Presentation-

The Commission's statements are prepared in accordance with accounting principles generally accepted in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Net Position presents the governmental type activities on a consolidated basis, and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

C. Fund Accounting-

The accounts of the Commission are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements.

The Commission maintains two funds. They are both categorized as governmental funds. The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or if its total assets, liabilities, revenues or expenditures are at least 10% of the corresponding total for all funds of that category or type. The Commission considers both of its governmental funds to be major.

The major funds of the Commission are described below:

Governmental Funds-

General Fund

The General Fund is the general operating fund of the Commission. It is used to account for all financial resources except those required to be accounted for in another fund.

Capital Projects Fund

The Capital Projects Fund is used to account for financial resources to be used for the acquisition and construction/repair of major capital facilities and projects, other than those financed through another fund.

D. Measurement Focus/Basis of Accounting-

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

Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Commission as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Commission considers all revenues "available" if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. Assets, Liabilities, and Equity-

Cash and Cash Equivalents-

For purposes of the Statement of Net Position, cash and cash equivalents include all demand accounts, savings accounts, and certificates of deposit of the Commission.

Investments-

The Commission maintains investments accounts as authorized by the Louisiana Revised Statutes. Under state law, the Commission may invest in obligations of the U.S. Treasury and U.S. Agencies, or certificates of deposit. Investments are carried at fair market value as of the balance sheet date.

Capital Assets-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Commission maintains a threshold level of \$1,000 or more for capitalizing capital assets.

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

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

The range of useful lives by type of asset is as follows:

Furniture, computers	5 years
Radios	10 years
Buildings/Landings	40 years
Boats	7 years

Equity Classifications-

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

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

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

In the fund statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose. Only the General Fund would report positive amounts in unassigned fund balance.

The Commission establishes, modifies/rescinds fund balance assignments by passage of a resolution.

The General Fund has an unassigned fund balance of \$3,031,376. The Commission would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

F. Interfund Transactions-

Legally authorized transfer are treated as interfund transfers and are included in the results of operations of the governmental funds.

The following is a summary of interfund operating transfers:

	<u>Operating Transfers In</u>	<u>Operating Transfers Out</u>
General Fund	\$ 0	\$1,400,000
Capital Projects Fund	<u>1,400,000</u>	<u>0</u>
Totals	<u>\$1,400,000</u>	<u>\$1,400,000</u>

Transfers are primarily used to move funds from the General Fund to the Capital Projects Fund to fund expansion of the Commission.

G. Budget-

Prior to the beginning of each fiscal year, the Cane River Waterway Commission adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year.

H. 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, expenditures and expenses during the reporting period. Actual results could differ from those estimates.

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

2. Cash, Cash Equivalents and Investments:

Cash and Cash Equivalents-

At June 30, 2019, the Cane River Waterway Commission had cash and cash equivalents (book balances) totaling \$1,266,841.

Investments-

At June 30, 2019, the Commission had the following investments:

U.S. Government Securities	<u>\$5,459,635</u>
----------------------------	--------------------

Investment Valuation-

The U.S. government securities are stated at fair value based on market quotations.

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

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Commission will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Commission that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Commission's name.

At June 30, 2019, the Commission had collected bank balances of \$1,266,483 which were fully protected by \$250,000 of federal depository insurance and pledged securities with a market value of \$2,463,595 held by the custodial bank in the name of the Commission.

*Interest Rate Risk:* This is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, all investments of the Commission are in governmental-backed securities.

*Credit Risk:* Generally, credit risk is the risk that an issuer of a debt type investment will not fulfill its obligation to the holder of the investment. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure.

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

3. Compensated Absences:

Employees cannot carry forward leave from year-to-year; therefore, there are no entries for compensated absences.

4. Pension Plan:

The Cane River Waterway Commission's sole employee participates in the Federal Social Security Program, and therefore GASB 68 is not applicable.

5. Lease Commitments:

The Waterway Commission entered into a 13-year lease with a private citizen in 1998 to lease land for a parking lot and a Commission owned boat launch. The lease was renewed in August 2012 for \$2,000 for an additional period of 10 years.

6. Capital Assets:

Capital Asset balances and activity for the year ended June 30, 2019, are as follows:

<u>Activities</u>	<u>Balance 07-01-18</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 06-30-19</u>
Capital Assets Not Depreciated:				
Construction in Progress	\$5,986,569	\$ 0	\$ 0	\$5,986,569
Land	163,500	0	0	163,500
Capital Assets Depreciated:				
Buildings/Boat Launches	1,147,094	0	0	1,147,094
Radios	5,283	0	0	5,283
Equipment	30,037	0	2,645	27,392
Boats/Motors	71,200	0	0	71,200
Vehicle	<u>21,747</u>	<u>0</u>	<u>0</u>	<u>21,747</u>
Total Capital Assets	<u>\$7,425,430</u>	<u>\$ 0</u>	<u>\$2,645</u>	<u>\$7,422,785</u>
Less, Accumulated Depreciation:				
Buildings/Boat Launches	\$ 685,733	\$ 46,638	\$ 0	\$ 732,371
Radios	5,283	0	0	5,283
Equipment	22,726	3,107	2,645	23,188
Boats/Motors	65,040	0	0	65,040
Vehicle	<u>3,884</u>	<u>5,437</u>	<u>0</u>	<u>9,321</u>
Total Accumulated Depreciation	<u>\$ 782,666</u>	<u>\$ 55,182</u>	<u>\$2,645</u>	<u>\$ 835,203</u>
Net Capital Assets	<u>\$6,642,764</u>	<u>\$(55,182)</u>	<u>\$ 0</u>	<u>\$6,587,582</u>

Depreciation expense of \$55,182 was charged to the public safety function.

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

7. Levied Taxes:

The Commission is empowered to levy property tax millages to finance its general operations. The Commission levies taxes on real and business property located within the boundaries of the Commission. Property taxes are levied by the Commission based on property values assessed by the Natchitoches Parish Assessor, and approved by the State of Louisiana Tax Commission.

The Natchitoches Parish Sheriff's Office bills and collects property taxes for the Commission. Collections are remitted to the Commission monthly.

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2017. Total assessed value was \$351,040,926 in 2018. Louisiana law exempts the first \$7,500 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was \$53,338,768 of the annual value in 2018. For the year ended June 30, 2019, the Commission had levied the following taxes:

General Corporate Purposes          6.0 mill

Property Tax Calendar

Assessment date	January 1
Levy date	June 30
Tax bills mailed	October 15
Total taxes are due	December 31
Penalties & interest added	January 31
Lien date	January 31
Tax sale	May 15

Property tax revenue for the year ended June 30, 2019, were \$2,026,033 and \$1,961,665 for the year ended June 30, 2018.

The five largest taxpayers and their assessed valuation are as follows:

<u>Taxpayer</u>	<u>Assessed Value</u>
Acadian Gas Pipeline	\$ 52,877,430
International Paper Co.	34,198,960
Martco Limited Partners	22,460,820
Tennessee Gas Pipeline	14,944,350
Alliance Compressors	<u>10,340,490</u>
Total	<u>\$134,822,050</u>

8. Pending Litigation:

There were no civil suits seeking damages against the Commission outstanding at June 30, 2019.

Cane River Waterway Commission  
Notes to Financial Statements  
June 30, 2019

9. Related Party Transactions:

There were no identified related party transactions for the year ended June 30, 2019.

10. Compensation Paid to Commissioners:

<u>Name</u>	<u>Amount</u>
Jim Rhodes	\$1,100
Margaret Vienne	450
Van Wiggins	550
Larry Paige	550
John Methvin	<u>450</u>
 Total	 <u>\$3,100</u>

11. Deferred Compensation Plan:

All of the employees of the Cane River Waterway Commission are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 100% of their salary (not to exceed \$18,000 a year) to the plan on a pre-tax basis. The contributions are withheld from the employees' paycheck and the Commission matches 4% of the employee contribution for each employee. The contributions are fully vested immediately and are remitted to a third-party administrator each pay period, where they are deposited to an account in the employee's name. The Cane River Waterway Commission does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2019, the Commission's matching funds totaled \$2,814.

12. Subsequent Events:

Management has evaluated events through August 19, 2019, the date which the financial statements were available for issue.

OTHER REQUIRED  
SUPPLEMENTARY INFORMATION

Cane River Waterway Commission  
General Fund  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2019

	Budget		Actual	Variance
	Original	Final		Favorable (Unfavorable)
<b>REVENUES:</b>				
Taxes-				
Ad Valorem Tax	\$ 1,977,390	\$ 2,000,000	\$ 2,026,033	\$ 26,033
Miscellaneous-				
Interest	4,000	4,000	8,709	4,709
Gain/Loss on Investments	10,000	25,000	130,811	105,811
Other	<u>4,000</u>	<u>4,000</u>	<u>5,724</u>	<u>1,724</u>
Total Revenues	<u>\$ 1,995,390</u>	<u>\$ 2,033,000</u>	<u>\$ 2,171,277</u>	<u>\$138,277</u>
<b>EXPENDITURES:</b>				
Current-				
General Government-				
Per diem	\$ 4,100	\$ 4,100	\$ 3,100	\$ 1,000
Office/Advertising/Utility	565,000	80,000	78,066	1,934
Legal/Accounting	30,000	70,000	49,019	20,981
Insurance	50,000	47,000	33,009	13,991
Capital Outlay	10,000	10,000	0	10,000
Cooperative Agreement	<u>703,000</u>	<u>13,000</u>	<u>0</u>	<u>13,000</u>
Total General Government	<u>\$ 1,362,100</u>	<u>\$ 224,100</u>	<u>\$ 163,194</u>	<u>\$ 60,906</u>
Public Safety-				
Testing	\$ 30,000	\$ 30,000	\$ 0	\$ 30,000
Operations/Fuel	125,000	100,000	61,357	38,643
Aquatic Control	200,000	15,000	6,821	8,179
Salaries/Benefits	75,000	84,000	80,976	3,024
Lake Dredging	<u>200,000</u>	<u>65,000</u>	<u>67,706</u>	<u>(2,706)</u>
Total Public Safety	<u>\$ 630,000</u>	<u>\$ 294,000</u>	<u>\$ 216,860</u>	<u>\$ 77,140</u>
Total Expenditures	<u>\$ 1,992,100</u>	<u>\$ 518,100</u>	<u>\$ 380,054</u>	<u>\$138,046</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 3,290	\$ 1,514,900	\$ 1,791,223	\$276,323
<b>OTHER FINANCING USES:</b>				
Operating Transfers Out	<u>(1,400,000)</u>	<u>(1,400,000)</u>	<u>(1,400,000)</u>	<u>0</u>
Excess (Deficiency) of Revenues over Expenditures and Other Uses	\$(1,396,710)	\$ 114,900	\$ 391,223	\$276,323
Fund Balance-Beginning of Year	<u>2,640,153</u>	<u>2,640,153</u>	<u>2,640,153</u>	<u>0</u>
Fund Balance-End of Year	<u>\$ 1,243,443</u>	<u>\$ 2,755,053</u>	<u>\$ 3,031,376</u>	<u>\$276,323</u>

See independent auditor's report and notes to financial statements.

Cane River Waterway Commission  
Capital Projects Fund  
Budgetary Comparison Schedule  
For the Year Ended June 30, 2019

	<u>Budgeted Amounts</u>			<u>Actual Amounts</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Variance with Final Budget Positive (Negative)
REVENUES:	\$ 0	\$ 0	\$ 0	\$0
EXPENDITURES:				
Capital Outlay	<u>2,700,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Deficiency of Revenues over Expenditures	\$(2,700,000)	\$ 0	\$ 0	\$0
OTHER FINANCING SOURCES:				
Operating Transfers In	<u>1,400,000</u>	<u>1,400,000</u>	<u>1,400,000</u>	<u>0</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	\$(1,300,000)	\$1,400,000	\$1,400,000	\$0
Fund Balance-Beginning of Year	<u>2,279,846</u>	<u>2,279,846</u>	<u>2,279,846</u>	<u>0</u>
Fund Balance-End of Year	<u>\$ 979,846</u>	<u>\$3,679,846</u>	<u>\$3,679,846</u>	<u>\$0</u>

See independent auditor's report and notes to financial statements.

Cane River Waterway Commission  
Schedule of Compensation, Benefits and Other Payments to  
Agency Head or Chief Executive Officer  
For the Year Ended June 30, 2019

Agency Head Name: Jim Rhodes, Chairman

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 0
Benefits-Insurance	0
Benefits-Retirement	0
Deferred Compensation	0
Benefits-Other	0
Car allowance	0
Vehicle provided by government	0
Cell phone	0
Dues	0
Vehicle rental	0
Per diem	1,100
Reimbursements	0
Travel	234
Registration fees	0
Conference travel	0
Housing	0
Unvouchered expenses	0
Special meals	0
Other	<u>0</u>
Total	<u>\$1,334</u>

See independent auditor's report.

## OTHER REPORTS

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

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

Mark D. Thomas, CPA - A Professional Corporation  
Roger M. Cunningham, CPA - A Professional Corporation  
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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Commissioners  
Cane River Waterway Commission  
244 Cedar Bend Road  
Natchez, LA 71456

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities and each major fund as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Cane River Waterway Commission's (Commission) basic financial statements and have issued our report thereon dated August 19, 2019.

**Internal Control over Financial Reporting**

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

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

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

## Compliance and Other Matters

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

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 25:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

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

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

August 19, 2019

Cane River Waterway Commission  
Schedule of Audit Results  
Year Ended June 30, 2019

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit results:

1. An unmodified opinion was issued on the financial statements of the Cane River Waterway Commission as of and for the year ended June 30, 2019.
2. The audit did not disclose any significant deficiencies in internal control.
3. The audit did not disclose any instances of noncompliance that are required to be reported under *Government Auditing Standards*.

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

None noted.

III. PRIOR YEAR FINDING

None noted.

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

To the Board of Commissioners  
Cane River Waterway Commission  
244 Cedar Bend Road  
Natchez, LA 71456

We have performed the procedures enumerated below, which were agreed to by the Board of Commissioners of the Cane River Waterway Commission (the "Commission") and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. The Commission is responsible for those C/C areas identified in the SAUPs.

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

Our procedures and associated findings are enumerated below.

***Written Policies and Procedures***

---

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

- **Receipts**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation.)
- **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

a) *Procedure Results - We noted no exceptions.*

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

---

2. We obtained and inspected the board/committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
  - Observed that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - Observed that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternatively, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- For governmental entities, obtained the prior year audit report and observed the unrestricted fund balance in the General Fund. If the General Fund had a negative ending unrestricted fund balance in the prior year audit report, observed that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the General Fund.

*a) Procedure Results - This category had no exceptions in the prior year and was excluded from testing.*

### ***Bank Reconciliations***

---

3. We obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. We identified the entity's main operating account. We selected the entity's main operating account and randomly selected four additional accounts (or all if less than five). We randomly selected one month from the fiscal period, and obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:

- Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
- Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g. initialed and dated, electronically logged); and
- Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*a) Procedure Results - We noted no exceptions.*

### ***Collections***

---

4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete. We randomly selected the required amount of deposit sites (up to five).
5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties at each collection location, and observed that job duties were properly segregated at each collection location such that:
  - Employees that are responsible for cash collections do not share cash drawers/registers.
  - Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

- The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. We inquired of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under “Bank Reconciliations” above. We obtained supporting documentation for each of the deposits selected and:
- We observed that receipts are sequentially pre-numbered.
  - We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - We traced the deposit slip total to the actual deposit per the bank statement.
  - We observed that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
  - We traced the actual deposit per the bank statement to the general ledger.
- a) Procedure Results - We noted three exceptions. The employee who collects cash is responsible for: preparing/making bank deposits; posting collection entries to the general ledger; and reconciling cash collections to the general ledger.*

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

---

8. We obtained a listing of locations that process payments for the fiscal period and management’s representation that the listing is complete. We randomly selected the required amount of disbursement locations (up to five).
9. For each location selected under #8 above, we obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and we observed that job duties are properly segregated such that:
- At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - At least two employees are involved in processing and approving payments to vendors.
  - The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

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

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

*a) Procedure Results - We noted one exception. The employee responsible for processing payments also mails payments.*

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

---

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

12. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), and obtained supporting documentation, and:

- We observed that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.
- We observed that finance charges and late fees were not assessed on the selected statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (1) an original itemized receipt that identified precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals.

*a) Procedure Results - This category had no exceptions in the prior year and was excluded from testing.*

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

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14. We obtained from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. We randomly selected five reimbursements, and obtained the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

- If reimbursed using a per diem, we agreed the reimbursement rate to those rates established by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

- If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - We observed that each reimbursement was supported by documentation of the business/public purpose and other documentation required by written policy.
  - We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
- a) *Procedure Results - This category had no exceptions in the prior year and was excluded from testing.*

### ***Contracts***

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15. We obtained from management a listing of all agreements/contracts for professional services, materials, and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. We obtained management's representation that the listing is complete. We randomly selected the required amount of contracts (up to five) from the listing, and:
- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - We observed that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - If the contract was amended (e.g. change order), we observed that the original contract terms provided for such an amendment.
  - We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.
- a) *Procedure Results - This category had no exceptions in the prior year and was excluded from testing.*

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

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16. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected five employees/officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
17. We randomly selected one pay period during the fiscal period. For the five employees/officials selected under #16 above, we obtained attendance and leave documentation for the pay period, and:
- We observed that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - We observed that supervisors approved the attendance and leave of the selected employees/officials.
  - We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

18. We obtained a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected the two employees/officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations. If applicable, we agreed the hours to the employees/officials' cumulative leave records and the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. We obtained management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.
- a) *Procedure Results - This category had no exceptions in the prior year and was excluded from testing.*

### ***Ethics***

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20. Using the five randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, we obtained ethics compliance documentation from management, and:
- We observed that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - We observed that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.
- a) *Procedure Results - This category had no exceptions in the prior year and was excluded from testing.*

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

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21. We obtained a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. We selected all bonds/notes on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each bond/note issued.
22. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed actual reserve balances and payments to those required by debt covenants.
- a) *Procedure Results - Not applicable, the Commission has issued no debt.*

### ***Other***

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23. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
- a) *Procedure Results - We noted no exceptions, management represented that they are not aware of any misappropriations.*

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

a) *Procedure Results - We noted no exceptions.*

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

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

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

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Natchitoches, Louisiana

August 19, 2019

Cane River Waterway Commission  
Management's Response to Exceptions to  
Statewide Agreed-Upon Procedures  
For the Year Ended June 30, 2019

MANAGEMENT'S RESPONSE TO EXCEPTIONS:

Item 5: Exception - The employee who collects cash is responsible for: preparing/making bank deposits; posting collection entries to the general ledger; and reconciling cash collections to the general ledger.

Response - The Commission employs one person to complete all duties. The Commission does not consider it feasible to segregate duties to this degree.

Item 9: Exception - The employee responsible for processing payments also mails payments.

Response - The Commission employs one person and the board reviews all payments and bank reconciliations each month. The Commission feel their controls are sufficient.