

**RECREATION DISTRICT NO. 14
OF ST. TAMMANY PARISH**

Annual Financial Statements

December 31, 2017



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Independent Auditor's Report

To the Board of Commissioners
Recreation District No. 14 of St. Tammany Parish
Madisonville, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of Recreation District No. 14 of St. Tammany Parish (the District), a component unit of St. Tammany Parish, Louisiana, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of Recreation District No. 14 of St. Tammany Parish, as of December 31, 2017, 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

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), 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. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 26 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedules of governing board and compensation, benefits, and other payments to agency head as required by Louisiana Revised Statute (LRS) 24:513 A(3), are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedules of governing board and compensation, benefits, and other payments to agency head 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 schedules of governing board and compensation, benefits, and other payments to agency head are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 21, 2018, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of 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 Recreation District No. 14 of St. Tammany Parish's internal control over financial reporting and compliance.



A Professional Accounting Corporation

Covington, LA
June 21, 2018

**BASIC FINANCIAL STATEMENTS
GOVERNMENT-WIDE FINANCIAL STATEMENTS**

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Statement of Net Position
December 31, 2017

	Governmental Activities	Business-Type Activities	Total
Assets			
Cash and Cash Equivalents	\$ 2,559,825	\$ 153,308	\$ 2,713,133
Receivables - Ad Valorem Taxes, Net of Allowance	2,418,857	-	2,418,857
Receivables - State Revenue Sharing	14,955	-	14,955
Other Assets	11,967	-	11,967
Capital Assets Being Depreciated, Net of Accumulated Depreciation	8,070,815	3,592	8,074,407
Capital Assets Not Being Depreciated	5,438,665	-	5,438,665
Total Assets	18,515,084	156,900	18,671,984
Deferred Outflows of Resources			
Loss on Refunding	338,674	-	338,674
Liabilities			
Accounts Payable	264,658	7,957	272,615
Accrued Interest	70,703	-	70,703
Capital Lease Payable			
Due Within One Year	52,701	-	52,701
Due in More than One Year	449,633	-	449,633
Certificates of Indebtedness			
Due Within One Year	100,000	-	100,000
Due in More than One Year	105,000	-	105,000
Bonds Payable			
Due Within One Year	816,000	-	816,000
Due in More than One Year	9,424,000	-	9,424,000
Total Liabilities	11,282,695	7,957	11,290,652
Net Position			
Net Investment in Capital Assets	3,889,303	3,592	3,892,895
Restricted - Debt Service	1,472,455	-	1,472,455
Unrestricted	2,209,305	145,351	2,354,656
Total Net Position	\$ 7,571,063	\$ 148,943	\$ 7,720,006

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

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Statement of Activities
For the Year Ended December 31, 2017

Functional Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental Activities						
Recreation	\$ 1,909,562	\$ -	\$ 120,723	\$ (1,788,839)	\$ -	\$ (1,788,839)
Interest on Long-Term Debt	203,666	-	-	(203,666)	-	(203,666)
Total Governmental Activities	2,113,228	-	120,723	(1,992,505)	-	(1,992,505)
Business-Type Activities						
Recreation	663,805	593,987	-	-	(69,818)	(69,818)
Total Business-Type Activities	663,805	593,987	-	-	(69,818)	(69,818)
Total	\$ 2,777,033	\$ 593,987	\$ 120,723	(1,992,505)	(69,818)	(2,062,323)
General Revenues						
Taxes						
Ad Valorem Taxes				2,670,512	-	2,670,512
State Revenue Sharing				22,432	-	22,432
Interest and Investment Earnings				1,753	171	1,924
Miscellaneous				130,964	-	130,964
Transfers				106,648	(106,648)	-
Total General Revenues				2,932,309	(106,477)	2,825,832
Change in Net Position				939,804	(176,295)	763,509
Net Position, Beginning of Year				6,631,259	325,238	6,956,497
Net Position, End of Year				\$ 7,571,063	\$ 148,943	\$ 7,720,006

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

**BASIC FINANCIAL STATEMENTS
FUND FINANCIAL STATEMENTS**

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Balance Sheet
Governmental Funds
December 31, 2017

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
Assets				
Cash and Cash Equivalents	\$ 656,151	\$ 413,715	\$ 1,489,959	\$ 2,559,825
Receivables - Ad Valorem Taxes, Net	1,268,613	1,150,244	-	2,418,857
Receivables - State Revenue Sharing	14,955	-	-	14,955
Due from Other Funds	372,976	-	-	372,976
Other Assets	11,967	-	-	11,967
Total Assets	\$ 2,324,662	\$ 1,563,959	\$ 1,489,959	\$ 5,378,580
Liabilities				
Accounts Payable	\$ 44,654	\$ -	\$ 220,004	\$ 264,658
Due to Other Funds	-	91,504	281,472	372,976
Total Liabilities	44,654	91,504	501,476	637,634
Fund Balances				
Restricted for:				
Debt Service	-	1,472,455	-	1,472,455
Construction	-	-	988,483	988,483
Unassigned	2,280,008	-	-	2,280,008
Total Fund Balances	2,280,008	1,472,455	988,483	4,740,946
Total Liabilities and Fund Balances	\$ 2,324,662	\$ 1,563,959	\$ 1,489,959	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	13,509,480
Long-term liabilities, including bonds and capital lease payable, are not due and payable in the current period and, therefore, are not reported in the funds.	(10,947,334)
Losses on refunding are not available to pay for current period expenses and, therefore, are not reported in the funds.	338,674
Accrued interest and expenses associated with long-term liabilities are not reported in the governmental funds.	(70,703)
Net Position of Governmental Activities	\$ 7,571,063

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

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2017

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
Revenues				
Ad Valorem Taxes	\$ 1,433,083	\$ 1,270,813	\$ -	\$ 2,703,896
State Revenue Sharing	22,432	-	-	22,432
Rental Income	72,616	-	-	72,616
Advertising Income	32,600	-	-	32,600
Capital Grant	-	-	120,723	120,723
Miscellaneous	25,748	-	-	25,748
Interest and Investment Earnings	535	212	1,006	1,753
Total Revenues	1,587,014	1,271,025	121,729	2,979,768
Expenditures				
Administration	1,296,043	5,809	2,100	1,303,952
Capital Outlay	548,710	-	1,054,845	1,603,555
Debt Service - Principal	217,287	812,000	-	1,029,287
Debt Service - Interest	11,435	208,580	-	220,015
Total Expenditures	2,073,475	1,026,389	1,056,945	4,156,809
Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources (Uses)	(486,461)	244,636	(935,216)	(1,177,041)
Other Financing Sources (Uses)				
Transfer in	106,648	-	-	106,648
Capital Lease Obligations Issued	507,049	-	-	507,049
Total Other Financing Sources (Uses)	613,697	-	-	613,697
Net Change in Fund Balances	127,236	244,636	(935,216)	(563,344)
Fund Balances, Beginning of Year	2,152,772	1,227,819	1,923,699	5,304,290
Fund Balance, End of Year	\$ 2,280,008	\$ 1,472,455	\$ 988,483	\$ 4,740,946

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

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended December 31, 2017

Net Change in Fund Balances - Total Governmental Funds	\$ (563,344)
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period.	997,945
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The issuance of long-term debt (e.g., certificates of indebtedness, bonds, capital leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.	522,238
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Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds:

Change in Unavailable Ad Valorem Taxes	(33,384)
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	<u>16,349</u>
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Change in Net Position of Governmental Activities	<u><u>\$ 939,804</u></u>
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The accompanying notes are an integral part of these financial statements.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Statement of Net Position
Proprietary Fund
December 31, 2017

	Programs Fund
Assets	
Current Assets	
Cash and Cash Equivalents	\$ 153,308
Total Current Assets	<u>153,308</u>
Non-Current Assets	
Capital Assets, Net of Accumulated Depreciation	<u>3,592</u>
Total Non-Current Assets	<u>3,592</u>
Total Assets	<u>156,900</u>
Liabilities	
Accounts Payable	<u>7,957</u>
Total Liabilities	<u>7,957</u>
Net Position	
Net Investment in Capital Assets	3,592
Unrestricted	<u>145,351</u>
Total Net Position	<u>\$ 148,943</u>

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

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Fund
For the Year Ended December 31, 2017

	Programs Fund
Operating Revenues	
Registration Fees	\$ 420,098
Concessions	170,584
Other	<u>3,305</u>
Total Operating Revenues	<u>593,987</u>
Operating Expenses	
Concessions	128,454
Sports Program Expenses	167,270
Payroll and Benefits	5,646
Officials, Coaches, and Scorers	109,188
Uniforms	97,893
Sports Equipment	42,276
Awards	12,533
Depreciation	545
Payment under CEA with Town of Madisonville	<u>100,000</u>
Total Operating Expenses	<u>663,805</u>
Net Operating Loss	<u>(69,818)</u>
Other Revenues (Expenses)	
Transfer Out	(106,648)
Interest Income	<u>171</u>
Total Other Revenues (Expenses)	<u>(106,477)</u>
Change in Net Position	(176,295)
Net Position, Beginning of Year	<u>325,238</u>
Net Position, End of Year	<u>\$ 148,943</u>

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

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Statement of Cash Flows
Proprietary Fund
For the Year Ended December 31, 2017

	Programs Fund
Cash Flows from Operating Activities	
Receipts from Customers	\$ 593,987
Payments for Goods and Services	<u>(656,817)</u>
Net Cash Used in Operating Activities	<u>(62,830)</u>
Cash Flows from Non-Capital Financing Activities	
Transfers to Other Funds	<u>(106,648)</u>
Net Cash Used in Non-Capital Financing Activities	<u>(106,648)</u>
Cash Flows from Investing Activities	
Interest Received	<u>171</u>
Net Cash Provided by Investing Activities	<u>171</u>
Net Decrease in Cash and Cash Equivalents	(169,307)
Cash and Cash Equivalents, Beginning of Year	<u>322,615</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 153,308</u></u>
Reconciliation of Net Operating Loss to Net Cash Used in Operating Activities	
Net Operating Loss	\$ (69,818)
Adjustments to Reconcile Net Operating Loss to Net Cash Used in Operating Activities	
Depreciation	545
Changes in Assets and Liabilities	
Decrease in Accounts Payable	<u>6,443</u>
Net Cash Used in Operating Activities	<u><u>\$ (62,830)</u></u>

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

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies

The mission of Recreation District No. 14 of St. Tammany Parish (the District) is to acquire, construct, operate, and maintain recreation facilities in the area of St. Tammany Parish which includes Madisonville, Louisiana. The accounting and reporting policies of the District conform to accounting principles generally accepted in the United States of America applicable to government entities. The following is a summary of significant accounting policies.

Reporting Entity

The District was created in 1999, by Ordinance 3017 of St. Tammany Parish (the Parish). The District is governed by a Board of Commissioners, which is appointed by the Parish. The District consists of seven Commissioners who serve staggered terms.

The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the 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, as amended, established criteria for determining which component units should be considered part of St. Tammany Parish for financial reporting purposes. The basic criterion for including a potential component unit with the reporting entity is financial accountability.

The District is a component unit of the Parish because the Parish appoints all members of the District's Board and, as such, is financially accountable for the District. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Parish, the general government services provided by that governmental unit, or the governmental units that comprise the financial reporting entity.

Basis of Presentation

The accompanying basic financial statements of Recreation District No. 14 of St. Tammany Parish have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, issued in June 1999, as amended by GASB Statement No. 63 in June 2011.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Basis of Presentation (Continued)

Government-Wide Financial Statements

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

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

Separate financial statements are provided for the governmental funds and for the proprietary funds.

Fund Financial Statements

The District uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain District functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The various funds of the District are classified as governmental and proprietary. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the District or its total assets, liabilities, revenues, or expenditures are at least 10 percent of the corresponding total for all governmental and proprietary funds and at least 5 percent of the aggregate amount for all governmental and proprietary funds.

The District reports the following major governmental funds:

General Fund - The General Fund is the primary operating fund of the District. It accounts for all the financial resources except those that are required to be accounted for in other funds.

Debt Service Fund - The Debt Service Fund accounts for proceeds of ad valorem taxes of 4.47 mills restricted for periodic payments of principal and interest on general long-term debt.

Capital Projects Fund - The Capital Projects Fund accounts for the proceeds of the 2011 certificates of indebtedness and the 2004, 2006, 2008, 2010, 2014 and 2016 general obligation bonds, which will be used for purchase of land and construction of facilities.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Basis of Presentation (Continued)

Fund Financial Statements (Continued)

The District reports one major proprietary fund - the Programs Fund. The fund accounts for registration fees for youth and adult sports and the related expenses of providing sports activities including uniforms, officials and scorers, and equipment. The fund also accounts for sale of concessions, goods, admissions, and their related costs from all facilities' concession stands.

Measurement Focus / Basis of Accounting

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

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

The government-wide financial statements are accounted for using an economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements.

Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used, regardless of the timing of related cash flows. Ad valorem taxes and state revenue sharing associated with the current fiscal period are all considered to be susceptible to accrual and, so, have been recognized as revenues of the current fiscal period.

Cash and Cash Equivalents and Investments

Cash includes amounts in interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments 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.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents and Investments (Continued)

Under state law, the District may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at market value. At December 31, 2017, the District has no investments.

Receivables

All receivables are reported net of estimated uncollectible amounts. The allowance for uncollectibles is \$102,436, which represents 5% of the total ad valorem tax receivable at December 31, 2017. This estimate is based on the District's history of collections within this revenue stream.

Capital Assets

All capital assets of the District are recorded at historical cost in the government-wide and proprietary fund financial statements. Depreciation of all exhaustible capital assets is charged as an expense against their operations. In the governmental fund financial statements, capital assets used in the governmental fund operations are accounted for as capital outlay expenditures upon acquisition.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable. The District capitalizes equipment and furniture in excess of \$2,500. The following estimated useful lives and methods are used to compute depreciation:

Park, Fields, and Grounds	15 - 40 Years	Straight-Line
Furniture, Fixtures, and Equipment	5 - 15 Years	Straight-Line

Depreciation expense for the year ended December 31, 2017, amounted to \$605,610 for the governmental activities and \$545 for the business-type activities.

Internal Transactions

Outstanding balances between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds."

Deferred Outflows of Resources

Deferred outflows of resources represent a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense) until then. The District has only one item that qualifies for reporting in this category, a deferred amount on bond refunding.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Long-Term Debt

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. Bond premiums and discounts are deferred and amortized over the lives of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as other financing uses.

Defining Operating Revenues and Expenses

The District's proprietary fund distinguishes between operating and non-operating revenues and expenses. Operating revenues and expenses consist of charges for sports league registration, concessions, and admissions, and the costs of providing those services, including depreciation. All other revenues and expenses are reported as non-operating.

Equity Classifications

In accordance with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended, net position is classified into three components: net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

Net Investment in Capital Assets

This component of net position consists of the historical cost of capital assets, including any 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, plus deferred outflows of resources, less deferred inflows of resources, related to those assets.

Restricted

This component of net position consists of assets that have constraints that are externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted

All other net position is reported in this category.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Equity Classifications (Continued)

In the governmental fund financial statements, fund balances are classified as follows:

1. Restricted Fund Balance - Amounts that can be spent only for specific purposes because of enabling legislation or externally imposed conditions by grantors, creditors, or citizens.
2. Unassigned Fund Balance - All amounts not included in other spendable classifications.

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the District's policy is to apply restricted net position/fund balance first.

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.

Note 2. Cash and Cash Equivalents

Cash and cash equivalents at December 31, 2017, consisted of demand deposits with a carrying value of \$2,713,133 and a bank balance of \$2,794,051. These deposits are stated at cost which approximates market.

Custodial Credit Risk - 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 bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2017, the District had \$2,794,051 in deposits (collected bank balances). These deposits are secured from risk by \$250,000 in federal deposit insurance and \$2,544,051 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 3. Ad Valorem Taxes

Ad valorem taxes to fund the operations and bond debt service of the District are levied each November 1st on the assessed value listed as of the prior January 1st for all real property, merchandise, and movable property located in the Parish. Assessed values are established by the St. Tammany Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A reevaluation of all property is required to be completed no less than every four years. The last re-evaluation was completed in 2016. Taxes are due and payable December 31st of the year levied.

The following is a summary of authorized and levied ad valorem taxes:

	Authorized	Levied
Construction, Operation, and Maintenance of Facilities	5.00	4.93
Payment of General Obligation Bonds	7.65	4.47

Note 4. Capital Assets

Capital assets activity for the year ended December 31, 2017, was as follows for the governmental activities:

Governmental Activities	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets Not Being Depreciated				
Land	\$ 2,775,119	\$ -	\$ -	\$ 2,775,119
Construction in Progress	1,101,553	1,561,993	-	2,663,546
Total Capital Assets Not Being Depreciated	3,876,672	1,561,993	-	5,438,665
Capital Assets Being Depreciated				
Recreational Facilities	12,370,422	-	-	12,370,422
Equipment	816,366	41,562	-	857,928
Total Capital Assets Being Depreciated	13,186,788	41,562	-	13,228,350
Less Accumulated Depreciation for:				
Recreational Facilities	(4,180,806)	(533,271)	-	(4,714,077)
Equipment	(371,119)	(72,339)	-	(443,458)
Total Accumulated Depreciation	(4,551,925)	(605,610)	-	(5,157,535)
Total Capital Assets Being Depreciated - Net	8,634,863	(564,048)	-	8,070,815
Capital Assets - Net	\$ 12,511,535	\$ 997,945	\$ -	\$ 13,509,480

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 4. Capital Assets (Continued)

Capital assets activity for the year ended December 31, 2017, was as follows for the business-type activities:

Business-Type Activities	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets Being Depreciated				
Equipment	\$ 8,185	\$ -	\$ -	\$ 8,185
Less Accumulated Depreciation for:				
Equipment	(4,048)	(545)	-	(4,593)
Total Capital Assets Being Depreciated - Net	\$ 4,137	\$ (545)	\$ -	\$ 3,592

Note 5. Long-Term Debt

The following is a summary of long-term debt of the District for the year ended December 31, 2017:

\$1,360,000 General Obligation Bonds dated March 1, 2004; balance due in annual principal installments, starting March 1, 2006, of \$65,000 - \$125,000, plus semi-annual interest payments through March 1, 2019, with interest at 4%.	\$ 245,000
\$865,000 General Obligation Bonds dated March 1, 2008; balance due in annual principal installments, starting March 1, 2009, of \$25,000 - \$70,000, plus semi-annual interest payments through March 1, 2028, with interest at 4% to 6%.	40,000
\$3,300,000 General Obligation Bonds dated January 1, 2010; balance due in annual principal installments, starting March 1, 2011, of \$100,000 - \$275,000, plus semi-annual interest payments through March 1, 2029, with interest at 2% to 4%.	470,000
\$750,000 Limited Tax Certificates of Indebtedness dated November 22, 2011; balance due in annual principal installments, starting March 1, 2012, of \$90,000 - \$105,000, plus semi-annual interest payments through March 1, 2019, with interest at 3%.	205,000

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 5. Long-Term Debt (Continued)

\$4,150,000 General Obligation Bonds dated March 11, 2014; balance due in annual principal installments, starting April 1, 2017, of \$90,000 - \$325,000, plus semi-annual interest payments through April 1, 2034, with interest at 1.5% to 3.75%.	4,060,000
\$5,517,000 General Obligation Refunding Bonds dated December 2016; balance due in annual principal installments, starting April 1, 2017, of \$92,000 - \$590,000, plus semi-annual interest payments through April 1, 2029, with interest at 1.7%.	5,425,000
Total	\$ 10,445,000

The following is a summary of debt transactions of the District for the year ended December 31, 2017:

	General Obligation Bonds	Certificates of Indebtedness	Total
Payable at January 1, 2017	\$ 11,052,000	\$ 300,000	\$ 11,352,000
Issued	-	-	-
Retired	(812,000)	(95,000)	(907,000)
Payable at December 31, 2017	\$ 10,240,000	\$ 205,000	\$ 10,445,000
Due Within One Year	\$ 816,000	\$ 100,000	\$ 916,000

General obligation bonds are secured by an annual ad valorem tax levy. In accordance with Louisiana Revised Statute 39:562, the District is legally restricted from incurring long-term bonded debt in excess of 10% of the assessed value of taxable property in the District. At December 31, 2017, the District had not exceeded this statutory limit.

The following is a schedule of future principal debt service requirements:

Year Ending December 31,	General Obligation Bonds		Certificates of Indebtedness		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 816,000	\$ 222,005	\$ 100,000	\$ 2,821	\$ 916,000	\$ 224,826
2019	838,000	202,696	105,000	956	943,000	203,652
2020	700,000	185,463	-	-	700,000	185,463
2021	722,000	171,483	-	-	722,000	171,483
2022	743,000	158,393	-	-	743,000	158,393
2023 - 2027	3,767,000	574,191	-	-	3,767,000	574,191
2028 - 2032	2,014,000	248,941	-	-	2,014,000	248,941
2033 - 2034	640,000	23,794	-	-	640,000	23,794
Total	\$ 10,240,000	\$ 1,786,966	\$ 205,000	\$ 3,777	\$ 10,445,000	\$ 1,790,743

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 6. Capital Lease

The District has entered into an agreement to lease lighting for the soccer fields. The original lease was executed in February 2014, and subsequently amended in July 2015 when the District leased two additional soccer field lights. The lease was amended again in 2017 to include additional lights at the great lawn and tennis courts. The amended lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payments as of the date of its inception. The lease, as amended, requires annual payments of \$62,200.

In 2017, the District entered into an agreement to lease golf carts. The lease agreement qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the present value of the future minimum lease payment as of the date of its inception. The lease requires annual payments of \$4,715.

The total cost of the assets recorded under capital lease was \$580,045, with accumulated depreciation of \$36,940, at December 31, 2017. Amortization expense of the leased assets for the year ended December 31, 2017 was \$11,331 and has been included in depreciation expense.

The future minimum lease obligations and the net present value of these minimum lease payments as of December 31, 2017, were as follows:

Year Ending December 31,	Amount
2018	\$ 66,915
2019	66,915
2020	66,916
2021	62,200
2022	62,200
Thereafter	<u>311,004</u>
Total Minimum Lease Payments	636,150
Less: Amount Representing Interest	<u>133,816</u>
Present Value of Minimum Lease Payments	<u>\$ 502,334</u>
Due Within One Year	<u>\$ 52,701</u>

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH

Notes to Financial Statements

Note 7. Operating Lease

The District entered into a lease agreement to lease mowing and maintenance equipment. The lease was executed in January 2017. Annual payments are \$16,372, with the final payment due January 2020. Total rental expense recognized under this agreement as of December 31, 2017 is \$16,372.

Note 8. 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. During the year ended December 31, 2017, the District carried insurance through various commercial carriers to cover all risks of loss. The District had no settled claims resulting from these risks that exceeded its commercial coverage in any of the past three fiscal years.

Note 9. Interfund Receivables/Payables

The primary purpose of interfund receivables/payables is to loan monies between funds to cover current expenditures. All interfund receivables/payables are considered short-term, as they are expected to be repaid within the next fiscal year.

Note 10. Recently Issued Accounting Principles

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of GASB 87 is to better meet the information needs of the financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Management is still evaluating the potential impact of adoption on the District's financial statements. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

Note 11. Subsequent Events

On February 5, 2018, the voters of the District approved the issuance and sale of \$7.8 million General Obligation Bonds Series 2018.

REQUIRED SUPPLEMENTARY INFORMATION

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Schedule of Revenues, Expenditures, and Changes in
Fund Balance - Budget and Actual - General Fund
For the Year Ended December 31, 2017

	Budget		Actual	Variance with
	Original	Final		Final Budget
				Favorable
				(Unfavorable)
Revenues				
Ad Valorem Taxes	\$ 1,243,000	\$ 1,243,000	\$ 1,433,083	\$ 190,083
State Revenue Sharing	17,978	17,978	22,432	4,454
Rental Income	50,000	50,000	72,616	22,616
Advertising Income	45,000	45,000	32,600	(12,400)
Miscellaneous	131,000	131,000	25,748	(105,252)
Interest and Investment Earnings	375	375	535	160
Total Revenues	1,487,353	1,487,353	1,587,014	99,661
Expenditures				
Administration	1,375,665	1,375,665	1,296,043	79,622
Capital Outlay	10,363	510,363	548,710	(38,347)
Debt Service - Principal	95,000	195,000	217,287	(22,287)
Debt Service - Interest	6,325	6,325	11,435	(5,110)
Total Expenditures	1,487,353	2,087,353	2,073,475	13,878
Excess (Deficiency) of Revenues				
Over Expenditures Before Other				
Financing Sources (Uses)	-	(600,000)	(486,461)	113,539
Other Financing Sources (Uses)				
Transfer in	-	100,000	106,648	6,648
Capital Lease Obligations Issued	-	500,000	507,049	7,049
Total Other Financing				
Sources (Uses)	-	600,000	613,697	13,697
Net Change in Fund Balance	\$ -	\$ -	127,236	\$ 127,236
Fund Balance, Beginning of Year			<u>2,152,772</u>	
Fund Balance, End of Year			<u>\$ 2,280,008</u>	

OTHER SUPPLEMENTARY INFORMATION

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Schedule of Governing Board
For the Year Ended December 31, 2017

<u>Board of Commissioners</u>	<u>Compensation</u>
Lloyd Ostendorf, Jr. 213 Highway 21 Madisonville, LA 70447	\$ -0-
Kenneth Dutruch 76397 Highway 1077 Folsom, LA 70437	-0-
Arthur J. Davis 800 Signet Court Covington, LA 70435	-0-
Joseph Prisco, Jr. 512 Tyler Street Covington, LA 70433	-0-
Chuck Daniel 15100 Dendinger Lane Covington, LA 70433	-0-
David Pittman 106 Post Oak Madisonville, LA 70447	-0-
David Stein 510 Joe Stein Road Madisonville, LA 70447	-0-

See independent auditor's report.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Schedule of Compensation, Benefits, and Other Payments
to Agency Head
For the Year Ended December 31, 2017

Agency Head
Richard Bentley-Smith, Executive Director

Purpose	Amount
Salary	\$75,000
Benefits - Insurance	\$0
Benefits - Retirement	\$0
Benefits - Other	\$1,560
Car Allowance	\$0
Vehicle Provided by Government	\$0
Per Diem	\$0
Reimbursements	\$64
Travel	\$256
Registration Fees	\$685
Conference Travel	\$323
Continuing Professional Education Fees	\$0
Housing - Relocation Expense	\$0
Miscellaneous Expenses	\$0
Special Meals	\$0

See independent auditor's report.

**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**

Independent Auditor's Report

To the Board of Commissioners
Recreation District No. 14 of St. Tammany Parish
Madisonville, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of Recreation District No. 14 of St. Tammany Parish (the District), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 21, 2018.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. 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 District'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 result of that testing, and not to provide an opinion on the effectiveness of the District'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 District'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 Louisiana Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "LaPorte".

A Professional Accounting Corporation

Covington, LA
June 21, 2018

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Schedule of Findings and Responses
For the Year Ended December 31, 2017

Part I - Summary of Auditor's Results

Financial Statements

- | | |
|--|---------------|
| 1. Type of auditor's report issued: | Unmodified |
| 2. Internal control over financial reporting and compliance and other matters: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified? | None reported |
| c. Noncompliance material to the financial statements? | No |
| d. Other matter identified? | No |
| 3. Management letter comment provided? | No |

Federal Awards

Not applicable.

Part II - Findings Related to the Financial Statements

None.

Part III - Compliance and Other Matters

None.

RECREATION DISTRICT NO. 14 OF ST. TAMMANY PARISH
Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2017

None.

AGREED-UPON PROCEDURES REPORT

St. Tammany Parish Recreation District No. 14

Independent Accountant's Report
On Applying Agreed-Upon Procedures

For the Period of January 1, 2017 - December 31, 2017

To the Board of Commissioners
St. Tammany Parish Recreation District No. 14
Madisonville, Louisiana

We have performed the procedures enumerated below as they are a required part of the engagement. We are required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, we have marked "not applicable."

Management of St. Tammany Parish Recreation District No. 14 is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by management of St. Tammany Parish Recreation District No. 14 and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about St. Tammany Parish Recreation District No. 14's compliance with certain laws and regulations during the period of January 1, 2017 - December 31, 2017 in accordance with Act 774 of 2014 Regular Legislative Session. 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.

Our procedures and findings are as follows:

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

1. 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.

Results: Obtained a listing of all active cards from management and management's representation that the listing is complete.

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

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

Results: Randomly selected 2 cards used during the year. There was evidence that the monthly statements were reviewed and approved, in writing, by someone other than the authorized card holder. There were no finance charges or late fees assessed on the selected statements.

- Using the monthly statements or combined statements selected under #2 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 (or equivalent documentation for fuel card purchases). *In the absence of an original itemized receipt, equivalent documentation is acceptable for fuel card purchases only. Acceptable forms of equivalent documentation would include evidence that the authorized card holder(s) reviewed and approved the accuracy of transactions on the fuel card statement, in writing, prior to payment.*
 - Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.
 - Other documentation that may be required by written policy (e.g., purchase order, written authorization.)
 - b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.
 - c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

Results: There were no exceptions identified to the criteria listed in a), b), and c) for any of the transaction selected.

Payroll and Personnel

1. 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:
 - Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.
 - Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

Results: Obtained the listing of employees with their related salaries and management's representation that the listing is complete. The compensation paid to the five selected employees was in accordance with the terms and conditions of employment contract or pay rate structure and any changes made to pay rate during the fiscal year were approved in writing and in accordance with written policy.

2. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:
 - a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.
 - c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

Results: Management was unable to provide attendance and leave records due to a change in payroll provider at year end. The change left the District without the ability to access to the old records.

Management's Response: The District uses an outsourced payroll service provider but switched providers at year end. The District did not anticipate the old provider being unable to provide the records which were kept during the year. The District's current payroll provider maintains these records electronically but the District will implement steps to ensure these records are maintained independently.

3. 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.

Results: Obtained the listing of employees that terminated during the fiscal year and management's representation that the listing is complete. There was one termination payment made during the fiscal year which was made in accordance with policy and approved by management.

4. 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.

Results: The payments were submitted to the applicable agencies by the required deadlines.

Concession Operations

1. Obtain the entity's written policies and procedures over concession operations and report whether the policies and procedures have been updated to require that a computer-generated report of all changes/adjustments recorded in the inventory system be printed periodically and reviewed for unusual activity by management.

Results: The policies and procedures have been updated with the procedures listed above.

Facility Rental/Usage

1. Obtain the entity's written policies and procedures over facility rental/usage (or report that the entity does not have any written policies and procedures over facility rental/usage) and report whether those written policies and procedures address the requirement for a rental fee for facility usage unless the mission of the organization holding the meeting is in line with the mission of the entity and a cooperative endeavor agreement has been executed.

Results: The policies and procedures over facility rental/usage address the elements listed above.

2. Obtain a listing of all meetings which occurred in entity-owned buildings during the fiscal period for organizations not directly related to the entity and obtain management's representation that the listing is complete.

Results: Obtained a listing of all meetings and management's representation that the listing is complete.

3. Randomly select five meetings from the listing and report whether a rental fee was charged and collected for the facility usage. If not, report whether (1) the mission of the organization holding the meeting was in line with the mission of the entity, and (2) a signed cooperative endeavor agreement was executed.

Results: Of the five selected meetings: a rental fee was charged and collected for three meetings. For the remaining two meetings, the mission of the organization holding the meeting was in line with the mission of the District and a signed memorandum or understanding was executed.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of St. Tammany Parish Recreation District No. 14 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "LaPorte".

A Professional Accounting Corporation

Covington, LA
June 21, 2018