



**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2019**

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October 31, 2019

Independent Auditors' Report

To the Board of Commissioners
Rapides Area Planning Commission

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, and each major fund of the Rapides Area Planning 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. 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 the Rapides Area Planning Commission, as of June 30, 2019, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.



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REQUIRED SUPPLEMENTAL INFORMATION

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information described in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. 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 SUPPLEMENTAL 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 Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is fairly stated in all material respects in relation to the basic financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARD

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2019, on our consideration of the Rapides Area Planning 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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of 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 Rapides Area Planning Commission's internal control over financial reporting and compliance.



Rozier, McKay & Willis
Certified Public Accountants

RAPIDES AREA PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

This section of annual financial report presents our discussion and analysis of the Planning Commission's financial performance during the fiscal year ended June 30, 2019, along with certain comparative information for the previous year.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Planning Commission's financial position and results of operations from differing perspectives which are described as follows:

Government –Wide Financial Statements

The government-wide financial statements report information about the Planning Commission as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Planning Commission's assets and all of the Planning Commission's liabilities. All of the Planning Commission's activities are classified as governmental activities in the government-wide financial statements. The governmental activities are financed primarily by grants and various fees.

Fund Financial Statements

Fund financial statements provide detailed information regarding the Planning Commission's most significant activities and are not intended to provide information for the Planning Commission as a whole. Funds are accounting devices that are used to account for specific sources of funds. All of the Planning Commission's funds are Governmental Funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental fund use a modified accrual basis of accounting that provides a short-term view of the Planning Commission's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

FINANCIAL ANALYSIS OF THE PLANNING COMMISSION AS A WHOLE

A comparative analysis of the government-wide Statement of Net Position is presented as follows:

	For the Year Ended June 30,	
	2019	2018
<u>Assets:</u>		
Cash	\$ 472,027	\$ 601,718
Receivables	145,788	89,705
Leased Premises	414,835	---
Total Assets	<u>1,032,650</u>	<u>691,423</u>

RAPIDES AREA PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

	For the Year Ended June 30,	
	2019	2018
<u>Liabilities:</u>		
Accounts Payable	19,538	34,306
Compensated Absences	89,026	78,184
Lease Obligation		
Due within one year	28,599	----
Due in more than one year	386,236	----
Total Liabilities	<u>523,399</u>	<u>112,490</u>
<u>Net Position:</u>		
Invested in Capital Assets	----	----
Unrestricted	509,251	578,933
Total Net Position	<u>\$ 509,251</u>	<u>\$ 578,933</u>

As the presentation appearing above demonstrates, the Planning Commission's net position is unrestricted and may be used to meet the Planning Commission's ongoing obligations.

A comparative analysis of the government-wide Statement of Activities is presented as follows:

	For the Year Ended June 30,	
	2019	2018
<u>Revenues:</u>		
Program Revenue:		
Charges For Services	\$ 958,464	\$ 1,264,697
Operating Grants and Contributions	689,920	399,285
Capital Grants and Contributions	----	----
General Revenue:		
Membership Dues	52,856	52,380
Other	15,978	16,876
Total Revenue	<u>1,717,218</u>	<u>1,733,238</u>
<u>Expenses:</u>		
Program Expenses:		
Metropolitan Area Transportation Planning	203,913	199,453
Transit Planning	58,625	59,019
Natchitoches Bicycle / Pedestrian	95,277	----
Travel Demand Management	100,000	50,043
Beltway Study	102,887	174,396
Regional Safety Study	184,310	----
Tunica-Biloxi Planning	15,002	----
General Planning and Code Enforcement	1,026,886	1,127,835
Total Expenses	<u>1,786,900</u>	<u>1,610,746</u>
Change in Net Position	(69,682)	122,492
Net Position Beginning	<u>578,933</u>	<u>456,441</u>
Net Position Ending	<u>\$ 509,251</u>	<u>\$ 578,933</u>

RAPIDES AREA PLANNING COMMISSION

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2019

As the accompanying presentation demonstrates, the Planning Commission has experienced an change in net position amounting to 12.0%. The change is attributable to using a portion of the surplus from previous years to enhance services.

FINANCIAL ANALYSIS OF THE PLANNING COMMISSION'S FUNDS

For the year ended June 30, 2019, differences between the government-wide presentation and the fund financial statements were limited to reporting the liability for compensated absences and balances resulting from leasing transactions in the government-wide presentation.

BUDGET HIGHLIGHTS

State law requires the general fund to have a budget. For the year ended June 30, 2019, the budget was amended to address changes in the availability of funds that were not anticipated when the original budget was prepared.

CAPITAL ASSET ADMINISTRATION

For the year ended June 30, 2019, there were no acquisitions of property or equipment, and existing capital assets have been fully depreciated. Activity involving long-term assets was limited to leasing an office complex for a period of ten years and the leasehold will be amortized over the ten year period.

DEBT ADMINISTRATION

For the year ended June 30, 2019, long-term obligations were limited to the responsibility for lease payments incurred in connection with lease agreement described above.

FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

At the present time, no known issues are expected to have a significant impact on future operations.

Rapides Area Planning Commission

Statement of Net Position

June 30, 2019

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 472,027
Receivables (net)	145,788
Leased Premises	414,835
Capital Assets - Depreciable	<u>-</u>
Total Assets	<u>1,032,650</u>
<u>LIABILITIES</u>	
Accounts Payable	19,538
Long-term Liabilities	
Compensated Absences	89,026
Lease Obligation	
Due within one year	28,599
Due in more than one year	<u>386,236</u>
Total Liabilities	<u>523,399</u>
<u>NET POSITION</u>	
Invested in Capital Assets	-
Unrestricted	<u>509,251</u>
Total Net Position (deficit)	<u>\$ 509,251</u>

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

Rapides Area Planning Commission

Statement of Activities

For the Year Ended June 30, 2019

	<u>Expenses</u>	<u>Indirect Expense Allocation</u>	<u>Charges For Services</u>	<u>Program Revenue Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net (Expenses) Revenue and Changes in Net Position</u>
<u>Governmental Activities</u>						
Public Safety						
Metropolitan Area Transportation						
Planning	\$ 96,848	\$ 107,065	\$ -	\$ 163,122	\$ -	\$ (40,791)
Transit Planning						
General	20,720	22,906	-	34,900	-	(8,726)
Human Services Coordination	7,123	7,876	-	14,999	-	-
Natchitoches Bicycle / Pedestrian	45,252	50,025	32,695	95,277	-	32,695
Travel Demand Management	47,495	52,505	-	100,000	-	-
Beltway Study	48,866	54,021	-	82,310	-	(20,577)
Regional Safety Study	87,538	96,772	-	184,310	-	-
Tunica-Biloxi Planning	7,125	7,877	-	15,002	-	-
General Planning and Code						
Enforcement	<u>1,425,933</u>	<u>(399,047)</u>	<u>925,769</u>	<u>-</u>	<u>-</u>	<u>(101,117)</u>
Total Governmental Activities	<u>1,786,900</u>	<u>-</u>	<u>958,464</u>	<u>689,920</u>	<u>-</u>	<u>(138,516)</u>
General Revenues						
						52,856
						15,978
						<u>68,834</u>
						(69,682)
						<u>578,933</u>
						<u>\$ 509,251</u>

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

Rapides Area Planning Commission

Balance Sheet - Governmental Funds

June 30, 2019

Assets	<u>General</u>
Cash and Cash Equivalents	\$ 472,027
Receivables	<u>145,788</u>
Total assets	<u>\$ 617,815</u>
 Liabilities and Fund Balance	
<u>Liabilities</u>	
Accounts Payable	\$ 19,537
Other Liabilities	<u>-</u>
Total liabilities	<u>19,537</u>
<u>Fund Balance</u>	
Unassigned	<u>598,278</u>
Total Fund Balances	<u>598,278</u>
 Total Liabilities and Fund Balance	 <u>\$ 617,815</u>

Reconciliation of Governmental Fund Balance to Net Position	
Total Fund Balances - Governmental Funds	\$ 598,278
Amounts reported for governmental activities in the statement of net position are different because:	
Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet	(503,862)
Capital assets and rights acquired under leasing arrangements are not financial resources and therefore are not reported in the funds.	<u>414,835</u>
Net Position of Governmental Activities	<u>\$ 509,251</u>

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

Rapides Area Planning Commission

Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Funds For the Year Ended June 30, 2019

	<u>General</u>
<u>Revenues:</u>	
Intergovernmental	
Dues	\$ 52,856
Operating Grants and Contributions	
Metropolitan Planning	163,122
Transit Planning	49,899
Travel Demand Management	100,000
Beltway Study	82,310
Natchitoches Bicycle / Pedestrian	127,972
Regional Safety Study	184,310
Other	15,002
Fees General Planning and Code Enforcement	
Building Code Enforcement	894,587
Other Development Fees	31,181
Other	15,981
Total revenues	<u>1,717,220</u>
<u>Expenditures:</u>	
Current	
Metropolitan Area Transportation Planning	203,913
Transit Planning	58,624
Natchitoches Bicycle / Pedestrian	95,277
Travel Demand Management	100,000
Beltway Study	102,888
Regional Safety Study	184,310
Other	15,002
General Planning and Code Enforcement	1,016,045
Capital Expenditures	414,835
Total expenditures	<u>2,190,894</u>
Excess (Deficiency of Revenues Over Expenditures)	(473,674)
<u>Other Sources (Uses)</u>	
Lease Obligation Incurred	414,835
Net Change in Fund Balances	(58,839)
Fund balance - Beginning of Year	657,117
Fund balance - End of Year	<u>\$ 598,278</u>

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

Rapides Area Planning Commission

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities For the Year Ended June 30, 2019

Change in Fund Balances - Governmental Funds \$ (58,839)

Some transactions reported in the statement of activities do not require the use of current financial resources. According, a timing difference exist between when transactions affect the governmental funds and government-wide activities. (10,843)

The obligation incurred upon execution of leasing arrangements is reported as a source of financial resurces by the governemental funds but is recorded as a liability at the government-wide level. (414,835)

Capital outlays are reported in Governmental Funds as expenditures; however, in the Government-Wide Statement of Activities, the cost is reported as an asset and allocated over estimated useful lives as depreciation expense. Amounts reported as capital expenditures and depreciation expense are provided as follows:

Capital expenditures reported by Governmental Funds	414,835	
Depreciation expense reported on a government-wide basis	<u>-</u>	<u>414,835</u>

Change in Net Position - Government-Wide Statement of Activities \$ (69,682)

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

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

State law allows one or more political subdivisions to establish regional planning areas. The Rapides Area Planning Commission was formed by the joint action of the Rapides Parish Police Jury and various municipalities located within the Parish. The Planning Commission is governed by a Board of Commissioners composed of representatives appointed by the participating political subdivisions. Accounting and financial reporting policies utilized by the Planning Commission are described as follows:

Financial Reporting Entity

The Planning Commission is considered a legally separate stand-alone government as defined by Governmental Accounting Standards. The reporting entity is composed of the activities that are under the direct control of the Board of Commissioners. The Planning Commission is not financially accountable for any organizations that maintain separate legal standing; therefore, it has no component units.

Basic Financial Statements

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize all of the Planning Commission's operations as governmental activities. Governmental activities involve government services that are normally supported by fees and intergovernmental revenues.

The government-wide and fund financial statements present the Planning Commission's financial position and results of operations from differing perspectives which are described as follows:

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the Planning Commission as a whole. The effect of any interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services and most grants. Indirect expenses are allocated to programs based on detailed time and attendance record maintained by the Planning Commission's staff.

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Planning Commission's major funds are limited the general fund, which is used for all operations.

Basis of Accounting and Measurement Focus

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

Financial Statement Presentation

Government-Wide Financial Statements
Fund Financial Statements

Basis of Accounting

Accrual Basis
Modified Accrual Basis

Measurement Focus

Economic Resources
Current Financial Resources

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of account and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end or due under a cost reimbursement arrangement. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measure focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as other financing sources and repayment of long-term debt is reported as an expenditure of funds.

Use of Estimates

The preparation of financial statement in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Budget Practices

The Planning Commission adopts a budget for each fiscal year as prescribed by State Law. Budgets present revenue and expenditures on a basis which is consistent with generally accepted accounting principles.

Capital Assets

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. A useful life of five to ten years is typically used.

Cash

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments. Credit risk is managed by requiring fiscal agents to provide security for any deposits that exceed FDIC limits. Furthermore, interest rate risk is managed by limiting the duration of deposit arrangements.

Compensated Absences

Permanent employees are eligible to receive paid vacation. Based on seniority, full time employees earn between 8 and 14 hours of vacation each month. In addition, employees are allowed to accumulate up to 240 hours of vested vacation benefits.

Indirect Expense Allocations

Under the terms of various grant arrangements, the Planning Commission is eligible to receive reimbursement for direct labor and indirect costs that are based on a predetermined percentage of direct labor. Reimbursements earned as a result of applying the predetermined indirect costs rate are presented as indirect expense allocations in the accompanying Statement of Activities.

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

NOTE 2 - CASH

Deposits are stated at cost, which approximates market. Under state law, these deposits 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.

At June 30, 2019, the Rapides Area Planning Commission has \$630,878 in deposits (available bank balance) and these deposits are secured by FDIC coverage in the amount of \$250,000 and pledged securities with a market value sufficient to cover the remaining balance.

NOTE 3 - RECEIVABLES

At June 30, 2019, consisted entirely of amounts due from governmental sources, which are described as follows:

<u>Intergovernmental</u>		
Department of Transportation and Development	\$	116,858
Local Governmental Units		27,177
Other		1,753
Total Receivables	\$	145,788

NOTE 4 - CAPITAL ASSETS

A summary of the Planning Commission's capital assets is provided as follows:

	Beginning Balance	Additions	Disposals	Ending Balance
<u>Capital Assets Being Depreciated:</u>				
Furniture, Fixtures and Equipment	\$ 109,235	\$ ----	\$ ----	\$ 109,235
Less Accumulated Depreciation	109,235	----	----	109,235
Total Net of Depreciation	\$ ----	\$ ----	\$ ----	\$ ----

NOTE 5 - PAYABLES

At June 30, 2019, accounts payable are summarized as follows.

Vendors	\$	10,802
Other		8,736
Total	\$	19,538

NOTE 6 - ACCRUED LEAVE

Long-term liabilities are limited to accrued leave earned by employees. Resources provided by the general fund are used to liquidate the accrued leave balances. Accrued leave balances and activity are presented as follows:

Beginning Balance	\$	78,184
Net Increase (Decrease)		10,842
Ending Balance	\$	89,026

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

NOTE 7 – GRANT COMPLIANCE CONTINGENCIES

Existing conditions that may have financial consequences are referred to as contingencies. Contingencies existing at June 30, 2019 are described as follows:

Litigation

Like most governmental units with extensive and diverse operations, the Planning Commission is occasionally named as a defendant in litigation. Based on consultation with legal advisors, the Planning Commission is a defendant in litigation alleging faulty construction by a contractor that was subject to the Planning Commission's building code enforcement process. The current status of the case is summarized as follows:

- The Planning Commission's insurance carrier has initially denied coverage related to this matter.
- Discovery related to the matter has been suspended as a result of a bankruptcy filing by the contractor that is the primary defendant.

Based on the current status of the pending litigation, any potential financial consequences cannot be estimated at the present time.

Grant Compliance Contingencies

The Planning Commission provides professional services and project management services to programs that are supported by grant funds. Management is confident that all significant grant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

NOTE 8 - RISK MANAGEMENT

The Planning Commission is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The Planning Commission insures against these risks by participating in a public entity risk pool that operates as a common insurance program and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 9 - BOARD MEMBER COMPENSATION

The Board of Commissioners is composed of volunteers that serve without compensation.

NOTE 10 – RETIREMENT PLAN

Employees are eligible to participate in a defined contribution retirement plan. Under the terms of the plan, employees are allowed to contribute a portion of their compensation to the plan. In addition, the Planning Commission provides an employer match of up to 3% of the employee's compensation. Contributions for the year ended June 30, 2019 are summarized as follows:

Employee Contributions	\$ 27,889
Employer Match	<u>25,656</u>
Total Contributions	<u>\$ 53,545</u>

NOTE 11 – LEASING

On January 11, 2019, a lease agreement was executed that allows the Planning Commission to occupy an office facility for a period of the years. Under the terms of the agreement, the ten year period begins when renovations are completed

RAPIDES AREA PLANNING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

and the facility is available for occupancy. Throughout the initial ten year term, \$4,200 lease payments are due on a monthly basis. Based on these terms, the value of the leased premises has been determined as follows:

Leased Premises	\$ 414,835
Accumulated Amortization	<u>----</u>
Leased Premises (Net of Accumulated Amortization)	<u>\$ 414,835</u>

Principal and interest requirements associated with the underlying lease obligation are presented as follows:

	Payment	Principle	Interest
2020	\$ 42,000	\$ 28,599	\$ 13,401
2021	50,400	35,598	14,802
2022	50,400	37,049	13,351
2023	50,400	38,558	11,842
2024	50,400	40,129	10,271
2025 – 2029	252,000	226,543	25,457
2030 – 2034	<u>8,400</u>	<u>8,358</u>	<u>42</u>
Total Lease Obligation	<u>\$ 504,000</u>	<u>\$ 414,834</u>	<u>\$ 89,166</u>

At the conclusion of the initial ten year term, the Planning Commission has a right of first refusal to renew the lease agreement for a subsequent ten year term. Monthly payments for the subsequent term are subject to negotiation at the time of renewal.

Rapides Area Planning Commission

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

General Fund

For the Year Ended June 30, 2019

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Dues	\$ 52,382	\$ 52,858	\$ 52,856	\$ (2)
Operating Grants and Contributions				
Metropolitan Planning	163,122	163,122	163,122	-
Transit Planning	50,000	50,000	49,899	(101)
Travel Demand Management	100,000	100,000	100,000	-
Beltway Study	142,000	82,310	82,310	-
Natchitoches Bicycle / Pedestrian	100,000	128,000	127,972	(28)
Regional Safety Study	308,050	184,000	184,310	310
Other	-	15,000	15,002	2
Fees General Planning and Code Enforcement				
Building Code Enforcement	908,000	1,013,866	894,587	(119,279)
Hazard Mitigation - Greenway Park	-	9,338	-	(9,338)
Other Development Fees	34,500	36,145	31,181	(4,964)
Other	5,000	13,313	15,981	2,668
Total revenues	1,863,054	1,847,952	1,717,220	(130,732)
<u>Expenditures:</u>				
Current				
Public Safety				
Salaries	991,220	986,000	983,381	2,619
Payroll Taxes and Benefits	302,626	295,626	293,129	2,497
Lease Expense	53,500	53,500	52,629	871
General Insurance	30,000	24,000	23,639	361
Utilities and Communications	34,600	33,118	31,902	1,216
Office Supplies and Equipment	40,500	37,500	36,773	727
Software	65,000	46,000	46,593	(593)
Travel	37,000	36,500	116,135	(79,635)
Repairs and Maintenance	16,000	14,331	13,857	474
Contract Services	185,000	208,000	45,395	162,605
Other	68,500	68,954	132,626	(63,672)
Total expenditures	1,823,946	1,803,529	1,776,059	27,470
Net Change in Fund Balances	39,108	44,423	(58,839)	(103,262)
Fund balance - Beginning of Year	657,117	657,117	657,117	-
Fund balance - End of Year	\$ 696,225	\$ 701,540	\$ 598,278	\$ (103,262)

Note:

Actual expenditures presented above consist of amounts processed by the Planning Commissions routine accounting functions. This process excludes expenditures incurred in connection with executing leases. Accordingly, expenditures appearing above do not include \$414,835 in capital expenditures that were recorded in connection executing a long-term lease for the purpose of acquiring office space.

Rapides Area Planning Commission

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer For the year ended June 30, 2019

Agency Head (Executive Director) - Christopher M. Johns

Purpose:

Compensation \$ 108,000

Benefits

Health Insurance 17,434

Life Insurance 97

Reimbursements

Milage 6,755

Travel 2,722



October 31, 2019

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
Rapides Area Planning Commission

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, the financial statements of the governmental activities, and each major fund of as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Rapides Area Planning Commission's basic financial statements, and have issued our report thereon dated October 31, 2019.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered Rapides Area Planning 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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Rapides Area Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Rapides Area Planning 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. 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 Planning 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*.



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Rapides Area Planning Commission

October 31, 2019

Page 2

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.



Rozier, McKay & Willis
Certified Public Accountants

RAPIDES AREA PLANNING COMMISSION

SUMMARY OF FINDINGS

For the Year Ended June 30, 2019

PART I - SUMMARY OF AUDITOR'S RESULTS:

- The Independent Auditor's Report on the financial statements for the Rapides Area Planning Commission as of June 30, 2019 and for the year then ended expressed an unmodified opinion.
- No control deficiencies were disclosed during the audit of the financial statements. Accordingly, there were no material weaknesses.
- No instances of noncompliance material to the financial statements of the Planning Commission were disclosed during the audit.

PART II - FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS:

None

RAPIDES AREA PLANNING COMMISSION

MANAGEMENT'S CORRECTIVE ACTION PLAN

For the Year Ended June 30, 2019

<u>SECTION I</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
No findings were reported in the schedule of findings	Response – N/A
<u>SECTION II</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
No findings were reported in the schedule of findings.	Response – N/A
<u>SECTION III</u> MANAGEMENT LETTER	
No management letter was issued.	Response – N/A

RAPIDES AREA PLANNING COMMISSION

SCHEDULE OF PRIOR YEAR FINDINGS

For the Year Ended June 30, 2019

<u>SECTION I</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
No findings were reported in the schedule of findings.	Response – N/A
<u>SECTION II</u> INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
No findings of this nature were reported	Response – N/A
<u>SECTION III</u> MANAGEMENT LETTER	
No findings of this nature were reported	Response – N/A

APPENDIX A
Statewide Agreed-Upon Procedures



**Rozier McKay
& Willis** | CERTIFIED PUBLIC
ACCOUNTANTS

Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Rapides Area Planning Commission and
the Louisiana Legislative Auditor:

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

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

The procedures and associated results are presented in the accompanying Schedule of Procedures, Results and Managements' Response.

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.

Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana
December 13, 2019



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Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
<p>1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.</p> <ul style="list-style-type: none"> • Budgeting • Purchasing • Disbursements • Receipts • Payroll/Personnel • Contracting • Credit Cards • Travel and expense reimbursements • Ethics • Debt 	<p>An analysis of written policies and procedures has resulted in the following conclusions:</p> <ul style="list-style-type: none"> • Budgeting is addressed in the detail suggested by agreed-upon procedures. • Details related to the following functions were limited and did not specifically address suggested components. <ul style="list-style-type: none"> ○ Purchasing ○ Disbursements ○ Receipts ○ Payroll/Personnel ○ Contracting ○ Credit Cards ○ Travel and expense reimbursements ○ Ethics ○ Disaster Recovery/Business Continuity • Debt service was not applicable because the Planning Commission has not issued any debt. 	<p>Despite the absence of written details, the Planning Commission has established policies and procedures that are clearly understood by personnel responsible for execution. In addition, we will consider the need to formally adopt the procedures that are in place and performing as intended.</p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:</p> <p>a) Observe 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.</p> <p>b) For those entities reporting on the governmental accounting model, observe 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. <i>Alternately, 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.</i></p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A - The results did not include any findings or issues requiring a response.</i></p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
c) For governmental entities, obtain the prior year audit report and observe 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, observe 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.		

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Bank Reconciliations		
Agreed-Upon Procedure	Results	Managements' Response
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>The results did not include findings or criticisms.</i></p>

Rapides Area Planning Commission
Statewide Agreed-Upon Procedures
Schedule of Procedures, Results and Managements' Response

Collections		
Agreed-Upon Procedure	Results	Managements' Response
<p>4 Obtain a listing of <u>deposit sites</u> for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).</p>	<p>Management has represented that the entity maintains a single deposit site.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>5 For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:</p> <p>a) Employees that are responsible for cash collections do not share cash drawers/registers.</p>	<p>Management has represented that the entity maintains a single collection location.</p> <p>Collections are held in a safe that is accessible by multiple employees.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p>The size of the staff limits opportunities for segregation of duties. Risk is mitigated because most collections are in the form of check or electronic payment. Transactions involving currency that is susceptible to misappropriation are limited. In addition, cash collections are subject to verification by comparison to computerized subsidiary records.</p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections		
Agreed-Upon Procedure	Results	Managements' Response
<p>b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.</p>	<p>A single employee is responsible for multiple functions.</p>	<p>The size of the staff limits opportunities for segregation of duties. Risk is mitigated because most collections are in the form of check or electronic payment. Transactions involving currency that is susceptible to misappropriation are limited. In addition, cash collections are subject to verification by comparison to computerized subsidiary records.</p>
<p>c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.</p>	<p>Posting to the general ledger is performed by an employee that is not involved in the collections function.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.</p>	<p>The employee responsible for reconciling was independent of remaining collection functions.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.</p>	<p>Coverage for employee theft is maintained.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may</p>		

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections		
Agreed-Upon Procedure	Results	Managements' Response
<p>use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p>	<p>The system does not utilize sequentially pre-numbered receipts.</p> <p>For the items tested, documentation agrees with the deposit slips.</p> <p>For the items tested, deposit slips agree with the bank statement.</p> <p>Deposits are not made daily..</p> <p>Deposits agree with the general ledger.</p>	<p>In lieu of pre-numbered manual receipts, customers receive documentation generated by our code enforcement software that provides sufficient detail to completely support each transactions.</p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p>Deposits are made when considered necessary based on the volume of collections. Making deposits in this manner rather than depositing on a daily basis is considered appropriate due to limited amounts of currency processed. In addition, amounts held overnight are protected by a secure safe.</p> <p><i>The results did not include findings or criticisms.</i></p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).</p> <p>9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:</p> <p>a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.</p> <p>b) At least two employees are involved in processing and approving payments to vendors.</p> <p>c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.</p> <p>d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not</p>	<p>Management has represented that a single location is utilized.</p> <p>Purchasing procedures are informal and documentation does not demonstrate involvement by multiple parties.</p> <p>Each check requires two signatures.</p> <p>There are no restrictions associated with maintaining vendor files.</p> <p>There are no formal arrangements regarding the mailing of checks.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p>The absence of formal purchasing procedures is mitigated by analysis of transactions on a monthly basis by the Director and the Board of Commissioners. In addition, each payment requires two signatures.</p> <p><i>The results did not include findings or criticisms.</i></p> <p>The absence of restrictions associated with maintaining vendor files is mitigated by analysis of transactions on a monthly basis by the Director and the Board of Commissioners. In addition, each payment requires two signatures.</p> <p>The absence of formal arrangements for mailing checks is mitigated by analysis of transactions on a monthly basis by the Director and the Board of</p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>responsible for processing payments.</p> <p>10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p>	<p>Checks were supported by documentation.</p> <p>Segregation of duties was documented by the Chairman's signature appearing on each check.</p>	<p>Commissioners. In addition, each payment requires two signatures.</p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
<p>11 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.</p> <p>12 Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:</p> <p>a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.</p> <p>b. Observe that finance charges and late fees were not assessed on the selected statements.</p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A - The results did not include any findings or issues requiring a response.</i></p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
13 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).		

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
<p>14 Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).</p> <p>d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.</p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A - The results did not include any findings or issues requiring a response.</i></p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
<p>15 Obtain 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. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:</p> <p>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</p> <p>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).</p> <p>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</p> <p>d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.</p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A - The results did not include any findings or issues requiring a response.</i></p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
<p>16 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.</p> <p>17 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:</p> <p style="padding-left: 20px;">a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).</p> <p style="padding-left: 20px;">b. Observe that supervisors approved the attendance and leave of the selected employees/officials.</p> <p style="padding-left: 20px;">c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.</p> <p>18 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials'</p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A - The results did not include any findings or issues requiring a response.</i></p>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
authorized pay rates in the employee/officials' personnel files. 19 Obtain 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.		

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Ethics		
Agreed-Upon Procedure	Results	Managements' Response
20 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and: a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period. b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the ethics policy during the fiscal period.	Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.	<i>N/A - The results did not include any findings or issues requiring a response.</i>

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Debt Service		
Agreed-Upon Procedure	Results	Managements' Response
21 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.	<i>N/A - The results did not include any findings or issues requiring a response.</i>
22 Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.		

Rapides Area Planning Commission

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Other		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.	<i>N/A - The results did not include any findings or issues requiring a response.</i>
24 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.		