

Village of Baskin

Baskin, Louisiana

Annual Financial Report

As of and For the Year Ended

June 30, 2019

with Supplemental Information Schedules

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Village of Baskin
Annual Financial Statements

As of and for the year ended June 30, 2019
with Supplemental Information Schedules

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Independent Accountant's Review Report

Village of Baskin
Baskin, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and each major fund of the Village of Baskin, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Village of Baskin's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 7-11 and page 35 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. The information is the representation of management. We have not audited or reviewed such required supplementary information, and, accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

Other Information

Act 706 of the Louisiana 2014 Legislative Session requires the Schedule of Compensation, Benefits, and Other Payments to Agency Head, on page 38, to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by Louisiana state law which considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the representation of management. We have not audited or reviewed such required supplementary information, and, accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated December 20, 2019 on the results of our agreed-upon procedures.

Kenneth D. Felden & Co., CPAs

Jonesboro, Louisiana
December 20, 2019

**REQUIRED SUPPLEMENTARY
INFORMATION**

PART I

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2019

As Management of the Village of Baskin, we offer readers of the Village of Baskin's financial statements this narrative overview and analysis of the financial activities of the Village of Baskin as of and for the fiscal year ended June 30, 2019. We encourage readers to consider the information presented here in conjunction with the Village's basic financial statements and supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the Village of Baskin's basic financial statements. The Village's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad view of the Village of Baskin's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Village of Baskin assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Village of Baskin is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned but unused vacation leave).

The government-wide financial statements can be found on pages 14-15 of this report.

Fund financial statements. The fund financial statements focus on current available resources and are organized and operated on the basis of funds, each of which is defined as a fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. All of the funds of the Village are governmental funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances left at year-end that are nonspendable, restricted, committed, assigned, or unassigned. Such information may be useful in evaluating a government's near-term financing requirements.

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2019

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Village of Baskin maintains one individual governmental fund. Information as of and for the year ended June 30, 2019, is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, which is considered to be a major fund.

The Village of Baskin adopts an annual appropriated budget for the General Fund. A budgetary comparison statement is provided for the major funds to demonstrate compliance with this budget.

The governmental fund financial statements can be found on pages 17-20 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 22-33 of this report.

Supplemental information. In addition to the basic financial statements and accompanying notes, this report also presents required supplemental information concerning the Village of Baskin's compliance with budgets for its major funds. Also, other supplemental information schedules are included in the report.

FINANCIAL HIGHLIGHTS

- The assets of the Village exceeded its liabilities at June 30, 2019 by \$1,166,778.
- The Village's net position increased by \$59,976 over the course of the year's operations. The Village reinvested \$12,146 of interest earnings into certificates of deposit during the fiscal year ended June 30, 2019.
- Of the total net position amount, \$838,503 is unrestricted net position. The entire amount of the Village's net position is from governmental activities.
- The actual revenues of the General Fund of the Village were more than budgeted amounts by \$22,394 during the fiscal year, and the actual expenditures for the year were \$15,632 more than budgeted amounts.
- The Village of Baskin had capital assets, net of accumulated depreciation in the amount of \$328,275. The Village had no outstanding debt to encumber the capital assets during the fiscal year.

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2019

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Summary of Net Position

	Governmental Activities	
	2019	2018
Assets		
Cash and equivalents	\$ 127,377	\$ 162,371
Investments	692,191	680,045
Accounts receivable	36,472	58,440
Prepaid expenses	16,952	16,331
Capital assets (net of accumulated depreciation)	328,275	342,434
Total Assets	<u>1,201,267</u>	<u>1,259,621</u>
Liabilities		
Accounts payable	20,981	22,490
Payroll liabilities	13,508	10,377
Total Liabilities	<u>34,489</u>	<u>32,867</u>
Net Position		
Net investment in capital assets	328,275	342,434
Unrestricted	838,503	884,319
Total Net Position	<u>\$ 1,166,778</u>	<u>\$ 1,226,753</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Village of Baskin exceeded liabilities by \$1,166,778. A significant portion (28%) of the Village of Baskin's net position reflects its investments in capital assets (e.g., land, building and improvements, and equipment, net of accumulated depreciation), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending. The remaining \$838,503 of the Village's net position, referred to as unrestricted, may be used to meet the ongoing obligations of the Village to its citizens and creditors.

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2019

Summary of Change in Net Position

	Governmental Activities	
	2019	2018
Revenues		
Charges for services	\$ 3,730	\$ 4,346
Taxes:		
Franchise tax	3,145	3,186
Sales tax	22,468	21,582
Other tax	12,766	9,434
Licenses and permits	2,620	1,510
Operating grant	-	500
Intergovernmental	1,984	2,014
Fines, forfeitures, and court costs	292,452	360,235
Rent, royalty, and commission	540	460
Interest earnings	12,308	11,486
Gain (loss) on sale of fixed assets	8,500	-
Miscellaneous	6,793	-
Total revenues	<u>367,306</u>	<u>414,753</u>
Expenses		
Current:		
General government	131,113	114,619
Public safety		
Police	211,385	200,102
Fire	32,415	32,351
Streets	46,684	34,445
Community development	5,686	4,953
Total expenses	<u>427,283</u>	<u>386,470</u>
Change in net position	(59,977)	28,283
Net position - June 30, 2018	<u>1,226,754</u>	<u>1,198,471</u>
Net position - June 30, 2019	<u>\$ 1,166,777</u>	<u>\$ 1,226,754</u>

The Village's total revenues were \$367,306, and the total cost of all its programs and services was \$427,282, providing a decrease in net position of \$59,976 for the year ended June 30, 2019. Governmental revenues decreased by \$47,447 from the previous year. This was due primarily to a decrease in fines and forfeitures in the amount of \$67,783.

Public safety - police expenses are the most significant (49%) of all governmental activities expenses, followed by general government expenses (31%) and streets and highways expenses (11%). Depreciation expense is included in these amounts.

Village of Baskin
Baskin, Louisiana

Management's Discussion and Analysis
As of and for the year ended June 30, 2019

FINANCIAL ANALYSIS OF THE VILLAGE'S FUNDS

As discussed in the preceding paragraphs, the Village of Baskin uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. As of the end of the fiscal year, the governmental funds of the Village reported total ending fund balances of \$838,503, a decrease of \$45,817 over the prior year. Of the total ending fund balance, \$838,503 or 100% was unassigned.

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual revenues were more than budgeted amounts by \$22,394. Budgeted expenditures exceeded actual amounts by \$15,632 or 4%.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets. As of June 30, 2019, the Village of Baskin's investment in capital assets for its governmental activities totals \$328,275 (net of accumulated depreciation). This investment includes land, buildings and improvements, vehicles, and equipment. The Village has no investment in infrastructure. Major capital asset purchases during the year included a patrol car unit for the police department and a maintenance pick-up truck for the streets and highways department. The net decrease in the Village's investment in capital assets for the current fiscal year is \$14,159 for its governmental activities which resulted from the purchase of capital assets for the year exceeding the depreciation on the Village's capital assets.

Debt administration. The Village had no debt activity during the year ended June 30, 2019.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The General Fund budget for the fiscal year ending June 30, 2020 includes budgeted expenditures at a decrease of \$12,932 or 3% from the 2018-2019 actual expenditures for the Village, primarily due to a decrease in police department expenditures in the amount of \$12,633 and a decrease in streets and highways department expenditures in the amount of \$9,106. The 2019-2020 budget includes an increase of \$16,716 or 5% in revenues from the actual revenues in the prior fiscal year, primarily due to a decrease in budgeted amounts for fines and forfeitures in the amount of \$32,548 over 2018-2019 actual amounts.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Village of Baskin's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Village of Baskin, Louisiana, Post Office Box 359, Baskin, Louisiana 71219.

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS**

Village of Baskin
Baskin, Louisiana

Statement of Net Position
As of June 30, 2019

	Governmental Activities
Assets	
Cash and equivalents	\$ 127,377
Investments	692,191
Accounts receivable	36,472
Prepaid expenses	16,952
Capital assets (net of accumulated depreciation)	<u>328,275</u>
Total Assets	<u>1,201,267</u>
Liabilities	
Accounts payable	20,981
Payroll liabilities	<u>13,508</u>
Total Liabilities	<u>34,489</u>
Net Position	
Net investment in capital assets	328,275
Unrestricted	<u>838,503</u>
Total Net Position	<u>\$ 1,166,778</u>

See accompanying notes and independent accountant's review report.

Village of Baskin
Baskin, Louisiana

Statement of Activities
For the Year Ended June 30, 2019

	Major Funds			Net (Expense) Revenue and Changes in Net Position	
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
<u>Functions/Programs</u>					
Primary government					
Governmental activities					
General government	\$ 131,113	\$ 1,225	\$ -	\$ -	(129,888)
Fire	32,415	-	-	-	(32,415)
Police	211,385	292,452	-	-	81,067
Highways and streets	46,684	2,505	-	-	(44,179)
Community development	5,686	-	-	-	(5,686)
Total governmental activities	<u>427,283</u>	<u>296,182</u>			<u>(131,101)</u>
<u>General Revenues</u>					
Taxes:					
Sales taxes					22,468
Franchise taxes					3,145
Other taxes					12,766
Licenses					2,620
Intergovernmental					1,984
Investment earnings					12,308
Rental income					540
Other revenue					6,793
Gain (loss) on sale of fixed assets					8,500
Total general revenues and transfers					<u>71,124</u>
Change in net position					(59,977)
Net position - June 30, 2018					<u>1,226,754</u>
Net position - June 30, 2019					<u>\$ 1,166,777</u>

See accompanying notes and independent accountant's review report.

FUND FINANCIAL STATEMENTS

Village of Baskin
Baskin, Louisiana

Balance Sheet - Governmental Funds
As of June 30, 2019

	Governmental Funds	
Assets		
Cash and equivalents	\$	127,377
Investments		692,191
Accounts receivable		36,472
Prepaid expenses		16,952
Total Assets		<u><u>872,992</u></u>
Liabilities & Fund Balances		
Liabilities:		
Accounts payable	\$	20,981
Payroll liabilities		13,508
Total Liabilities		<u>34,489</u>
Fund balances:		
Unassigned		838,503
Total Fund Balances		<u>838,503</u>
Total Liabilities & Fund Balances	\$	<u><u>872,992</u></u>

See accompanying notes and independent accountant's review report.

Village of Baskin
Baskin, Louisiana

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

		Governmental Funds
Revenues		
Taxes:		
Franchise tax	\$	3,145
Sales tax		22,468
Other tax		12,766
Licenses and permits		2,620
Intergovernmental		1,984
Fines, forfeitures, and court costs		292,452
Rent, royalty, and commission		540
Charges for services		3,730
Miscellaneous		6,793
Total revenues		346,498
Expenditures		
Current:		
General government		121,321
Public safety		
Police		199,188
Fire		21,637
Streets		38,961
Community development		3,174
Capital outlay		28,842
Total expenditures		413,123
Excess (deficiency) of revenues over (under) expenditures		(66,625)
Other financing sources (uses)		
Interest earnings		12,308
Proceeds from the sale of fixed assets		8,500
Total other financing sources (uses)		20,808
Net changes in fund balances		(45,817)
Fund balances - June 30, 2018		884,319
Fund balances - June 30, 2019	\$	838,502

See accompanying notes and independent accountant's review report.

Village of Baskin
Baskin, Louisiana

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

Total net change in Fund Balances - Governmental Funds (Statement E)	\$	(45,816)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets capitalized over their estimated useful lives as depreciation expense. This is the amount by which capital outlay differs from depreciation for the period.

Depreciation		(43,002)
Capital outlay		<u>28,842</u>
Change in net position of governmental activities (Statement B)	\$	<u><u>(59,976)</u></u>

**NOTES TO THE
FINANCIAL STATEMENTS**

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

INTRODUCTION

The Village of Baskin, Louisiana (Village), was incorporated under the provisions of the Lawrason Act. The Village operates under the Mayor-Board of Aldermen form of government. The Board of Aldermen consists of three board members who are elected and compensated. The Village is located in northeast Louisiana with a population of approximately 254. Services provided by the Village include public safety (police protection, fire protection), streets, culture and recreation, public improvements, and general and administrative services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying financial statements of the Village have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The Village applies all relevant GASB pronouncements, and GAAP, as applicable to governmental entities. Also, the Village's financial statements are prepared in accordance with the requirements of Louisiana R.S. 24:513, the Louisiana Municipal Audit and Accounting Guide and to the industry guide, Audits of State and Local Government Units, published by the American Institute of Certified Public Accountants.

B. Reporting Entity

GASB Statement No. 14, The Financial Reporting Entity, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Village is considered a primary government, since it is a general purpose local government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement No. 14, fiscally independent means that the Village may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

GASB Statement No. 39, Determining Whether Certain Organizations are Component Units, establishes criteria for determining which, if any, component units should be considered part of the Village for financial reporting purposes. GASB Statement No. 61 provides additional criteria for classifying entities as component units. The basic criterion for including a potential component unit within the reporting entity is financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and:
 - i. The ability of the government to impose its will on that organization and/or
 - ii. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
2. Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the government regardless of whether the organization has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

Village of Baskin
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Notes to the Financial Statements
As of and for the year ended June 30, 2019

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the above criteria, no component units were identified for the Village of Baskin.

C. Government-Wide Financial Statements

The Village's government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements present summaries of the governmental activities for the Village. Fiduciary activities of the Village are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Village's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Village of Baskin's governmental activities.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) derive directly from parties outside the Village's taxpayers or citizenry, including (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program; program revenues reduce the cost of the function to be financed from the Village's general revenues.

Direct Expenses - The Village reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

Indirect Expenses - The Village reports all indirect expenses separately on the Statement of Activities (Statement B). Indirect expenses are those expenses that are not clearly identifiable with a function. Interest on long-term debt is considered an indirect expense.

General revenues are taxes and other items that are not properly included among program revenues.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

D. Fund Financial Statements

The accounts of the Village of Baskin are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, expenditures or expenses, as appropriate, additions, and deductions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements. Funds of the Village are classified into one category: governmental.

Governmental Funds

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the Government-Wide financial statements. The Village has presented all major funds.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the Balance Sheets. Amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. Long-term debts are reported as an other financing source, and repayment of long-term debt is reported as an expenditure. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon thereafter to pay liabilities of the current period. Accordingly, revenues are recorded when received in cash and when collected within 60 days after year-end. Expenditures are recorded in the accounting period in which the related fund liability is incurred, except for principal and interest on general long-term debt, which are recognized when due.

The Village of Baskin reports the following major governmental funds:

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

Revenues

The governmental funds use the following practices in recording revenues:

Those revenues susceptible to accrual are property taxes, franchise taxes, and charges for services. Permits and license revenues are not susceptible to accrual because generally they are not measurable until received in cash.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

Entitlements and shared revenues are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible-to-accrual criteria are met. Expenditure-driven grants are recognized when the qualifying expenditures have been incurred, all other grant requirements have been met, and the susceptible-to-accrual criteria have been met.

Interest earnings are recorded when the investments have matured and the interest is available.

Expenditures

The governmental funds use the following practices in recording expenditures:

Salaries are recorded as expenditures when earned by employees.

Purchases of various operating supplies, etc. are recorded as expenditures when the related fund liability is incurred.

Compensated absences are recognized as expenditures when leave is actually taken or when employees, or their heirs, are paid for accrued leave upon retirement or death.

Principal and interest on long-term debt are recognized when due.

Other Financing Sources (Uses)

The governmental funds use the following practices in recording other financing sources (uses):

Transfers between funds that are not expected to be repaid, sales of fixed assets, and long-term debt proceeds and payments, are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

E. Equity Classifications

The Village of Baskin has implemented GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.

In the Government-Wide Financial Statements, the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and reported in three components:

Net investment in capital assets: This classification consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of these assets.

Restricted net position: This classification consists of net position with constraints placed on its use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provision or enabling legislation.

Unrestricted net position: Any other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

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

The Governmental Fund Financial Statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Village is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Village did not have any nonspendable funds for the year ended June 30, 2019.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Village did not have any restricted funds for the year ended June 30, 2019.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Aldermen. These amounts cannot be used for any other purpose unless the Board of Aldermen removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Board typically establishes commitments through the adoption and amendment of the budget. The Village did not have any committed funds for the year ended June 30, 2019.

Assigned: This classification includes amounts that are constrained by the Village's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board of Aldermen or through the Board delegating this responsibility to a body or official (Mayor) for specific purposes. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Village has no assigned funds for year ended June 30, 2019.

Unassigned: This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts. All funds of the Village are designated as unassigned.

The Village would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

F. Budgets

The Board of Aldermen follows these procedures in establishing the budgetary data reflected in the financial statements:

- a. No later than fifteen days prior to the beginning of each fiscal year, the Village Clerk submits to the Board of Aldermen a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year. The budget is submitted in summary form. In addition, more detailed line item budgets are included for administrative control. The level of control for the detailed budgets is at the department head/function level.
- b. Public hearings are conducted to obtain taxpayer comments.
- c. On June 12, 2018, the budget was legally enacted through passage of an ordinance. The budget was legally amended through an ordinance passed on May 14, 2019.
- d. The budget for the General Fund is adopted on the modified accrual basis of accounting, which is in accordance with generally accepted accounting principles.
- e. Appropriations lapse at the end of each fiscal year.

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Village of Baskin may deposit funds in demand deposits in stock-owned federally insured depository institutions organized under the laws of the state of Louisiana or of any other state of the United States, or under the laws of the United States. The Village may invest in certificates and time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

For the purposes of the statement of cash flows, cash equivalents include all highly liquid investments with a maturity date of 90 days or less when purchased.

Under state law, the Village may invest in United States bonds, treasury notes, or certificates. Those with maturities of 90 days or less would be classified as cash equivalents and all other reported as investments.

The Village reports restricted assets on the Statement of Net Position (Statement A), but the Village did not have any restricted assets for the year ended June 30, 2019.

H. Investments

The Village of Baskin's investments comply with Louisiana Revised Statute 33:2955. Under state law, the Village may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Village may invest in United States bonds, treasury notes and bills, or government-backed agency securities or certificates, and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. These deposits are classified as investments if their original maturities exceed 90 days. Investments are stated at fair value except for those which are permitted under GASB Statement No. 31 to use a different valuation measurement.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

In accordance with paragraph 69 of GASB Statement No. 72, the Village reports at amortized cost money market investments and participating interest-bearing investment contracts that have a remaining maturity at the time of purchase of one year or less. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

I. Interfund Receivables and Payables

Activity between funds that is representative of lending or borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" on the fund financial statements balance sheets, as well as all other outstanding balances between funds. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

J. Inventories

The cost value of inventories was immaterial at the close of the fiscal year and, accordingly, was not recorded in these financial statements.

K. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are recorded in the applicable governmental or business-type activities columns of the government-wide financial statements, but are not reported in the governmental fund financial statements. Acquisitions of property and equipment are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Village maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Improvements and replacements of property and equipment are capitalized. Maintenance and repairs that do not improve or extend the lives of property and equipment are charged to expense as incurred. When assets are sold or retired, their cost and related accumulated depreciation are removed from the accounts and any gain or loss is reported in the Statement of Activities.

Depreciation is provided over the estimated useful life of each class of depreciable assets and is computed using the straight-line method. Depreciation is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. The estimated useful life for classes of assets are as follows:

Infrastructure	20 - 50 years
Vehicles	5 - 15 years
Buildings	40 years
Equipment	5 - 20 years

In accordance with GASB Statement No. 34, general infrastructure capital assets consisting of streets, bridges, sidewalks, and drainage systems acquired before July 1, 2003, are excluded from capital assets.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

L. Deferred Outflows of Resources

The Village reports decreases in net position that relate to future periods as deferred outflows of resources in a separate section of its government-wide statements of net position. The Village did not report any deferred outflows of resources, and no deferred outflows of resources affect the governmental funds financial statements.

M. Compensated Absences

All full-time employees receive eight hours sick leave pay per month and ten days vacation leave per year. All accumulated leave days expire each December 31. The amount to be accrued is immaterial to the financial statements. Thus, this liability is not accrued.

N. Deferred Inflows of Resources

The Village reports increases in net position that relate to future periods as deferred inflows of resources in a separate section of its government-wide statements of net position. The Village will not recognize the related revenues until a future event occurs. The Village did not report any deferred inflows of resources in the government-wide statements, and no deferred inflows of resources affect the governmental funds financial statements.

O. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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.

2. Sales Tax

The qualified electors of the Village of Baskin, under the provisions of Louisiana Revised Statute 47:338.1, authorized a one percent sales and use tax levy to be dedicated and used for the purpose of providing funding for any lawful corporate purpose of the Village for an undefined period of time. The tax was first levied on December 1, 1983.

3. Cash, Cash Equivalents, and Investments

At June 30, 2019, the Village had cash and cash equivalents (book balances) totaling \$127,377 and investments totaling \$692,191. The cash and cash equivalent deposits are stated at cost, which approximates market. The Village has investments in certificates of deposit whose maturity is greater than 90 days, and the investments are stated at recorded cost. 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.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

At June 30, 2019, the Village had \$850,909 in deposits (collected bank balances). These deposits are secured from risk by \$676,129 of federal deposit insurance, and \$174,780 of pledged securities held in a Federal Reserve pledge account. Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement No. 40, Louisiana Revised Statute 30:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand. Louisiana R.S. 39:1224 requires bonds, or other such instruments furnished as security, to be deposited with the depositing authority or with an unaffiliated bank or trust company, Federal Reserve Bank, or any Federal Home Loan Bank or its successor. This security is deemed to be under the control and in the possession of the public entity and deemed to be held in its name. The Village of Baskin has complied with these requirements of state law.

Cash and investments are categorized to give an indication of the level of risk assumed by the Village at June 30, 2019. Deposits are considered to be exposed to custodial credit risk if they are not covered by depository insurance and the deposits are (a) uncollateralized, (b) collateralized with securities held by the pledging financial institution, or (c) collateralized with securities held by the the pledging financial institution's trust department or agent but not in the depositor-government's name. The Village of Baskin has cash and cash equivalents that are covered by \$676,129 of federal depository insurance. The remaining balance is exposed to custodial credit risk because it is uninsured and collateralized with securities held by the pledging financial institution.

4. Receivables

The receivables of \$36,742 at June 30, 2019, are as follows:

	Amount
Fines	\$ 32,110
Sales and insurance premium taxes	2,235
Franchise fees	620
Interest	1,434
Intergovernmental	73
Total	<u>\$ 36,472</u>

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

5. Capital Assets

A summary of changes in capital assets for the year ended June 30, 2019, is as follows:

	Balance, July 01, 2018	Additions	Deletions	Balance, June 30, 2019
Capital assets not depreciated				
Land	\$ 14,600	\$ -	\$ -	\$ 14,600
Total capital assets not being depreciated	<u>14,600</u>	<u>-</u>	<u>-</u>	<u>14,600</u>
Capital assets being depreciated				
Buildings and improvements	339,178	-	-	339,178
Equipment and Vehicles	<u>652,409</u>	<u>28,842</u>	<u>24,025</u>	<u>657,226</u>
Total capital assets being depreciated	<u>\$ 991,587</u>	<u>\$ 28,842</u>	<u>\$ 24,025</u>	<u>\$ 996,404</u>
Less accumulated depreciation				
Buildings and improvements	\$ 150,621	\$ 14,614	\$ -	\$ 165,235
Equipment and Vehicles	<u>513,132</u>	<u>28,387</u>	<u>24,025</u>	<u>517,494</u>
Total accumulated depreciation	<u>663,753</u>	<u>43,001</u>	<u>24,025</u>	<u>682,729</u>
Capital assets, net	<u>\$ 327,834</u>	<u>\$ (14,159)</u>	<u>\$ -</u>	<u>\$ 313,675</u>
Governmental capital assets - net	<u>\$ 342,434</u>	<u>\$ (14,159)</u>	<u>\$ -</u>	<u>\$ 328,275</u>

Functional Allocation of Depreciation Expense

General government	\$ 9,792
Public safety - fire	10,778
Public safety - police	12,197
Community development	2,511
Streets	<u>7,723</u>
Total	<u>\$ 43,001</u>

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

6. Payables

The payables of \$32,866 at June 30, 2019, are as follows:

	Amount
Accounts	\$ 20,981
Payroll liabilities	13,508
Total	<u>\$ 34,489</u>

7. Commitments and Contingencies

Grant Programs:

The Village participates in several state and federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Village has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable at June 30, 2019 may be impaired. In the opinion of the Village, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying combined financial statements of such contingencies.

8. Restricted Net Position

The Village had no restricted net position as of June 30, 2019.

9. Post Employment Benefits

The Village does not provide health care, life insurance benefits, or any other post employment benefits for its retirees.

10. Pension Commitments

All employees are covered under social security and do not participate in any other form of retirement.

11. Leases

The Village had no leases outstanding as of June 30, 2019.

12. Risk Management

The Village is exposed to a variety of risks that may result in losses. These risks include possible loss from acts of God, injury to employees, property damage, or breach of contract. The Village manages these potential losses through purchasing insurance from several commercial insurance companies. The level of coverage has remained constant. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Village. The Village is not a member of a risk pool.

Village of Baskin
Baskin, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

13. Litigation and Claims

At June 30, 2019, the Village was not involved in any lawsuits nor is aware of any outstanding claims, which are not covered by insurance.

14. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 20, 2019, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

**REQUIRED SUPPLEMENTARY
INFORMATION**

PART II

Village of Baskin
Baskin, Louisiana

Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2019

	Budget - Original	Budget - Final	Actual	Variance - Favorable (Unfavorable)
Revenues				
Taxes:				
Franchise tax	\$ 2,426	\$ 2,500	\$ 3,145	\$ 645
Sales tax	16,198	18,000	22,468	4,468
Other tax	3,746	4,200	12,766	8,566
Licenses and permits	1,528	2,485	2,620	135
Intergovernmental	2,136	2,214	1,984	(230)
Fines, forfeitures, and court costs	284,932	293,800	292,452	(1,348)
Rent, royalty, and commission	1,223	525	540	15
Charges for services	3,888	3,888	3,730	(158)
Miscellaneous	520	-	6,793	6,793
Total revenues	<u>316,597</u>	<u>327,612</u>	<u>346,498</u>	<u>18,886</u>
Expenditures				
Current:				
General government	121,300	158,323	121,321	37,002
Public safety				
Police	166,593	184,710	199,188	(14,478)
Fire	18,243	20,730	21,637	(907)
Streets	23,653	31,750	38,961	(7,211)
Community development	1,778	1,978	3,174	(1,196)
Capital outlay	-	-	28,842	(28,842)
Total expenditures	<u>331,567</u>	<u>397,491</u>	<u>413,123</u>	<u>(15,632)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(14,970)</u>	<u>(69,879)</u>	<u>(66,625)</u>	<u>3,254</u>
Other financing sources (uses)				
Interest earnings	9,037	8,800	12,308	3,508
Proceeds from the sale of fixed assets	-	8,500	8,500	-
Total other financing sources (uses)	<u>9,037</u>	<u>17,300</u>	<u>20,808</u>	<u>3,508</u>
Net changes in fund balances	<u>(5,933)</u>	<u>(52,579)</u>	<u>(45,817)</u>	<u>6,762</u>
Fund balances - June 30, 2018	<u>884,319</u>	<u>884,319</u>	<u>884,319</u>	<u>-</u>
Fund balances - June 30, 2019	<u>\$ 878,386</u>	<u>\$ 831,740</u>	<u>\$ 838,502</u>	<u>\$ 6,762</u>

See accompanying notes and independent accountant's review report.

SUPPLEMENTAL INFORMATION

Village of Baskin
Baskin, LouisianaSchedule of Compensation Paid Aldermen
For the year ended June 30, 2019

	2019
Johnny T. Belton - Alderman	610
Heather D. Chapman - Alderman	610
Gary E. Collier - Alderman	610
Marie M. Barber - Alderman	600
Joeseeph E. Chase - Alderman	600
Larry R. LaBorde - Alderman	600
	\$ 3,630

Village of Baskin
Baskin, Louisiana

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

Jean S. Clark Mayor	
Salary	\$ 9,381
Reimbursements-supplies	-
Reimbursements-mileage	-
	<u>\$ 9,381</u>

Robert E. Fife Mayor	
Salary	\$ 6,551
Conference lodging	237
Conference registration	100
Reimbursements-mileage	165
	<u>\$ 7,053</u>

Kenneth D. Folden & Co.

Kenneth D. Folden, CPA

Certified Public Accountants

Alayna C. Huckaby, CPA

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Independent Accountant's Report on Applying Agreed-Upon Procedures

Village of Baskin
Baskin, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Village of Baskin and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village of Baskin's compliance with certain laws and regulations during the year ended June 30, 2019 included in the accompanying Louisiana Attestation Questionnaire. Management of Village of Baskin is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the 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.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

The Village had no expenditures more than \$30,000 for materials and supplies and no expenditures over \$150,000 for public works.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the payroll records that listed all employed during the review period.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

The names of the employees provided by management in procedure (3) did not appear on the listing provided by management in procedure (2).

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. The budget was amended once in the fiscal year, and a copy of the amended budget was provided.

6. Trace the budgets adoption and amendments to the minute book.

We traced the adoption of the original budget, for the year ended June 30, 2019, to the minutes of a meeting held on June 12, 2018, which indicated that the budget had been approved by the Board of Aldermen. The June 30, 2019 budget was amended and approved by all the Board of Aldermen at the monthly meeting held May 14, 2019.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budgets to actual revenues and expenditures. Actual revenues were more than budgeted revenues. Actual expenditures were less than budgeted expenditures.

Accounting and Reporting

8. Randomly select six disbursements made during the period under examination and:

(a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

(b) determine if payments were properly coded to the correct fund and general ledger account; and

The six selected disbursements were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

The six selected disbursements were traced to the Village's meeting minutes where they were approved by the Aldermen.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Village of Baskin posts a notice of each meeting in the local newspaper, the official journal of the Village, and the Village posts notice of the meeting on the front door of the Village Hall.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

We noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Prior Comments and Recommendations

Our report dated June 30, 2018, did not include any comments or unresolved matters.

We were not engaged to, and did not, perform an examination, 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 the Village of Baskin 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.

Kenneth D. Felden & Co., CPAs

Jonesboro, Louisiana
December 20, 2019

LOUISIANA ATTESTATION QUESTIONNAIRE

(For Attestation Engagements of Governments)

08/13/2019 (Date Transmitted)

Kenneth D. Folden & Co., CPAs
302 Eighth Street
Jonesboro, LA 71251

In connection with your audit of our financial statements as of June 30, 2019 and for year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of

August 13, 2019 (date completed/date of the representations).

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No ()

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes No ()

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes No ()

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No ()

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No ()

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes No ()

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No ()

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes (✓) No ()

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes (✓) No ()

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes (✓) No ()

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes (✓) No ()

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes (✓) No ()

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes (✓) No ()

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes (✓) No ()

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes (✓) No ()

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes (✓) No ()

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes (✓) No ()

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes (✓) No ()

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes (✓) No ()

The previous responses have been made to the best of our belief and knowledge.

Marilyn Ritchie, Clerk Management 08/26/2019 Date

Robert J. Iff Governance 08/26/2019 Date