

Financial Report

*Terrebonne Parish Sales and
Use Tax Department*

Houma, Louisiana

For the year ended December 31, 2018

Terrebonne Parish Sales and Use Tax Department

Houma, Louisiana

For the year ended December 31, 2018

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Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Sales and Use Tax Advisory Board,
Terrebonne Parish Sales and Use Tax Department,
Houma, Louisiana.

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the General Fund and the Fiduciary Fund of the Terrebonne Parish Sales and Use Tax Department (the Department), a component unit of the Terrebonne Parish Consolidated Government, State of Louisiana, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Department'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 of 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 Department'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, General Fund and Fiduciary Fund of Terrebonne Parish Sales and Used Tax Department as of December 31, 2018, and the respective changes in financial position for the governmental activities and the General Fund and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Policy

As discussed in Note 1n and 6 to the financial statements, the Department adopted new guidance in Governmental Accounting Standards Board Statement No. 75 (GASBS No 75), *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The effect of adopting GASBS 75 was to restate opening net position as of January 1, 2018 by \$1,817,462. Furthermore, during the year ended December 31, 2018, the Department adopted an optional Medicare Advantage (MA) plan, which 70% of Plan retirees elected to participate. The effect for the retirees' election to participate in the MA reduced the OPEB expense by \$1,096,388. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 5 through 10, the Schedule of Changes in the Department's Total OPEB Liability and Related Ratios on page 43, the Schedule of the Department's Proportionate Share of the Net Pension Liability (Asset) on page 44 and the Schedule of Department Contributions on page 45 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We

do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

The information contained in Schedules 1 through 6 (the Schedule of Other Services and Charges-Budget and Actual, Schedule of Collections on Behalf of Other Taxing Authorities, Schedule of Cash Receipts and Disbursements Parish Sales Tax Fund, Schedule of Governmental Fund Expenditures, Graph of Governmental Fund Expenditures and Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer) for the year ended December 31, 2018 is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

We also have previously audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the Governmental Balance Sheet and Statement of Fiduciary Fund of Terrebonne Parish Sales and Use Tax Department as of December 31, 2017, 2016, 2015 and 2014, and the related statement of Governmental Fund Revenues, Expenditures and Changes in Fund Balance for each of the four years in the period ended December 31, 2017 (none of which presented herein), and we expressed unmodified opinions on those financial statements. The information contained in Schedules 3 through 5 for the years ended December 31, 2017, 2016, 2015 and 2014, is the responsibility of management and was derived from and related directly to the accounting and other records used to prepare the financial statements as of and for the years ended December 31, 2017, 2016, 2015 and 2014. Such information for the years ended December 31, 2017, 2016, 2015 and 2014, in Schedules 3 through 5 has been subjected to auditing procedures applied in the audits of those financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare those financial statements or to those financial statements themselves, and other procedures in accordance with generally auditing procedures generally accepted in the United States of America. In our opinion, the information presented in Schedules 3 through 5 for the years ended December 31, 2017, 2016, 2015 and 2014, is fairly stated in all material respects in relation to the financial statements as a whole from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated May 24, 2019 on our consideration of the Department's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Department's internal control over financial reporting and compliance.

Bourgeois Bennett, L.L.C.
Certified Public Accountants.

Houma, Louisiana,
May 24, 2019.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Terrebonne Parish Sales & Use Tax Department

The Management's Discussion and Analysis of the Terrebonne Parish Sales & Use Tax Department's (the Department) financial performance presents a narrative overview and analysis of the Department's financial activities for the year ended December 31, 2018. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

The Department's liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources at the close of fiscal year 2018 by \$1,151,979, net deficit, which represents a 221.10% increase in the net deficit from the last fiscal year. This increase is primarily due to the implementation of GASB No. 75, *"Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pension"*, during the year ended December 31, 2018.

The Department is operated on a reimbursement basis with proceeds of sales and use taxes collected in Terrebonne Parish. Differences between revenues and expenses result from the reimbursement of purchases of capital assets, depreciation of capital assets and changes in long-term obligations. For the year ended December 31, 2018, revenues decreased \$91,309 (or 9.44%) primarily due to decreases in charges for services. Expenses decreased \$1,166,726 (or 114.53%) primarily due to implementation of GASB No. 75, *"Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pension"*, during the year ended December 31, 2018.

The Department collected a total of \$122,869,856 in sales taxes for outside agencies for the year ended December 31, 2018, which represents a \$5,171,184 increase from the last fiscal year. This increase is primarily due to an overall increase in economic activity throughout Terrebonne Parish.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Department's financial statements. The Department's annual report consists of four parts: (1) management's discussion and analysis (this section) (2) financial statements (3) supplementary information and (4) various governmental compliance reports and schedules by certified public accountants and management.

The financial statements include two kinds of statements that present different views of the Department:

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Department's finances, in a manner similar to a private sector business. The Statement of Net Position presents information on all of the Department's assets and liabilities, with the difference between the two reported as net position (deficit). Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Department is improving or

deteriorating. The Statement of Activities presents information showing how the Department's net position changed during each fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the 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. The governmental activities of the Department are collecting local sales and use taxes, hotel/motel taxes, issuing occupational licenses and local bingo permits.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Department maintains two types of funds, governmental and fiduciary fund types.

Governmental Fund

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 of spendable resources available at the end of the fiscal year. 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. Both the Governmental Fund Balance Sheet and the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Department maintains one individual governmental fund. Information is presented in the Governmental Fund Balance Sheet and in the Statement of Revenues, Expenditures, and Changes in Fund Balance for the General Fund. The Department adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget. The governmental fund financial statements can be found in pages 11 through 15 of this report.

Fiduciary Funds

Fiduciary Funds are used to account for resources held for the benefit of parties outside the Department. While these funds represent a trust responsibility, these assets are restricted in purpose and do not represent assets of the Department. Therefore, these assets are not presented as part of the government-wide financial statements. The Statement of Fiduciary Fund can be found on page 16 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 in Exhibit G of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The Statement of Net Position reported on page 11 presents information on all the Department's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference reported as net position (deficit). As noted earlier, a deficit exists because the Department is not reimbursed for long-term obligations until those obligations are paid. As of December 31, 2018, the net deficit amounted to \$1,151,979. A portion of the Department's net position (deficit), \$18,829, reflects its investment in capital assets (e.g., office furniture, fixtures and equipment) less accumulated depreciation. Consequently, this portion of the net position (deficit) is not available for future spending.

Long-term liabilities consist of other postemployment benefits, compensated absences and net pension liability.

Other liabilities are accounts payable and accrued expenditures. Accounts payable and accrued expenditures include fees for contract auditors, payroll liabilities and other various expenses.

Deferred outflows and inflows of resources are related to pensions and other postemployment benefits.

Condensed Statements of Net Position

	<u>December 31,</u>		Dollar Change
	<u>2018</u>	<u>2017</u>	
Current and other assets	\$ 44,569	\$ 39,938	\$ 4,631
Capital assets	18,829	9,961	8,868
Net pension asset	37,219	-	37,219
Deferred outflows of resources	46,364	80,316	(33,952)
Total assets and deferred outflows of resources	<u>146,981</u>	<u>130,215</u>	<u>16,766</u>
Long-term liabilities	1,118,070	435,738	682,332
Other liabilities	44,569	39,938	4,631
Deferred inflows of resources	136,321	13,298	123,023
Total liabilities and deferred inflows of resources	<u>1,298,960</u>	<u>488,974</u>	<u>809,986</u>
Net Position:			
Net investment in capital assets	18,829	9,961	8,868
Unrestricted (deficit)	<u>(1,170,808)</u>	<u>(368,720)</u>	<u>(802,088)</u>
Total net position (deficit)	<u>\$ (1,151,979)</u>	<u>\$ (358,759)</u>	<u>\$ (793,220)</u>

Governmental Activities

Governmental activities decreased the Department's net deficit by \$1,024,242. GASB Statement No. 75 required the Department to retroactively recognize the balance of the unfunded actuarial liability for OPEB. Beginning net deficit was increased by \$1,817,462 for implementation of GASB Statement No. 75. A change in OPEB benefit payment to a Medicare Advantage plan enacted during the current fiscal year had the effect of reducing personal service expenses by \$1,096,388. Key elements of the net decrease are as follows:

Condensed Statement of Activities

	December 31,		Dollar Change	Percent Change
	2018	2017		
Revenues:				
Charges for services	\$ 872,738	\$ 963,240	\$ (90,502)	-9.40%
Licenses	3,400	4,200	(800)	-19.05%
Miscellaneous - other	118	125	(7)	-5.60%
Total revenues	<u>876,256</u>	<u>967,565</u>	<u>(91,309)</u>	-9.44%
Expenses:				
General government	<u>(147,986)</u>	<u>1,018,740</u>	<u>(1,166,726)</u>	-114.53%
Increase (decrease) in net position	<u>1,024,242</u>	<u>(51,175)</u>	<u>1,075,417</u>	-2101.45%
Net deficit, beginning of year, as previously reported	(358,759)	(307,584)	(51,175)	16.64%
Restatement, implementation of GASB No. 75	<u>(1,817,462)</u>	-	<u>(1,817,462)</u>	100.00%
Net deficit, beginning of year as restated	<u>(2,176,221)</u>	<u>(307,584)</u>	<u>(1,868,637)</u>	607.52%
Net deficit, end of year	<u>\$ (1,151,979)</u>	<u>\$ (358,759)</u>	<u>\$ (793,220)</u>	221.10%

The Department is an expenditure driven entity resulting in decreased revenue from a decrease in reimbursed expenses incurred during the period. The Department's revenues represent transfers of sales and use tax proceeds from its Agency Fund to pay operating expenses of the Department.

On Exhibit C, the Department's expenses fall into five (5) categories: personal services; supplies and materials; other services and charges; repairs and maintenance; and depreciation. Of the five categories the largest is personal services, which includes salaries and related benefits. Due to the implementation of GASB No. 75 and a change in the benefit terms on group health insurance, a decrease in personal services of \$1,015,374 was recognized as an adjustment in Exhibit C. This decrease caused the overall expenses in personal services to decrease by \$1,086,108 from the prior year. See Note 6, Exhibit G of this report for more details related to other postemployment benefits. The next largest category of expense is other services and charges which amounts to \$326,738. Other services and charges, which includes such expenses as contract auditing fees, legal fees, insurance, office machine rentals, software technology services, office rent, telephone, and miscellaneous

expenses, decrease by \$80,563 in comparison with 2017. The decrease in other services and charges is primarily due to declining use of outside auditing firms for tax collection audits. The remaining expenses include supplies and materials, repairs and maintenance and depreciation. These expenses amount to \$37,655 which is a slight decrease of \$55 from 2017.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the Department uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Department's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Department's financing requirements. The General Fund is the chief operating fund of the Department. It is used to account for all financial resources except those that are required to be accounted for in another fund.

General Fund Budgetary Highlights

The Statement of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual for the General Fund (Exhibit E) displays the original budget, final budget and actual amounts in columns with a variance column showing the favorable or (unfavorable) difference of the actual and the final budget. The budget was amended once during the year.

A favorable expense variance of \$41,286 was primarily due to cuts in other services and charges from outside auditing firms. Since the Department is an expenditure driven entity with expenditures fully reimbursed, revenues report an unfavorable variance equal to the favorable variance of expenditures.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of the parties outside the Department. Schedule 3 on page 48 details the disbursements to other governmental units. Total cash disbursements for the year ended December 31, 2018 amounted to \$122,910,196, which represents an increase of \$5,198,394. Increase is primarily due to an increase in economic activity throughout Terrebonne Parish. The two major governmental units that receive distributions are Terrebonne Parish School Board and Terrebonne Parish Consolidated Government.

CAPITAL ASSETS

Capital Assets

The Department's investment in capital assets for its governmental activities as of December 31, 2018, amounts to \$18,829 (net of accumulated depreciation). This investment in capital assets includes office furniture, fixtures and equipment (see table on the following page).

	<u>2018</u>	<u>2017</u>
Office furniture, fixtures and equipment	\$ 110,485	\$ 96,959
Less accumulated depreciation	<u>91,656</u>	<u>86,998</u>
Total capital assets, net	<u>\$ 18,829</u>	<u>\$ 9,961</u>

During the year ended December 31, 2018, the Department purchased office equipment totaling \$13,526, including computers, a postage machine, and a scanner. The remaining difference in capital assets values is due to depreciation. Additional information on the Department's capital assets can be found in the Note 3, Exhibit G of this report.

Long-Term Obligations

The Department reported a net pension asset of \$37,219 at December 31, 2018 related to GASB No. 68. In 2017, the Department recognized a net pension liability related to GASB No. 68 of \$46,589. Other post-employment benefit obligations decreased \$1,090,012 to \$1,084,516 at December 31, 2018 due to the implementation of GASB No. 75, "*Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pension*". Obligations for unpaid annual leave increased \$1,471. Unpaid annual leave obligations amounted to \$33,554 as of December 31, 2018.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Department considered the following factors and indicators when setting next year's budget. These factors and indicators include:

- Capital outlay has been decreased due to no capital expenditures expected during fiscal year 2019.
- Other services and charges were decreased due to a slight decrease expected in postage, printing/stationary, travel, telephone, and bank charges.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Department's finances for all those with an interest in the Department's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Mark Daigle, Director, Terrebonne Parish Sales Tax Department, P.O. Box 670, Houma, LA 70361.

**STATEMENT OF NET POSITION AND
GOVERNMENTAL FUND BALANCE SHEET**

Terrebonne Parish Sales and Use Tax Department

December 31, 2018

	<u>General Fund</u>	<u>Adjustments (Exhibit B)</u>	<u>Statement of Net Position</u>
Assets and deferred outflows of resources			
Cash	\$ 44,569		\$ 44,569
Net pension asset		\$ 37,219	37,219
Capital assets:			
Depreciable, net of accumulated depreciation	<u>-</u>	<u>18,829</u>	<u>18,829</u>
Total assets	<u>44,569</u>	<u>56,048</u>	<u>100,617</u>
Deferred outflows of resources - pensions	<u>-</u>	<u>46,364</u>	<u>46,364</u>
Total assets and deferred outflows of resources	<u>\$ 44,569</u>	<u>102,412</u>	<u>146,981</u>
Liabilities and deferred inflows of resources			
Accounts payables and accrued expenditures	\$ 42,428	-	42,428
Due to Terrebonne Parish Consolidated Government	2,141	-	2,141
Long-term liabilities:			
Due in more than one year	<u>-</u>	<u>1,118,070</u>	<u>1,118,070</u>
Total current and non-current liabilities	<u>44,569</u>	<u>1,118,070</u>	<u>1,162,639</u>
Deferred Inflows of Resources			
Other postemployment benefits	-	72,106	72,106
Pensions	<u>-</u>	<u>64,215</u>	<u>64,215</u>
Total deferred inflows of resources	<u>-</u>	<u>136,321</u>	<u>136,321</u>
Total liabilities and deferred inflows of resources	<u>44,569</u>	<u>1,254,391</u>	<u>1,298,960</u>
Fund Balances/Net Assets			
Fund balance - unassigned	<u>-</u>		
Total liabilities and fund balances	<u>\$ 44,569</u>		
Net position:			
Net investment in capital assets		18,829	18,829
Unrestricted (deficit)		<u>(1,170,808)</u>	<u>(1,170,808)</u>
Total net position (deficit)		<u>\$ (1,151,979)</u>	<u>\$ (1,151,979)</u>

See notes to financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUND
BALANCE SHEET TO THE STATEMENT OF NET POSITION**

Terrebonne Parish Sales and Use Tax Department

December 31, 2018

Fund Balances - Governmental Fund	\$	-
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund.		
Governmental capital assets	\$ 110,485	
Less accumulated depreciation	<u>(91,656)</u>	18,829
Deferred outflows of resources used in governmental activities are not financial resources and are not reported in governmental funds		
		46,364
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental fund.		
Other postemployment benefit obligation	\$ (1,084,516)	
Net pension asset	37,219	
Compensated absences payable	<u>(33,554)</u>	(1,080,851)
Deferred inflows of resources will not be recognized in the current period and are not reported in governmental funds		
Pensions	\$ (64,215)	
Other postemployment benefit obligation	<u>(72,106)</u>	<u>(136,321)</u>
Net Position (Deficit) of Governmental Activities	\$	<u>(1,151,979)</u>

See notes to financial statements.

**STATEMENT OF ACTIVITIES AND STATEMENT OF
GOVERNMENTAL FUND REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE**

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

	<u>General Fund</u>	<u>Adjustments (Exhibit D)</u>	<u>Statement of Activities</u>
Revenues			
Charges for services	\$ 872,738		\$ 872,738
Licenses	3,400		3,400
Miscellaneous - other	118		118
	<u>876,256</u>		<u>876,256</u>
Total revenues			
	<u>876,256</u>		<u>876,256</u>
Expenditures/Expenses			
Current:			
General government:			
Personal services	502,995	\$ (1,015,374)	(512,379)
Supplies and materials	27,967	-	27,967
Other services and charges	326,738	-	326,738
Repairs and maintenance	5,030	-	5,030
Depreciation	-	4,658	4,658
	<u>862,730</u>	<u>(1,010,716)</u>	<u>(147,986)</u>
Total general government			
	<u>862,730</u>	<u>(1,010,716)</u>	<u>(147,986)</u>
Capital outlay	13,526	(13,526)	-
	<u>13,526</u>	<u>(13,526)</u>	<u>-</u>
Total expenditures/expenses			
	<u>876,256</u>	<u>(1,024,242)</u>	<u>(147,986)</u>
Excess of Revenues Over Expenditures	-	-	-
Change in Net Position	-	1,024,242	1,024,242
Fund Balance/Net Position (Deficit)			
Beginning of year, as restated	-	(2,176,221)	(2,176,221)
	<u>-</u>	<u>(2,176,221)</u>	<u>(2,176,221)</u>
End of year	\$ -	\$ (1,151,979)	\$ (1,151,979)
	<u>\$ -</u>	<u>\$ (1,151,979)</u>	<u>\$ (1,151,979)</u>

See notes to financial statements.

**RECONCILIATION OF THE STATEMENT OF GOVERNMENTAL
FUND REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCE TO THE STATEMENT OF ACTIVITIES**

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

Net Change in Fund Balance - Governmental Fund	\$	-
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>		
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay	\$ 13,526	
Depreciation expense	<u>(4,658)</u>	8,868
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental fund.</p>		
Decrease in other postemployment benefits	\$ 1,017,906	
Pension expense	(1,061)	
Increase in compensated absences payable	<u>(1,471)</u>	<u>1,015,374</u>
Change in Net Position of Governmental Activities	\$	<u>1,024,242</u>

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -
GENERAL FUND**

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues				
Charges for services	\$ 1,280,424	\$ 912,244	\$ 872,738	\$ (39,506)
Licenses	5,200	5,150	3,400	(1,750)
Miscellaneous - other	200	148	118	(30)
Total revenues	1,285,824	917,542	876,256	(41,286)
Expenditures				
Current:				
General government:				
Personal services	660,000	510,012	502,995	7,017
Supplies and materials	39,250	30,058	27,967	2,091
Other services and charges	563,950	358,318	326,738	31,580
Repairs and maintenance	9,000	5,628	5,030	598
Capital outlay	13,624	13,526	13,526	
Total expenditures	1,285,824	917,542	876,256	41,286
Excess of Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -

See notes to financial statements.

STATEMENT OF FIDUCIARY FUND**Terrebonne Parish Sales and Use Tax Department**

December 31, 2018

	<u>Agency Fund</u>
Assets	
Cash	\$ 10,212,893
Taxes receivable	<u>11,961,093</u>
Total assets	<u>\$ 22,173,986</u>
Liabilities	
Accounts payables and accrued expenditures	\$ 8,110
Taxes paid under protest and interest	251,889
Due to other governmental units:	
Terrebonne Parish School Board	10,028,588
Terrebonne Parish Consolidated Government	5,888,452
Terrebonne Parish Consolidated Government - Library	971,762
Terrebonne Parish Consolidated Government - Levee District	971,762
Terrebonne Parish Sheriff	1,943,252
Terrebonne Levee and Conservation District	1,942,853
Houma Area Convention & Visitors Bureau	<u>167,318</u>
Total liabilities	<u>\$ 22,173,986</u>

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS**Terrebonne Parish Sales and Use Tax Department**

December 31, 2018

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Terrebonne Parish Sales and Use Tax Department was created October 14, 1964, in compliance with Act 500 of 1964, of the State of Louisiana. The Sales and Use Tax Department administers the collection and distribution of the approved 5.50% sales tax, hotel/motel tax, occupational licenses and bingo permits.

Tax collections, after deducting operating expenses, are distributed in the month following receipt. The first levy of 1% made in 1964 is divided between the Terrebonne Parish School Board, which receives 33%, and the Terrebonne Parish Consolidated Government, which receives 67% (split evenly between the former Terrebonne Parish Police Jury and City of Houma). There were two levies made for a total 1% in 1976 which the Terrebonne Parish School Board receives 75%, and the Terrebonne Parish Consolidated Government receives 25%. The 1/4% levy effective January 1, 1987 is remitted to the Terrebonne Parish Law Enforcement Department. The two 1/4% levies effective January 1, 1993 are remitted to the Terrebonne Parish Consolidated Government with 1/4% dedicated to Drainage and 1/4% dedicated to Roads and Bridges. The 1% levy effective July 1, 1996 is remitted to the Terrebonne Parish School Board. The 1/4% levy effective October 1, 1997 is remitted to the Terrebonne Parish Law Enforcement Department. The 1/4% levy effective July 1, 1998 is remitted to the Terrebonne Parish Consolidated Government which is dedicated to the Library System. The 1/4% levy effective July 1, 2002 is remitted to the Terrebonne Parish Consolidated Government, which is dedicated to be used as matching funds for the Terrebonne Levee and Conservation Department's Morganza-to-the-Gulf Project. The 1/2% levy effective April 1, 2013 is remitted to Terrebonne Levee and Conservation Department. The 1/2% levy effective April 1, 2015 is remitted to the Terrebonne Parish School Board which is to be used for paying salaries and benefits for teachers and other personnel. The Hotel/ Motel tax of 5% is remitted solely to the Houma Area Convention and Visitors Bureau.

The accounting policies of the Terrebonne Parish Sales and Use Tax Department (the Department) conform to accounting principles generally accepted in the United States of America 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 following is a summary of significant accounting policies:

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

a) Reporting Entity

The Department is a component unit of the Terrebonne Parish Consolidated Government (the Parish) and as such, these financial statements will be included in the comprehensive annual financial report (CAFR) of the Parish for the year ended December 31, 2018.

GASB Statement No. 14, *The Financial Reporting Entity*, GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units-an amendment of GASB Statement No. 14*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus and amendment of GASB Statements No. 14 and No. 34* established the criterion for determining which component units should be considered part of the Department for financial reporting purposes. The basic criteria are as follows:

1. Legal status of the potential component unit including the right to incur its own debt, levy its own taxes and charges, expropriate property in its own name, sue and be sued, and the right to buy, sell and lease property in its own name.
2. Whether the governing authority appoints a majority of the board members of the potential component unit.
3. Fiscal interdependency between the Department and the potential component unit.
4. Imposition of will by the Department on the potential component unit.
5. Financial benefit/burden relationship between the Department and the potential component unit.

The Department has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

b) Basis of Presentation

The Department's financial statements consist of the government-wide statements on all of the non-fiduciary activities of the Department and the governmental fund financial statements.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Basis of Presentation (continued)

Government-wide Financial Statements:

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Department. The government-wide presentation focuses primarily on the sustainability of the Department as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Governmental activities of the Department generally are financed through intergovernmental revenues reported as charges for services.

Fund Financial Statements:

The daily accounts and operations of the Department are organized on the basis of a fund and accounts groups, each of which is considered a separate accounting entity. The operations of the fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. Governmental resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds of the Department are grouped, into generic fund types and two broad categories as follows:

Governmental activities presented as governmental funds in the fund financial statements:

General Fund - The General Fund is the general operating fund of the Department. It is used to account for and report all financial resources except those that are required to be accounted for and reported in another fund. The General Fund is always a major fund.

Fiduciary Fund:

Agency Fund - This fund is used to account for and report assets that the Department holds for others in an agency capacity. Since by definition these assets are being held for the benefit of others and cannot be used to address activities or obligations of the Department, this fund is not incorporated into the governmental-wide statements.

c) Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) Measurement Focus and Basis of Accounting (continued)

Government-wide Financial Statements:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

Fund Financial Statements:

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Governmental funds are maintained on the modified accrual basis of accounting.

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For this purpose, the Department considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Charges for collection and distribution services of sales taxes are considered "measurable" when the related sales taxes are in the hands of the merchants and are recognized as revenue at that time. Licenses and miscellaneous revenues are recorded as revenues when received in cash by the Department because they are generally not measurable until actually received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is accumulated unpaid vacation and sick pay which is recognized when paid. Allocations of cost such as depreciation are not recognized in the governmental funds.

Agency Funds are unlike all other types of funds, report only assets and liabilities. Therefore agency funds cannot be said to have a measurement focus. They do, however, use the accrual basis of accounting to recognize receivables and payables.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Use of Estimates

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

e) Operating Budgetary Data

The Department establishes the budgetary data reflected in the financial statements as follows:

The Director submits, to the members of the Sales and Use Tax Advisory Board, a proposed operating budget for the year commencing the following January 1. The public hearings and advertisements, which are required by state law, are conducted prior to approval by the Advisory Board. The budget is then submitted to the Parish Council. All actions necessary to adopt and otherwise finalize and implement the budget for an ensuing year are taken prior to the end of the year in progress. Any amendment involving the transfer of monies from one department to another or from one program or function to another or any other increases in expenditures exceeding amounts estimated must be approved by the Advisory Board. The Department amended its budget once during the year. All budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

The budget for the General Fund is adopted on a basis materially consistent with accounting principles generally accepted in the United States of America.

The General Fund budget presentation is included in the financial statements.

f) Accounts Receivable

The financial statements of the Department do not contain an allowance for uncollectible accounts. Uncollectible amounts due for receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operation of the funds.

g) Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g) Capital Assets (continued)

Government-wide Financial Statements:

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets purchased or acquired with an original cost of \$500 or more are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The estimated useful life of assets (furniture and fixtures) is 5-20 years.

Fund Financial Statements:

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

h) Non-Current Liabilities

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

All non-current liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. Non-current liabilities consist of accrued compensated absences (vacation and sick leave) and other postemployment benefits (group health insurance).

Fund Financial Statements:

Non-current liabilities for governmental funds are not reported as liabilities in the fund financial statements.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

i) Vacation and Sick Leave

Employees of the Department can earn twelve or seventeen days per year vacation leave, depending on their length of employment.

All employees are required to take vacation within one year of being earned. Any unused vacation remaining on the employee's anniversary date will be transferred to sick leave. In the event the employee is terminated or resigns, all vacation leave not transferred to sick leave will be paid to them.

Employees of the Department earn seven days of sick leave per year. Upon official retirement from the Parochial Retirement System, the retiring employee will be allowed to receive half of whatever accumulated sick leave time has accrued, up to a maximum of 30 days, by leaving work early and remaining on the payroll until the 30 days are exhausted.

The liability for vacation and sick leave is recorded as a non-current liability in the government-wide statements. In the fund financial statements, governmental funds report only the vacation and sick leave liability payable from expendable available financial resources, accordingly no significant compensated absences liability is recorded at December 31, 2018.

j) Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employees' Retirement System of Louisiana (the System) and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

k) Deferred Outflows of Resources

In addition to assets, the Statement of Net Position and Balance Sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Department has pension related deferred outflows.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

l) Deferred Inflows of Resources

In addition to liabilities, the Statement of Net Position and Balance Sheets will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The governmental funds report pension and other postemployment benefits related deferred inflows in the Department's government-wide statements. These amounts are deferred and recognized as an inflow of resources in the amortization period.

m) Fund Equity

Government-wide Statements:

Equity is classified as net position and may be displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets. At December 31, 2018, the Department did not report any borrowings.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Department's policy to use restricted resources first, then unrestricted resources as they are needed. As of December 31, 2018 and for the year then ended, the Department did not have or receive restricted net position.

Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as follows:

- a. Non-spendable – Amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

m) Fund Equity (continued)

- b. Restricted – Amounts for which constraints have been placed on the use by externally imposed donors, grantors, creditors, or government laws and regulations, or imposed by law through constitutional provisions or enabling legislation.
- c. Committed – Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Department’s Advisory Board.
- d. Assigned – Amounts that are constrained by the Department’s intent to be used for a specific purpose but do not meet the criteria for restricted or committed. Assignments may be assigned by the Department’s Director.
- e. Unassigned – All other spendable amounts.

For the classification of governmental fund balances, the Department considers an expenditure to be made from the most restrictive fund balance first when more than one classification is available.

n) Restatement of Net Position

Effective for the year ended December 31, 2018, the Department implemented GASB Statement No. 75, “*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*”. Implementation of the new accounting standard required restatement of beginning net position for the net OPEB liability.

The statement had the following impact on previously reported balances:

Statement of Activities	Governmental Activities
Net position, January 1, 2018, as previously restated	\$ (358,759)
Restatement for implementation of GASB Statement No. 75, see Note 1o)	(1,817,462)
Net position, January 1, 2018, restated	\$ (2,176,221)

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

o) New GASB Statements

During the year ending December 31, 2018, the Department implemented the following GASB Statements:

Statement No. 75, "*Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions*" replaces the requirements of GASB Statement No. 45. This Statement requires governments to report a liability on the face of the financial statements for the OPEB that they provide: governments that are responsible only for OPEB liabilities related to their own employees and that provide OPEB through a defined benefit OPEB plan administered through a trust that meets specified criteria will report a net OPEB liability, governments that participate in a cost-sharing OPEB plan that is administered through a trust that meets the specified criteria will report a liability equal to their proportionate share of the collective OPEB liability for all entities participating in the cost-sharing plan and governments that do not provide OPEB through a trust that meets specified criteria will report the total OPEB liability related to their employees. Implementation of this Statement required the restatement of net position as of January 1, 2018 for the cumulative unfunded actuarial liability as described in Note 1n.

Statement No. 85, "*Omnibus 2017*." On March 20, 2017, GASB issued "*Omnibus 2017*" covering four main topics: blending component units; goodwill, fair value measurement and application; and postemployment benefits. This Statement did not affect the Department's financial statements.

Statement No. 86, "*Certain Debt Extinguishment Issues*" improves consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources – resources other than the proceeds of refunding debt – are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. This Statement did not affect the Department's financial statements.

The GASB has issued the following Statements which will become effective in future years as shown below:

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

o) New GASB Statements (continued)

Statement No. 83, "*Certain Asset Retirement Obligations*" addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Management has not yet determined the effect of this Statement on the financial statements.

Statement No. 84, "*Fiduciary Activities*" improves guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Management has not yet determined the effect of this Statement on the financial statements.

Statement No. 87, "*Leases*" increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. Management has not yet determined the effect of this Statement on the financial statements.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

o) New GASB Statements (continued)

Statement No. 88, "*Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*" improves the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. The Statement clarifies which liabilities governments should include when disclosing information related to debt. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt. The requirements of this Statement are effective for reporting periods beginning after June 30, 2018. Management has not yet determined the effect of this Statement on the financial statements.

Statement No. 89, "*Accounting for Interest Cost Incurred before the End of a Construction Period*" establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Management has not yet determined the effect of this Statement on the financial statements.

Statement No. 90, "*Majority Equity Interest*" improves the consistency and comparability of reporting government's majority equity interest in legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

o) New GASB Statements (continued)

using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as component unit. The requirements of this Statement are effective for reporting period beginning after December 15, 2018. Management has not yet determined the effect of this Statement on the financial statements.

Note 2 - DEPOSITS

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States or any other federally insured investments, certificates of deposit of any bank domiciled or having a branch office in the state of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper or domestic corporations.

State law also requires that deposits of all political subdivisions be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision.

The year end balances of deposits are as follows:

	<u>Bank Balance</u>	<u>Reported Amounts</u>
Cash	<u>\$ 10,261,572</u>	<u>\$ 10,257,462</u>

Custodial credit risk is the risk that in the event of a bank failure, the Department's deposits may not be returned to it. The Department has a written policy for custodial credit risk, which reflects state law. As of December 31, 2018, \$10,011,572 of the Department's bank balance of \$10,261,572 was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, and are deemed to be held in the Department's name by state statutes.

Note 2 - DEPOSITS (Continued)

At December 31, 2018, cash in excess of the FDIC insurance was adequately collateralized in accordance with state law, by securities held by an unaffiliated bank for the account of the Department. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the deposits are considered subject to custodial credit risk under the provisions of GASB Statement No. 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

A reconciliation of deposits as shown on the Statement of Net Position and Governmental Fund Balance Sheet is as follows:

Book Balance	\$	10,257,462
Less cash reported in the Statements of Fiduciary Fund		<u>(10,212,893)</u>
Cash - Statement of Net Position and Governmental Fund Balance Sheet	\$	<u>44,569</u>

Note 3 - CHANGES IN CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2018 was as follows:

	<u>Balance January 1, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance December 31, 2018</u>
Capital assets being depreciated:				
Office furniture, fixtures and equipment	\$ 96,959	\$ 13,526	\$ -	\$ 110,485
Less accumulated depreciation for:				
Office furniture, fixtures and equipment	<u>(86,998)</u>	<u>(4,658)</u>	<u>-</u>	<u>(91,656)</u>
Total capital assets, net	<u>\$ 9,961</u>	<u>\$ 8,868</u>	<u>\$ -</u>	<u>\$ 18,829</u>

Note 4 - ACCOUNTS PAYABLE AND ACCRUED EXPENDITURES

Accounts payable and accrued expenditures at December 31, 2018 consisted of the following:

	General Fund	Agency Fund	Total
Vendors	\$ 20,586	\$ 8,110	\$ 28,696
Salaries and benefits	21,842	-	21,842
	\$ 42,428	\$ 8,110	\$ 50,538

Note 5 - NON-CURRENT LIABILITIES

Non-current liabilities and assets consist of accumulated earned and unpaid vacation and sick leave, other postemployment benefits and net pension liability. The following is a summary of changes in the non-current liabilities of the Department for the year ended December 31, 2018:

	Payable January 1, 2018	Increase/ Earned	Decrease/ Used	Payable December 31, 2018
Accumulated unpaid annual leave	\$ 32,083	\$ 26,107	\$ (24,636)	\$ 33,554
Other postemployment benefits, as restated	2,174,528		(1,090,012)	1,084,516
Totals	\$ 2,206,611	\$ 26,107	\$ (1,114,648)	\$ 1,118,070

Note 6 - POSTEMPLOYMENT HEALTHCARE BENEFITS

Plan Description

The Department administers a single employer defined benefit healthcare plan (the Plan). The Plan provides for the payment of medical, dental and life insurance premiums for eligible employees, retirees and their dependents as approved by the Terrebonne Parish Council. Louisiana Revised Statute 33:5161 grants authority to establish and amend the benefit terms and financing requirements to the Parish Council. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75. For employees retiring before January 1, 2005, the Department funds the entire premium for all benefits on employees retiring with at least ten years of service upon retiring from the formal retirement systems.

Note 6 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Department employees retiring on or after January 1, 2005 with at least ten years of permanent full-time creditable service with the Department shall be eligible to participate in the Plan approved by the Parish Council under the following vesting schedule: 11 to 15 years of service, 27.50 % plus 2.75% per year; 16 to 20 years of service 41.25% plus 3.75% per year of service; 21 years or more of service, 60% plus 5% per year of service, limited to 85% of the premium. Employees hired after December 31, 2013 with at least 30 years of permanent full-time creditable service, age 55 and 5 years of participation in the Department's group health insurance plan immediately prior to retirement shall be eligible to participate in the Plan with benefits limited to 80% of premiums. A retired employee may provide dependent hospitalization coverage at applicable dependent rates. To be eligible for coverage after retirement, retired employees must be eligible for retirement under the Parochial Employees' Retirement System, see Note 7. The Department does not issue a publicly available financial report on the Plan.

Employees Covered by Benefit Terms

Inactive employees currently receiving benefit payments	4	
Active employees	7	7
Total		11

The Department's total OPEB liability of \$1,084,516 was measured as of December 31, 2018 and was determined by an actuarial valuation as of January 1, 2018.

Total OPEB Liability

Actuarial Assumptions and Other Inputs

The total OPEB liability as of December 31, 2018 was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless, otherwise specified:

Note 6 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Measurement date	December 31, 2018
Actuarial valuation date	January 1, 2018
Inflation	2.50%
Salary increases, including inflation	3.00%
Discount rate	3.71%
Healthcare cost trend rates	Medical - 7.00% in year 1 decreasing in decrements of 0.50% per year until 5.00% through year 5
	Dental - 4.00% in year 1 decreasing in decrements of 0.25% per year until 3.00% through year 5.

The discount rate was based on the December 31, 2018 Fidelity General Obligation AA 20-Year Yield.

Mortality rates for active employees were based on the RPH-2014 Employee Mortality Table, Generational with Projection Scale MP-2018 for males or females, as appropriate.

Mortality rates for retirees were based on the RPH-2014 Healthy Annuitant Mortality Table, Generational with Projection Scale MP-2018 for males or females, as appropriate.

Effective January 1, 2019, retirees age 65 and over have the option of enrolling in a Medicare Advantage plan. Since the legal matters and enrollment changes were completed prior to December 31, 2018, the Department has reflected the change in benefits at the December 31, 2018 measurement date resulting in 70.00% of eligible retirees moving from the PPO plans. The change in benefit options by 70.00% of retirees resulted in a direct reduction of the total OPEB liability of \$1,096,388 and was the primary input to the net reduction in OPEB liability of \$1,090,012 to a balance of \$1,084,516 at December 31, 2018.

Note 6 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Changes in the Total OPEB Liability

	Total OPEB Liability
Balance as of December 31, 2018, as previously restated	\$ 357,066
Implementation of GASB No. 75	1,817,462
Balance as of December 31, 2018, restated	2,174,528
Changes for the year:	
Service cost	50,192
Interest	73,135
Difference between expected and actual experience	(10,847)
Changes in assumptions	(75,680)
Change in benefit terms	(1,096,388)
Benefit payments	(30,424)
Net changes	(1,090,012)
Balance as of December 31, 2018	\$ 1,084,516

Sensitivity to total OPEB Liability to Change in the Discount Rate

The following presents the total OPEB liability of the Department, as well as what the Department's total OPEB liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current discount rate.

	1.00% Decrease (2.71%)	Current Discount Rate (3.71%)	1.00% Increase (4.71%)
Total OPEB Liability	\$ 1,288,945	\$ 1,084,516	\$ 924,164

Note 6 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Sensitivity to total OPEB Liability to Change in the Health Cost Trend Rate

The following presents the total OPEB liability of the Department, as well as what the Department's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower or 1% higher than the current healthcare cost trend rate.

	<u>1.00% Decrease</u>	<u>Current Healthcare Cost Trend Rate</u>	<u>1.00% Increase</u>
Total OPEB Liability	<u>\$ 904,187</u>	<u>\$ 1,084,516</u>	<u>\$ 1,322,846</u>

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2018 the Department recognized OPEB credit of \$986,675. As of December 31, 2018, the Department reported deferred outflows or resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflow of Resources</u>
Difference between expected and actual experience		\$ (9,039)
Change in assumptions		<u>(63,067)</u>
Total	<u>\$ -</u>	<u>\$ (72,106)</u>

Note 6 - POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)

Amounts reported as deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2019	\$ (14,421)
2020	(14,421)
2021	(14,421)
2022	(14,421)
2023	<u>(14,422)</u>
Total	<u>\$ (72,106)</u>

Note 7 - DEFINED BENEFIT PENSION PLAN

Plan Description. The Department contributes to Plan B of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the State of Louisiana or any governing body or a parish which employs persons serving the parish. Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The Retirement System is governed by Louisiana Revised Statutes, Title 11, Section 1901 through 2025, specifically and other general laws of the State of Louisiana.

Benefits Provided. The System provides retirement, deferred retirement, disability and death benefits. Retirement benefits are generally equal to 2.0% of the member's final average compensation multiplied by the years of creditable service. For members hired prior to January 1, 2007 they may retire with full benefits at age 55 upon completing 30 years of service, retire at age 60 after completing 10 years of service or retire at age 65 after completing 7 years of service. For members hired after January 1, 2007 they may retire with full benefits at age 55 after completing 30 years of service, retire at age 62 after completing 10 years of service or retire at age 67 after completing 7 years of service.

Note 7 - DEFINED BENEFIT PENSION PLAN (Continued)

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the System. When a member enters DROP their status changes from active to retired even though they continue to work and draw their salary for up to three years. During the three year period, employer contributions continue but employee contributions cease. The election to participate in DROP is irrevocable once participation begins. Retirement benefits that would be paid, had the person ceased employment, are paid into the DROP account. Upon termination of employment a participant in DROP may receive a lump sum equal to payments into the participant's account, an annuity or a roll over to an Individual Retirement Account. Members hired before January 1, 2007 with 5 or more years of service who becomes disabled may receive retirement benefits determined in the same manner as retirement benefits. Members hired after January 1, 2007 with 7 or more years of service who become disabled may receive retirement benefits determined in the same manner as retirement benefits. Death benefits are payable to eligible surviving dependents based on the deceased member's years of creditable service and compensation and the dependent's relationship to the deceased member. The System provides permanent benefit increases, cost of living adjustments (COLA) as approved by the State Legislature.

Contributions. According to state statute, contributions for all employers are actuarially determined each year. For the Plan year ending December 31, 2017, the actuarial employer contribution rate was 6.75% of member's compensation. However, the actual rate for the fiscal year ending December 31, 2017 was 8.00%.

According to state statute, the System also receives $\frac{1}{4}$ of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. These additional sources of income are used as additional employer contributions and are considered support from non-employer contributing entities.

Contributions to the System from the Department were \$24,297 for the year ended December 31, 2018.

Pension Assets. At December 31, 2018, the Department reported an asset of \$37,219 for its proportionate share of the net pension asset. The net pension assets was measured as of December 31, 2017 and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Department's proportion of the net pension asset was based on a projection of the Department's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2017, the Department's proportion was 0.295811%, which was a decrease of 0.062818% from its proportion measured as of December 31, 2016.

Note 7 - DEFINED BENEFIT PENSION PLAN (Continued)

Pension Expense. For the year ended December 31, 2018, the Department recognized pension expense of \$25,358.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At December 31, 2018, the Department reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ (19,383)
Net difference between projected and actual earnings on pension plan investments		(43,805)
Change in proportionate share	168	(1,027)
Changes in assumptions	21,899	-
Contributions subsequent to the measurement date	24,297	-
	\$ 46,364	\$ (64,215)

The Department reported \$24,297 as deferred outflows of resources related to pensions resulting from Department contributions subsequent to the measurement date and will be recognized as a reduction of the net pension asset in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

For the year ended December 31 st,	Total
2019	\$ (2,253)
2020	(6,281)
2021	(16,635)
2022	(16,979)
Total	\$ (42,148)

Note 7 - DEFINED BENEFIT PENSION PLAN (Continued)

Actuarial Assumptions. A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2017 are as follows:

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	4 years
Investment Rate of Return	6.75%, net investment expense, including inflation
Projected Salary Increases	5.25% (2.50% Inflation, 2.75% merit)
Inflation rate	2.50%
Mortality Rates	RP-2000 Employee Sex Distinct Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct was selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing method (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.62% for the year ended December 31, 2017.

Note 7 - DEFINED BENEFIT PENSION PLAN (Continued)

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2017 are as follows:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	35.00%	1.24%
Equity	52.00%	3.57%
Alternatives	11.00%	0.69%
Real assets	2.00%	0.12%
Total	100.00%	5.62%
Inflation		2.00%
Expected Arithmetic Nominal Rate		7.62%

Discount Rate. The discount rate used to measure the collective pension asset was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension asset.

Sensitivity of the Department's Proportionate Share of the Collective Net Pension (Liability) Assets to Changes in the Discount Rate. The following presents the Department's proportionate share of the collective net pension liability using the discount rate of 6.75%, as well as what the Department's proportionate share of the net pension (liability) asset would be if it were calculated using a discount rate that is one percentage-point lower (5.75%) or one percentage-point higher (7.75%) than the current rate as presented as the follows:

	<u>1.0% Decrease (5.75%)</u>	<u>Current Discount Rate (6.75%)</u>	<u>1.0% Increase (7.75%)</u>
Department's proportionate share of the net pension liability (asset)	\$ 79,308	\$ (37,219)	\$(135,513)

Note 7 - DEFINED BENEFIT PENSION PLAN (Continued)

Pension Plan Fiduciary Net Position. The Parochial Employees' Retirement System of Louisiana issued a stand-alone audit report on their financial statements for the year ended December 31, 2017. Access to the audit report can be found on the System's website, www.persla.org or on the Louisiana Legislative Auditor's website, www.la.gov.

Note 8 - COMPENSATION OF ADVISORY BOARD

The Department did not pay per diem to any of its Board Members in 2018.

Note 9 - RELATED PARTY RENTS AND FEES

The building housing the Department's office space is owned by the Parish. The lease term is January 1, 2016 to December 31, 2018. Rental expenditures incurred for the office space with the Parish amounted to \$47,168 during the year ended December 31, 2018.

Also, the Department incurred data processing fees with the Parish in the amount of \$19,055 for the year ended December 31, 2018.

Note 10 - RISK MANAGEMENT

The Department is exposed to various risks of loss related to workers compensation; torts; theft of, damage to and destruction of assets; errors and omissions; natural disasters; and group health benefits for which the Department carries commercial insurance and also participates in the Parish's risk management program for general liability, workers' compensation and group insurance. No settlements were made during the year that exceeded the Department's insurance coverage. The Department pays monthly premiums to the Parish for general liability based on various factors such as its operations and maintenance budget, exposure and claims experience. The premiums for workers' compensation are based on a fixed percentage of payroll. The premiums for group insurance are based on a fixed rate per employee. The Parish handles all claims filed against the Department for which it has insurance coverage under the Parish.

The Department could have additional exposure for claims in excess of the Parish's insurance contracts as described below:

<u>Policy</u>	<u>Coverage Limits</u>
General Liability	\$10,000,000
Workers' Compensation	Statutory

Note 10 - RISK MANAGEMENT (Continued)

Coverage for general liability claims in excess of the above stated limits are to be funded first by assets of the Parish's risk management internal service fund, \$4,706,219 at December 31, 2017, then secondly by the Department. The Parish is self-insured for the first \$175,000 of each claim relating to group health insurance. The aggregate deductible for all group claims relating to group insurance for 2017 was \$18,310,378. Insurance contracts cover the excess liability on individual claims. Covered employees are subject to a lifetime maximum claims limit. Coverage for group health claim liabilities are to be funded first by assets of the Parish's group health internal service fund, \$550,247 at December 31, 2017, then secondly by the Department. Worker's compensation claims in excess of \$550,000 are covered under an insurance contract for claims aggregate up to limits are to be funded first by assets of the Parish's workers' compensation internal service fund. At December 31, 2018, the Department had no claims in excess of the above coverage limits. Total premiums paid to the Parish for insurance coverage during the year ended December 31, 2018 totaled \$155,559.

Note 11 - COMMITMENTS AND CONTINGENCIES

Presently, three taxpayers have paid taxes in protest with the aggregate of taxes and interest paid under protest amounting to \$251,889 which has been recognized as a liability in the financial statements of the Fiduciary Fund at December 31, 2018.

Note 12 - SUBSEQUENT EVENTS

Management evaluates events occurring subsequent to the date of financial statements in determining the accounting for and disclosure of transactions and events that effect the financial statements. Subsequent events have been evaluated through May 24, 2019 which is the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

**SCHEDULE OF CHANGES IN THE DEPARTMENT'S TOTAL
OPEB LIABILITY AND RELATED RATIOS**

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

	2018
Total OPEB liability	
Service cost	\$ 50,192
Interest	73,135
Changes of benefit terms	(1,096,388)
Difference between expected and actual experience	(10,847)
Changes in assumptions or other inputs	(75,680)
Benefit payments	(30,424)
Net Change in total OPEB liability	(1,090,012)
Total OPEB liability, beginning of year	2,174,528
Total OPEB liability, end of year	\$ 1,084,516
Covered employee payroll	\$ 629,064
Total OPEB liability as a percentage of covered employee payroll	172.40%

Notes to Schedule:

Changes of Benefit Terms:

Effective January 1, 2019, a Medicare Advantage plan was introduced as an option for eligible retirees.

Changes of assumptions and other inputs reflected the effects of changes in the discounts rate each period:

3.71%

**SCHEDULE OF THE DEPARTMENT'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY (ASSET)**

Terrebonne Parish Sales and Use Tax Department

December 31, 2018

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Department's proportion of the net pension liability	0.295811%	0.358629%	0.396838%	0.401743%
Department's proportionate share of the net pension liability (asset)	\$ (37,219)	\$ 46,589	\$ 70,655	\$ 31,085
Department's covered-employee payroll	\$ 349,799	\$ 357,260	\$ 381,423	\$ 368,388
Department's proportionate share of the net pension liability as a percentage of its covered-employee payroll	-10.640%	13.041%	18.524%	8.438%
Plan fiduciary net position as a percentage of the total pension liability	104.02%	94.15%	92.23%	99.15%

SCHEDULE OF DEPARTMENT CONTRIBUTIONS

Terrebonne Parish Sales and Use Tax Department

December 31, 2018

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contributions	\$ 23,936	\$ 27,984	\$ 28,581	\$ 34,328
Contributions in relation to the contractually required contribution	(23,936)	(27,984)	(28,581)	(34,328)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department's covered-employee payroll	<u>\$ 319,146</u>	<u>\$ 349,799</u>	<u>\$ 357,260</u>	<u>\$ 381,423</u>
Contributions as a percentage of covered-employee payroll	7.50%	8.00%	8.00%	9.00%

SUPPLEMENTARY INFORMATION SECTION

SCHEDULE OF OTHER SERVICES AND CHARGES
BUDGET AND ACTUAL

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Auditing services	\$ 400,000	\$ 227,841	\$ 196,899	\$ 30,942
Auto and travel	6,500	3,985	3,482	503
Insurance	32,000	28,536	28,536	-
Legal fees:				
Attorneys	44,500	35,262	32,734	2,528
Attorney revenue fees	(7,500)	(13,435)	(11,074)	(2,361)
Office machine rentals	21,000	19,186	19,554	(368)
Office rent	47,200	47,168	47,168	-
Other	12,250	3,436	3,308	128
Telephone	8,000	6,339	6,131	208
Totals	<u>\$ 563,950</u>	<u>\$ 358,318</u>	<u>\$ 326,738</u>	<u>\$ 31,580</u>

SCHEDULE OF COLLECTIONS ON BEHALF OF OTHER TAXING AUTHORITIES
PARISH SALES TAX FUND

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

	<u>Total Collections</u>	<u>Collection Cost</u>	<u>Final Distribution</u>
Terrebonne Parish Consolidated Government (1.67%)			
Parish Tax (.59%)	\$ 12,782,049	\$ 86,072	\$ 12,695,977
Parish Drainage (.25%)	5,478,021	37,591	5,440,430
Parish Roads and Bridges (.25%)	5,478,021	37,591	5,440,430
City of Houma (.33%)	7,304,028	48,481	7,255,547
Levee District (.25%)	5,478,021	37,591	5,440,430
	<u>36,520,140</u>	<u>247,326</u>	<u>36,272,814</u>
Terrebonne Parish Library (.25%)	<u>5,478,021</u>	<u>37,591</u>	<u>5,440,430</u>
Terrebonne Levee and Conservation District (.50%)	<u>10,889,086</u>	<u>75,183</u>	<u>10,813,903</u>
Terrebonne Parish School Board (2.58%)	<u>56,479,667</u>	<u>388,445</u>	<u>56,091,222</u>
Terrebonne Parish Sheriff's Office (.50%)	<u>10,956,043</u>	<u>75,183</u>	<u>10,880,860</u>
Terrebonne Parish - Occupational Licenses	<u>1,337,501</u>	<u>20,620</u>	<u>1,316,881</u>
Houma Area Convention & Visitors Bureau	<u>1,209,398</u>	<u>30,298</u>	<u>1,179,100</u>
Totals	<u>\$ 122,869,856</u>	<u>\$ 874,646</u>	<u>\$ 121,995,210</u>

SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS
PARISH SALES TAX FUND

Terrebonne Parish Sales and Use Tax Department

For the years ended December 31, 2018, 2017, 2016, 2015, and 2014

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Cash at beginning of year	\$ 10,465,239	\$ 9,240,937	\$ 10,311,077	\$ 10,573,151	\$ 10,876,509
Cash receipts:					
Sales and use taxes (net of refunds)	120,084,017	116,393,570	115,379,730	125,726,958	134,757,447
Hotel/motel taxes	1,211,908	1,159,481	1,200,180	1,506,826	1,700,399
Occupational license (net of refunds)	1,338,754	1,368,127	1,449,048	1,512,154	1,486,638
Miscellaneous:					
Interest	557	340	1,413	1,537	2,509
Other	22,614	14,586	17,888	8,924	10,940
Total cash receipts	<u>122,657,850</u>	<u>118,936,104</u>	<u>118,048,259</u>	<u>128,756,399</u>	<u>137,957,933</u>
Total cash available	<u>133,123,089</u>	<u>128,177,041</u>	<u>128,359,336</u>	<u>139,329,550</u>	<u>148,834,442</u>
Cash disbursements:					
Distributions to other governmental units:					
Terrebonne Parish School Board	56,091,222	53,640,538	54,180,437	55,766,049	56,096,628
Terrebonne Parish Consolidated Government	32,149,265	30,813,893	31,200,178	35,044,337	39,559,573
Terrebonne Parish Sheriff	10,880,860	10,415,575	10,522,236	11,858,414	13,463,191
Terrebonne Parish Consolidated Government - Library	5,440,430	5,207,787	5,261,118	5,929,207	6,731,595
Terrebonne Parish Consolidated Government - Levee District	5,440,430	5,207,683	5,261,118	5,929,207	6,731,595
Terrebonne Levee & Conservation District	10,813,903	10,321,306	10,410,722	11,720,351	12,846,583
Houma Area Convention & Visitors Bureau	1,179,100	1,126,811	1,179,147	1,498,391	1,630,313
Distributions to the General Fund	903,961	968,598	1,097,103	1,266,320	1,194,210
Miscellaneous	11,025	9,611	6,340	6,197	7,603
Total cash disbursements	<u>122,910,196</u>	<u>117,711,802</u>	<u>119,118,399</u>	<u>129,018,473</u>	<u>138,261,291</u>
Cash at end of year	\$ <u>10,212,893</u>	\$ <u>10,465,239</u>	\$ <u>9,240,937</u>	\$ <u>10,311,077</u>	\$ <u>10,573,151</u>

SCHEDULE OF GOVERNMENTAL FUND EXPENDITURES**Terrebonne Parish Sales and Use Tax Department**

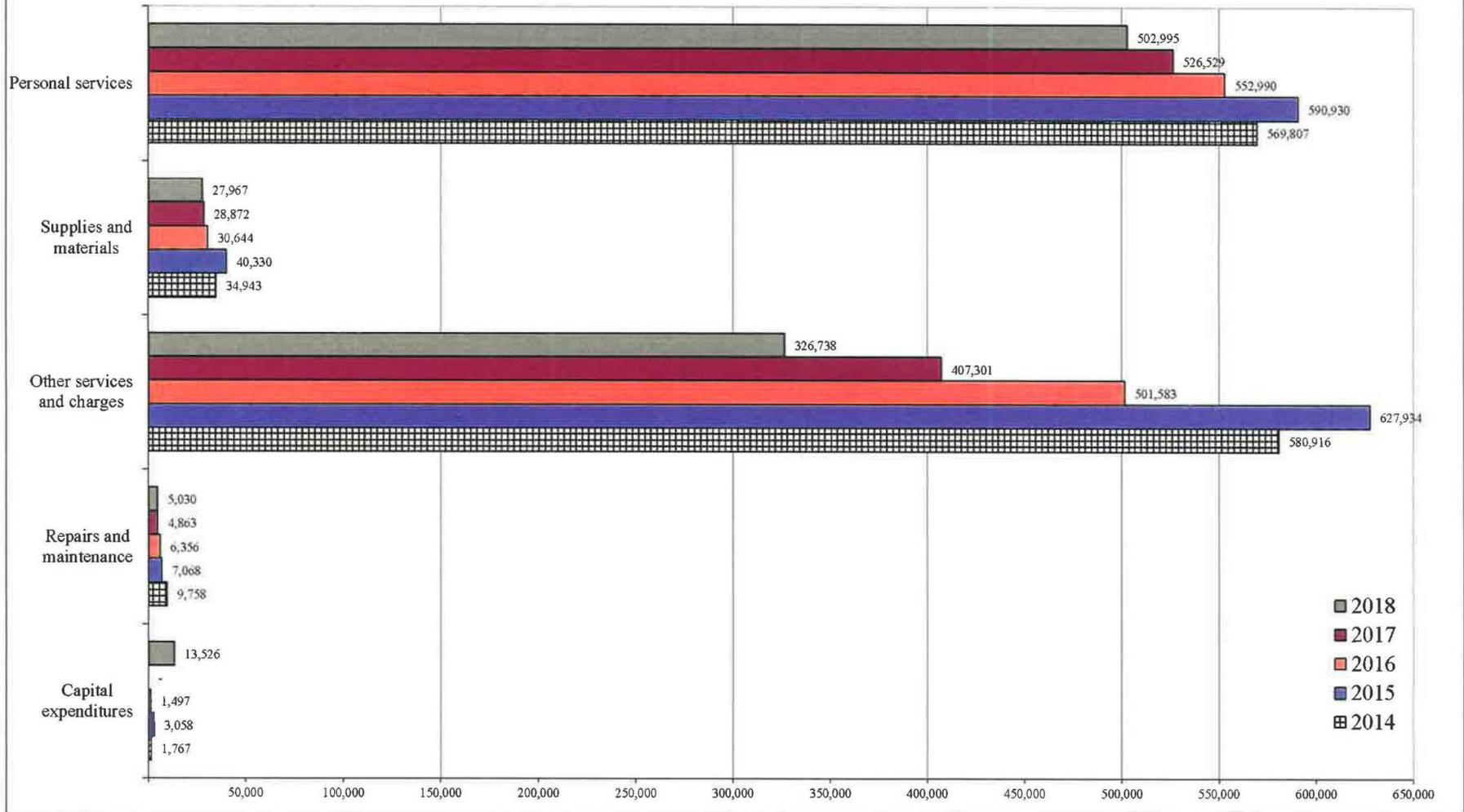
For the years ended December 31, 2018, 2017, 2016, 2015, and 2014

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Expenditures - General Government					
Personal services:					
Salaries and wages	\$ 328,646	\$ 357,921	\$ 366,903	\$ 398,578	\$ 377,963
Payroll taxes	22,690	25,301	25,838	28,301	26,649
Employee benefits	151,659	143,307	160,249	164,051	165,195
Total personal services	<u>502,995</u>	<u>526,529</u>	<u>552,990</u>	<u>590,930</u>	<u>569,807</u>
Supplies and materials	<u>27,967</u>	<u>28,872</u>	<u>30,644</u>	<u>40,330</u>	<u>34,943</u>
Other services and charges:					
Auditing services	196,899	267,253	353,881	475,570	414,427
Auto and travel	3,482	2,092	4,817	6,990	5,918
Insurance	28,536	31,000	29,747	21,235	26,633
Legal fees:					
Attorneys	32,734	32,207	33,730	32,447	32,361
Attorney fee revenue	(11,074)	(5,451)	(9,224)	(2,600)	(3,020)
Office machine rentals	19,554	16,604	15,792	21,136	33,365
Office rent	47,168	47,168	47,168	47,168	47,168
Other	3,308	10,430	14,572	13,983	13,125
Telephone	6,131	5,998	11,100	12,005	10,939
Total other services and charges	<u>326,738</u>	<u>407,301</u>	<u>501,583</u>	<u>627,934</u>	<u>580,916</u>
Repairs and maintenance	<u>5,030</u>	<u>4,863</u>	<u>6,356</u>	<u>7,068</u>	<u>9,758</u>
Capital expenditures	<u>13,526</u>	<u>-</u>	<u>1,497</u>	<u>3,058</u>	<u>1,767</u>
Total general government	<u>\$ 876,256</u>	<u>\$ 967,565</u>	<u>\$ 1,093,070</u>	<u>\$ 1,269,320</u>	<u>\$ 1,197,191</u>

GOVERNMENTAL FUND EXPENDITURES

Terrebonne Parish Sales and Use Tax Department

For the years ended 2018, 2017, 2016, 2015, and 2014



**SCHEDULE OF COMPENSATION, BENEFITS AND
OTHER PAYMENTS TO AGENCY HEAD OR CHIEF
EXECUTIVE OFFICER**

Terrebonne Parish Consolidated Government

December 31, 2018

Agency Head Name: Mark Daigle

Purpose

Salary	\$ 81,719
Benefits - insurance	18,733
Benefits - retirement	6,129
Benefits - other	-
Car allowance	1,778
Vehicle provided by government	-
Per diem	-
Reimbursements	1,066
Travel	-
Registration fees	440
Conference travel	258
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Meals	-
	<u>\$ 110,123</u>

Note: Mark Daigle is the Director of the Department and functions as the Chief Executive Officer.

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

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

To the Sales and Use Tax Advisory Board,
Terrebonne Parish Sales and Use Tax Department,
Houma, Louisiana.

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 Terrebonne Parish Sales and Use Tax Department (the Department), a component unit of Terrebonne Parish Consolidated Government, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements and have issued our report thereon dated May 24, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Department's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department'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 Department'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 over financial reporting 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 Department's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

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 Department'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 Department's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Bougeois Bennett, L.L.C.
Certified Public Accountants.

Houma, Louisiana,
May 24, 2019.

REPORTS BY MANAGEMENT

SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

Section I Internal Control and Compliance Material to the Financial Statements

Internal Control

No material weaknesses were reported during the audit for the year ended December 31, 2017.
No significant deficiency(ies) were reported during the audit for the year ended December 31, 2017.

Compliance

No compliance findings material to the financial statements were noted during the audit for the year ended December 31, 2017.

Section II Internal Control and Compliance Material to Federal Awards

Terrebonne Parish Sales and Use Tax Department did not expend federal awards during the year ended December 31, 2017.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended December 31, 2017.

MANAGEMENT'S CORRECTIVE ACTION PLAN

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

Section I Internal Control and Compliance Material to the Financial Statements

Internal Control

No material weaknesses were reported during the audit for the year ended December 31, 2018.
No significant deficiency(ies) were reported during the audit for the year ended December 31, 2018.

Compliance

No compliance findings material to the financial statements were noted during the audit for the year ended December 31, 2018.

Section II Internal Control and Compliance Material to Federal Awards

Terrebonne Parish Sales and Use Tax Department did not expend federal awards during the year ended December 31, 2018.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended December 31, 2018.

STATEWIDE AGREED-UPON PROCEDURES

INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES

To the Sales and Use Tax Advisory Board
Terrebonne Parish Sales and Use Tax Department,
Houma, LA.

We have performed the procedures described in Schedule 7, which were agreed to by the Terrebonne Parish Sales and Use Tax Department (the Department) 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 year ended December 31, 2018. The Department's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the AICPA and applicable standards contained in Government Auditing Standards, issued by the Comptroller General of the United States. 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 referred to above, either for the purpose for which this report has been requested, or for any other purpose.

The procedures and associated findings are described in Schedule 7.

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 these 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 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 23:513, this report is distributed by the LLA as a public document.

Bourgeois Bennett, L.L.C.
Certified Public Accountants

Houma, Louisiana,
May 24, 2019

**Schedule of Procedures and Associated Findings of the
Statewide Agreed-upon Procedures**

Terrebonne Parish Sales and Use Tax Department

For the year ended December 31, 2018

The required procedures and our findings are as follows:

Procedures performed on the Department's written policies and procedures:

1. Obtain the Department's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the Department does not have any written policies and procedures), as applicable:

a) Budgeting, including preparing, adopting, monitoring, and amending the budget

Performance: Obtained and read the written policy for budgeting, and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

b) Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

Performance: Obtained and read the written policy for purchasing.

Exceptions: The policy did not contain a provision about how vendors are added to the vendor listing and documentation required to be maintained for all bids and price quotes.

Management's response: Management will consider adding these provisions to their existing purchasing policy.

c) Disbursements, including processing, reviewing, and approving

Performance: Obtained and read the written policy for disbursements, and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Procedures performed on the Department's written policies and procedures: (Continued)

- d) Receipts/Collections, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Performance: Obtained and read the written policy for receipts, and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

Performance: Obtained and read the written policy for payroll and personnel.

Exceptions: The policy does not contain a provision about how leave is approved.

Management's response: Management will consider adding provision on approval of leave to existing policy.

- f) Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

Performance: Inquired of management as to a written contracting policy.

Exceptions: There was no evidence of a contracting policy maintained by the Department.

Management's response: Management will consider drafting a contracting policy with the provisions listed above.

- g) Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g. determining the reasonableness of fuel card purchases)

Performance: Inquired of management as to a written credit card policy.

Exceptions: Credit cards are not used by the Department.

Management's response: Not applicable.

Procedures performed on the Department's written policies and procedures: (Continued)

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

Performance: Obtained and read the written policy for travel and expense reimbursement.
Exceptions: The policy did not contain a provision about dollar thresholds by category of expenses.

Management's response: Management will consider adding the above provision to the existing policy.

- i) Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the Department's ethics policy.

Performance: Obtained and read the written policy for ethics.

Exceptions: The policy did not contain provisions about the prohibitions as defined in LA Revised Statute 42:1111-1121, system to monitor possible ethics violations, and requirement that all employees, including elected officials, annually attest through signature verification that they have read the Department's ethics policy.

Management's response: Management will consider adding the provisions listed above to the existing ethics policy.

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

Performance: Inquired of management as to debt service policy.

Exceptions: Management confirmed there was no debt service.

Management's response: Not applicable.

Procedures performed on the Department's Board:

2. Obtain and inspect the board 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:

- a) Observe that the board met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

Performance: Obtained and read the written minutes of the board meetings. The Board is required to meet twice a year. Both meetings had a quorum.

Exceptions: There was no exceptions noted.

Management's response: Not applicable.

Procedures performed on the Department's Board: (Continued)

- b) 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.

Performance: Obtained and read the written minutes of the board meetings. While the meeting minutes do not reference budget-to-actual comparisons due to the frequency of Board meetings, all board members receive financials monthly which includes a budget-to-actual comparison. Board members are allowed to inquiry of management about financial information of the Department.

Exceptions: There was no exception noted.

Management's response: Not applicable.

- c) 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.

Performance: Obtained the prior year's audit report and observed the unrestricted fund balance in the General Fund.

Exceptions: There was no exception noted.

Management's response: Not applicable.

Procedures performed on the Department's bank reconciliations:

3. Obtain a listing of the Department's bank accounts from management and management's representation that the listing is complete. Management will identify the main operating account. Select the Department's main operating account and select 4 additional accounts (or all accounts if less than 5). Select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Performance: Prior year testing resulted in no exceptions related to the Department's bank reconciliations. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

- 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);

Performance: Prior year testing resulted in no exceptions related to the Department's bank reconciliations. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

Procedures performed on the Department's bank reconciliations: (Continued)

- b) Bank reconciliations include evidence that a member of management or a 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

Performance: Prior year testing resulted in no exceptions related to the Department's bank reconciliations. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

- c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date.

Performance: Prior year testing resulted in no exceptions related to the Department's bank reconciliations. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

Procedures performed on the Department's collections:

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete. Select 5 deposit sites (or all deposit sites if less than 5).

Performance: Obtained the listing of deposit sites from management, and received management's representation in a separate letter. The Department has one deposit site.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Select one collection location for each deposit site (i.e. 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:

Performance: Obtained the listing of collection locations from management, and received management's representation in a separate letter. The Department has one deposit site with one collection location.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Procedures performed on the Department's collections: (Continued)

- a) Employees that are responsible for cash collections do not share cash drawers/registers.
Performance: Inspected policy manuals and inquired of management and observed employees do not share cash drawers/registers.
Exceptions: There were no exceptions noted.
Management's response: Not applicable.
- b) Each employee responsible for collection cash is not responsible for preparing/making bank deposits, unless other employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
Performance: Inspected policy manuals and inquired of management and observed employees collecting cash are not responsible for making deposits.
Exceptions: There was no exception noted.
Management's response: Not applicable.
- 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.
Performance: Inspected policy manuals and inquired of management and observed employees collecting cash do not make general ledger postings.
Exceptions: There was no exceptions noted.
Management's response: Not applicable.
- 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.
Performance: Inspected policy manuals and inquired of management and employees performing reconciliations do no collect cash.
Exceptions: There was no exception noted.
Management's response: Not applicable.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
Performance: Obtained a listing of all employees who have access to cash and inquired of management if these employees are covered by a bond or insurance policy for theft.
Exceptions: There was no exception noted.
Management's response: Not applicable.

Procedures performed on the Department's collections: (Continued)

7. Select two deposit dates for each of the Department's 5 bank accounts (select the next deposit date chronologically if no deposits were made on the dates selected and select a deposit if multiple deposits were made on the same day). Obtain supporting documentation for each of the deposits selected and:

a) Observe that receipts are sequentially pre-numbered.

Performance: Out of the 5 bank accounts maintained by the Department, only 3 accounts required testing: Operating, Protest, and Agency Account. The Merchant Account had no activity during the fiscal year, and the Electronic Account only had EFT transactions/transfers which are not subject to testing. Obtained supporting documentation for the 6 selected deposits and observed that receipts were sequentially pre-numbered.

Exceptions: Operating Account collections are not assigned a receipt number.

Management's response: Management will consider assigning receipt numbers to the Operating Account collections.

b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

Performance: Traced supporting documentation to the deposit slip.

Exceptions: There was no exception noted.

Management's response: Not applicable.

c) Trace the deposit slip total to the actual deposit per the bank statement.

Performance: Traced deposit slip total to actual deposit per bank statement.

Exceptions: There was no exception noted.

Management's response: Not applicable.

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).

Performance: Observed that the deposit was made within one business day of receipt.

Exceptions: There were 3 instances in which cash/checks received were not deposited within one business day of receipt. The Department has a remote deposit machine which allows for prompt processing of checks; however, cash is typically deposited once a week. All individual cash drawers are locked by the employee and kept in the safe which only the Director and Account Supervisor have access to.

Management's response: Management will make every effort to ensure that cash collections are promptly deposited.

Procedures performed on the Department's collections: (Continued)

- e) Trace the actual deposit per the bank statement to the general ledger.

Performance: Traced the actual deposit per the bank statement to the general ledger.

Exceptions: There was no exception noted.

Management's response: Not applicable.

Procedures performed on the Department's non-payroll disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. Obtain a listing of locations that process payments for the fiscal period, and management's representation that the listing is complete. Select 5 locations (or all locations if less than 5)

Performance: Obtained the listing of location that process payments, and received management's representation in a separate letter. The Department only has one location that processes payments.

Exceptions: There was no exception noted.

Management's response: Not applicable.

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 Department has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

Performance: Obtained a listing of those employees involved with non-payroll purchasing and payments functions, and received management's representation in a separate letter.

Exceptions: There was no exception noted.

Management's response: Not applicable.

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Performance: Inspected policy manuals and inquired of management and employees as to requirement listed above.

Exceptions: There was no exception noted.

Management's response: Not applicable.

- b) At least two employees are involved in processing and approving payments to vendors.

Performance: Inspected policy manuals and inquired of management and employees as to requirement listed above.

Exceptions: There was no exception noted.

Management's response: Not applicable.

Procedures performed on the Department's non-payroll disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases): (Continued)

- c) The employees responsible for processing payments are prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

Performance: Inspected policy manuals and inquired of management and employees as to requirement listed above. The Accountant is the only individual who has access to add/modify vendors and is also responsible for processing payments. However, all additions/modifications are approved by Director.

Exceptions: There was no exception noted.

Management's response: Not applicable.

- 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 responsible for processing payments.

Performance: Inspected policy manuals and inquired of management and employees as to requirement listed above.

Exceptions: Signed checks are given back to the Accountant to mail. The Accountant is also responsible for processing payments.

Management's response: Management will consider properly segregating duties to ensure Accountant does not process and mail checks.

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

Performance: Obtained the Department's general ledger for the fiscal period, and obtained management's representation in a separate letter.

Exceptions: There was no exception noted.

Management's response: Not applicable.

- a) Observe that the disbursement matched the related original invoice/billing statement.

Performance: Obtained the disbursement and observed that the disbursement and the related original invoice/billing statement were in agreement.

Exceptions: There was no exception noted.

Management's response: Not applicable.

Procedures performed on the Department's non-payroll disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases): (Continued)

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Performance: Obtained the disbursement documentation and observed for proper segregation of duties as listed under #9 above.

Exceptions: There were 2 transactions tested that did not include purchase order documentation. The purchase order system was not implemented until July 2018.

Management's response: Management will continue to use the established purchase order system.

Procedures performed on the Department's credit cards, debit cards, fuel cards, p-cards:

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.

Performance: Inquired of management about active credit cards, bank debit cards, fuel cards, and P-cards. The Department does not have any credit cards, debit cards, fuel cards, or P-cards.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

12. Using the listing prepared by management, select 5 cards (or all cards if less than 5) that were used during the fiscal period, rotating cards each year. Select one monthly statement or combined statement for each card (for a debit card, select one monthly bank statement), obtain supporting documentation, and:

- 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.

Performance: Not applicable.

Exceptions: Not applicable.

Management's response: Not applicable.

**Procedures performed on the Department's credit cards, debit cards, fuel cards, p-cards:
(Continued)**

- b) Observe that finance charges and/or late fees were not assessed on the selected statements.

Performance: Not applicable.

Exceptions: Not applicable.

Management's response: Not applicable.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, 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).

- a) For each transaction, report whether the transaction is supported by:

- 1) An original itemized receipt that identifies precisely what was purchased.

Performance: Not applicable.

Exceptions: Not applicable.

Management's response: Not applicable.

- 2) Written documentation of the business/public purpose.

Performance: Not applicable.

Exceptions: Not applicable.

Management's response: Not applicable.

- 3) Documentation of the individuals participating in meals (for meal charges only).

Performance: Not applicable.

Exceptions: Not applicable.

Management's response: Not applicable.

**Procedures performed on the Department's travel and travel-related expense
reimbursements:**

14. Obtain from management a listing of all travel and related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. 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:

Performance: Obtained a list of all travel and travel related expense reimbursement, and received management's representation in a separate letter.

Exceptions: There was no exception noted.

Management's response: Not applicable.

Procedures performed on the Department's travel and travel-related expense reimbursements: (Continued)

- 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).

Performance: Selected 5 reimbursements and obtained the supporting documentation.

Observed that the reimbursement rate agreed to those rates established either by the State of Louisiana or the U.S. General Services Administration.

Exceptions: There was no exception noted.

Management's response: Not applicable.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Performance: Selected 5 reimbursement and obtained the supporting documentation.

Observed that the reimbursement was supported by original itemized receipt.

Exceptions: There was no exception noted.

Management's response: Not applicable.

- 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 (procedures #1h).

Performance: Selected 5 reimbursement and obtained the supporting documentation.

Observed that each reimbursement has evidence of documentation of the business/public purpose and other documentation required by written policy.

Exceptions: There was no exception noted.

Management's response: Not applicable.

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Performance: Selected 5 reimbursement and obtained the supporting documentation.

Observed that each reimbursement was reviewed and approved by someone other than the person receiving the reimbursement.

Exceptions: There was no exception noted.

Management's response: Not applicable.

Procedures performed on the Department's contracts:

15. Obtain 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. Obtain management's representation that the listing is complete. Select 5 contracts (or all contracts if less than 5) from the listing, and:

Performance: Prior year testing resulted in no exceptions related to the Department's contracts. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

- 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.

Performance: Prior year testing resulted in no exceptions related to the Department's contracts. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

- b) Observe that the contract was approved by the governing body/Department, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

Performance: Prior year testing resulted in no exceptions related to the Department's contracts. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

Performance: Prior year testing resulted in no exceptions related to the Department's contracts. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

- d) 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.

Performance: Prior year testing resulted in no exceptions related to the Department's contracts. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

Procedures performed on the Department's payroll and personnel

16. Obtain a listing of employees (and elected officials, if applicable) during the fiscal period and management's representation that the listing is complete. Select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Performance: Obtained the listing of employees with their related salaries from management, and received management's representation in a separate letter. Selected 5 employees and agreed paid salaries to authorized salaries/pay rates per the personnel files

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

17. 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:

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

Performance: Inspected daily attendance and leave records for proper documentation.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

Performance: Inspected attendance and leave records for proper approval.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) Observe that any leave accrued or taken during the pay period is reflected in the Department's cumulative leave records.

Performance: Obtained cumulative leave records and observed that any leave accrued or taken during selected pay period is included.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Procedures performed on the Department's payroll and personnel: (Continued)

18. Obtain from management a list of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. 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' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

Performance: Obtained a listing of all employees that terminated during the period from management and received management's representation in a separate letter. There was only one employee terminated during the fiscal year. Obtained her personnel file and traced hours and pay rates used in management's termination calculation to cumulative leave records and pay rates per the personnel file.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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.

Performance: Obtained management's representation that payroll related taxes and benefits have been paid and forms filed by the required deadline in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Procedure performed on the Department's ethics:

20. Using the five selected employees/officials from procedure #16 under "Procedures performed on the Department's payroll and personnel" above, obtain ethics compliance documentation from management and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Performance: Prior year testing resulted in no exceptions related to the Department's ethics. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

Procedure performed on the Department's ethics: (Continued)

- b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the Department's ethics policy during the fiscal period.

Performance: Prior year testing resulted in no exceptions related to the Department's ethics.

Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

Procedures performed on the Department's debt service:

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 the State Bond Department approval was obtain for each bond/note issued.

Performance: Prior year testing resulted in no exceptions related to the Department's ethics.

The Department also did not issued any bonds/notes during the fiscal year. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. 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.

Performance: Prior year testing resulted in no exceptions related to the Department's ethics.

The Department also did not issued any bonds/notes during the fiscal year. Therefore, testing was not required in the current year.

Exceptions: Not applicable.

Management's response: Not applicable.

Other procedures performed on the Department:

23. Obtain a listing of misappropriations of public funds or 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 Department reported the misappropriations(s) to the legislative auditor and the district attorney of the parish in which the Department is domiciled.

Performance: Inquired of management of any misappropriations of public funds or assets.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

Other procedures performed on the Department: (Continued)

24. Observe and report whether the Department has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at www.la.gov/hotline) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

Performance: Inquired and observed such notice posted in the premises.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.