



RAPIDES PARISH LIBRARY

**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED DECEMBER 31, 2018**



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

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May 15, 2019

Independent Auditors' Report

To the Board of Control
Rapides Parish Library

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Rapides Parish Library, a component unit of the Rapides Parish Police Jury, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

AUDITOR'S RESPONSIBILITY

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

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

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

OPINIONS

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Rapides Parish Library, as of December 31, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.



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OTHER MATTERS

Required Supplemental Information

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

Other Supplemental Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is other supplemental information presented for purposes of additional analysis and is not a required part of the basic financial statements. This supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplemental information is fairly stated in all material respects in relation to the basic financial statements as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARD

In accordance with *Government Auditing Standards*, we have also issued our report dated May 15, 2019, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.


ROZIER, HARRINGTON & MCKAY
Certified Public Accountants

RAPIDES PARISH LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

This section of the annual financial report presents our discussion and analysis of the Rapides Parish Library's financial performance during the fiscal year ended December 31, 2018.

OVERVIEW OF FINANCIAL STATEMENTS

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

Government –Wide Financial Statements

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

Fund Financial Statements

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

FINANCIAL ANALYSIS OF THE RAPIDES PARISH LIBRARY AS A WHOLE

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

RAPIDES PARISH LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

	December 31,	
	2018	2017
Assets:		
Cash and Cash Equivalents	\$ 4,444,522	\$ 4,176,276
Receivables	5,526,544	5,532,954
Other Assets	2,500	2,500
Capital Assets	8,497,171	8,413,531
Net Pension Asset	225,720	----
Total Assets	<u>18,696,457</u>	<u>18,125,261</u>
Deferred Outflow of Resources	<u>578,215</u>	<u>948,031</u>
Liabilities:		
Accounts Payable	117,476	186,817
Accrued Interest	15,518	16,783
Delayed Revenue	---	9,120
Accrued Leave	114,279	112,836
Net Other Post Employment Benefits	867,584	1,172,953
Net Pension Liability	----	706,819
Long Term Debt		
Due Within One Year	340,000	330,000
Due In More Than One Year	1,705,000	2,045,000
Total Liabilities	<u>3,159,857</u>	<u>4,580,328</u>
Deferred Inflow of Resources	<u>756,796</u>	<u>124,616</u>
Net Position:		
Invested in Capital Assets	6,452,171	6,038,531
Restricted For:		
Permanent Endowment Fund	69,871	69,069
Library Collection Acquisition	17,589	16,231
Facility Improvements	---	47,992
Unrestricted	8,818,388	8,196,525
Total Net Position	<u>\$ 15,358,019</u>	<u>\$ 14,368,348</u>

As the presentation appearing above demonstrates, a substantial portion of the Rapides Parish Library's net position (57.4%) is unrestricted and may be used to meet the Rapides Parish Library's ongoing obligations. In addition, a large portion of the net position (42.0%) is invested in capital assets. The remaining net position is restricted as described below:

Permanent Endowment Fund:

A portion of the Library's net position (0.5%), is subject to permanent restrictions imposed by the donors that provided the resources. The permanently restricted net position is held in an endowment fund. The original contributions to the endowment fund must be maintained perpetually and only the investment income from the endowment fund is available for expenditures. Investment income from the endowment is used to finance the acquisition of library collection items.

RAPIDES PARISH LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS December 31, 2018

Library Collection Acquisition:

A portion of the net position (0.1%) is attributable to investment income earned by the endowment fund. These resources are available for the future acquisition of library collection items.

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

	For the Year Ended December 31,	
	2018	2017
<u>Revenues:</u>		
Program Revenue:		
Charges for Services	\$ 108,192	\$ 108,145
Operating Grants and Contributions	102,168	108,659
Capital Grants and Contributions	---	---
General Revenue:		
Property Taxes	5,550,509	5,586,819
Revenue Sharing	191,857	185,167
Investment Income	117,210	57,922
Total Revenue	<u>6,069,936</u>	<u>6,046,712</u>
<u>Program Expenses:</u>		
Library Services	5,032,947	3,507,840
Interest on Long Term Debt	47,318	54,624
Total Expenses	<u>5,080,265</u>	<u>3,562,464</u>
Change in Net Position	989,671	2,484,248
Net Position Beginning	<u>14,368,348</u>	<u>11,884,100</u>
Net Position Ending	<u>\$ 15,358,019</u>	<u>\$ 14,368,348</u>

As the accompanying presentation demonstrates, the Library has experienced favorable financial trends. Net Position has increased by \$989,671 representing an improvement of 6.9% over the net position for the previous year. The favorable experience was accomplished by carefully managing the Library's resources with the intention of providing reserves and establishing financial security.

FINANCIAL ANALYSIS OF THE RAPIDES PARISH LIBRARY'S FUNDS

For the year ended December 31, 2018, governmental fund balances increased by \$340,297. The increase is attributable to the same process resulting the favorable experience described above.

BUDGET HIGHLIGHTS

For the year ended December 31, 2018, budget variances were favorable. The budget was amended to implement minor realignments that were not anticipated when the original budget was adopted.

RAPIDES PARISH LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2018

CAPITAL ASSET ADMINISTRATION

Capital asset acquisitions were limited primarily to acquire land and buildings need to accommodate the Library's administrative staff and meet parking needs.

DEBT ADMINISTRATION

Long term debt activity was limited to payment of installments due on existing obligations.

FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

At the present time, no factors have been identified that are expected to have a significant effect on future operations.

Rapides Parish Library

Statement of Net Position

December 31, 2018

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 4,444,522
Receivables (net)	5,526,544
Other	2,500
Capital Assets	
Land	839,762
Depreciable Capital Assets	7,657,409
Net Pension Asset	225,720
Total Assets	<u>18,696,457</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Pension Funding Deferrals	<u>578,215</u>
<u>LIABILITIES</u>	
Accounts Payable	117,476
Accrued Interest	15,518
Long-Term Liabilities	
Accrued Leave	114,279
Net Other Post Employment Benefits	867,584
Net Pension Liability	-
Long-Term Debt	
Due Within One Year	340,000
Due In More Than One Year	1,705,000
Total Liabilities	<u>3,159,857</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Pension Funding Deferrals	<u>756,796</u>
<u>NET POSITION</u>	
Investment in Capital Assets, Net of Related Debt	6,452,171
Restricted for:	
Permanent Endowment Fund (Nonexpendable)	69,871
Library Collection Acquisitions (Expendable)	17,589
Unrestricted (deficit)	8,818,388
Total Net Position	<u>\$ 15,358,019</u>

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

Rapides Parish Library

Statement of Activities

December 31, 2018

	<u>Governmental Activities</u>
Expenses:	
Library Services	
Payroll and Benefits	\$ 3,183,497
Insurance	35,101
Materials and Supplies	377,041
Rent and Lease Expense	40,095
Repairs and Maintenance	308,326
Utilities and Telephone	284,247
Depreciation	652,976
Other Expenses	151,664
Interest on Long Term Debt	<u>47,318</u>
Total Expenses	5,080,265
 Program Revenues:	
Charges for Services	108,192
Operating Grants and Contributions	102,168
Capital Grants and Contributions	-
Net Expenses	<u>4,869,905</u>
 General Revenues:	
Property Taxes (net)	5,550,509
Revenue Sharing	191,857
Other Income	<u>117,210</u>
Total General Revenues	<u>5,859,576</u>
 Change in Net Position	989,671
Net Position - Beginning	<u>14,368,348</u>
 Net Position - Ending	<u><u>\$ 15,358,019</u></u>

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

Rapides Parish Library

Balance Sheet - Governmental Funds

December 31, 2018

	<u>General Fund</u>	<u>Capital Projects</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<u>Assets</u>				
Cash and Cash Equivalents	\$ 4,359,217	\$ 40	\$ 85,265	\$ 4,444,522
Receivables (net)	5,524,349	-	2,195	5,526,544
Other Assets	2,500	-	-	2,500
Total assets	\$ 9,886,066	\$ 40	\$ 87,460	\$ 9,973,566
<u>Liabilities and Fund Balance</u>				
<u>Liabilities</u>				
Accounts Payable	\$ 117,476	\$ -	\$ -	\$ 117,476
Total liabilities	117,476	-	-	117,476
<u>Fund Balance</u>				
Non Spendable	-	-	69,871	69,871
Restricted For Acquisition of Library Collection	-	-	17,589	17,589
Committed To:				
HVAC Replacement	57,621	-	-	57,621
Vehicle Replacement	139,337	-	-	139,337
Automation	626,926	-	-	626,926
Unassigned	8,944,706	40	-	8,944,746
Total Fund Balances	9,768,590	40	87,460	9,856,090
Total Liabilities and Fund Balance	\$ 9,886,066	\$ 40	\$ 87,460	\$ 9,973,566

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

Rapides Parish Library

Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position

Year Ended December 31, 2018

Total Fund Balances - Governmental Funds	\$ 9,856,090
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 the following amounts are not reported in the funds.	
Land	839,762
Depreciable Capital Assets	7,657,409
Net Pension Assets not realizable in the next operating cycle	225,720
Deferred inflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet	578,215
Long term debt and related accruals are not due and payable in the current period and are not reported in the funds.	(3,042,381)
Deferred outflows of resources that do not meet criteria for inclusion in the Governmental Fund Balance Sheet	<u>(756,796)</u>
Net Position of Governmental Activities	<u>\$ 15,358,019</u>

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

Rapides Parish Library

Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Funds For the Year Ended December 31, 2018

	General Fund	Capital Projects	Other Governmental Funds	Total Governmental Funds
<u>Revenues:</u>				
Property Taxes (net)	\$ 5,550,509	\$ -	\$ -	\$ 5,550,509
Revenue Sharing	191,857	-	-	191,857
Investment Income	104,773	827	1,660	107,260
Other	219,810	-	500	220,310
	<u>6,066,949</u>	<u>827</u>	<u>2,160</u>	<u>6,069,936</u>
<u>Expenditures:</u>				
Library Services (Current)				
Payroll	2,457,405	-	-	2,457,405
Benefits	960,561	-	-	960,561
Insurance	35,101	-	-	35,101
Materials and Supplies	377,041	-	-	377,041
Rent and Lease Expense	40,095	-	-	40,095
Repairs and Maintenance	308,326	-	-	308,326
Utilities and Telephone	284,247	-	-	284,247
Other Expenses	151,664	-	-	151,664
Capital Expenditures				
Land, Buildings and Equipment	339,869	-	-	339,869
Library Collection	396,747	-	-	396,747
Debt Service	378,583	-	-	378,583
	<u>5,729,639</u>	<u>-</u>	<u>-</u>	<u>5,729,639</u>
Excess (Deficiency) of Revenues Over Expenditures	337,310	827	2,160	340,297
<u>Other Sources (Uses):</u>				
Operating Transfers	48,779	(48,779)	-	-
Net Change in Fund Balance	386,089	(47,952)	2,160	340,297
Fund balance - Beginning of Year	9,382,501	47,992	85,300	9,515,793
Fund balance - End of Year	<u>\$ 9,768,590</u>	<u>\$ 40</u>	<u>\$ 87,460</u>	<u>\$ 9,856,090</u>

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

Rapides Parish Library

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities

Year Ended December 31, 2018

Net change in fund balances of Governmental Funds	\$ 340,297
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense.	
Capital Expenditures	736,616
Depreciation	(652,976)
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	330,000
Governmental funds report pension expense based on contributions required for the current year; however, pension expense reported on the government wide basis is influenced by actuarial considerations	(69,457)
Governmental fund report the cost on post retirement benefits based on amounts paid in the current year; however, expenses reported on the government wide basis is influenced by actuarial considerations	305,369
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures by governmental funds.	<u>(178)</u>
Change in net position of governmental activities	<u>\$ 989,671</u>

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

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Rapides Parish Library has been established under Louisiana Law in order to maintain a collection of books, periodicals, audio recordings, video recordings, and other media for the benefit of the Parish's citizens. The collection is made available to the public at branches located throughout Rapides Parish. In addition, bookmobile and red carpet services are provided for patrons that do not have convenient access to the branch network. The Rapides Parish Library is governed by the Board of Control, which is appointed by the Rapides Parish Police Jury.

The accompanying policies conform to generally accepted accounting principles for governmental units.

Financial Reporting Entity

The Governmental Accounting Standards Board (GASB) established criteria for determining which component units should be considered part of a financial reporting entity. The basic criterion for including a potential component unit within a reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. The criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the reporting entity to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the reporting entity.
2. Organizations for which the reporting entity does not appoint a voting majority but are fiscally dependent on the reporting entity.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Rapides Parish Library is a component unit of the Rapides Parish Police Jury. The accompanying component unit financial statements present information only on the funds maintained by the Rapides Parish Library and do not present information on the police jury, the general government service provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

Basic Financial Statements

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

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

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

Government-Wide Financial Statements

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

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, contributions to specific programs, and most grants.

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Rapides Parish Library's major funds include the general fund and a fund established to account for capital projects. The general fund is the primary operating fund and it is used to account for all resources, except those required to be accounted for in other funds.

Basis of Accounting and Measurement Focus

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

<u>Financial Statement Presentation</u>	<u>Basis of Accounting</u>	<u>Measurement Focus</u>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

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

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

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Use of Estimates

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

Budget Practices

The Board of Control adopts annual budgets for the general fund and each special revenue fund in the manner prescribed by State Law. These budgets present revenue and expenditures on a basis consistent with generally accepted accounting principles.

Capital Assets

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

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. Useful lives range from 5 to 40 years depending on the nature of the capital asset.

Cash

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments.

Delayed Revenues

Amounts received from grants and other sources that do not currently meet criteria for recognition as revenue are reported as delayed revenues. These amounts remain in delayed revenues until revenue recognition criteria are met or the funds are returned to the source.

Accrued Leave

The Library's employees earn from 80 to 160 hours of vacation pay annually depending upon job classification and length of employment. Unused vacation time that an employee may carry forward to the next year is limited to the amount that the employee is eligible to earn in a single year.

Internal Balances

Internal balances arise from transactions between funds. When resources are provided without expectation of repayment, the transaction is reported as a transfer. Transfers are treated as a source of income by the recipient and as an expense or expenditure by the provider. If repayment is eventually expected to occur, interfund receivables and payables are recorded. Internal balances are eliminated in preparing government-wide financial statements.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Fund Balance Classifications

Commitment or assignment of fund balances requires approval of a majority of the Library's Governing Board based on a vote conducted in an open meeting. When expenditures comply with the necessary provisions restricted, committed or assigned amounts are generally consumed rather than utilizing unassigned funds.

NOTE 2 – PROPERTY TAXES

Property taxes are assessed based on values determined by the Rapides Parish Tax Assessor. These taxes are billed and collected on behalf of the Library by the Rapides Parish Sheriff's Office. For the year ended December 31, 2018, the Library has levied property taxes as follows:

	<u>Millage</u>	<u>Expiration</u>
Parish-wide Tax for improving, constructing, maintaining and operating public libraries in the Parish	7.08	2023

Ad valorem taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from ad valorem taxes are recognized as revenue in the year billed.

NOTE 3 - CASH AND CASH EQUIVALENTS

The Rapides Parish Library's cash balances at December 31, 2018 are summaries as follows:

	<u>General Fund</u>	<u>Capital Projects</u>	<u>Other Funds</u>	<u>Total</u>
Petty Cash	\$ 865	\$ ----	\$ ----	\$ 865
Demand Deposits	3,534,468	40	15,394	3,549,902
Certificates of Deposit	823,884	----	69,871	893,755
Total	<u>\$ 4,359,217</u>	<u>\$ 40</u>	<u>\$ 85,265</u>	<u>\$ 4,444,522</u>

Deposits in financial institutions totaled \$4,497,259 (collected bank balance). These deposits are secured from risk by \$583,192 in Federal Deposit Insurance, pledged securities with a market value of \$1,041,031, and an irrevocable standby letter of credit from the Federal Home Loan Bank of Dallas in the amount of \$4,500,000. The pledged securities are held by a custodial bank in the name of the pledging institution (fiscal agent). However, State Law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten (10) days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

The Rapides Parish Library limits credit risk by requiring pledged securities in the manner described above. In addition, interest rate risk is minimized by acquiring only those certificates of deposit that have an original maturity of two years or less.

NOTE 4 - RECEIVABLES

Receivables are reported net of fees and other statutory amounts withheld by agencies responsible for collecting taxes. In addition, property taxes receivable has been reported net of a reserve for uncollectible taxes. The reserve balance of \$100,000 was determined by management based on collection experience. Receivables at year end are summarized as follows:

	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>
Property Taxes (Net)	\$ 5,396,445	\$ ----	\$ 5,524,349
Revenue Sharing	127,904	----	127,904
Total Due from Other Governmental Units	5,524,349	----	5,524,349
Other	----	2,195	2,195
Total	<u>\$ 5,524,349</u>	<u>\$ 2,195</u>	<u>\$ 5,526,544</u>

NOTE 5 – CAPITAL ASSETS

A summary of the Rapides Parish Library's capital assets is provided as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Land	\$ 630,361	\$ 209,401	\$ ----	\$ 839,762
<u>Capital Assets Subject to Depreciation:</u>				
Buildings and Improvements	7,527,817	130,467	----	7,658,284
Equipment	2,037,255	----	----	2,037,255
Vehicles	354,054	----	----	354,054
Library Collection	4,364,624	396,747	380,419	4,380,952
Less Accumulated Depreciation	(6,500,580)	(652,975)	(380,419)	(6,773,136)
Total Subject to Depreciation	<u>7,783,170</u>	<u>(125,761)</u>	<u>----</u>	<u>7,657,409</u>
Total Net of Depreciation	<u>\$ 8,413,531</u>	<u>\$ 83,640</u>	<u>\$ ----</u>	<u>\$ 8,497,171</u>

NOTE 6 – PAYABLES

Accounts payable at year end are summarized as follows:

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Accounts Payable to Venders	\$ 60,686
Accrued Wages	55,430
Other	<u>1,360</u>
Total Payables	<u>\$ 117,476</u>

NOTE 7 – ACCRUED LEAVE

Resources provided by the general fund are used to liquidate the accrued leave balances. Accrued leave balances and activity are presented as follows:

Beginning Balance	\$ 112,836
Net Increase (Decrease)	<u>4,640</u>
Ending Balance	<u>\$ 117,476</u>

NOTE 8 – DONOR RESTRICTED ENDOWMENTS

The Rapides Parish Library has been awarded funds that are subject to permanent restrictions imposed by donors. Under these arrangements, the original contributions must be maintained perpetually and income earned from the investment of the endowment may be used to acquire library collection items. Accordingly, a permanent fund has been established to account for the original endowment and a special revenue fund has been established to account for investment income attributable to the endowment. Details related to each fund are provided as follows:

	<u>Endowment Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
Cash and Cash Equivalents	\$ 69,871	\$ 15,394	\$ 85,265
Receivables (Accrued Interest)	----	2,195	2,195
Fund Balance	<u>\$ 69,871</u>	<u>\$ 17,589</u>	<u>\$ 87,460</u>

The endowment fund is invested in certificates of deposit and interest earned by the certificates is recorded as income by the special revenue fund.

NOTE 9 - RISK MANAGEMENT

The Rapides Parish Library is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Rapides Parish Library insures against these risks by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

NOTE 10 – RETIREMENT PLAN

Plan Description - Substantially all employees of the Rapides Parish Library are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All participating employees of the library are members of Plan A

All permanent employees working at least 28 hours per week who are paid wholly or in part from Library funds are eligible to participate in the System. Employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

Funding Policy - Members are required by state statute to contribute 9.5% of their annual covered salary and the library is required to contribute at an actuarially determined rate. The current rate is 11.50% of annual covered payroll. Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the library are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The library's contributions to the System for the years ending 2018, 2017 and 2016 were \$254,909, \$265,073, and \$264,595 respectively. These contributions were equal to the required contributions for each year.

Financial Summary - The plan description, funding policies and financial information provides a summary of the Plan provisions and finances. For additional details the System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained at persla.org.

Plan A's net pension liability was determined at December 31, 2017 (measurement date and actuarial valuation date) and details are provided as follows:

Net Pension Liability (Asset)	\$ (74,224,655)
Library's Proportionate Share (Percentage)	0.344521%
Library's Proportionate Share (Amount)	<u>\$ (255,720)</u>

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

The net pension liability presented above was not affected by any special funding situations. Changes in the Library's proportionate share of Plan A's net pension liability during the measurement period ending December 31, 2017 are provided as follows:

Beginning Net Pension Liability (Asset)	\$ 706,819
Employer Contributions	(265,383)
Pension Expense	294,676
Change in Deferred Outflows of Resources	(359,652)
Change in Deferred Inflows of Resources	(632,180)
	<hr/>
Ending Net Pension Liability (Asset)	\$ (255,720)

There were no changes between December 31, 2018 and the Plan A's measurement date that are expected to have a significant effect on the Library's proportionate share of the collective net pension liability. Balances presented as deferred outflows of resources and deferred inflows of resources reported in connection with participation in the plan are presented as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Total (Net)
Differences Between Expected and Actual Experience	\$ ---	\$ 165,533	\$ (165,533)
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	---	590,786	(590,786)
Changes of Assumptions	322,756	---	322,756
Changes in Proportion	550	477	73
Employer Contributions Made After the Measurement Date	254,909	---	254,909
	<hr/>	<hr/>	<hr/>
Total Deferrals	578,215	756,796	(178,581)
Deferrals That Will be Recorded as a Reduction in Net Pension Liability in the Subsequent Reporting Period	(254,909)	---	(254,909)
	<hr/>	<hr/>	<hr/>
Deferrals Subject to Amortization	\$ 323,306	\$ 756,796	\$ (433,490)

Deferrals that will be amortized as a component of pension expense in future periods are summarized as follows:

<u>For the Year Ending:</u>	
December 31, 2018	\$ 38,523
December 31, 2019	(39,113)
December 31, 2020	(198,747)
December 31, 2021	(234,153)
	<hr/>
Total	\$ (433,490)

A summary of the actuarial methods and assumptions used in determining the total pension liability as of the measurement date are as follows:

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.75% (Net of Investment Expense)
Projected Salary Increases	5.25% (2.75% Merit, 2.50% Inflation)
Expected Remaining Service Lives	4 Years
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.
Mortality	RP-2000 Employee Sex Distinct Table was selected for active employees. RP-2000 Healthy Annuitant Sex Distinct Tables were selected for annuitants and beneficiaries RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.

The mortality rate assumption used was set based upon an experience study performed on plan data for the period January 1, 2010 through December 31, 2014. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. The RP-2000 Healthy Annuitant Mortality Sex Distinct Tables (set forward two years for males and set forward one year for females) projected to 2031 using Scale AA was selected for annuitants and beneficiaries. For disabled annuitants, the RP-2000 Disabled Lives Mortality Table set back 5 years for males and 3 years for females was selected. For active employees, the RP-2000 Employee Sex Distinct Tables set back 4 years for males and 3 years for females was used.

The discount rate used to measure the total pension liability 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 calculated 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 liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (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

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

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.

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 summarized in the following table:

Asset Class	Target Asset Allocation	Long-term Expected Portfolio Real Rate of Return
Fixed Income	35%	1.24%
Equity	52%	3.57%
Alternatives	11%	0.69%
Real Assets	2%	0.12%
Total	100%	5.62%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.62%

Sensitivity to changes in the discount has been determined by measuring net pension liability at a discount rate that is one percentage point lower and one percentage point higher than the current rate. The results are presented as follows:

	1% Decrease 5.75% Discount Rate	Current Discount Rate 6.75%	1% Increase 7.75% Discount
Net Pension Liability	\$ 1,260,790	\$ (225,720)	\$ (1,606,071)

NOTE 11 – POST EMPLOYMENT BENEFITS

Details regarding other post employment benefits that the Library provides for its workforce are provided as follows:

Plan Description

The Library's established policies and procedures include providing certain healthcare benefits for retirees. This policy amounts to a single-employer defined benefit healthcare plan (the Plan) administered by the Library. The Plan provides medical benefits through the Library's group health insurance plan which covers both active and retired members. Benefits under the plan are made available to employees upon actual retirement. The Plan does not issue a publicly available financial report. Plan participants are typically eligible for healthcare benefits when they become eligible for benefits from the Parochial Employees' Retirement System of Louisiana.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Funding Policy

Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The Library has not established a trust fund to finance the cost of benefits and the Plan has no assets.

Net Other Post Employment Liability

The liability has been determined using the Alternative Measurement Method permitted by Generally Accepted Accounting Standards in place of an actuarial valuation. The measurement date for the alternative measurement method calculation is June 30, 2018. Changes in the liability are presented as follows:

	<u>Total OPEB Liability</u>	<u>Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Service Cost	\$ 85,163	\$ ----	\$ 85,163
Interest	37,307		37,307
Effect of Economic / Demographic Gains or Losses	<u>(398,531)</u>	<u>----</u>	<u>(398,531)</u>
OPEB Expense	(276,061)	----	(276,061)
Employer Contributions	----	29,308	(29,308)
Benefit Payments	<u>(29,308)</u>	<u>(29,308)</u>	<u>----</u>
Net Change	(305,369)	----	(305,369)
Beginning Balance	<u>1,172,953</u>	<u>----</u>	<u>1,172,953</u>
Ending Balance	<u>\$ 867,584</u>	<u>\$ ----</u>	<u>\$ 867,584</u>

Covered employees consist of 73 active subscribers and 8 inactive subscribers. All eligible inactive subscribers are currently receiving benefits.

Valuation Methods and Assumptions

Significant assumptions and other inputs used to measure the total OPEB liability are summarized as follows:

<u>Title</u>	<u>Description</u>
Age Adjustment Factor	2.119011
Average Retirement Age	65
Employer Future Premium Contribution	Remain a level % of the total cost over time.

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

Title	Description
Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll
Plan Asset Return	N/A
Bond Yield	3.000%
Discount Rate	3.000%
Measurement Date	12/31/2018
Prior Measurement Date	12/31/2017
Prior Discount Rate	3.000%
Projected Salary Increases	3.00%
Amortization Period	20
Percentage Participation	50%
Net OPEB Liability and Actuarially Determined Contribution	Calculated using the Alternative Measurement Method in accordance with GASB methodology
Mortality Table	RP2000 Mortality Table for Males and Females Projected 18 years; this assumption does not include a margin for future improvements in longevity.
Turnover Assumption	Derived from data maintained by the U.S. Office of Personnel Management regarding the most recent experience of the employee group covered by the Federal Employees Retirement system.
Medical Cost Trend Rates	Ranging from 4.6% to 4.8%
Pharmacy Trend Cost Rates	Ranging from 7.6% in the initial year down to 4.7% beginning in year 7.
Dental Cost Trend Rates	Ranging from 4.0% in the initial year down to 3.0% beginning in year 3.
Vision Cost Trend Rates	3.0%

Sensitivity to Rates

Net OPEB liability calculations are impacted by various rate assumptions. An analysis of how the liability would be effected by changes in various rate assumptions is presented as follows:

	Healthcare Cost Trend Rate		
	Baseline Trend Less 1%	Baseline Trend	Baseline Trend Plus 1%
Net OPEB Liability	\$ 734,613	\$ 867,594	\$ 1,036,877

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

	Discount Rate		
	Baseline Less 1% 3.000%	Baseline 4.000%	Baseline Plus 1% 5.000%
Net OPEB Liability	\$ 1,008,831	\$ 867,594	\$ 745,840

NOTE 12 – LONG-TERM DEBT

The following is a summary of transactions involving long-term debt for the year ended December 31, 2018:

Bonds payable, January 1, 2018	\$ 2,375,000
New issues	----
Retirements	330,000
Bonds payable, December 31, 2018	<u>2,045,000</u>
Due within one year	340,000
Due in more than one year	<u>\$ 1,705,000</u>

Details regarding long-term debt issues outstanding at year end are provided as follows:

Limited Tax Certificates, Series 2013 issued in the original amount of \$1,000,000. The certificates feature interest computed at a rates ranging from 0.6% to 3.5%. The bonds mature serially with the initial principal payment due March 1, 2015 and the final payment due March 1, 2023. The certificates are secured by and payable from an irrevocable pledge and dedication of the Libraries property tax revenue.	\$ 580,000
Limited Tax Certificates, Series 2015 issued in the original amount of \$1,000,000. The certificates feature interest computed at a rates ranging from 0.25% to 3.40%. The bonds mature serially with the initial principal payment due March 1, 2016 and the final payment due March 1, 2024. The certificates are secured by and payable from an irrevocable pledge and dedication of the Libraries property tax revenue.	695,000
Limited Tax Certificates, Series 2016 issued in the original amount of \$1,000,000. The certificates feature interest computed at a rates ranging from 0.1% to 2.75%. The bonds mature serially with the initial principal payment due March 1, 2017 and the final payment due March 1, 2024. The certificates are secured by and payable from an irrevocable pledge and dedication of the Libraries property tax revenue.	<u>770,000</u>
Total	<u>\$ 2,045,000</u>

A schedule of maturities for these bonds is presented as follows:

RAPIDES PARISH LIBRARY

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

<u>Year Ended December 31st</u>	<u>Principal</u>	<u>Interest</u>
2018	\$ 340,000	\$ 44,095
2019	350,000	38,722
2020	355,000	32,116
2021	365,000	23,780
2022	375,000	13,550
2023 - 2027	260,000	3,981
 Total	 <u>\$ 2,045,000</u>	 <u>\$ 156,244</u>

All interest incurred during the year was reported as an expense and no capitalizations were necessary.

NOTE 13 – FUND BALANCES

Portions of the Governmental Fund Balances are subject to requirements that limit how the resources may be utilized. A detailed description of these limitations is presented as follows:

	Non Spendable	Restricted	Committed
As discussed in Note 8, the Library’s endowment fund is subject to permanent restrictions imposed by donors.	\$ 69,871	\$ ----	\$ ----
Income from the Library’s endowment fund is available only for additions to the Library collection.	----	17,589	----
The Governing Board has designated a portion of the general fund balance for improving heating, ventilation and air conditioning components.	----	----	57,621
The Governing Board has designated a portion of the general fund balance for the eventual replacement of vehicles in the Library’s fleet.	----	----	139,337
The Governing Board has designated a portion of the general fund balance for automation of Library activities.	----	----	626,926
 Total	 <u>\$ 69,871</u>	 <u>\$ 17,589</u>	 <u>\$ 823,884</u>

NOTE 14 – OPERATING TRANSFERS

The capital project transferred \$48,779 to the general fund to reimburse expenditures that met restrictions imposed by the capital project funds funding source.

Rapides Parish Library

Statement of Revenue, Expenditures and Changes in Fund Balance - General Fund Budget and Actual For the Year Ended December 31, 2018

	Budget Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
Revenues:				
Property Taxes	\$ 5,283,000	\$ 5,283,000	\$ 5,550,509	\$ 267,509
Revenue Sharing	183,000	183,000	191,857	8,857
Investment Income	36,000	36,000	104,773	68,773
Other	213,345	213,345	219,810	6,465
Total revenues	5,715,345	5,715,345	6,066,949	351,604
Expenditures:				
Library Services				
Payroll	2,600,000	2,600,000	2,457,405	142,595
Benefits	1,069,200	1,069,200	960,561	108,639
Insurance	35,000	35,000	35,101	(101)
Materials and Supplies	423,945	467,864	377,041	90,823
Rent and Lease Expense	27,100	32,100	40,095	(7,995)
Repairs and Maintenance	406,390	406,390	308,326	98,064
Utilities and Telephone	338,500	338,500	284,247	54,253
Other Expenses	220,277	171,358	151,664	19,694
Capital Expenditures				
Building and Equipment	-	-	339,869	(339,869)
Library Collection	415,250	415,250	396,747	18,503
Debt Service	378,583	378,583	378,583	-
Total expenditures	5,914,245	5,914,245	5,729,639	184,606
Excess (Deficiency) of Revenues Over Expenditures	(198,900)	(198,900)	337,310	536,210
Other Sources (Uses):				
Operating Transfers	-	-	48,779	48,779
Net Change in Fund Balance	(198,900)	(198,900)	386,089	584,989
Fund Balance - Beginning of Year	9,382,501	9,382,501	9,382,501	-
Fund Balance - End of Year	\$ 9,183,601	\$ 9,183,601	\$ 9,768,590	\$ 584,989

Rapides Parish Library

Schedule of Changes in Net OPEB Liability Retiree Healthcare Plan

**For the Year
Ended
Dec. 30, 2018**

Total OPEB Liability

Beginning Balance	\$ 1,172,953
Service Cost	85,163
Interest	37,307
Effect of Economic / Demographic Gains or Losses	(398,531)
Benefit Payments	<u>(29,308)</u>
Ending Balance	<u>867,584</u>

Fiduciary Net Positon

Beginning Balance	-
Employer Contributions	29,308
Benefit Payments	<u>(29,308)</u>
Ending Balance	<u>-</u>

Net OPEB Liability

\$ 867,584

Fiduciary Net Position as a
Percentage of the Total
OPEB Liability

0.0%

Covered Payroll

2,313,178

Net OPEB Liability as a
Percentage of Covered
Payroll

37.5%

This schedule is intended to fulfill requirements to present information for a period of 10 years. However, until a full 10 year trend has been compiled, information is presented only for the years for which the required information is available.

There are no assets accumulated in a trust that meets criteria established by Governmental Accounting Standards to pay related benefits. In addition, there are no known factors that can be expected to significantly effect the amounts reported.

Rapides Parish Library

Schedule of Net Pension Liability Data **Cost Sharing Retirement Systems**

Retirement System / Measurement Date	Share of Collective Net Pension Liability		Covered Payroll	Net Pension Liability as a Percentage of Covered Payroll	Pension Plans Fiduciary Net Position as a Percentage of Total Pension Liability
	Percent	Amount			
Parochial Employees' Retirement System					
December 31, 2014	0.3633%	99,316	2,214,703	4.5%	99.1%
December 31, 2015	0.3604%	948,659	2,066,345	45.9%	92.2%
December 31, 2016	0.3432%	706,819	2,035,346	34.7%	94.1%
December 31, 2017	0.3445%	(255,720)	2,120,585	-12.1%	102.0%

Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Rapides Parish Library

Schedule of Employer Contributions Cost Sharing Retirement Systems

Retirement System / Fiscal Year Ending	Statutorily Required Employer Contributions	Contributions Recognized By the Pension Plan	Difference Between Required and Recognized Contributions	Covered Payroll	Contributions Recognized as a Percentage of Covered Payroll
Parochial Employees' Retirement System					
December 31, 2014	321,132	327,076	(5,944)	2,214,703	14.77%
December 31, 2015	299,620	301,759	(2,139)	2,066,345	14.60%
December 31, 2016	264,595	265,742	(1,147)	2,035,346	13.06%
December 31, 2017	265,073	265,383	(310)	2,120,585	12.51%

Notes to Schedule:

At the present time, management has not identified any factors that are expected to significantly affect trends in the amounts reported above.

Rapides Parish Library

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer For the Year Ended December 31, 2018

	<u>Executive Director</u> Laura-Ellen Ayes
<u>Purpose</u>	
Salary	\$ 85,346
Benefits-Insurance	\$ 922
Benefits-Retirement	\$ 4,075

Louisiana Law requires reporting compensation, benefits and reimbursements provided for the Agency Head or Chief Executive Officer. The Director of the Rapides Parish Library serves as the Chief Executive Officer.



**Rozier Harrington
& McKay** | 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*

May 15, 2019

To the Board of Control
Rapides Parish Library

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, each major fund, and the aggregate remaining fund information of the Rapides Parish Library, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise Rapides Parish Library's basic financial statements, and have issued our report thereon dated May 15, 2019.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Rapides Parish Library'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 Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Rapides Parish Library's internal control.

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

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

COMPLIANCE AND OTHER MATTERS

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



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PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rozier, Harrington & McKay
Certified Public Accountants

RAPIDES PARISH LIBRARY

SCHEDULE OF FINDINGS AND RESPONSES

For the Year Ended December 31, 2018

PART I - SUMMARY OF AUDITOR'S RESULTS:

- The Independent Auditors' Report on the basic financial statements of the Rapides Parish Library as of December 31, 2018 and for the year then ended expressed an unmodified opinion.
- The audit did not disclose any audit findings which are considered to be significant control deficiencies or material weaknesses.
- The results of the audit disclosed no instances of noncompliance required to be reported in the Schedule of Findings and Questioned Cost.

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

There were no findings of this nature.

RAPIDES PARISH LIBRARY

MANAGEMENT'S CORRECTIVE ACTION PLAN

For the Year Ended December 31, 2018

SECTION I Internal Control And Compliance Material To The Financial Statements.	
No findings were reported in the schedule of findings and questioned costs.	Response – N/A
SECTION II Internal Control and Compliance Material to Federal Awards	
No findings were reported in the schedule of findings and questioned costs.	Response – N/A
SECTION III Management Letter	
No management letter was issued with this report.	Response – N/A

RAPIDES PARISH LIBRARY

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COST For the Year Ended December 31, 2018

SECTION I Internal Control And Compliance Material To The Financial Statements.	
No findings were reported in the schedule of findings and questioned costs.	Response – N/A
SECTION II Internal Control and Compliance Material to Federal Awards	
No findings of this nature were reported as a result of the previous audit.	Response – N/A
SECTION III Management Letter	
No management letter was issued with the previous audit.	Response – N/A

APPENDIX A
Statewide Agreed-Upon Procedures



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

Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Rapides Parish Library and
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Rapides Parish Library (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2018 through December 31, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

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

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

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

Rozier, Harrington and McKay
Certified Public Accountants
Alexandria, Louisiana
May 15, 2019



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Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
<p>I Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.</p> <ul style="list-style-type: none">• Budgeting• Purchasing• Disbursements• Receipts• Payroll/Personnel• Contracting• Credit Cards• Travel and expense reimbursements• Ethics• Debt	<p>The Rapides Parish Library has adopted as set of comprehensive policies and procedures. Some limited items that were not addressed in the policies and procedures are listed as follows:</p> <ul style="list-style-type: none">• Disbursements – Polices do not address responsibility for signing checks.• Receipts – Polices do not define internal controls applied at branch locations.• Contracts – Processes for requiring, preparing, approving, and monitoring contracts are not addressed.	<p>Despite the limited absence of written details, the Library has established policies and procedures that are clearly understood by personnel responsible for execution. In addition, we will consider the need to provide more formal written details associated with our existing polices.</p>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:</p> <p>a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.</i></p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A – The results did not include any findings or issues requiring a response.</i></p>

Rapides Parish Library

Statewide Agreed-Upon Procedures

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

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.		

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Bank Reconciliations		
Agreed-Upon Procedure	Results	Managements' Response
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>The list was provided and confirmed with financial institutions.</p> <p>Reconciliations were prepared within 2 months of the closing date of the bank statement.</p> <p>No evidence documenting a review by a member of management was available.</p> <p>No items have been outstanding for more than twelve months.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p>In the future, reviews will be performed and documented as necessary.</p> <p><i>The results did not include findings or criticisms.</i></p>

Rapides Parish Library

Statewide Agreed-Upon Procedures

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

Collections		
Agreed-Upon Procedure	Results	Managements' Response
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	All cash collections are performed by employees who play no role in preparing deposits.	<i>The results did not include findings or criticisms.</i>
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.	All cash collections are performed by employees who do not post collection entries to ledgers.	<i>The results did not include findings or criticisms.</i>
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.	Employees responsible for cash collections are not responsible for reconciling cash collections to the ledgers.	<i>The results did not include findings or criticisms.</i>
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	All employees are covered by an insurance policy providing theft coverage.	<i>The results did not include findings or criticisms.</i>
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

Rapides Parish Library

Statewide Agreed-Upon Procedures

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

Collections		
Agreed-Upon Procedure	Results	Managements' Response
<p>a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p>	<p>The receipts are not sequentially pre-numbered.</p> <p>Documentation was consistent with deposit slips.</p> <p>The deposit slip matched the actual deposit per the bank statement.</p> <p>Deposits are made twice a month.</p> <p>The bank statement is consistent with the general ledger</p>	<p>Due to limited amounts of currency collected, a formal pre-numbered receipt system is not considered necessary.</p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p>Due the size and nature of collections, daily deposits for branch locations are not practical.</p> <p><i>The results did not include findings or criticisms.</i></p>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).</p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A – The results did not include any findings or issues requiring a response.</i></p>
<p>9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:</p> <p>a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.</p> <p>b) At least two employees are involved in processing and approving payments to vendors.</p> <p>c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.</p> <p>d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.</p>	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A – The results did not include any findings or issues requiring a response.</i></p>

Rapides Parish Library

Statewide Agreed-Upon Procedures

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

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:</p> <ul style="list-style-type: none">a. Observe that the disbursement matched the related original invoice/billing statement.b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A - The results did not include any findings or issues requiring a response.</i></p>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

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

Rapides Parish Library

Statewide Agreed-Upon Procedures

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

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
13 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.	<i>N/A - The results did not include any findings or issues requiring a response.</i>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

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

Rapides Parish Library

Statewide Agreed-Upon Procedures

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

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
<p>15 Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:</p> <ul style="list-style-type: none">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.b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.	<p>Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.</p>	<p><i>N/A - The results did not include any findings or issues requiring a response.</i></p>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

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

Rapides Parish Library

Statewide Agreed-Upon Procedures

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

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
authorized pay rates in the employee/officials' personnel files. 19 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Due to an absence of exceptions resulting from procedures applied in the previous year, it was not necessary to apply procedures to this category for the current period.	<i>N/A - The results did not include any findings or issues requiring a response.</i>

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

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

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

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

Rapides Parish Library

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

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