

**ACADIANA PLANNING COMMISSION, INC.
ANNUAL FINANCIAL REPORT
AND SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2019

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1-3
BASIC FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)	
Statement of Net Position	6-7
Statement of Activities	8
FUND FINANCIAL STATEMENTS (FFS)	
FUND DESCRIPTIONS	
Balance Sheet - Governmental Funds	11
Reconciliation of Total Governmental Fund Balance to Net Position of Governmental Activities	12
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	13
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	14
Notes to Financial Statements	15-29
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balance- Budget and Actual (GAAP Basis) - General Fund	31
Schedule of Employer's Share of Net Pension Liability	32
Schedule of Employer Contributions	33
COMPLIANCE AND INTERNAL CONTROL	
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	35-36
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	37-38
Schedule of Expenditures of Federal Awards	39
Notes to Schedule of Expenditures of Federal Awards	40
Schedule of Findings and Questioned Costs	41-42
Schedule of Prior Year Findings	43
Management's Corrective Action Plan	44

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INDEPENDENT AUDITORS' REPORT

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To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, Louisiana

Report on the Financial Statements

We have audited the accompanying basic financial statements of the governmental activities and the major fund of the Acadiana Planning Commission, Inc., as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Acadiana Planning Commission, Inc.'s basic financial statements as listed in the table of contents.

* A PROFESSIONAL CORPORATION
** A LIMITED LIABILITY COMPANY



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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.

Auditors' 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 auditors' 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Acadiana Planning Commission, Inc., as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 32 and other required supplementary information as listed 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 the 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.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Acadiana Planning Commission, Inc.'s basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements. The remaining supplementary information as listed in the table of contents is presented for purposes of additional analysis and is also not a required part of the financial statements.

The supplemental information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate 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 audits 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 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 supplemental information and the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2019, on our consideration of the Acadiana Planning Commission, Inc.'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 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 Acadiana Planning Commission's internal control over financial reporting and compliance.

*Wright, Moore, DeHart,
Dupuis & Hutchinson*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, LLC
Certified Public Accountants

December 9, 2019
Lafayette, Louisiana

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

ACADIANA PLANNING COMMISSION, INC.

STATEMENT OF NET POSITION

JUNE 30, 2019

	<u>Governmental Activities</u>
ASSETS	
Current Assets:	
Cash	\$ 245,520
Receivables:	
Intergovernmental	461,419
Other	255,218
Unbilled Revenue	<u>32,087</u>
Total Current Assets	<u>994,244</u>
Non-Current Assets:	
Capital Assets, Net of Accumulated Depreciation	<u>13,088</u>
Total Non-Current Assets	<u>13,088</u>
 TOTAL ASSETS	 <u>\$ 1,007,332</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension Related	<u>\$ 794,491</u>

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

ACADIANA PLANNING COMMISSION, INC.

STATEMENT OF NET POSITION
JUNE 30, 2019

	<u>Governmental Activities</u>
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	
LIABILITIES	
Current Liabilities:	
Accounts Payable	\$ 188,244
Accrued Payroll and Related Liabilities	<u>51,821</u>
Total Current Liabilities	<u>240,065</u>
Non-current Liabilities:	
Net Pension Liability	1,740,621
Accrued Compensated Absences	<u>21,410</u>
Total Non-current Liabilities	<u>1,762,031</u>
Total Liabilities	<u>\$ 2,002,096</u>
DEFERRED INFLOWS OF RESOURCES	
Revenue Not Yet Earned	\$ 341,394
Pension Related	<u>61,887</u>
Total Deferred Inflows of Resources	<u>\$ 403,281</u>
NET POSITION	
Net Investment in Capital Assets	\$ 13,088
Unrestricted	<u>(616,642)</u>
TOTAL NET POSITION	<u>\$ (603,554)</u>

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

ACADIANA PLANNING COMMISSION, INC.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses) Revenues and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities				
Economic Development and Assistance:				
Governmental Activities	<u>\$2,660,720</u>	<u>\$ 137,212</u>	<u>\$2,140,708</u>	<u>\$ (382,800)</u>
Total Governmental Activities	<u>\$2,660,720</u>	<u>\$ 137,212</u>	<u>\$2,140,708</u>	<u>(382,800)</u>
General Revenues:				
Investment Earnings				1,061
Non-Employer Pension Contribution				<u>26,222</u>
Total General Revenues				<u>27,283</u>
Change in Net Position				<u>(355,517)</u>
Net Position - Beginning				<u>(248,037)</u>
Net Position - Ending				<u>\$ (603,554)</u>

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

FUND FINANCIAL STATEMENTS (FFS)

FUND DESCRIPTIONS

GENERAL FUND

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

ACADIANA PLANNING COMMISSION, INC.

BALANCE SHEET - GOVERNMENTAL FUNDS

JUNE 30, 2018

	<u>General Fund</u>
ASSETS	
Cash	\$ 245,520
Receivables:	
Intergovernmental	461,419
Other	255,218
Unbilled Revenue	<u>32,087</u>
 Total Assets	 <u>\$ 994,244</u>
 LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts Payable	\$ 188,244
Accrued Payroll and Related Liabilities	51,821
Unavailable Revenue	<u>341,394</u>
Total Liabilities	<u>581,459</u>
Fund Balances:	
Unassigned	<u>412,785</u>
Total Fund Balances	<u>412,785</u>
Total Liabilities and Fund Balances	<u>\$ 994,244</u>

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

ACADIANA PLANNING COMMISSION, INC.

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2019

Total Governmental Fund Balance		\$	412,785
<i>Amounts reported for governmental activities in the Statement of Net Position are different because:</i>			
The deferred outflows of contributions for the retirement system are not available resources, and therefore, are not reported in the funds.			794,491
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.			
Capital Assets	\$	33,709	
Less: Accumulated Depreciation		<u>(20,621)</u>	13,088
The deferred inflows of contributions for the retirement system are not payable from current expendable resources and, therefore, are not reported in the funds.			(61,887)
Non-current liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.			
Net Pension Liability			(1,740,621)
Compensated Absences Payable			<u>(21,410)</u>
<i>Net Position of Governmental Activities</i>		\$	<u>(603,554)</u>

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

ACADIANA PLANNING COMMISSION, INC.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2019**

	<u>General Fund</u>
Revenues:	
Intergovernmental	\$ 2,140,708
Charges for Services	137,212
Interest Earnings	1,061
Total Revenues	<u>2,278,981</u>
Expenditures:	
Current -	
Economic Development and Assistance:	
Personnel Services	1,091,829
Supplies and Materials	23,399
Other Services and Charges	887,149
Operating Services	137,586
Total Expenditures	<u>2,139,963</u>
Excess of Revenues Over Expenditures	139,018
Fund Balances, Beginning	<u>273,767</u>
Fund Balances, Ending	<u>\$ 412,785</u>

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

ACADIANA PLANNING COMMISSION, INC.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019**

Net Change in Fund Balances - Total Governmental Funds	\$	139,018
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.

Depreciation Expense	\$(7,308)		
Capital Outlay	_____ -		(7,308)
Non-employer contributions to cost-sharing pension plan.			26,222
Pension expense not requiring use of current economic resources and, therefore, not recorded as a fund expenditure.			(513,260)
Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.			_____ (189)
<i>Change in Net Position of Governmental Activities</i>			<u>\$ (355,517)</u>

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

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Commission conform to accounting principles generally accepted in the United States as applicable to governments. The following is a summary of the significant policies.

The Reporting Entity – The Acadiana Planning Commission, Inc. was formed in February 2015 as a non-profit corporation organized as to engage in charitable, educational and analytical research purposes along with any lawful activities for which a non-profit corporation can be formed as provided in the Louisiana Revised Statutes 12:201 et. seq.; provided, however, that such activities shall be consistent with the powers, duties, rights and liabilities as may be deemed necessary or proper to accomplish the purposes of regional planning and development district and commission. The Commission qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is exempt from tax filings as a public charity.

The Commission was established for the purpose of being designated by the U.S. Department of Commerce as an Economic Development District and as the implementing Commission for Louisiana District #4 in accordance with Louisiana Revised Statute 33:140.62.

The Commission, although governed by a Board of Commissioners who are directly appointed by the governing bodies of the municipalities and parishes of which it serves, is considered a separate governmental entity because it is substantially autonomous.

The financial information contained in these statements is only that of the Acadiana Planning Commission and includes all funds over which the Commission exercises oversight responsibility. This responsibility includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters.

Basis of Presentation - The Acadiana Planning Commission prepares its financial statements in accordance with the standards established by the Governmental Accounting Standards Board (GASB), the accepted standard-setting body for establishing governmental accounting and financial reporting principles. FASB ASC Section 2100 – Defining the Financial Reporting Entity established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity.

Government-Wide Financial Statements (GWFS) - The Statement of Net Position and the Statement of Activities display information about the Commission as a whole. These statements include all the financial activities of the Commission. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB's *Codification*, Section N50. The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function.

Program revenues include (a) fees and charges paid by the recipients of services offered by the Commission, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Fund Financial Statements (FFS) – The financial transactions of the Acadiana Planning Commission are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenses or expenditures. The various funds are reported by generic classification within the financial statements.

The following fund type is used by the Acadiana Planning Commission:

Governmental Funds –

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

The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Commission or its total assets, liabilities, revenues, or expenditures of the individual fund type is at least ten percent of the corresponding total for all of that fund type. Non-major funds by category are summarized into a single column. The non-major funds are combined in a column in the fund financial statements. The Commission has only one fund, the General Fund, which is a major fund.

Measurement Focus/Basis of Accounting – Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

Accrual

Governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Intergovernmental revenues and fees, charges and commissions for services are recorded when the Commission is entitled to the funds. Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred, if measurable.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Budgets and Budgetary Accounting – The Acadiana Planning Commission, under the terms of its charter, is required to adopt annual budgets for each fund. Each budget is presented on the modified accrual basis of accounting, which is consistent with generally accepted accounting principles (“GAAP”).

Budgets for carryover grants and projects, which are to be performed over more than one accounting period, are reflected only to the extent they affect the current period being reported on. Budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

Cash and Interest-Bearing Deposits – Cash and interest-bearing deposits are stated at cost, which approximates market.

Accounts Receivable – The financial statements of the Commission contain no allowance for doubtful accounts receivable at June 30, 2019. Uncollectible amounts due for member assessments, contract revenues and other receivables are recognized as bad debts at the time information becomes available which would indicate that a problem with collection of the particular receivable.

Capital Assets – Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated cost if historical cost is not available. Contributed assets are recorded as capital assets at their estimated fair market 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 on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment and Furniture	3 -10 years
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Prepaid Items – Payments made to vendors for services that will benefit periods beyond year-end are recorded as prepaid items.

Deferred Outflows of Resources and Deferred Inflows of Resources - In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues in a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively. Non-pension related deferred inflows of resources at June 30, 2019 represents member dues paid for the subsequent year in the amount of \$92,735 and amounts billed and/or received from participating entities relating to grant match funds that have not been utilized during the current year in the amount of \$248,659.

Custodial Credit Risk - Deposits and Investments – The Commission is exposed to custodial credit risk as it relates to their deposits and investments with financial institutions. The Commission’s policy to ensure there is no exposure to this risk is to require each financial institution to pledge their own securities to cover any amount in excess of Federal Depository Insurance Coverage. These securities must be held in the Commission’s name. Accordingly, the Commission had no custodial credit risk related to its deposits at June 30, 2019.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - *continued*

Compensated Absences – Annual leave is a paid leave of absence from regularly scheduled work hours granted to regular employees. All full-time, permanent employees working at Acadiana Planning Commission will receive 80 hours of annual leave which accrues at a rate of 3.08 hours per pay period beginning with the first day of full-time, permanent employment. After five (5) years of service employees will receive 120 hours of annual leave at a rate of 4.62 per pay period and will receive an additional 8 hours of annual leave per year of service after ten (10) years of continuous employment.

All accumulated hours are based on a normal 80 hour pay period. Full-time permanent employees with a set schedule other than the normal 80 hour pay period will earn a pro-rated value of leave based on their normal schedule work week.

Any full-time, permanent employee may carry over a maximum of eighty (80) hours of annual leave from one fiscal year to another. The fiscal year ends on June 30th of each year. Annual leave is reimbursed when an employee terminates service with the Commission.

Sick leave will be earned by all full-time, permanent employees at the rate of 96 hours per year which accrued at a rate of 3.69 hours per pay period. No limits on this accrual privilege have been established.

In accordance with GASB's *Codification*, Section C60, an accrual is made for accrued annual leave that is determined to be payable at separation based on the above criteria.

On June 30, 2019, accrued compensated absences was \$21,410.

Equity Classifications – In the government-wide statement of net position, equity is classified as net position and displayed in three components:

- a. Net investments 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 improvements of those net assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. The Commission has no restricted net assets at June 30, 2019.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, then unrestricted resources as they are needed.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Equity Classifications – continued - In the fund financial statements, governmental equity is classified as fund balance. Fund balance is further classified as follows:

- a. Non-spendable - Includes amounts that cannot be spent because they are either not spendable in form or legally or contractually required to be maintained intact. All amounts reported as non-spendable at June 30, 2019, by the Commission are non-spendable in form. The Commission has not reported any amounts that are legally or contractually required to be maintained intact.
- b. Restricted - Includes amounts restricted by external sources (creditors, laws of other governments, etc.) or by constitutional provisions or enabling legislation. At June 30, 2019, the Commission had no restricted fund balance.
- c. Committed - Includes amounts that can only be used for specific purposes. Committed fund balance is reported pursuant to directives of the Board of Commissioners who has the highest level of decision making authority. Commitments may be modified or rescinded only through actions of the Commission.
- d. Assigned - Includes amounts that the Commission intends to use for a specific purpose, but do not meet the definition of restricted or committed fund balance. The Commission may assign amounts to this classification.
- e. Unassigned - Includes amounts that have not been assigned to other funds or restricted, committed or assigned to a specific purpose within the General Fund. The Commission reports all amounts that meet the unrestricted General Fund Balance policy described below as unassigned.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Commission considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Commission considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Commission has provided otherwise in their commitment or assignment actions. The Commission has no policy for stabilization amounts.

Estimates – The preparation of financial statements in conformity with generally accepted accounting principles of the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Indirect Cost Plan – The Commission maintains an indirect cost plan for the allocation of costs that are incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited through June 30, 2019. These indirect costs are allocated based on direct salaries incurred by each program benefiting from the indirect costs.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

(B) CASH AND INVESTMENTS

Louisiana state laws allow all political subdivisions to invest excess funds in obligations of the United States or 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 of domestic corporations.

All bank balances of deposits as of the Statement of Net Position date are entirely insured or collateralized by securities held by the government's agent in the government's name.

Interest Rate Risk – As a means of limiting its exposure to fair-value losses arising from rising interest rates, the Commission's investment policy limits the investment portfolio to maturities of less than one year.

Credit Risk/Concentration of Credit Risk – Because the Commission currently has no investments, there is no credit risk or concentration of credit risk.

(C) FIXED ASSETS

The following is a summary of changes in fixed assets:

	Beginning Balance 7/1/2018	Additions	Deletions	Ending Balance 6/30/2019
Equipment	\$ 33,709	\$ -	\$ -	\$ 33,709
Less: Accumulated Depreciation	(13,313)	(7,308)	-	(20,621)
Net Property and Equipment	<u>\$ 20,396</u>	<u>\$ (7,308)</u>	<u>\$ -</u>	<u>\$ 13,088</u>

Depreciation expense for the year ended June 30, 2019 was \$7,309.

(D) NON-CURRENT LIABILITIES

The following is a summary of changes in the non-current liabilities of the Commission for the year ended June 30, 2019:

	Beginning Balance 7/1/2018	Additions	Retirements	Ending Balance 6/30/2019
Compensated Absences	\$ 21,221	\$ 189	\$ -	\$ 21,410
Pension Liability	1,414,992	325,629	-	1,740,621
	<u>\$ 1,436,213</u>	<u>\$ 325,818</u>	<u>\$ -</u>	<u>\$ 1,762,031</u>

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

(D) NON-CURRENT LIABILITIES - continued

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of June 30, 2019:

	Current Portion	Long-term Portion	Total
Compensated Absences	\$ -	\$ 21,410	\$ 21,410
Pension Liability	-	1,740,621	1,740,621
	\$ -	\$ 1,762,031	\$ 1,762,031

(E) UNAVAILABLE REVENUES

Unavailable revenues are reported for deferred member dues and advances on governmental grants at June 30, 2019. For fiscal year ended June 30, 2019 the governmental fund type unavailable revenue activity consisted of the following:

Member Dues Paid in Advance	\$ 92,735
Advances on Governmental Grants	248,659
Balance at June 30, 2019	\$ 341,394

(F) RISK MANAGEMENT

The Commission is exposed to various risks of loss related to workers' compensation; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Commission carries commercial insurance. No settlements were made during the year that exceeded the Commission's insurance coverage.

(G) PENSION PLAN

Plan Description – The Commission began contributing on July 1, 2015 to the Municipal Employees' Retirement System of Louisiana – Plan A, a cost-sharing multiple-employer defined benefit public employee retirement system. The System was originally established by Act 356 of the 1954 regular session of the Legislature of the State of Louisiana. The plan is controlled and administered by a separate board of trustees.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pension, and pension expense, information about the fiduciary net position of the Louisiana Municipal Employees' Retirement 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 systems.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(G) PENSION PLAN - continued

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.

Substantially all employees of the Acadiana Planning Commission are members of the following statewide retirement systems: Municipal Employees Retirement System of Louisiana. This system is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Pertinent information relative to the plan follows:

The Municipal Employees' Retirement System of Louisiana issues a stand-alone report on their financial statements. Access to the report can be found on the Louisiana Legislative Auditor's website, www.louisiana.gov.

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Eligibility Requirements: Membership is mandatory as a condition of employment beginning on the date employed if employee is on a permanent basis working at least 35 hours per week. Those individuals paid jointly by a participating employer and the parish are not eligible for membership in the System with exceptions as outlined in the statutes.

Any person eligible for membership but whose first employment making him/her eligible for membership in the System occurred on or after January 1, 2013 shall become a member of the MERS Plan A Tier 2 of the System as a condition of employment.

Retirement Benefits – Any member of Plan A hired before January 1, 2013 can retire providing the member meets one of the following criteria:

1. Any age with twenty-five (25) or more years of creditable service.
2. Age 60 with a minimum of ten (10) years of creditable service.
3. Any age with five (5) years of creditable service eligible for disability benefits.
4. Survivor's benefits require five (5) or more years creditable service with legal spouse for at least the last 12 months before death – 40% at age 60 or minimum of 20% immediately (actuarially calculated).
5. Any age with 20 years of creditable service, exclusive of military service with an actuarially reduced early benefit.

Eligibility for Retirement for Plan A members hired on or after January 1, 2013 (Tier 2) is as follows:

1. Age 67 with seven (7) or more years of creditable service.
2. Age 62 with ten (10) or more years of creditable service.
3. Age 55 with thirty (30) or more years of creditable service.
4. Any age with twenty-five (25) years of creditable service with an actuarially reduced early benefit.
5. Survivor's benefits require five (5) or more years creditable service with legal spouse for at least the last 12 months before death – 40% at age 60 or minimum of 20% immediately (actuarially calculated).

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(G) PENSION PLAN - continued

Generally, the monthly amount of the retirement allowance for any member of Plan A shall consist of an amount equal to three percent of the member's monthly average final compensation multiplied by his/her years of creditable service. Final average compensation is the average monthly earnings during the highest sixty consecutive months, or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Survivor Benefits - Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and/or minor children, as outlined in the statutes.

Any member of Plan A, who is eligible for normal retirement at the time of death and who leaves a surviving spouse will be deemed to have retired and selected Option 2 benefits on behalf of the surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits.

Any member of Plan A who had not withdrawn their accumulated contributions and had at least 20 years of service credit at time of death, surviving spouse shall receive benefits for as long as he/she lives as outlined in the statutes.

Deferred Retirement Option Plan (DROP) Benefit - In lieu of terminating employment and accepting a service retirement allowance, any member of Plan A who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of the System has been terminated for at least one full year.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the board of trustees. If a participant dies during participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing to the System.

Disability Benefits - For Plan A, a member shall be eligible to retire and receive a disability benefit if he has at least five years of creditable service, is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of forty-five percent of his final average compensation, or three percent of his final average compensation multiplied by his years of creditable service, whichever is greater; or an amount equal to two percent of the member's final average compensation multiplied by his years of creditable service, projected to his earliest normal retirement age.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(G) PENSION PLAN - continued

Cost of Living Increases – The System is authorized under state law to grant a cost of living increase to members who have been retired at least one year. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. State law allows the System to grant an additional cost of living increase to all retirees and beneficiaries who are age sixty-five and above equal to 2% of the benefit being received on October 1, 1977, or the original benefit, if retirement commenced after that date.

Deferred Benefits – Plan A provides for deferred benefits for members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement, benefits become payable. Benefits are based on statutes in effect at time of withdrawal.

Employer Contributions – Contributions for all members are established by statute. Member contributions are at 9.50% of earnable compensation and are deducted from the member's salary and remitted by the Commission.

According to state statute, contributions for all employers are actuarially determined each year. For the year ending June 30, 2017, the actual employer contribution rate was 24.75% of the member's earnings for Plan A.

According to state statute, the System also receives one-fourth (1/4) of 1% of ad valorem taxes collected within the respective parishes except for Orleans. These monies are apportioned between Plan A and Plan B in proportion to salaries of plan participants. The System also receives revenue sharing funds each year as appropriated by the Legislature. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities.

Administrative costs of the System are financed through employer contributions.

Schedule of Employer Allocations – The schedule of employer allocations reports the employer contributions in addition to the employer allocation percentage. The employer contributions are used to determine the proportionate relationship of each employer to all employers of Municipal Employees' Retirement System. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on the employer's contribution effort to the plan for the fiscal year ended June 30, 2018 as compared to the total of all employers' contribution effort to the plan during the fiscal year ended June 30, 2018. The employers' contribution effort was based on actual contributions made to the Retirement System for the fiscal year ended June 30, 2018.

Schedule of Pension Amounts by Employer – The schedule of pension amounts by employer displays each employer's allocation of the net pension liability, the various categories of deferred outflows of resources, the various categories of deferred inflows of resources, and the various categories of pension expense. The schedule of pension amounts by employer was prepared using the allocations included in the schedule of employer allocations.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

(G) PENSION PLAN - continued

Actuarial Methods and Assumptions – The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees’ past periods of service, less the amount of the pension plan’s fiduciary net position.

The components of the net pension liability of the System’s employers as of the plan year ended June 30, 2018 are as follows:

	PLAN A
Total Pension Liability	\$1,148,293,981
Plan Fiduciary Net Position	<u>734,226,194</u>
Total Net Pension Liability	<u>\$ 414,067,787</u>

The Commission’s allocation is .420371% of the Total Net Pension Liability.

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2019 are as follows (based on the results of an experience study, for the period July 2009 through June 30, 2014):

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal Cost
Actuarial Assumptions:	
Investment Rate of Return	7.275%
Projected Salary Increases	5.0% (2.6% Inflation, 2.4% Merit)
Mortality Rates:	<i>Annuitant and Beneficiary Mortality</i> - RP - 2000 Healthy Annuitant Sex Distinct Mortality Tables (set forward 2 years for males and 1 year for females projected to 2028 using scale AA) <i>Employee Mortality</i> - RP - 2000 Disabled Lives Mortality Table (set back for 2 years for both males and females) <i>Disabled Lives Mortality</i> - RP - 2000 Disabled Lives Mortality Table (set back 5 years for males and 3 years for females)
Expected Remaining Service Lives	3 years for Plan A

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

(G) PENSION PLAN - continued

Discount Rate – The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges 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 and an adjustment for the effect of rebalancing/diversification.

The discount rate used to measure the total pension liability was 7.275% for the year ended June 30, 2018. 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 will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System’s actuary. 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.

Sensitivity to Changes in Discount Rate – The following presents the net pension liability of the participating employer calculated using the discount rate of 7.275%, as well as what the employers net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2018:

	Plan A		
	1% Decrease	Current Discount Rate	1% Increase
	6.275%	7.275%	8.275%
Net Pension Liability	\$2,235,986	\$1,740,621	\$1,317,809

Change in Net Pension Liability – The changes in the net pension liability for the year ended June 30, 2019 were recognized in the current reporting period except as follows:

Differences between Expected and Actual Experience - Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in a deferred inflow of resources to the Commission in the amount of \$61,887 for Plan A, for the plan year ended June 30, 2018.

Differences between Projected and Actual Investment Earnings - Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The difference between projected and actual investment earnings resulted in a deferred outflow of resources in the amount of \$266,741 for the plan year ended June 30, 2018.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

(G) PENSION PLAN - continued

Change of Assumptions - The changes in assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The changes of assumptions or other inputs resulted in deferred outflows of resources in the amount of \$52,399 for Plan A, for the plan year ended June 30, 2018.

Change in Proportion - Changes in the employer's proportionate share of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The changes in proportion resulted in deferred outflows of resources in the amount of \$285,018 for Plan A, for the plan year ended June 30, 2018 and a deferred inflow of resources in the amount of \$-0- for Plan A, for the plan year ended June 30, 2018.

Contributions - Proportionate Share - Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provide with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by participating employers.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2019, the Commission reported a liability of \$1,740,621 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on a projection of the Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Commission's proportion was .420371%, which was an increase of .082133% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the Commission recognized pension expense of \$704,608 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$196.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

(G) PENSION PLAN - continued

At June 30, 2019, the Commission 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
Differences between Expected and Actual Experience	\$ -	\$ 61,887
Net Difference between Projected and Actual Investment		
Earnings on Pension Plan Investments	266,741	-
Change in Assumptions	52,399	-
Change in Proportion and Differences between the		
Employers' Contributions and the Employers'		
Proportionate Share of the Contributions	283,807	-
Employer Contributions Subsequent to Measurement Date	191,544	-
 Total	 \$ 794,491	 \$ 61,887

Deferred outflows of resources of \$191,544 related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 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:

Fiscal Year Ended	
6/30/2018	\$336,325
6/30/2019	\$173,826
6/30/2020	\$ 23,322
6/30/2021	\$ 7,623

At June 30, 2019, the Commission recorded a payable to the Plan of \$20,753 which represents the legally required contribution for June 2019.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

(H) OPERATING LEASES

On July 1, 2015, the Commission entered into a three-year lease for administrative office space with Lafayette Consolidated Government. The lease provides for two two-year renewal options. The first renewal option was exercised to extend the lease through June 30, 2020.

Minimum future rental payments under this operating lease is as follows:

2020	\$	72,600
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Rent expense related to this lease for the year ended June 30, 2019 was \$72,600.

(I) COMMITMENTS

The Commission receives funding under grants from various federal and state governmental agencies. These agency grants specify the purpose for which the grant monies are to be used; the grants are subject to audit by the granting agency or its representative.

(J) COMPENSATION OF COMMISSION MEMBERS

The Commission is comprised of an eight (8) member board who serve without compensation.

(K) COMPENSATION, BENEFITS AND OTHER PAYMENTS TO THE CEO

A detail of compensation, benefits, and other payments paid to the Chief Executive Officer, Monique Boulet, for the year ended June 30, 2019:

<u>Purpose</u>	<u>Amount</u>
Salary	\$125,000
Benefits – Insurance	\$ 20,288
Benefits – Retirement	\$ 32,440
Auto and Phone Allowance	\$ 7,200
Other Reimbursements	\$ 237

(M) SUBSEQUENT EVENT

The Commission has evaluated subsequent events through December 9, 2019, the date the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY
INFORMATION**

ACADIANA PLANNING COMMISSION, INC.

**GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-
BUDGET AND ACTUAL (GAAP BASIS)
YEAR ENDED JUNE 30, 2019**

	Budget		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Intergovernmental	\$ 4,509,328	\$ 2,859,016	\$ 2,140,708	\$ (718,308)
Charges for Services	-	161,212	137,212	(24,000)
Interest	-	-	1,061	1,061
Miscellaneous Income	-	-	-	-
Total Revenues	<u>4,509,328</u>	<u>3,020,228</u>	<u>2,278,981</u>	<u>(741,247)</u>
Expenditures:				
Current -				
Economic Development and Assistance				
Personnel Services	1,887,016	1,613,000	1,091,829	521,171
Supplies and Materials	73,354	66,000	23,399	42,601
Other Services and Charges	2,229,711	1,107,000	887,149	219,851
Operating Services	231,105	198,000	137,586	60,414
Capital Outlay	-	-	-	-
Total Expenditures	<u>4,421,186</u>	<u>2,984,000</u>	<u>2,139,963</u>	<u>844,037</u>
Excess of Revenues Over Expenditures	88,142	36,228	139,018	102,790
Fund Balance, Beginning	<u>273,767</u>	<u>273,767</u>	<u>273,767</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 361,909</u>	<u>\$ 309,995</u>	<u>\$ 412,785</u>	<u>\$ 102,790</u>

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED JUNE 30, 2019***

Year ended June 30,	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2017	0.243745%	\$ 999,040	\$ 435,413	229.4%	62.11%
2018	0.338238%	\$ 1,414,992	\$ 614,264	230.4%	62.49%
2019	0.420371%	\$ 1,740,621	\$ 769,440	226.2%	63.94%

* - The amounts presented have a measurement date of June 30, 2018

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED JUNE 30, 2019**

Year ended June 30,	Contractually Required Contribution	Contributions in Relation to Contractual Required Contribution	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a % of Covered Employee Payroll
2017	\$ 85,994	\$ 85,994	\$ -	\$ 435,413	19.75%
2018	\$ 139,745	\$ 139,745	\$ -	\$ 614,264	22.75%
2019	\$ 190,436	\$ 189,971	\$ 465	\$ 769,440	24.69%

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

**COMPLIANCE
AND
INTERNAL CONTROL**

WRIGHT, MOORE, DEHART, DUPUIS & HUTCHINSON, L.L.C.

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INDEPENDENT AUDITORS' 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

JOHN W. WRIGHT, CPA *

JAMES H. DUPUIS, CPA, CFP *

JAN H. COWEN, CPA *

LANCE E. CRAPPELL, CPA, CGMA

MICAH R. VIDRINE, CPA *

TRAVIS M. BRINSKO, CPA *

RICK L. STUTES, CPA, CVA/ABV,
APA, CFF/MAFF*

CHRISTINE R. DUNN, CPA**

DAMIAN H. SPIESS, CPA, CFP **

JOAN MARTIN, CPA, CVA, CFF,
FABFA**

* A PROFESSIONAL CORPORATION
** A LIMITED LIABILITY COMPANY



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STEPHANIE A. RAWLINSON, CPA

ROBIN G. STOCKTON, CPA

HINA B. VIATOR, CPA

STEPHANIE L. WEST, CPA, MBA

To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, 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 the major fund of the Acadiana Planning Commission, Inc. as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Acadiana Planning Commission, Inc.'s basic financial statements, and have issued our report thereon dated December 9, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Acadiana Planning Commission, Inc. 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 Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Acadiana Planning Commission, Inc.'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 Acadiana Planning Commission, Inc.'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*. However, an instance of noncompliance with Louisiana Revised Statutes was noted and is described in the accompanying schedule of findings and questioned costs as item 2019-001.

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.

*Wright, Moore, DeHart,
Dupuis & Hutchinson*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, L.L.C.
Certified Public Accountants

December 9, 2019
Lafayette, Louisiana

WRIGHT, MOORE, DEHART, DUPUIS & HUTCHINSON, L.L.C.

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

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To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, Louisiana

Report on Compliance for Each Major Federal Program

We have audited Acadiana Planning Commission, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Commission's major federal program for the year ended June 30, 2019. Acadiana Planning Commission, Inc.'s major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

* A PROFESSIONAL CORPORATION
** A LIMITED LIABILITY COMPANY



Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Acadiana Planning Commission, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Acadiana Planning Commission, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Acadiana Planning Commission, Inc.'s compliance.

Opinion on Each Major Federal Program

In opinion, Acadiana Planning Commission, Inc. complied, in all material respects, with the type of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of Acadiana Planning Commission, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Acadiana Planning Commission, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Acadiana Planning Commission, Inc.'s internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Wright, Moore, DeHart,
Dupuis & Hutchinson*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, L.L.C.
Certified Public Accountants

December 9, 2019
Lafayette, Louisiana

ACADIANA PLANNING COMMISSION, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2019

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Federal Award/ Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Transportation			
Federal Highway Administration:			
Pass-Through Payments:			
Louisiana Department of Transportation and Development:			
Highway Planning and Construction	20.205 *	H.972314	\$ 434,824
Highway Planning and Construction	20.205 *	H.013023	214,719
Highway Planning and Construction	20.205 *	H.013592	124,018
Highway Planning and Construction	20.205 *	H.004490	3,626
Highway Planning and Construction	20.205 *	H.004489	56,559
Highway Planning and Construction	20.205 *	H.013025	38,919
Highway Planning and Construction	20.205 *	H.009500	95,428
			<u>968,093</u>
Federal Transit Administration:			
Pass-Through Payments:			
Louisiana Department of Transportation and Development:			
Federal Transit Metropolitan Planning Grants - Transit Planning	20.505	LA80-0023	61,100
Federal Transit Metropolitan Planning Grants - Formula Grants for Rural Areas	20.509	LA-2017-013	20,728
Federal Transit Metropolitan Planning Grants - Formula Grants for Rural Areas	20.509	LA-18-X030	76,838
Federal Transit Metropolitan Planning Grants - Formula Grants for Rural Areas	20.509	LA-2017-013	10,000
Federal Transit Metropolitan Planning Grants - Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	LA-2016-028	5,000
U.S. Department of Commerce			
Economic Development - Support for Planning Organizations	11.302	ED18AUS3020008	70,495
Economic Adjustment Assistance - LDMR Project	11.307	08-79-05166	90,176
Economic Adjustment Assistance - GIS Project	11.307	08-79-05146	292,861
U.S. Environmental Protection Agency			
State and Tribal Response Program Grants	66.817	RP-00F90801	11,833
Brownfields Assessment and Cleanup Cooperative Agreements	66.818	01F37401	88,191
Delta Local Development District Assistance	90.202	LA-50741	20,719
U.S. Department of Agriculture			
Rural Business Development Grant	10.351	22-028-370484549	166,000
			<u>\$ 1,882,034</u>

* - denotes a major program.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2019**

(A) BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Acadiana Planning Commission, Inc. under programs of the federal government for the year ended June 30, 2019. The information in this schedule is presented in accordance with requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

(B) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as reimbursements.
- Pass-through entity identifying numbers are presented where available.

(C) INDIRECT COST RATE

Acadiana Planning Commission, Inc. has elected not to use the 10% de minimis indirect cost rate for the year ended June 30, 2019.

ACADIANA PLANNING COMMISSION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019

We have audited the financial statements of the Acadiana Planning Commission, Inc. as of and for the year ended June 30, 2019, and have issued our report thereon dated December 9, 2019. 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 Comptroller General of the United States. Our audit of the financial statements as of June 30, 2019 resulted in an unmodified opinion.

Section I - Summary of Auditors' Results

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Control Deficiencies

Yes No

Material Weakness

Yes No

Compliance

Compliance Material to Financial Statements

Yes No

B. Management Letter

Was a management letter issued?

Yes No

C. FEDERAL AWARDS

Major Program Identification

The Acadiana Planning Commission, Inc. at June 30, 2019, had one major program: Department of Transportation Federal Highway Administration: Highway Planning and Construction: CFDA Number 20.205.

Low-Risk Auditee

The Acadiana Planning Commission, Inc. is considered a low-risk auditee for the year ended June 30, 2019.

Major Program - Threshold

The dollar threshold to distinguish Type A and Type B programs is \$750,000 for the year ended June 30, 2019.

Auditors' Report - Major Program

An unmodified opinion has been issued on the Acadiana Planning Commission, Inc.'s compliance for its major program as of and for the year ended June 30, 2019.

Control Deficiencies - Major Program

There were no control deficiencies noted during the audit of the major federal program.

ACADIANA PLANNING COMMISSION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED
FOR THE YEAR ENDED JUNE 30, 2019

Compliance Finding Related to Major Program

The audit did not disclose any material noncompliance or questioned costs relative to its federal program.

Section II - Financial Statement Findings

Finding No. 2019-001

Statement of Condition:

The Commission did not properly amend the operating budget, as required by Louisiana Revised Statutes.

Criteria:

Agencies must comply with Louisiana State Statutes which require an annual budget amended if a variance of greater than five percent is noted.

Effect of Condition:

The lack of properly amending the budget caused the entity to be out of compliance with Louisiana Revised Statutes.

Cause of Condition:

The Commission budgeted for grant revenue on several large projects that were delayed at year end and did not prepare an additional amendment as required by the budget requirements outlined in the Louisiana Revised Statutes. No effect on the financial statements.

Recommendation:

Management should monitor revenues related to large grant projects and amend the budget if projects are delayed to insure compliance.

Section III – Federal Award Findings and Questioned Costs

The audit did not disclose any material noncompliance findings or questioned costs relative to its federal programs.

ACADIANA PLANNING COMMISSION, INC.

SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2019

The following were noted as prior year findings:

Finding No. 2018-001

Statement of Condition:

The Commission did not properly amend the operating budget, as required by Louisiana Revised Statutes.

Status:

Unresolved- see current year finding 2019-001.



CORRECTIVE ACTION PLAN

JUNE 30, 2019

Louisiana Legislative Auditor

The Acadiana Planning Commission respectfully submits the following corrective action plan for the year ended June 30, 2019.

Finding No. 2019-001

Recommendation:

Management should monitor revenues related to large grant projects and amend the budget if projects are delayed to insure compliance.

Management's Response:

Management has implemented procedures to insure compliance with applicable statutes relating to budget amendments.

If the Louisiana Legislative Auditor has questions regarding this plan, please contact Monique Boulet, Chief Executive Officer at (337) 806-9375.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Monique Boulet", with a long horizontal flourish extending to the right.

Monique Boulet, CEO
Acadiana Planning Commission

ACADIANA PLANNING COMMISSION
Lafayette, Louisiana

Independent Accountants' Report
On Applying Agreed-Upon Procedures

Year Ended June 30, 2019

WRIGHT, MOORE, DEHART, DUPUIS & HUTCHINSON, L.L.C.

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

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JAMES H. DUPUIS, CPA, CFP *

JAN H. COWEN, CPA *

LANCE E. CRAPPELL, CPA, CGMA *

MICAH R. VIDRINE, CPA *

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RICK L. STUTES, CPA, CVA/ABV,
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To the Board of Commissioners and Management
Acadiana Planning Commission
Lafayette, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of Acadiana Planning Commission and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Acadiana Planning Commission's compliance with certain laws, regulations and best practices during the year ended June 30, 2019. Management of Acadiana Planning Commission is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. 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.

Written Policies and Procedures

1. Obtain the entity'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 entity does not have any written policies and procedures), as applicable:
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
Written policies and procedures were obtained and address the functions noted above.
 - 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.

- c) **Disbursements**, including processing, reviewing, and approving

Written policies and procedures were obtained and address the functions noted above.

- d) **Receipts**, including receiving, recording, and preparing deposits

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- 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

Written policies and procedures were obtained and address the functions noted 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, and (5) monitoring card usage

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- 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 entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.

Written policies and procedures were obtained and address the functions noted above.

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

This section is not applicable – no debt has been issued.

- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Written policies and procedures were obtained and address the functions noted above.

Board (or Finance Committee, if applicable)

2. Obtain and review the board/committee minutes for the fiscal period, and:
- Report whether the managing 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.

Obtained and reviewed minutes of the managing board for the fiscal period noting that the board met quarterly in accordance with the by-laws.

- 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. 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.

No exceptions noted.

- 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.

The Commission did not have a negative unrestricted fund balance.

Bank Reconciliations

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:

- Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

This was not required to be tested in the fiscal year.

- 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

This was not required to be tested in the fiscal year.

- 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.

This was not required to be tested in the fiscal year.

Collections

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

This was not required to be tested in the fiscal year.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

This was not required to be tested in the fiscal year.

- 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.

This was not required to be tested in the fiscal year.

- 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.

This was not required to be tested in the fiscal year.

- 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.

This was not required to be tested in the fiscal year.

6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

This was not required to be tested in the fiscal year.

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 a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

- 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).

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)

- 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).

This was not required to be tested in the fiscal year.

- 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:

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

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

- 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.

This was not required to be tested in the fiscal year.

- 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.

This was not required to be tested in the fiscal year.

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:

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

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

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), 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.

This was not required to be tested in the fiscal year.

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:

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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

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).

This was not required to be tested in the fiscal year.

Travel and Expense Reimbursement

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:

- 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).

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

- 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).

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

Contracts

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:

- 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.

This was not required to be tested in the fiscal year.

- 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).

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

- 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.

This was not required to be tested in the fiscal year.

Payroll and Personnel

- 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.

This was not required to be tested in the fiscal year.

- 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:

- 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.)

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

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

This was not required to be tested in the fiscal year.

- 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' authorized pay rates in the employee/officials' personnel files.

This was not required to be tested in the fiscal year.

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.

This was not required to be tested in the fiscal year.

Ethics (excluding nonprofits)

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

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

This was not required to be tested in the fiscal year.

- 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.

This was not required to be tested in the fiscal year.

Debt Service (excluding nonprofits)

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.

This was not required to be tested in the fiscal year.

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.

This was not required to be tested in the fiscal year.

Other

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.

Management has asserted that the entity did not have any misappropriations of public funds or assets.

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.

This was not required to be tested in the fiscal year.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Acadiana Planning Commission and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Wright, Moore, DeHart,
Dupuis & Hutchinson, LLC*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, LLC
Certified Public Accountants

Lafayette, Louisiana
December 5, 2019