

Financial Report

*South Central Planning &
Development Commission, Inc.
Houma, Louisiana*

June 30, 2024



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PRINCIPAL OFFICIALS

South Central Planning & Development Commission, Inc.
Houma, Louisiana

June 30, 2024

Officers

Jeff Naquin, Chairman
Archie Chaisson, Vice-Chairman
Jason Bergeron, Secretary
Ellis Alexander, Treasurer

Assumption Parish
Lafourche Parish
Terrebonne Parish
St. Charles Parish

Commissioners

Willie Reed
Mark Atzenhoffer
Jerry Jones
Matt Jewel
Willie Comardelle
La Sandra D. Wilson
C. "Bub" Millet
Pete Dufresne
Jaclyn Hotard
Hazel Oubre
Larry Sorapuru, Jr
Dr. Henry Hardy (*passed away March 2023, seat vacant*)
John Amedee
Danny Babin
Leroy Charles
Marvin Marmande, Jr.
John Rogers
Chris Tucker
Clarence Vappie
Duval Aruthur
Eugene Foulcard
Joey Bouziga
Stephen Bourgeois
Barry Plaisance
Patrick St. Pierre
Rodney Grogan
Kevin Clement
Ron Animashaun

Assumption Parish
Lafourche Parish
Lafourche Parish
St. Charles Parish
St. Charles Parish
St. Charles Parish
St. Charles Parish
St. James Parish
St. John the Baptist Parish
St. John the Baptist Parish
St. John the Baptist Parish
St. John the Baptist Parish
Terrebonne Parish
Terrebonne Parish
Terrebonne Parish
Terrebonne Parish
Terrebonne Parish
Terrebonne Parish
Commission of Baldwin
Commission of Berwick
Commission of Franklin
Commission of Golden Meadow
Commission of Gramercy
Commission of Lockport
Commission of Lutchter
Commission of Patterson
Commission of Thibodaux
Village of Napoleonville

Chief Executive Officer

Kevin P. Belanger

FINANCIAL SECTION

INDEPENDENT AUDITOR’S REPORT

To the Board of Commissioners,
South Central Planning & Development Commission, Inc.,
Houma, Louisiana.

Opinion

We have audited the accompanying financial statements of the governmental activities, business-type activities, and each major fund of South Central Planning & Development Commission, Inc. (the “Commission”) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Commission’s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, the discretely presented component unit, and each major fund of the Commission as of June 30, 2024 and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the General Fund, Loan Fund, and Grant Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for the twelve months beyond the financial statement date, including any currently know information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 5 through 14, the Schedule of the Commission's Proportionate Share of the Net Pension Liability on page 54 and the Schedule of Commission's Contributions on page 55 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an 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 inquires 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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Commission's basic financial statements. The listing of Principal Officials and the accompanying supplementary information on page 56 through 72 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying Schedule Expenditures of Federal Awards, on page 78 and 79 is presented for purposes of additional analysis as required by *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance) and is also not a required part the basic financial statements. The Combining Balance Sheets and Combining Statement of Revenues, Expenditures and Changes In Fund Balance - Loan Programs and Grant Programs, Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer, and the Schedule of Expenditures of Federal Awards are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. This information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The listing of Principal Officials has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 27, 2025 on our consideration of South Central Planning & Development Commission, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants 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 effectiveness of the Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
March 27, 2025.

MANAGEMENT’S DISCUSSION AND ANALYSIS

South Central Planning & Development Commission, Inc. Houma, Louisiana

June 30, 2024

The Chief Executive Officer and Chief Administrative Officer are responsible for the overview and analysis of the financial activities of South Central Planning & Development Commission, Inc. (the “Commission”) for the year ended June 30, 2024. The narrative provided is designed to introduce the financial highlights and offer an overview of our financial statements.

Management’s Discussion and Analysis (MD&A) is designed to focus on the current year’s activities, resulting changes and facts known to date. This narrative includes a government-wide financial analysis of revenues, expenses and changes in the net position. Further detail offers our readers a financial analysis of the Commission’s funds consisting of the governmental fund types and proprietary funds.

FINANCIAL HIGHLIGHTS

Assets and deferred outflows of resources of the Commission exceeded its liabilities and deferred inflows of resources as of June 30, 2024 by approximately \$58,213,000 (net position). As of June 30, 2024, net position included approximately \$49,280,000 of net position restricted to the loan program. Net investment in capital assets totaled approximately \$10,701,000 as of June 30, 2024. The remaining unrestricted net position of the Commission is approximately \$1,768,000 deficit.

The Commission’s total unrestricted net position includes the business-type activities being in a deficit net position of approximately \$2,113,000 as of June 30, 2024. The Commission’s unrestricted net position of governmental activities was approximately \$345,000 as of June 30, 2024.

The Commission’s governmental activities’ change in net position was an increase of approximately \$15,943,000 for the year ended June 30, 2024 and business-type activities was a decrease of approximately \$30,000 for the year ended June 30, 2024.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to South Central Planning & Development Commission, Inc.’s basic financial statements. South Central Planning & Development Commission, Inc.’s basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Government-Wide Financial Statements

The government-wide financial statements, reported in Exhibits A and B, are designed to be similar to private-sector businesses in that all governmental and business-type activities are consolidated into columns which add to a total for the primary government. These statements combine governmental funds' current financial resources with capital assets and long-term obligations. Also presented in the government-wide financial statements is a column for the business-type activities of the primary government.

The Statement of Net Position, reported in Exhibit A, presents information on all the Commission's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating.

The Statement of Activities, reported in Exhibit B, presents information showing how the government's net position changed during the most recent fiscal year. All changes in the assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. For example, earned but unused vacation leave result in cash flows for future periods. The focus of the Statement of Activities is on both the gross and net cost of various activities, which are provided by the government's general dues assessment and other revenues. This is intended to summarize information and simplify the user's analysis of costs of various governmental services and business-type activities.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Traditional users of governmental financial statements will find the fund financial statements presentation more familiar. The focus of the fund financial statements is on major funds, rather than generic fund types. All funds of the Commission can be divided into two categories: governmental funds and proprietary funds.

Governmental Funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. The governmental major fund presentation in Exhibits C through I is presented on a sources and uses of liquid resources basis. This is the manner in which the financial budget is typically developed. Unlike the government-wide financial statements, governmental fund financial statements focus on near-term outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's current financing requirements. The Commission has four governmental funds and each is presented as major funds: General Fund, Loan Fund, Grant Fund, and the Capital Projects Fund.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Fund Financial Statements (Continued)

Proprietary Funds include enterprise funds on the fund financial statements illustrated in Exhibits J through L. Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises. The enterprise funds are presented as major funds - the Regional Building Code Fund and the Information Technology Fund.

While the business-type fund financial statements for the enterprise fund (See Exhibits J through L) is the same as the business-type column, the government-wide financial statement and the governmental funds total column requires a reconciliation because of the different measurement focus which is reflected on the page following each governmental fund statement (see Exhibits D and F). The flow of current financial resources reflects inter-fund transfers as other financial sources and uses as well as capital outlay expenditures. The reconciliation will eliminate these transactions and incorporate the capital assets and long-term obligations into the governmental activities column in the government-wide statements.

Capital Assets

General capital assets include buildings, furniture, fixtures and equipment and intangible assets that are used in operations and exceed the Commission's capitalization threshold, as explained in Note 1h) Exhibit M. Accumulated depreciation and amortization is recorded for the life span of the asset.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements are a required part of the financial statements and can be found in Exhibit M of this report.

Required Supplementary Information

The required supplementary information presented immediately following the notes to the financial statements in Exhibits N and O presents the Schedule of the Commission's Proportionate Share of Net Pension Liability and the Schedule of Commission's Contributions for the Municipal Employees Retirement System of Louisiana (MERS).

Supplementary Information

Schedules 1 through 4 of this report present the Combining Balance Sheet of loan and grant programs and Combining Statements of Revenues, Expenditures and Changes in Fund Balance for the various loan and grant programs. Schedule 5 presents a Schedule of Compensation, Benefits and Other Payments to the Commission's Agency Head or Chief Executive Officer.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**Reports Required by Government Auditing Standards and the Uniform Guidance**

Also included in the report are special auditor reports on internal control over financial reporting, compliance and other matters, findings and schedules as required by *Government Auditing Standards* and *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Uniform Guidance requires a Schedule of Expenditures of Federal Awards. The Schedule of Expenditures of Federal Awards, Schedule 6, presents required information about the Commission's federally funded programs in a manner that can facilitate financial compliance analysis by agencies that have granted Federal money to the Commission.

Government-Wide Financial Analysis

The table below reflects the condensed Statement of Net Position as of June 30, 2024 with comparative figures from June 30, 2023:

**Condensed Statement of Net Position
(in thousands)**

	Governmental Activities		Business-Type Activities		Totals	
	For The Year Ended June 30,		For The Year Ended June 30,		For The Year Ended June 30,	
	2024	2023	2024	2023	2024	2023
Current and other assets	\$ 52,453	\$ 38,361	\$ (683)	\$ 27	\$ 51,770	\$ 38,388
Capital assets	7,022	4,911	3,679	3,095	10,701	8,006
Total assets	59,475	43,272	2,996	3,122	62,471	46,394
Deferred outflows of resources	1,662	1,441	831	986	2,493	2,427
Total assets and deferred outflows of resources	<u>\$ 61,137</u>	<u>\$ 44,713</u>	<u>\$ 3,827</u>	<u>\$ 4,108</u>	<u>\$ 64,964</u>	<u>\$ 48,821</u>
Long-term liabilities	\$ 3,432	\$ 3,056	\$ 1,715	\$ 2,115	\$ 5,147	\$ 5,171
Other liabilities	1,057	947	545	372	1,602	1,319
Total liabilities	4,489	4,003	2,260	2,487	6,749	6,490
Deferred inflows of resources	1	36	1	25	2	61
Total liabilities and deferred inflows of resources	4,490	4,039	2,261	2,512	6,751	6,551
Net assets:						
Net investment in capital assets	7,022	4,911	3,679	3,095	10,701	8,006
Restricted	49,280	35,336	-	-	49,280	35,336
Unrestricted (deficit)	345	427	(2,113)	(1,499)	(1,768)	(1,072)
Total net position	<u>56,647</u>	<u>40,674</u>	<u>1,566</u>	<u>1,596</u>	<u>58,213</u>	<u>42,270</u>
Total liabilities and net position	<u>\$ 61,137</u>	<u>\$ 44,713</u>	<u>\$ 3,827</u>	<u>\$ 4,108</u>	<u>\$ 64,964</u>	<u>\$ 48,821</u>

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**Government-Wide Financial Analysis (Continued)**

The increase in current and other assets is primarily due to an increase in the amount due on outstanding loans for the Restore Louisiana Small Business Loan Program. Additionally, an increase in capital assets resulted from the purchase of \$1,500,000 of additional office space and business activities capitalizing approximately \$1,050,000 of software development costs as intangible assets. Deferred outflows of resources and deferred inflows of resources increased primarily due to accounting for the Commission's proportionate share of pension liability in MERS Plan B.

For more detailed information see Exhibit A, the Statement of Net Position.

Approximately 18.38% of the Commission's net position as of June 30, 2024, reflect the Commission's net investment in capital assets (buildings, furniture, fixtures, equipment and intangible assets), 84.65% is restricted for the loan program, and the unrestricted net position is a 3.03% deficit of total net position.

The table below provides a summary of the changes in net position for the year ended June 30, 2024, with comparative figures from June 30, 2023:

Condensed Statement of Changes in Net Position
(in Thousands)

	<u>Governmental</u>		<u>Business-Type</u>		<u>Totals</u>	
	<u>Activities</u>		<u>Activities</u>			
	<u>For The Year Ended</u>	<u>For The Year Ended</u>	<u>For The Year Ended</u>	<u>For The Year Ended</u>	<u>For The Year Ended</u>	<u>For The Year Ended</u>
	<u>June 30,</u>	<u>June 30,</u>	<u>June 30,</u>	<u>June 30,</u>	<u>June 30,</u>	<u>June 30,</u>
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Revenues						
Program revenues:						
Charges for services	\$ 4,883	\$ 4,198	\$ 5,620	\$ 5,150	\$ 10,503	\$ 9,348
Operating grants and contributions	27,027	5,443	-	-	27,027	5,443
Capital grants and contributions	283	217	-	-	283	217
Recoveries of doubtful loans	97	54	-	-	97	54
General revenues:						
Dues assessment	144	148	-	-	144	148
Miscellaneous	814	717	7	4	821	721
Transfers	(50)	-	50	-	-	-
Total revenues	33,198	10,777	5,677	5,154	38,875	15,931
Expenses						
Economic development and assistance	17,225	9,928	5,707	5,213	22,932	15,141
Change in net position	15,973	849	(30)	(59)	15,943	790
Net Position						
Beginning net position	40,674	39,825	1,596	1,655	42,270	41,480
Ending net position	<u>\$56,647</u>	<u>\$40,674</u>	<u>\$1,566</u>	<u>\$1,596</u>	<u>\$58,213</u>	<u>\$42,270</u>

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**Government-Wide Financial Analysis (Continued)**

The Commission's net position increased by approximately \$15,943,000 during the current fiscal year.

Governmental Activities net position increased approximately \$15,973,000, primarily due to the operating grant revenue received related to the Restore Louisiana Business Program and the Economic Development Administration CARES Revolving Loan Program.

Economic development expenses increased by approximately \$7,791,000 in 2024 due to increases in personal services due to an increase in staffing and an increase in other services and charges mostly resulting from increases in relending activity, interested participants for grant funds, and more loans meeting payoff and program requirements to receive a portion of their loan as a grant award. The Commission also recognized an increase in provision for doubtful loans of approximately \$114,000.

Business-Type Activities net position decreased by approximately \$30,000, primarily due to a larger increase in operating expenses than charges for services in the Information Technology Fund. The current year's change in net position for the Information Technology Fund was a decrease of approximately \$36,000, and the continuing operation of the Regional Building Code Fund resulted in an increase to net position of approximately \$6,000.

Financial Analysis of the Commission's Funds

The Commission uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Commission's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Commission's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. The combined fund balance of the Commission's governmental funds as of June 30, 2024 was approximately \$51,621,000 as compared to \$37,415,000 as of June 30, 2023, an increase of approximately \$14,206,000. The increase in the governmental funds' fund balance is primarily due to an increase in cash and amounts due from loan recipients.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Governmental Funds (Continued)

Revenues for the Commission's governmental funds for the year ended June 30, 2024 was approximately \$33,246,000. There are five funding categories: intergovernmental (82.35%), charges for services (14.69%), recoveries of doubtful loans (.29%), interest earned (1.52%) and miscellaneous (1.15%). The Commission's governmental fund expenditures were approximately \$18,993,000 for the year ended June 30, 2024. There are seven categories of expenditures: personal services (44.94%), supplies and materials (2.01%), other services and charges (12.09%), repairs and maintenance (.61%), provision for doubtful loans (1.68%), grant distributions (25.07%) and capital expenditures (13.60%).

Personal services increased by approximately \$3,237,000, grant distributions increased by approximately \$2,724,000 and capital expenditures increased by approximately \$2,195,000.

Fund Analysis

General Fund:

The General Fund is the chief operating fund of the Commission. At the end of the current fiscal year, the total fund balance of the General Fund was approximately \$2,027,000. Of this amount, approximately \$136,000 was non-spendable, approximately \$1,471,000 was assigned, and the remainder of fund balance, approximately \$420,000, is unassigned. During the current fiscal year, the fund balance of the Commission's General Fund, increased by approximately \$97,000 (Exhibit E).

Loan Fund:

The Commission maintains eleven loan programs. The loan programs are federally funded. The expenditures consist of personal services (35.95%), supplies and materials (1.87%), other charges and services (12.03%), repairs and maintenance (.04%), provisions for doubtful loans (4.18%), and grant distributions (45.93%).

Capital Projects Fund:

There was no activity to the Capital Project Fund in the current year.

Grant Fund:

The Commission maintains 17 individual grant programs. These programs are generally reimbursed by federal/state grants. Expenditures in excess of the grants are covered by transfers from the General Fund.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Fund Analysis (Continued)

Proprietary Funds:

The Commission's proprietary funds, the Regional Building Code Fund and the Information Technology Fund provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Regional Building Code Fund as of June 30, 2024 amounted to a deficit of approximately \$349,000 (Exhibit J). This fund is used to account for revenues and expenses associated with the Commission's regional building inspection activities. This fund encompasses all assets associated with its operation. Net investment in capital assets, furniture, fixtures, equipment, and intangibles, at the end of the current fiscal year totaled approximately \$18,000 (Exhibit J). During the year ended June 30, 2024, the Regional Building Code Fund recognized an increase in net position of approximately \$6,000 due to increases in other charges for services.

Unrestricted net position of the Information Technology Fund as of June 30, 2024 amounted to a deficit of approximately \$1,764,000 (Exhibit J). This fund is used to account for revenues and expenses associated with the Commission's informational technology activities. This fund encompasses all assets associated with its operation. Net investment in capital assets, furniture, fixtures, equipment and intangibles, at the end of the current fiscal year totaled approximately \$3,661,000 (Exhibit J). During the year ended June 30, 2024, the Information Technology Fund recognized a decrease in net position of approximately \$36,000 due to an increase in other services and changes.

Budgetary Highlights

Budgets are presented to the Board of Commissioners and adopted as required by Louisiana Revised Statutes. As needed budget adjustments are made to account for any significant deviation from beginning of the year projections. The major differences between the original General Fund budget and the final amended budget for revenues and expenditures was an increase of approximately \$1,065,000 in grant distributions and an increase of approximately \$2,538,000 in capital expenditures.

Budgets are also presented for the Commission's special revenue funds: the Loan Fund and Grant Fund. Differences in the original and final Loan Fund budget were increases in recoveries of doubtful loans, grant distributions, provision for doubtful loans, and in operating transfers in and out. The Grant Fund had decreases from the original budget to the final budget in intergovernmental revenue, personal services, and other services and charges.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**Capital Asset and Long-Term Obligations**

The Commission's net investment in capital assets for its governmental and business-type activities as of June 30, 2024, amounts to approximately \$10,701,000 (net of accumulated depreciation). This net investment in capital assets includes construction in progress, buildings, furniture, fixtures, equipment, and intangible assets as shown in the following table. This amount represents a net increase of approximately \$2,696,000 over last year. The increase was primarily for the purchase of a building for additional office space for \$1,500,000 and software development costs capitalized for approximately \$1,050,000 in business activities of the Information Technology Fund.

Capital Assets
(Net of depreciation)
(in Thousands)

	<u>Governmental</u>		<u>Business-Type</u>		<u>Totals</u>	
	<u>Activities</u>		<u>Activities</u>			
	<u>For The Year Ended</u>		<u>For The Year Ended</u>		<u>For The Year Ended</u>	
	<u>June 30,</u>		<u>June 30,</u>		<u>June 30,</u>	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Construction in progress	\$ -	\$ 158	\$ -	\$ -	\$ -	\$ 158
Buildings	5,598	4,221	-	-	5,598	4,221
Furniture, fixtures, and equipment	1,424	531	164	212	1,588	743
Intangibles	-	-	3,515	2,883	3,515	2,883
Totals	<u>\$ 7,022</u>	<u>\$ 4,910</u>	<u>\$ 3,679</u>	<u>\$ 3,095</u>	<u>\$ 10,701</u>	<u>\$ 8,005</u>

Additional information on the Commission's capital assets can be found in Note 5, Exhibit M of this report.

Long-term obligations of the Commission as of June 30, 2024 consisted of net pension liability and compensated absences.

The Commission awards permanent full-time employees paid vacation time that varies depending upon the years of service. Earned but unused vacation time vests with the employee and is paid upon termination. Accrued vacation time is accounted as a long-term obligation of the Commission. As of June 30, 2024 the Commission recognized approximately \$379,000 of accrued vacation, \$249,000 in governmental activities and \$130,000 in business-type activities, of accrued vacation pay.

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Capital Asset and Long-Term Obligations (Continued)

Also, in the fiscal year ended June 30, 2015, the Commission implemented Governmental Accounting Standards Board Statement No. 68, “*Accounting and Financial Reporting for Pensions*”, which required recognition of the Commission’s proportionate share of the net pension liability of its pension plan, the Municipal Employees Retirement System of Louisiana (MERS). As of June 30, 2024 the Commission’s proportionate share of the net pension liability amounted to approximately \$5,111,000, \$3,408,000 and \$1,703,000 in governmental activities and business-type activities, respectively. During the year ended June 30, 2024, the Commission experienced an increase in its proportionate share of the net pension liability of approximately \$266,000, with \$532,000 of the increase in governmental activities.

Additional information on the Commission’s long-term debt can be found in Note 7, Exhibit M of this report.

Economic Factors and Next Year’s Budget and Rates

The Board of Commissioners and management considered many factors when setting the fiscal year 2025 budget. These factors include any unusual conditions, one time expenditures and increases in rates or fees that occurred during the 2024 fiscal year or that have already been announced for the 2025 fiscal year.

General Fund revenues for fiscal year 2025 are projected to be \$4,407,755 approximately \$980,000 less than the 2024 fiscal year revenues. Budgeted expenditures are expected to decrease approximately \$2,260,000 in comparison to 2024 fiscal year expenditures because of less anticipated capital expenditures.

Special Revenue Fund revenues are expected to increase by approximately \$23,181,000 in comparison to fiscal year 2024. Budgeted expenditures of Special Revenue Funds are expected to increase approximately \$5,508,000 compared to 2024. The Commission’s fund balance is budgeted with an increase of \$33,405,919, \$1,470,705 decrease to General Fund’s fund balance and \$34,876,624 increase to Special Revenue Funds fund balance.

Requests for Information

This financial report is designed to provide a general overview of the Commission’s finances for all those with an interest in the Commission’s finances. If you have any questions about this report or need additional financial information, contact South Central Planning & Development Commission, Inc., 5058 West Main Street, Houma, Louisiana 70360 or P.O. Box 1870, Gray, Louisiana 70359. General information relating to the Commission can be found at the Commission’s website www.scpdc.org.

STATEMENT OF NET POSITION**South Central Planning & Development Commission, Inc.**
Houma, Louisiana

June 30, 2024

	<u>Governmental Activities</u>	<u>Business- Type Activities</u>	<u>Primary Government Totals</u>	<u>Component Unit</u>
<u>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</u>				
Cash and cash equivalents	\$ 9,813,795	\$ 161,103	\$ 9,974,898	\$ 930,425
Receivables:				
Economic loans	36,412,230	-	36,412,230	-
Miscellaneous	128,460	-	128,460	-
Due from other governmental units	4,569,648	462,867	5,032,515	-
Internal balances	1,363,077	(1,363,077)	-	-
Inventories	-	-	-	54,821
Prepaid other	148,734	55,818	204,552	12,271
Deposits	16,888	-	16,888	-
Capital assets:				
Depreciable, net accumulated depreciation	7,022,095	163,965	7,186,060	-
Intangible assets, net accumulated amortization	-	3,515,496	3,515,496	-
Total assets	<u>59,474,927</u>	<u>2,996,172</u>	<u>62,471,099</u>	<u>997,517</u>
Deferred outflow of resources, pensions	<u>1,662,475</u>	<u>830,551</u>	<u>2,493,026</u>	<u>-</u>
Total assets and deferred outflow of resources	<u>61,137,402</u>	<u>3,826,723</u>	<u>64,964,125</u>	<u>997,517</u>
<u>LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</u>				
Accounts payable and accrued expenses	730,905	275,950	1,006,855	-
Unearned revenue	100,846	150,605	251,451	-
Non-current liabilities:				
Due within one year	225,624	118,331	343,955	-
Due after one year	3,431,545	1,714,931	5,146,476	-
Total liabilities	<u>4,488,920</u>	<u>2,259,817</u>	<u>6,748,737</u>	<u>-</u>
Deferred inflows of resources, pensions	<u>1,192</u>	<u>595</u>	<u>1,787</u>	<u>-</u>
Total liabilities and deferred inflow of resources	<u>4,490,112</u>	<u>2,260,412</u>	<u>6,750,524</u>	<u>-</u>
<u>NET POSITION</u>				
Net investment in capital assets	7,022,095	3,679,461	10,701,556	-
Restricted:				
Loan program	49,280,292	-	49,280,292	-
Unrestricted (deficit)	<u>344,903</u>	<u>(2,113,150)</u>	<u>(1,768,247)</u>	<u>997,517</u>
Total net position	<u>\$ 56,647,290</u>	<u>\$ 1,566,311</u>	<u>\$ 58,213,601</u>	<u>\$ 997,517</u>

See notes to financial statements.

STATEMENT OF ACTIVITIES**South Central Planning & Development Commission, Inc.**
Houma, Louisiana

For the year ended June 30, 2024

	Program Revenue				Net (Expense) Revenue and Change in Net Position			Component Unit	
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Recoveries of Doubtful Loans	Governmental Activities	Business- Type Activities		Primary Government Totals
Economic development and assistance:									
Governmental activities:									
General and administration	\$ 7,442,628	\$ 4,173,412	\$ 2,211	\$ 282,914	\$ -	\$ (2,984,091)	\$ -	\$ (2,984,091)	\$ -
Loan program	7,621,385	-	25,825,535	-	96,653	18,300,803	-	18,300,803	-
Grant program	2,161,390	709,836	1,199,223	-	-	(252,331)	-	(252,331)	-
Total governmental activities:	17,225,403	4,883,248	27,026,969	282,914	96,653	15,064,381	-	15,064,381	-
Business-type activities:									
Regional building code	1,518,402	1,470,066	-	-	-	-	(48,336)	(48,336)	-
Information technology	4,188,543	4,150,223	-	-	-	-	(38,320)	(38,320)	-
Total business-type activities:	5,706,945	5,620,289	-	-	-	-	(86,656)	(86,656)	-
Component unit:									
South Central Regional Affordable Community Housing Authority	26,488	-	1,024,005	-	-	-	-	-	997,517
Totals	<u>\$ 22,958,836</u>	<u>\$ 10,503,537</u>	<u>\$ 28,050,974</u>	<u>\$ 282,914</u>	<u>\$ 96,653</u>	<u>15,064,381</u>	<u>(86,656)</u>	<u>14,977,725</u>	<u>997,517</u>
General revenues:									
Dues assessment						144,147	-	144,147	-
Unrestricted investment earnings						4,266	3,171	7,437	-
Insurance proceeds						2,892	-	2,892	-
Transfers in						-	50,000	50,000	-
Transfers out						(50,000)	-	(50,000)	-
Miscellaneous						808,072	3,395	811,467	-
Transfers						-	-	-	-
Total general revenues and transfers						909,377	56,566	965,943	-
Change in net position						15,973,758	(30,090)	15,943,668	997,517
Net position:									
Beginning of the year						40,673,532	1,596,401	42,269,933	-
End of the year						<u>\$ 56,647,290</u>	<u>\$ 1,566,311</u>	<u>\$ 58,213,601</u>	<u>\$ 997,517</u>

See notes to financial statements.

**BALANCE SHEET -
GOVERNMENTAL FUNDS**

South Central Planning & Development Commission, Inc.
Houma, Louisiana

June 30, 2024

	General Fund	Loan Fund	Grant Fund	Capital Projects Fund	Total Governmental Funds
Assets					
Cash	\$ 207,957	\$ 9,605,838	\$ -	\$ -	\$ 9,813,795
Receivables:					
Economic loans	-	36,412,230	-	-	36,412,230
Miscellaneous	121,263	7,197	-	-	128,460
Due from other governmental units	508,808	3,112,036	948,804	-	4,569,648
Due from other funds	1,788,679	3,484,701	-	69,093	5,342,473
Prepays	127,828	10,159	10,747	-	148,734
Deposits	8,469	8,419	-	-	16,888
	<u>\$ 2,763,004</u>	<u>\$ 52,640,580</u>	<u>\$ 959,551</u>	<u>\$ 69,093</u>	<u>\$ 56,432,228</u>
Liabilities					
Accounts payable and accrued expenditures	\$ 548,852	\$ 53,073	\$ 128,980	\$ -	\$ 730,905
Due to other funds	86,085	3,066,173	827,138	-	3,979,396
Unearned revenue	100,846	-	-	-	100,846
	<u>735,783</u>	<u>3,119,246</u>	<u>956,118</u>	<u>-</u>	<u>4,811,147</u>
Fund Balances					
Nonspendables	136,297	36,412,230	3,433	-	36,551,960
Restricted:					
Loans	-	13,109,104	-	-	13,109,104
Assigned:					
Capital projects	-	-	-	69,093	69,093
Subsequent years expenditures	1,470,705	-	-	-	1,470,705
Unassigned	420,219	-	-	-	420,219
	<u>2,027,221</u>	<u>49,521,334</u>	<u>3,433</u>	<u>69,093</u>	<u>51,621,081</u>
	<u>\$ 2,763,004</u>	<u>\$ 52,640,580</u>	<u>\$ 959,551</u>	<u>\$ 69,093</u>	<u>\$ 56,432,228</u>

See notes to financial statements.

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

South Central Planning & Development Commission, Inc.
Houma, Louisiana

June 30, 2024

Fund Balances - Governmental Funds		\$ 51,621,081
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		
Governmental capital assets	\$ 8,829,264	
Less accumulated depreciation	<u>(1,807,169)</u>	7,022,095
Deferred outflows of resources used in governmental activities are not financial resources and, therefore, are not reported in governmental funds.		
		1,662,475
Non-current liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.		
Net pension liability	(3,408,445)	
Compensated absences payable	<u>(248,724)</u>	(3,657,169)
Deferred inflows of resources are not due and payable in the current period and, therefore, are not reported in governmental funds.		
		<u>(1,192)</u>
Net Position of Governmental Activities		<u><u>\$ 56,647,290</u></u>

See notes to financial statements.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS**

**South Central Planning & Development Commission, Inc.
Houma, Louisiana**

For the year ended June 30, 2024

	General Fund	Loan Fund	Grant Fund	Capital Projects Fund	Total Governmental Funds
Revenues					
Intergovernmental	\$ 854,241	\$ 25,324,465	\$ 1,199,223	\$ -	\$ 27,377,929
Charges for services	4,173,412	-	709,836	-	4,883,248
Recoveries of doubtful loans	-	96,653	-	-	96,653
Interest earned	4,266	500,055	-	-	504,321
Miscellaneous	355,653	28,465	-	-	384,118
Total revenues	<u>5,387,572</u>	<u>25,949,638</u>	<u>1,909,059</u>	<u>-</u>	<u>33,246,269</u>
Expenditures					
Current:					
Economic development and assistance:					
Personal services	4,575,640	2,739,287	1,219,827	-	8,534,754
Supplies and materials	208,739	142,305	29,967	-	381,011
Other services and charges	508,753	917,531	869,457	-	2,295,741
Repairs and maintenance	111,903	3,032	-	-	114,935
Provision for doubtful loans	-	318,557	-	-	318,557
Grant distributions	1,262,145	3,500,673	-	-	4,762,818
Capital expenditures	2,546,885	-	38,380	-	2,585,265
Total expenditures	<u>9,214,065</u>	<u>7,621,385</u>	<u>2,157,631</u>	<u>-</u>	<u>18,993,081</u>
Excess (deficiency) of revenues over expenditures	<u>(3,826,493)</u>	<u>18,328,253</u>	<u>(248,572)</u>	<u>-</u>	<u>14,253,188</u>
Other Financing Sources (Uses)					
Insurance proceeds	2,892	-	-	-	2,892
Operating transfers in	4,578,705	229,287	363,498	-	5,171,490
Operating transfers out	(658,542)	(4,451,455)	(111,493)	-	(5,221,490)
Total other financing sources (uses)	<u>3,923,055</u>	<u>(4,222,168)</u>	<u>252,005</u>	<u>-</u>	<u>(47,108)</u>
Net Change in Fund Balances	96,562	14,106,085	3,433	-	14,206,080
Fund Balances					
Beginning of year	1,930,659	35,415,249	-	69,093	37,415,001
End of year	<u>\$ 2,027,221</u>	<u>\$ 49,521,334</u>	<u>\$ 3,433</u>	<u>\$ 69,093</u>	<u>\$ 51,621,081</u>

See notes to financial statements.

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

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

Net Change in Fund Balances - Total Governmental Funds	\$ 14,206,080
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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 and reported as depreciation expense.

Capital outlay	\$ 2,585,265	
Depreciation expense	<u>(315,807)</u>	2,269,458

The net effect of various miscellaneous transactions involving capital assets, such as sales, trade-ins, donations and leases is to decrease net position.

Loss on disposition of capital assets		(157,878)
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Pension expense	(275,161)	
Increase in compensated absences	<u>(68,741)</u>	<u>(343,902)</u>

Change in Net Position of Governmental Activities	\$ <u>15,973,758</u>
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See notes to financial statements.

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

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
Revenues				
Intergovernmental	\$ 294,147	\$ 364,147	\$ 854,241	\$ 490,094
Charges for services	4,328,614	4,212,809	4,173,412	(39,397)
Interest earned	3,500	4,100	4,266	166
Miscellaneous	311,318	353,500	355,653	2,153
Total revenues	<u>4,937,579</u>	<u>4,934,556</u>	<u>5,387,572</u>	<u>453,016</u>
Expenditures				
Current:				
Economic development and assistance:				
Personal services	4,680,520	4,559,396	4,575,640	(16,244)
Supplies and materials	75,580	223,820	208,739	15,081
Other services and charges	618,965	948,701	508,753	439,948
Repairs and maintenance	25,000	112,860	111,903	957
Grant distributions	155,000	1,220,000	1,262,145	(42,145)
Capital expenditures	10,000	2,548,055	2,546,885	1,170
Total expenditures	<u>5,565,065</u>	<u>9,612,832</u>	<u>9,214,065</u>	<u>398,767</u>
Excess (deficiency) of revenues over expenditures	<u>(627,486)</u>	<u>(4,678,276)</u>	<u>(3,826,493)</u>	<u>851,783</u>
Other Financing Sources (Uses)				
Insurance proceeds	-	-	2,892	2,892
Operating transfers in	693,768	4,367,202	4,578,705	211,503
Operating transfers out	(116,406)	(311,074)	(658,542)	(347,468)
Total other financing sources (uses)	<u>577,362</u>	<u>4,056,128</u>	<u>3,923,055</u>	<u>(133,073)</u>
Net Change in Fund Balance	(50,124)	(622,148)	96,562	718,710
Fund Balance				
Beginning of year	<u>2,170,897</u>	<u>1,930,659</u>	<u>1,930,659</u>	<u>-</u>
End of year	<u>\$ 2,120,773</u>	<u>\$ 1,308,511</u>	<u>\$ 2,027,221</u>	<u>\$ 718,710</u>

See notes to financial statements.

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

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Intergovernmental	\$ 31,164,500	\$ 26,779,762	\$ 25,324,465	\$ (1,455,297)
Recoveries of doubtful loans	-	88,334	96,653	8,319
Charges for services	17,500	-	-	-
Interest earned	386,600	500,058	500,055	(3)
Miscellaneous	23,250	31,852	28,465	(3,387)
Total revenues	<u>31,591,850</u>	<u>27,400,006</u>	<u>25,949,638</u>	<u>(1,450,368)</u>
Expenditures				
Current:				
Economic development and assistance:				
Personal services	2,859,600	2,761,500	2,739,287	22,213
Supplies and materials	22,710	106,365	142,305	(35,940)
Other services and charges	960,375	919,468	917,531	1,937
Repairs and maintenance	-	3,600	3,032	568
Grant distributions	4,100,000	3,500,675	3,500,673	2
Provision for doubtful loans	-	133,811	318,557	(184,746)
Capital expenditures	-	-	-	-
Total expenditures	<u>7,942,685</u>	<u>7,425,419</u>	<u>7,621,385</u>	<u>(195,966)</u>
Excess of revenues over expenditures	<u>23,649,165</u>	<u>19,974,587</u>	<u>18,328,253</u>	<u>(1,646,334)</u>
Other Financing Sources (uses)				
Operating transfers in	6,082,231	1,044,784	229,287	(815,497)
Operating transfers out	(6,088,725)	(5,327,787)	(4,451,455)	876,332
Total other financing sources (uses)	<u>(6,494)</u>	<u>(4,283,003)</u>	<u>(4,222,168)</u>	<u>60,835</u>
Net Change in Fund Balance	23,642,671	15,691,584	14,106,085	(1,585,499)
Fund Balance				
Beginning of year	<u>36,324,556</u>	<u>35,415,249</u>	<u>35,415,249</u>	<u>-</u>
End of year	<u>\$ 59,967,227</u>	<u>\$ 51,106,833</u>	<u>\$ 49,521,334</u>	<u>\$ (1,585,499)</u>

See notes to financial statements.

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

**South Central Planning & Development Commission, Inc.
Houma, Louisiana**

For the year ended June 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
Revenues				
Intergovernmental	\$ 936,753	\$ 1,101,612	\$ 1,199,223	\$ 97,611
Charges for services	461,200	770,203	709,836	(60,367)
Total revenues	<u>1,397,953</u>	<u>1,871,815</u>	<u>1,909,059</u>	<u>37,244</u>
Expenditures				
Current:				
Economic development and assistance:				
Personal services	1,027,380	1,207,117	1,219,827	(12,710)
Supplies and materials	9,785	32,585	29,967	2,618
Other services and charges	252,420	515,574	869,457	(353,883)
Repairs and maintenance	2,500	-	-	-
Capital expenditures	50,000	85,100	38,380	46,720
Total expenditures	<u>1,342,085</u>	<u>1,840,376</u>	<u>2,157,631</u>	<u>(317,255)</u>
Excess (deficiency) of revenues over expenditures	<u>55,868</u>	<u>31,439</u>	<u>(248,572)</u>	<u>(280,011)</u>
Other Financing Sources (Uses)				
Operating transfers in	104,175	244,475	363,498	119,023
Operating transfers out	(160,043)	(275,914)	(111,493)	164,421
Total other financing sources (uses)	<u>(55,868)</u>	<u>(31,439)</u>	<u>252,005</u>	<u>283,444</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,433</u>	<u>\$ 3,433</u>

See notes to financial statements.

STATEMENT OF NET POSITION
PROPRIETARY FUNDS

South Central Planning & Development Commission, Inc.
Houma, Louisiana

June 30, 2024

	<u>Business-Type Activities Enterprise Funds</u>		
	<u>Regional Building Code Fund</u>	<u>Information Technology Fund</u>	<u>Totals</u>
<u>ASSETS</u>			
Current			
Cash and cash equivalents	\$ 110,017	\$ 51,086	\$ 161,103
Due from other governmental units	9,058	453,809	462,867
Prepaid insurance	15,208	9,320	24,528
Prepaid other	4,542	26,748	31,290
Total current assets	<u>138,825</u>	<u>540,963</u>	<u>679,788</u>
Capital Assets			
Furniture, fixtures, and equipment	348,844	737,693	1,086,537
Less accumulated depreciation	(330,522)	(592,050)	(922,572)
Intangible assets	342,198	5,652,851	5,995,049
Less accumulated amortization	<u>(342,198)</u>	<u>(2,137,355)</u>	<u>(2,479,553)</u>
Net capital assets	<u>18,322</u>	<u>3,661,139</u>	<u>3,679,461</u>
Total assets	157,147	4,202,102	4,359,249
Deferred Outflow of Resources, Pensions	<u>317,939</u>	<u>512,612</u>	<u>830,551</u>
Total assets and deferred outflows of resources	<u>475,086</u>	<u>4,714,714</u>	<u>5,189,800</u>
<u>LIABILITIES</u>			
Current			
Accounts payable and accrued expenses	54,534	221,416	275,950
Due to other funds	33,287	1,329,790	1,363,077
Compensated absences payable	63,912	54,419	118,331
Unearned revenue	-	150,605	150,605
Total payable from current assets	<u>151,733</u>	<u>1,756,230</u>	<u>1,907,963</u>
Noncurrent			
Compensated absences payable	2,090	10,025	12,115
Net pension liability	<u>651,847</u>	<u>1,050,969</u>	<u>1,702,816</u>
Total noncurrent liabilities	<u>653,937</u>	<u>1,060,994</u>	<u>1,714,931</u>
Total liabilities	805,670	2,817,224	3,622,894
Deferred Inflows of Resources, Pensions	<u>228</u>	<u>367</u>	<u>595</u>
Total liabilities and deferred inflows of resources	<u>805,898</u>	<u>2,817,591</u>	<u>3,623,489</u>
<u>NET POSITION (DEFICIT)</u>			
Net investment in capital assets	18,322	3,661,139	3,679,461
Unrestricted (deficit)	<u>(349,134)</u>	<u>(1,764,016)</u>	<u>(2,113,150)</u>
Total net position (deficit)	<u>\$ (330,812)</u>	<u>\$ 1,897,123</u>	<u>\$ 1,566,311</u>

See notes to financial statements.

STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

	<u>Business-Type Activities</u>		<u>Enterprise Funds</u>
	Regional Building Code Fund	Information Technology Fund	Totals
Operating Revenues			
Charges for services	\$ 1,470,066	\$ 4,150,223	\$ 5,620,289
Operating Expenses			
Personal services	1,324,958	2,381,663	3,706,621
Supplies and materials	19,291	20,706	39,997
Other services and charges	159,539	1,289,357	1,448,896
Repairs and maintenance	5,616	-	5,616
Depreciation and amortization expense	8,998	496,817	505,815
Total operating expenses	<u>1,518,402</u>	<u>4,188,543</u>	<u>5,706,945</u>
Operating loss	<u>(48,336)</u>	<u>(38,320)</u>	<u>(86,656)</u>
Nonoperating Revenues			
Investment income	1,639	1,532	3,171
Transfer in	50,000	-	50,000
Miscellaneous	2,764	631	3,395
Total nonoperating revenues	<u>54,403</u>	<u>2,163</u>	<u>56,566</u>
Change in Net Position	6,067	(36,157)	(30,090)
Net Position (Deficit)			
Beginning of year	<u>(336,879)</u>	<u>1,933,280</u>	<u>1,596,401</u>
End of year	<u>\$ (330,812)</u>	<u>\$ 1,897,123</u>	<u>\$ 1,566,311</u>

See notes to financial statements.

STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

	<u>Business-Type Activities Enterprise Funds</u>		<u>Totals</u>
	<u>Regional Building Code Fund</u>	<u>Information Technology Fund</u>	
Cash Flows (Used in) Provided by Operating Activities			
Cash received from customers and users	\$ 1,474,587	\$ 4,111,978	\$ 5,586,565
Cash payments to suppliers	(174,843)	(827,144)	(1,001,987)
Cash payments to employees for services and benefits	(1,394,343)	(2,430,487)	(3,824,830)
Net cash (used in) provided by operating activities	(94,599)	854,347	759,748
Cash Flow Used in Capital Financing Activities			
Acquisition and development of capital assets	(6,857)	(1,083,613)	(1,090,470)
Cash Flow Provided by NonCapital Financing Activities			
Transfers from other funds	50,000	-	50,000
Cash Flows Provided by Investing Activities			
Investment income	1,639	1,532	3,171
Net Decrease in Cash and Cash Equivalents	(49,817)	(227,734)	(277,551)
Cash and Cash Equivalents			
Beginning of year	159,834	278,820	438,654
End of year	<u>\$ 110,017</u>	<u>\$ 51,086</u>	<u>\$ 161,103</u>

	<u>Business-Type Activities</u>		<u>Enterprise Funds</u>
	Regional Building Code Fund	Information Technology Fund	Totals
Reconciliation of Operating Loss to Net			
Cash (Used in) provided by Operating Activities:			
Operating loss	\$ (48,336)	\$ (38,320)	\$ (86,656)
Adjustments to reconcile operating loss to net cash (used in) provided by operating activities:			
Depreciation and amortization	8,998	496,817	505,815
Pension expense	(54,026)	(81,049)	(135,075)
Miscellaneous income	2,764	631	3,395
(Increase) decrease in assets:			
Due from other governmental units	1,757	(621)	1,136
Due from other funds	1,175	32,604	33,779
Prepaid expenses	3,077	637	3,714
Increase (decrease) in liabilities:			
Accounts payable and accrued expenses	9,084	84,576	93,660
Due to other funds	2,333	391,543	393,876
Compensated absences	(21,425)	5,784	(15,641)
Unearned revenue	-	(38,255)	(38,255)
Total adjustments	(46,263)	892,667	846,404
Net cash (used in) provided by operating activities	<u>\$ (94,599)</u>	<u>\$ 854,347</u>	<u>\$ 759,748</u>

See notes to financial statements.

NOTES TO FINANCIAL STATEMENTS**South Central Planning & Development Commission, Inc.**
Houma, Louisiana

June 30, 2024

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the South Central Planning & Development Commission, Inc. (the “Commission”) conform to accounting principles generally accepted in the United States of America (GAAP) as applied to special districts as prescribed by the Governmental Accounting Standards Board (GASB), the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this note.

a) Reporting Entity

The Commission was created under enabling legislation of the State of Louisiana and incorporated under the provisions of Louisiana Revised Statutes 12:201 et., seq., as amended in 1968; provided, however, that its activities shall be consistent with the powers, duties, rights and liabilities as may be deemed necessary or proper to accomplish the purposes of a regional planning or an economic development district and are for charitable, educational and scientific research purposes.

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.

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

1. Legal status of the potential component unit including the right to incur its own debt, levy its own taxes and charges, expropriate property in its own name, sue and be sued, and the right to buy, sell and lease property in its own name.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

a) Reporting Entity (Continued)

2. Whether the governing authority appoints a majority of the board members of the potential component unit.
3. Fiscal interdependency between the Commission and the potential component unit.
4. Imposition of will by the Commission on the potential component unit.
5. Financial benefit/burden relationship between the Commission and the potential component unit.

The basic financial statements include the South Central Regional Affordable Community Housing Authority who is considered to be a component unit of the Commission

b) Basis of Presentation

The Commission's basic financial statements consist of the government-wide statements on all of the non-fiduciary activities of the Commission, its component unit, and the governmental and proprietary fund financial statements.

Government-Wide Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Commission. As a general rule, the effect of interfund activity has been removed from these statements. The government-wide presentation focuses primarily on the sustainability of the Commission as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

Governmental Activities represent programs, which normally are financed through intergovernmental revenues and other nonexchange revenues.

Business-Type Activities are financed in whole or in part by fees charged to external parties for goods and services.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Basis of Presentation (Continued)

Government-Wide Financial Statements (Continued)

Indirect costs are not allocated by function for financial reporting in this statement; however, certain indirect costs have been directly allocated as administrative fees to grants and special programs. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Dues and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements

The focus of the fund financial statement is on major funds. The daily accounts and operations of the Commission are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, equity, revenues and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds of the Commission are grouped, into generic fund types and broad fund categories as follows:

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

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

Special Revenue Funds - Special revenue funds are used to account for and report the proceeds of specific revenue sources (other than major capital projects) that are restricted or committed to expenditures for specified purposes. Special revenue funds reported as major funds in the fund financial statements are as follows:

Loan Fund - used to account for and report receipts and uses of grant funds received from various federal agencies which are restricted to uses specified as economic development loans and grants as specified in grant documents.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Basis of Presentation (Continued)

Fund Financial Statements (Continued)

Grant Fund - used to account for and report the receipts and disbursements of Federal and State grant programs as services are performed.

Capital Projects Fund - used to account for and report the financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of major capital facilities and other capital assets (other than those financed by the Proprietary Funds). The Capital Projects Fund is reported as a major fund.

Business activities presented as proprietary funds in the fund financial statements:

Enterprise Funds - are used to account for operations: (a) that are financed and operated similarly to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Enterprise funds are presented in the business-type activities column in government-wide financial statements and the major funds section of the basic financial statements, the enterprise funds reported as a major fund in the fund financial statements are as follows:

Regional Building Code Fund - accounts for and reports the providing of construction plan approval and inspection services to the residents of the participating municipalities and parishes in which the Commission serves. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, financing, billing and collection.

Information Technology Fund - accounts for and reports the design, development, maintenance and marketing of computer software used by local governmental organizations. All activities necessary to provide such services are accounted for in this fund including but not limited to design, software configuration, software interfaces, coding, testing, training and software maintenance.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Basis of Presentation (Continued)

Fund Financial Statements (Continued)

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for the enterprise funds include the cost of services, administrative expenses, depreciation of capital assets, and amortization of intangible assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

c) Basis of Accounting and Measurement Focus

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

Government-Wide Financial Statements

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

Fund Financial Statements

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

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) Basis of Accounting and Measurement Focus (Continued)

Fund Financial Statements (Continued)

Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For this purpose, the Commission considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Member assessments are recognized as revenues in the period for which they are assessed. Grant and contract revenues are recognized when earned since they are measurable and available. Interest earned and other miscellaneous revenues are recorded as revenues when received in cash by the Commission because they are generally not measurable until actually received.

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

All proprietary funds are accounted for on a flow of economic resources measurement focus. Proprietary funds are maintained on the accrual basis of accounting wherein revenues are recognized in the accounting period in which they are earned and become measurable, and expenses are recognized in the period incurred, if measurable. Revenues resulting from transactions, in which each party gives and receives essentially equal value is recorded on the accrual basis when the exchange takes place.

d) Component Unit Disclosure

The component unit column and rows in the Government-Wide Statement of Net Position and Statement of Activities include the financial data of the Commission's component unit for their fiscal year end of June 30, 2024. It is reported in a separate column to emphasize that it is legally separate from the Commission. South Central Regional Affordable Community Housing Authority (the "Corporation") is a subsidiary of the Commission. The Corporation is dedicated to supporting affordable housing initiatives through accepting donations to fund the construction of affordable housing and working to provide housing solutions in the region.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

e) Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions. Those estimates affect the reported amounts of assets and liabilities and disclosures of assets and liabilities at the date of the financial statements. They may also affect the reported amounts of revenues and expenses of proprietary funds and the government-wide financial statements during the reporting period. Actual results could differ from those estimates.

f) Budgets and Budgetary Accounting

The Commission under the terms of its charter, adopts an annual budget. This budget is for the General Fund and special revenue funds. Special revenue funds, which as of June 30, 2024 consisted of various government and government agency projects, are budgeted on a project by project basis as funding becomes available. The General Fund and special revenue funds budgets were amended during the year to reflect changes in budgeted revenues, expenditures and operating transfers as dictated by the circumstances.

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.

Major funds are included in the budget presentations in the basic financial statements. The budgets are adopted on a basis materially consistent with accounting principles generally accepted in the United States of America (GAAP).

The Capital Projects Fund present project budgets as opposed to annual budgets and are not reported in the accompanying financial statements.

g) Cash, Cash Equivalents, and Investments

Cash and cash equivalents include amounts in regular and money market accounts.

For purposes of the Statement of Cash Flows, cash and cash equivalents include certificates of deposit with maturities of three months or less when purchased.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Accounts and Loans Receivable

The financial statements of the Commission contain no allowance for uncollectible accounts receivable. 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 the uncollectibility of the particular receivable. Miscellaneous accounts receivable and amounts due from other governments in excess of 60 days comprise the accounts receivable allowance for uncollectibles. These amounts are not considered to be material in relation to the financial position or operations of the funds of the Commission.

Economic loans are shown net of an allowance for loan losses. Additions to the allowance for loan losses are recognized as expenditures in the governmental fund financial statements at the time information becomes available which would indicate the loan is less than fully collectible. As of June 30, 2024, the loan loss reserve amounted to \$596,493, which is an increase of \$114,338 including loan write-offs of \$22,608 for the year ended June 30, 2024.

i) Inventories and Prepaid Items

Inventories are stated at cost using the average price method. Inventories items are recorded as expenditures when consumed, rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as other assets (prepaid items) in the government-wide fund financial statements.

j) Capital Assets

Capital assets, which include buildings, furniture, fixtures, equipment and intangible assets, are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the Commission as assets purchased, acquired or developed with an original cost of \$1,000 or more. Such assets are recorded at historical costs or estimated historical cost if actual is unavailable.

Donated capital assets are recorded at their estimated fair value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

j) Capital Assets (Continued)

As described above, capital assets also include the historical cost of intangible assets. As of June 30, 2024 the Commission's intangible assets consist of computer software costs purchased and developed internally. For purposes of identifying capitalizable computer software costs, the Commission has classified activities into (1) preliminary stage, (2) application development stage, and (3) post-implementation/operation stage. Costs incurred during the application development stage are capitalized, while costs incurred during preliminary and post-implantation/operational stages are expensed as incurred.

Depreciation and amortization are provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Buildings	50 years
Furniture, fixtures, and equipment	4 - 25 years
Intangible assets	10 years

k) Non-Current Liabilities

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

Government-Wide Financial Statements:

All non-current liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. The non-current liabilities consist of certificates of indebtedness, accumulated annual leave and net pension liability.

Fund Financial Statements:

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

The Commission's policies regarding vacation and sick leave permit employees to accumulate earned but unused vacation. The liability for these compensated absences is recorded as liabilities in the government-wide statements and the proprietary fund type fund statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

l) Compensated Absences

All full-time, permanent employees of the Commission receive two weeks of vacation which accrues at a rate of 3.08 hours per pay period beginning with the first day of full-time, permanent employment. After five years of service employees will receive three weeks of vacation at a rate of 4.62 hours per pay period and will receive an additional day of vacation per year of service after ten years of continuous employment. Vacation cannot be used for the first three months of full-time, permanent employment. Employees may carry over a maximum of 100 hours, 150 hours if employed five years or longer, 200 hours if employed ten years or longer, 250 hours if employed fifteen years or longer, of vacation from one fiscal year to another. Any time in excess of the carryover limits must be approved by the Chief Executive Officer before the end of the fiscal year or the excess time will be lost without compensation. Vacation is paid when an employee terminates service with the Commission.

All full-time, permanent employees of the Commission earn sick leave at the rate of one day per month or 3.69 hours per pay period. No limits on this accrual privilege have been established. Sick leave can be accumulated but does not vest and, therefore, a provision has not been made for sick leave.

m) Pensions

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

n) Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expenses/expenditures) until then.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

n) Deferred Outflows/Inflows of Resources (Continued)

In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then.

o) Interfund Transactions

In the financial statements, interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables (due from) and payables (due to) as appropriate. Transfers represent a permanent reallocation of resources between funds. In other words, they are not expected to be paid. For reporting purposes, all interfund transactions between individual governmental funds have been eliminated in the government-wide financial statements. Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as “internal balances”.

p) 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, 2024. These indirect costs are allocated based on direct salaries incurred by each fund benefiting from the indirect costs.

q) Fund Equity

Government-Wide Statements:

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

Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets, if any.

Restricted net position - Consists of assets less liabilities (net position) with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

q) Fund Equity (Continued)

Unrestricted net position - All other net position that do not meet the definition of “restricted” or “net investment in capital assets”.

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

Fund Financial Statements:

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

- a. Non-spendable - amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted - amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed - amounts that can be used only for specific purposes determined by a formal action of the Commission’s Board of Directors. Commitments may be established, modified, or rescinded only through resolutions approved by the Commission’s Board of Directors.
- d. Assigned - amounts that do not meet the criteria to be classified as either restricted or committed but that are intended to be used for specific purposes. Assigned amounts may be established, modified or rescinded by majority vote of the Board of Directors or by the Chief Executive Officer.
- e. Unassigned - all other spendable amounts.

For the classification of governmental fund balances, the Commission considers an expenditure to be made from the most restrictive first when more than one classification is available. The Commission’s fund balance was classified as non-spendable, restricted, assigned and unassigned as of June 30, 2024.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

r) New GASB Statements

During the year ending June 30, 2024, the Commission implemented the following GASB Statements:

Statement No. 99, “*Omnibus 2022*” provides objectives to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements and accounting and financial report for financial guarantees. This Statement did not affect the Commission’s financial statements.

Statement No. 100, “*Accounting Changes and Error Corrections - An Amendment of GASB Statement No. 62*” provides guidance to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. This Statement did not affect the Commission’s financial statements.

Statement No. 101, “*Compensated Absences*” provides guidance to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. This Statement did not affect the Commission’s financial statements.

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

Statement No. 102, “*Certain Risk Disclosures*” defines concentrations and constraints. The Statement also requires governments to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact and whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. Additional disclosures are to be included if reporting criteria is met which will provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints. The requirements of this Statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

r) New GASB Statements (Continued)

Statement No. 103, “*Financial Reporting Model Improvements*” provides objectives to improve key components of the financial reporting model to enhance effectiveness in providing information that is essential for decision making and assessing a government’s accountability. This Statement also addresses certain application issues. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

Statement No. 104, “*Disclosure of Certain Capital Assets*” provides users of government financial statements with essential information about certain types of capital assets. This Statement requires certain types of capital assets to be disclosed separately in the capital assets note disclosures required by Statement 34. Lease assets recognized in Statement No. 87, and intangible right-to-use assets recognized in accordance with Statement No. 94, should be disclosed separately by major class of underlying asset in the capital asset note disclosure. Subscription assets recognized in accordance with Statement No. 96 also should be separately disclosed. This Statement also requires additional disclosure for capital assets held for sale. A capital asset is a capital asset held for sale if (a) the government has decided to pursue the sale of the capital asset and (b) it is probable that the sale will be finalized within one year of the financial statement date. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged. Management has yet to determine the effect of this Statement on the financial statements.

s) Subsequent Events

Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements. Subsequent events have been evaluated through March 27, 2025, which is the date the financial statements were available to be issued.

Note 2 - DEPOSITS

Louisiana state law allows 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.

Note 2 - DEPOSITS (Continued)

Bank Deposits:

State law requires deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes Federal Deposit Insurance Corporation (FDIC) insurance and securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or with a trust company for the account of the political subdivision.

The year end balances of deposits are as follows:

	Bank Balances	Reported Amount
Cash	\$10,380,893	\$9,974,798

Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. The Commission has a written policy for custodial credit risk which follows state law. As of June 30, 2024, \$10,130,893 of the Commission's bank balance of \$10,380,893 was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent and are deemed to be in the Commission's name by state law.

As of June 30, 2024, cash was adequately collateralized in accordance with state law by securities held by unaffiliated banks for the account of the Commission. The GASB, which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the deposits are considered subject to custodial credit risk under the provisions of GASB, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

A reconciliation of deposits as shown on the Statement of Net Position is as follows:

Cash on hand	\$ 100
Carrying amount of deposits	9,974,798
Total cash	\$9,974,898

Note 2 - DEPOSITS (Continued)

Component Unit Deposits:

In addition to the unrestrictive cash amounts, the Component Unit maintains a bank account located in South Louisiana. The account is insured by the FDIC up to \$250,000. As of June 30, 2024, the Component Unit's uninsured deposits totaled approximately \$680,000.

Note 3 - DUE FROM OTHER GOVERNMENTAL UNITS

As of June 30, 2024 due from other governmental units consisted of the following:

Agency	Governmental Activities	Business- Type Activities	Totals
LED Restore LA Ida	\$1,867,620	\$ -	\$1,867,620
LED Restore LA Laura Delta	1,207,062	-	1,207,062
LA Dept. of Transportation and Development	491,647	-	491,647
East Baton Rouge DOD - P&ID	161,696	-	161,696
Gulf States Marine Survey	125,932	-	125,932
Governor's Office of Homeland Security			
Emergency Preparedness	95,741	-	95,741
Office of Governor Rural Grant Writing	94,794	-	94,794
Terrebonne Parish Consolidated Government	93,015	-	93,015
Louisiana Office of Community Development	79,462	-	79,462
Houston Airport-Transit	-	49,950	49,950
U.S. Economic Development Administration	42,157	-	42,157
Louisiana Department of Wildlife & Fisheries	37,561	-	37,561
U.S. Environmental Protection Agency			
Region 6	37,356	-	37,356
Lafourche Parish Government	35,877	-	35,877
East Baton Rouge, Louisiana	-	30,210	30,210
RBPMA Task Force	30,000	-	30,000
St. Charles School Board	28,000	-	28,000
East Baton Rouge, Louisiana	-	23,594	23,594
Lafayette, Louisiana	19,253	-	19,253
Other governmental units	122,475	359,113	481,588
Totals	<u>\$4,569,648</u>	<u>\$462,867</u>	<u>\$5,032,515</u>

As of June 30, 2024, governmental activities included \$28,593 of unbilled general receivables, \$1,828,978 of unbilled loan receivables, and \$470,210 of unbilled grant receivables reported in the General Fund, Loan Fund and Grant Fund. There were no unbilled receivables from business activities as of June 30, 2024.

Note 4 - INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables consist of the following as of June 30, 2024:

Individual Funds	Interfund Receivables	Interfund Payables
General Funds	\$1,788,679	\$ 86,085
Special Revenue Fund:		
Loan Fund	3,484,701	3,066,173
Grant Fund	-	827,138
Capital Projects Fund	69,093	-
Enterprise Funds:		
Building Code Fund	-	33,287
Information Technology Fund	-	1,329,790
Totals	\$5,342,473	\$5,342,473

The balances above resulted from the time lag between the dates the (1) interfund goods and services are provided, or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Note 5 - CHANGES IN CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2024 was as follows:

	<u>Balance</u> <u>July 1, 2023</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2024</u>
<u>Governmental Activities:</u>				
Capital assets not subject to depreciation:				
Construction in progress	\$ 157,878	\$ -	\$ (157,878)	\$ -
Capital assets being depreciated:				
Buildings	5,155,628	1,500,000	-	6,655,628
Furniture, fixtures, and equipment	<u>1,126,767</u>	<u>1,085,265</u>	<u>(38,396)</u>	<u>2,173,636</u>
Total capital assets being depreciated	<u>6,282,395</u>	<u>2,585,265</u>	<u>(38,396)</u>	<u>8,829,264</u>
Less accumulated depreciation for:				
Buildings	(934,344)	(123,264)	-	(1,057,608)
Furniture, fixtures, and equipment	<u>(595,414)</u>	<u>(192,543)</u>	<u>38,396</u>	<u>(749,561)</u>
Total accumulated depreciation	<u>(1,529,758)</u>	<u>(315,807)</u>	<u>38,396</u>	<u>(1,807,169)</u>
Total governmental activities capital assets, net	<u>\$ 4,910,515</u>	<u>\$ 2,269,458</u>	<u>\$ (157,878)</u>	<u>\$ 7,022,095</u>
<u>Business-Type Activities:</u>				
Capital assets being depreciated:				
Furniture, fixtures, and equipment	\$ 1,121,249	\$ 40,365	\$ (75,077)	\$ 1,086,537
Intangible assets	<u>4,944,762</u>	<u>1,050,287</u>	<u>-</u>	<u>5,995,049</u>
Total capital assets being depreciated	<u>6,066,011</u>	<u>1,090,652</u>	<u>(75,077)</u>	<u>7,081,586</u>
Less accumulated depreciation for:				
Furniture, fixtures, and equipment	(909,244)	(88,223)	74,895	(922,572)
Intangible assets	<u>(2,061,961)</u>	<u>(417,592)</u>	<u>-</u>	<u>(2,479,553)</u>
Total accumulated depreciation	<u>(2,971,205)</u>	<u>(505,815)</u>	<u>74,895</u>	<u>(3,402,125)</u>
Total business-type activities capital assets, net	<u>\$ 3,094,806</u>	<u>\$ 584,837</u>	<u>\$ (182)</u>	<u>\$ 3,679,461</u>

During 2024, the Commission recognized \$315,807 of depreciation and amortization expense in governmental activities and reported it in the general economic development and assistance.

Note 6 - ACCOUNTS PAYABLE

As of June 30, 2024, the Commission had accounts payable reported in the Governmental Activities of \$730,905 and \$275,950 in Business-type Activities. The General Fund pays all Capital Projects Fund, Loan Fund and Grant Fund expenditures therefore the table below also reports the incurred charges in the Capital Projects Fund, Loan Fund and Grant Fund.

	<u>Personal Services</u>	<u>Vendors</u>	<u>Totals</u>
Governmental Activities:			
General Fund	\$309,281	\$239,571	\$ 548,852
Loan Fund	-	53,073	53,073
Grant Fund	-	128,980	128,980
	<u>309,281</u>	<u>421,624</u>	<u>730,905</u>
Business-Type Activities:			
Regional Building Code Fund	50,541	3,993	54,534
Information Technology Fund	102,769	118,647	221,416
	<u>153,310</u>	<u>122,640</u>	<u>275,950</u>
	<u>\$462,591</u>	<u>\$544,264</u>	<u>\$1,006,855</u>

Note 7 - NON-CURRENT LIABILITIES

Non-current liabilities as of June 30, 2024 consisted of accumulated annual leave (vacation pay) amounts vested with employees, and net pension liability. The following is a summary of changes in the non-current liabilities of the Commission for the year ended June 30, 2024:

	<u>Balance July 1, 2023</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance June 30, 2024</u>	<u>Due Within One Year</u>
Governmental Activities					
Net pension liability	\$ 2,876,075	\$ 532,370	\$ -	\$ 3,408,445	\$ -
Compensated absences	179,983	68,741	-	248,724	225,624
Business-Type Activities					
Net pension liability	1,969,357	-	(266,541)	1,702,816	-
Compensated absences	146,087	-	(15,641)	130,446	118,331
	<u>\$ 5,171,502</u>	<u>\$ 601,111</u>	<u>\$ (282,182)</u>	<u>\$ 5,490,431</u>	<u>\$ 343,955</u>

Note 7 - NON-CURRENT LIABILITIES (Continued)

Funding of accumulated annual leave is to be provided from revenues of various funds, except when disallowed by grant program, at the time paid. Accumulated annual leave disallowed by grant programs is paid by the General Fund. Funding of the net pension liability is provided by the fund that incurs the related payroll. Funding of the payments for the certificates of indebtedness is to be provided by the General Fund.

Note 8 - UNEARNED REVENUES

Unearned revenues are reported in the governmental and business-type activities. In the General Fund unearned revenue represents advances on governmental grants as of June 30, 2024. While unearned revenues reported in the Information Technology Fund represents advance payments from customers for the use of software. For the year ended June 30, 2024 the unearned revenue activity consisted of the following:

	<u>General Fund</u>	<u>Information Technology Fund</u>
Balance June 30, 2023	\$403,330	\$188,860
Earnings	<u>(302,484)</u>	<u>(38,255)</u>
Balance June 30, 2024	<u>\$100,846</u>	<u>\$150,605</u>

Note 9 - RECONCILIATION OF TRANSFERS

A reconciliation of operating transfers for the year ended June 30, 2024 is as follows:

	Transfers In	Transfers Out
Governmental Funds		
General Fund:		
General Fund	\$ 15,756	\$ 15,756
Loan Fund	4,451,456	229,288
Grant Fund	111,493	363,498
Proprietary Fund	-	50,000
Totals	4,578,705	658,542
Loan Fund:		
General Fund	229,287	-
Loan Fund	-	4,451,455
Totals	229,287	4,451,455
Grant Fund:		
General Fund	363,498	111,493
Proprietary Fund		
General Fund	50,000	-
Grand totals	\$ 5,221,490	\$ 5,221,490

Transfers are used to (1) move revenues from the fund that statute or budget requires collecting them to the fund that statute or budget requires to expend them and (2) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorization.

Note 10 - 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.

Note 11 - PENSION PLAN

Plan Description. The Commission contributes to the Municipal Employees Retirement System of Louisiana - Plan B (the “System”), a cost-sharing, multiple-employer defined benefit pension plan. The System was originally established by Act 356 of the 1954 regular session of the Legislature of the State of Louisiana. The System provides benefits to employees of all incorporated villages, towns and cities within the State which do not have their own retirement system, and which elect to become members of the System. The Municipal Employees Retirement System of Louisiana issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809.

Benefits Provided. The System provides retirement, deferred retirement, disability and death benefits. Retirement benefits are generally equal to 2.0% of the member’s monthly average final compensation multiplied by the years of creditable service. Members hired before January 1, 2013 can retire providing the member meets one of the following criteria: any age with thirty years of creditable service, age sixty with a minimum of ten or more years of creditable service, any age with ten years of creditable service eligible for disability benefits, or survivor’s benefits requiring five years of creditable service at death of the member. Members hired on or after January 1, 2013 may retire providing the member meets one of the following: age sixty-seven with seven or more years of creditable service, age sixty-two with ten or more years of creditable service, age fifty-five with thirty or more years of creditable service, or any age with twenty-five years of creditable service, exclusive of military service and unused annual sick leave. However, any member retiring under the final listed criteria shall have the benefit actuarially reduced from the earliest age of which the member would be entitled to a vested deferred benefit under any provision of this section if the member had continued in service to that age. The State Legislature authorized the System to establish a Deferred Retirement Option Plan (DROP). When a member enters DROP their status changes from active to retired even though they continue to work and draw their salary for up to three years. During participation in DROP, employer contributions continue but employee contributions cease. Upon termination of employment or the end of the specified DROP period, a participant may receive at their option a lump sum equal to the payments in their account or an annuity based upon the account balance. The election to participate in DROP is irrevocable once participation begins and monthly retirement benefits are paid in an interest earning DROP fund. Members with ten or more years of service who become disabled may receive retirement benefits determined in the same manner as retirement benefits. Death benefits are payable to eligible surviving dependents based on the deceased member’s compensation and the dependent’s relationship to the deceased member. The System provides permanent benefit increases, cost of living adjustments (COLA) as approved by the State Legislature.

Note 11 - PENSION PLAN (Continued)

Contributions. According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended June 30, 2024, the employer contribution rate was 15.50%.

In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities but are not considered special funding situations.

Contributions to the System from the Commission were \$1,138,950 for the year ended June 30, 2024.

Pension Liabilities. As of June 30, 2024, the Commission reported a liability of \$5,111,261 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023 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. As of June 30, 2023, the Commission's proportion was 6.3743%, which was a decrease of 0.855% from its proportion measured as of June 30, 2022.

Pension Expense. For the year ended June 30, 2024, the Commission recognized pension expense of \$1,279,035.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. As of June 30, 2024, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ -	\$(1,787)
Net difference between expected and actual earnings on pension plan investments	73,447	-
Net difference between projected and actual earnings on pension plan investments	663,030	-
Changes in proportion share	617,599	-
Change in assumptions	-	-
Commission contributions subsequent to the measurement date	<u>1,138,950</u>	<u>-</u>
	<u>\$2,493,026</u>	<u>\$(1,787)</u>

Note 11 - PENSION PLAN (Continued)

The Commission reported \$1,138,950 as deferred outflows of resources related to pensions resulting from Commission contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2024. Deferred inflows of resources and deferred outflows of resources related to pensions will be recognized in pension expense as follows:

For The Year Ended June 30th,	Amount
2025	\$ 622,436
2026	324,408
2027	433,539
2028	(28,094)
Total	\$1,352,289

Actuarial Assumptions. A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023 are as follows:

Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions Expected	
Remaining Service Lives	3 years
Investment Rate of Return	6.85%, net of pension plan investment expense, including inflation.
Salary Increases, Including Inflation and Merit Increases:	
1 to 4 years of service	7.4%
More than 4 years of service	4.9%
Mortality Rates	PubG-2010(B) Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

Note 11 - PENSION PLAN (Continued)

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 expense 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 of 2.50% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 6.85% for the year ended June 30, 2023. Estimates of arithmetic real rates of return for each major asset class based on the Fund's target asset allocation as of June 30, 2023 are as follows:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Public equity	56.00%	2.44%
Public fixed income	29.00%	1.26%
Alternatives	15.00%	0.65%
Totals	100.00%	4.35%
Inflation		2.50%
Expected Arithmetic Nominal Rate		6.85%

Discount Rate. The discount rate used to measure the collective pension liability was 6.85%. 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 Public Retirement System's Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Commission Proportionate Share of the Collective Net Pension Liability to Changes in the Discount Rate. The following presents the Commission's proportionate share of the collective net pension liability using the discount rate of 6.85%, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.85%) or one percentage-point higher (7.85%) than the current rate are on the next page:

Note 11 - PENSION PLAN (Continued)

	1.00% Decrease (5.85%)	Current Discount Rate (6.85%)	1.00% Increase (7.85%)
Commission’s proportionate share of the net pension liability	\$7,222,259	\$5,111,261	\$3,325,704

Pension Plan Fiduciary Net Position. The Municipal Employees Retirement System of Louisiana has issued a stand-alone audit report on their financial statements for the year ended June 30, 2023. Access to the report can be found on the Louisiana Legislative Auditor’s website, www.la.gov.

Note 12 - ADVANCE TO COMPONENT UNIT

During the year ending June 30, 2024, the Commission allocated a grant of \$1,000,000 to the South Central Regional Affordable Community Housing Authority, a component unit of the Commission. The grant is designated to support critical activities in the establishment and operational launch of the organization, including the initial phase of construction, as well as the procurement of equipment, supplies, and labor. This funding is intended to facilitate the successful development and implementation of the housing authority’s projects.

Note 13 - COMPENSATION OF COMMISSIONERS

Commissioners for South Central Planning & Development Commission, Inc. received no compensation during the year ended June 30, 2024.

Note 14 - CONTINGENCIES

The Commission received funding under grants from various federal and state governmental agencies. The 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.

REQUIRED SUPPLEMENTARY INFORMATION

**SCHEDULE OF THE COMMISSION'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY**

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the nine years ended June 30, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Commission's proportion of the net pension liability	<u>6.374%</u>	<u>5.519%</u>	<u>4.672%</u>	<u>3.840%</u>	<u>3.434%</u>	<u>3.652%</u>	<u>3.735%</u>	<u>4.066%</u>	<u>3.724%</u>
Commission's proportionate share of the net pension liability	<u>\$ 5,111,261</u>	<u>\$ 4,845,432</u>	<u>\$ 2,706,249</u>	<u>\$ 3,480,130</u>	<u>\$ 3,003,896</u>	<u>\$ 3,088,624</u>	<u>\$ 3,231,975</u>	<u>\$ 3,370,838</u>	<u>\$ 2,531,092</u>
Commission's covered-employee payroll	<u>\$ 5,470,978</u>	<u>\$ 4,436,934</u>	<u>\$ 3,590,165</u>	<u>\$ 2,976,072</u>	<u>\$ 2,624,983</u>	<u>\$ 2,706,103</u>	<u>\$ 2,772,614</u>	<u>\$ 2,987,763</u>	<u>\$ 2,584,039</u>
Commission's proportionate share of the net pension liability as a percentage of its covered-employee payroll	<u>93.43%</u>	<u>109.21%</u>	<u>75.38%</u>	<u>116.94%</u>	<u>114.43%</u>	<u>114.14%</u>	<u>116.57%</u>	<u>112.82%</u>	<u>97.95%</u>
Plan fiduciary net position as a percentage of the total pension liability	<u>73.25%</u>	<u>69.56%</u>	<u>79.14%</u>	<u>66.26%</u>	<u>66.14%</u>	<u>63.49%</u>	<u>63.49%</u>	<u>63.34%</u>	<u>68.71%</u>

The schedule is provided prospectively beginning with the Commission's fiscal year ended June 30, 2016, and is intended to show a ten year trend. Additional years will be reported as they become available.

SCHEDULE OF COMMISSION CONTRIBUTIONS

South Central Planning & Development Commission Inc.
 Houma, Louisiana

For the nine years ended June 30, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Contractually required contributions	\$ 1,138,950	\$ 848,001	\$ 687,725	\$ 556,476	\$ 416,651	\$ 367,498	\$ 358,559	\$ 304,987	\$ 283,837
Contributions in relation to the contractually required contribution	<u>(1,138,950)</u>	<u>(848,001)</u>	<u>(687,725)</u>	<u>(556,476)</u>	<u>(416,651)</u>	<u>(367,498)</u>	<u>(358,559)</u>	<u>(304,987)</u>	<u>(283,837)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Commission's covered payroll	<u>\$ 7,348,061</u>	<u>\$ 5,470,978</u>	<u>\$ 4,436,934</u>	<u>\$ 3,590,165</u>	<u>\$ 2,976,072</u>	<u>\$ 2,624,983</u>	<u>\$ 2,706,103</u>	<u>\$ 2,772,614</u>	<u>\$ 2,987,763</u>
Contributions as a percentage of covered-employee payroll	<u>15.50%</u>	<u>15.50%</u>	<u>15.50%</u>	<u>15.50%</u>	<u>14.00%</u>	<u>14.00%</u>	<u>13.25%</u>	<u>11.00%</u>	<u>9.50%</u>

The schedule is provided prospectively beginning with the Commission's fiscal year ended June 30, 2016, and is intended to show a ten year trend. Additional years will be reported as they become available.

SUPPLEMENTARY INFORMATION SECTION

LOAN PROGRAMS

EPA Brownfield Revolving Loan Program - accounts for and report receipts and uses of grant funds received from the United States Environmental Protection Agency which are restricted to uses specified in the grant documents.

Economic Development Administration Revolving Loan Program - accounts for and reports receipts and uses of grant funds received from the United States Department of Commerce (Economic Development Administration) to operate a revolving loan program.

Louisiana Economic Development Revolving Capital Program - accounts for and reports receipts and uses of Louisiana Department of Economic Development grant funds for the disbursement of Community Development Block Grants provided by United States Department of Housing and Urban Development.

Louisiana Economic Development Innovation Loan Program - accounts for and report receipts and uses of Louisiana Department of Economic Development grant funds which is provided from the United States Department of Housing and Urban Development, funds are restricted to uses specified in the grant documents.

Louisiana Economic Innovation Revolving Capital Program - accounts for and reports receipts and uses of Louisiana Department of Economic Development grant funds for the disbursement of Community Development Block Grants provided by the United States Department of Housing and Urban Development to operate a revolving loan program.

Louisiana Economic Development District #4 Revolving Capital Program - accounts for and reports receipts and uses of Louisiana Department of Economic Development grant funds for the disbursement of Community Development Block Grants provided by United States Department of Housing and Urban Development.

St. John the Baptist Grant & Loan Program - accounts for and reports receipts and uses of Louisiana Department of Economic Development disaster recovery grant funds which provided from the United States Department of Housing and Urban Development to operate a revolving loan program.

St. John the Baptist Revolving Loan Fund - accounts for and reports receipts and uses of paybacks of the St. John the Baptist Grant & Loan Program funds as recommended by St. John the Baptist officials.

Restore Louisiana Small Business Program - accounts for and reports receipts and uses of Restore Louisiana Small Business grant funds for the disbursement of Community Development Block Grants provided by the United States Department of Housing and Urban Development.

LOAN PROGRAMS

(Continued)

Restore Louisiana Small Business Revolving Loan Program - accounts for and reports receipts and uses of Restore Louisiana Small Business grant funds for the disbursement of Community Development Block Grants provided by the United States Department of Housing and Urban Development.

Economic Development Administration CARES Revolving Loan Program - accounts for and reports receipts and uses of grant funds received from the United States Department of Commerce (Economic Development Administration) to operate a CARES revolving loan program.

**COMBINING BALANCE SHEET -
LOAN PROGRAMS**

South Central Planning & Development Commission, Inc.
Houma, Louisiana

June 30, 2024

	EPA Brownfield Revolving Loan Program	Economic Development Administration Revolving Loan Program	Louisiana Economic Development Revolving Capital Program	Louisiana Economic Innovation Loan Program	Louisiana Economic Innovation Revolving Capital Program
Assets					
Cash	\$ 979,485	\$ 424,084	\$ 1,326,547	\$ 85,673	\$ 995,593
Receivables:					
Economic loans	849,761	1,636,659	3,032,914	294,266	1,053,675
Miscellaneous	-	-	-	-	-
Due from other governments	37,355	-	-	-	-
Due from other funds	-	-	-	-	85,672
Prepays other	75	-	-	-	-
Deposits	-	-	-	-	-
	<u>\$ 1,866,676</u>	<u>\$ 2,060,743</u>	<u>\$ 4,359,461</u>	<u>\$ 379,939</u>	<u>\$ 2,134,940</u>
Total assets and other debits					
Liabilities					
Accounts payable and accrued expenditures	\$ 219	\$ -	\$ -	\$ -	\$ -
Due to other funds	37,561	26,189	-	85,673	-
	<u>37,780</u>	<u>26,189</u>	<u>-</u>	<u>85,673</u>	<u>-</u>
Total liabilities					
Fund Balance					
Nonspendable	849,761	1,636,659	3,032,914	294,266	1,053,675
Restricted	979,135	397,895	1,326,547	-	1,081,265
	<u>1,828,896</u>	<u>2,034,554</u>	<u>4,359,461</u>	<u>294,266</u>	<u>2,134,940</u>
Total fund balance					
Total liabilities and fund balance	<u>\$ 1,866,676</u>	<u>\$ 2,060,743</u>	<u>\$ 4,359,461</u>	<u>\$ 379,939</u>	<u>\$ 2,134,940</u>

Louisiana Economic Development District #4 Revolving Capital Program	St. John the Baptist Grant and Loan Program	St. John the Baptist Revolving Loan Program Fund	Restore Louisiana Small Business Program	Restore Louisiana Small Business Revolving Loan Program	Economic Development Administration CARES Revolving Loan Program	Total Loan Fund
\$ 35	\$ 588,127	\$ 111,130	\$ 1,759,603	\$ 2,420,045	\$ 915,516	\$ 9,605,838
-	-	77,587	21,864,124	3,534,754	4,068,490	36,412,230
-	-	-	-	-	7,197	7,197
-	-	-	3,074,681	-	-	3,112,036
-	-	588,126	-	2,810,903	-	3,484,701
-	-	-	10,084	-	-	10,159
-	-	-	8,419	-	-	8,419
<u>\$ 35</u>	<u>\$ 588,127</u>	<u>\$ 776,843</u>	<u>\$ 26,716,911</u>	<u>\$ 8,765,702</u>	<u>\$ 4,991,203</u>	<u>\$ 52,640,580</u>
\$ -	\$ -	\$ -	\$ 52,839	\$ -	\$ 15	\$ 53,073
-	588,127	-	2,321,337	-	7,286	3,066,173
-	588,127	-	2,374,176	-	7,301	3,119,246
-	-	77,587	21,864,124	3,534,754	4,068,490	36,412,230
35	-	699,256	2,478,611	5,230,948	915,412	13,109,104
35	-	776,843	24,342,735	8,765,702	4,983,902	49,521,334
<u>\$ 35</u>	<u>\$ 588,127</u>	<u>\$ 776,843</u>	<u>\$ 26,716,911</u>	<u>\$ 8,765,702</u>	<u>\$ 4,991,203</u>	<u>\$ 52,640,580</u>

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - LOAN PROGRAMS**

**South Central Planning & Development Commission, Inc.
Houma, Louisiana**

For the year ended June 30, 2024

	EPA Brownfield Revolving Loan Program	Economic Development Administration Revolving Loan Program	Louisiana Economic Development Revolving Capital Program	Louisiana Economic Innovation Loan Program	Louisiana Economic Innovation Revolving Capital Program
Revenues					
Intergovernmental	\$ 100,376	\$ -	\$ -	\$ -	\$ -
Recoveries of doubtful loans	-	-	7,679	-	-
Interest earned	34,745	51,378	135,632	14,099	25,738
Miscellaneous	989	1,001	7,851	2,000	3,045
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	136,110	52,379	151,162	16,099	28,783
Expenditures					
Current:					
Economic development and assistance:					
Personal services	84,099	-	-	-	-
Supplies and materials	82	-	-	-	-
Other services and charges	33,132	26,190	143,379	-	55,305
Repairs and maintenance	-	-	-	-	-
Grant distributions	-	-	-	-	-
Provision for doubtful loans	-	4,000	256,116	(132,130)	-
Capital expenditures	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditures	117,313	30,190	399,495	(132,130)	55,305
Excess of revenues over expenditures	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	18,797	22,189	(248,333)	148,229	(26,522)
Other Financing Sources (Uses)					
Operating transfers in	16,937	-	-	-	85,672
Operating transfers out	-	-	-	(85,672)	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total other financing sources (uses)	16,937	-	-	(85,672)	85,672
Net Change in Fund Balance	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	35,734	22,189	(248,333)	62,557	59,150
Fund Balance					
Beginning of year	1,793,162	2,012,365	4,607,794	231,709	2,075,790
End of year	<u>\$ 1,828,896</u>	<u>\$ 2,034,554</u>	<u>\$ 4,359,461</u>	<u>\$ 294,266</u>	<u>\$ 2,134,940</u>

Louisiana Economic Development District #4 Revolving Capital Program	St. John the Baptist Grant and Loan Program	St. John the Baptist Revolving Program Fund	Restore Louisiana Business Program	Restore Louisiana Small Business Revolving Loan Program	Economic Development Administration CARES Revolving Loan Program	Eliminations	Total Loan Fund
\$ -	\$ -	\$ -	\$ 24,985,216	\$ -	\$ 238,873	\$ -	\$ 25,324,465
-	37,325	-	51,649	-	-	-	96,653
-	1,796	1,075	20,743	174,716	40,133	-	500,055
-	102	249	2,343	6,311	4,574	-	28,465
-	39,223	1,324	25,059,951	181,027	283,580	-	25,949,638
-	-	-	2,630,646	-	24,542	-	2,739,287
-	-	-	141,920	-	303	-	142,305
-	19,386	38,293	602,302	-	(456)	-	917,531
-	-	-	3,032	-	-	-	3,032
-	-	-	3,500,673	-	-	-	3,500,673
-	12,961	-	163,630	13,980	-	-	318,557
-	-	-	-	-	-	-	-
-	32,347	38,293	7,042,203	13,980	24,389	-	7,621,385
-	6,876	(36,969)	18,017,748	167,047	259,191	-	18,328,253
-	-	588,126	212,351	7,427,761	-	(8,101,560)	229,287
-	(588,126)	-	(7,427,762)	(4,451,455)	-	8,101,560	(4,451,455)
-	(588,126)	588,126	(7,215,411)	2,976,306	-	-	(4,222,168)
-	(581,250)	551,157	10,802,337	3,143,353	259,191	-	14,106,085
35	581,250	225,686	13,540,398	5,622,349	4,724,711	-	35,415,249
<u>\$ 35</u>	<u>\$ -</u>	<u>\$ 776,843</u>	<u>\$ 24,342,735</u>	<u>\$ 8,765,702</u>	<u>\$ 4,983,902</u>	<u>\$ -</u>	<u>\$ 49,521,334</u>

GRANT PROGRAMS

Economic Development Administration Grant Program - accounts for and reports receipts and uses of grant funds received from the United States Department of Commerce (Economic Development Administration) which are restricted to uses as specified in the grant documents.

MPO Transit Planning Services Grant Program - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development Public Transportation Section, which are restricted to uses as specified in the contract documents.

MPO Highway Services Grant Program - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development, which are restricted to uses as specified in the contract documents.

Delta Regional Authority Grant Program - accounts for and reports receipts and uses of grant funds received from Delta Regional Authority.

EPA River Region Wastewater Grant Program - accounts for and reports receipts and uses of grant funds received from the United States Environmental Protection Agency which are restricted to those uses as specified in the contract documents.

Louisiana Wildlife and Fisheries Survey Assistance Grant Program - accounts for and reports receipts and uses of grant funds received from the State of Louisiana Department of Wildlife and Fisheries which are restricted to uses specified in the grant documents.

Louisiana Wildlife and Fisheries Equipment Grant - accounts for and reports receipts and uses of grant funds received from the State of Louisiana Department of Wildlife and Fisheries which are restricted to uses specified in the grant documents.

Gulf States Marine Fisheries Commission Survey Assistance Grant Program - accounts for and reports receipts and uses of grant funds received from the Gulf States Marine Fisheries Commission which are restricted to uses specified in the grant documents.

DOTD Regional Highway Safety Plan Program - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development, which are restricted to uses as specified in the contract documents.

Regional Human Services Transportation Plan - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development, which are restricted to uses as specified in the contract documents.

DOTD Travel Demand Management Program - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development, which are restricted to uses as specified in the contract documents.

GRANT PROGRAMS
(Continued)

DOTD South Central Bicycle Ped Safety Plan - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development Public Transportation Section, which are restricted to uses as specified in the contract documents.

DOTD Houma/Thibodaux MPO Transportation Plan - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Department of Transportation and Development, which are restricted to uses as specified in the contract documents.

Louisiana Office of Community Development - Regional Capacity Building Program - Watershed Initiative - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Office of Community Development, provided by the United States Department of Housing and Urban Development.

Historic Preservation Hurricanes Recovery Program - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Department of Culture, Recreation, and Tourism, Office of Cultural Development, Division of Historic Preservation which are restricted to uses as specified in the contract documents.

BOR LUMCON BTNEP Home Sewage Assistance Program - accounts for and reports receipts and uses of grant funds received from the State of Louisiana, Louisiana Board of Regents for its Louisiana Universities Marine Consortium Program, for its Barataria-Terrebonne National Estuary Program which are restricted to uses as specified in the contract documents.

FHWA Safety Action Plan - accounts for and reports receipts and uses of grant funds received from the U.S. Department of Transportation Federal Highway Administration, which are restricted to uses as specified in the contract documents.

COMBINING BALANCE SHEET -
GRANT PROGRAMS

South Central Planning & Development Commission, Inc.
Houma, Louisiana

June 30, 2024

	<u>Economic Development Administration Grant Program</u>	<u>MPO Transit Planning Services Grant Program</u>	<u>MPO Highway Services Grant Program</u>	<u>Delta Regional Authority Grant Program</u>
Assets				
Due from other governments	\$ 36,006	\$ 55,057	\$ 217,389	\$ 16,014
Prepaid other	<u>2,607</u>	<u>-</u>	<u>6,943</u>	<u>-</u>
Total assets	<u><u>\$ 38,613</u></u>	<u><u>\$ 55,057</u></u>	<u><u>\$ 224,332</u></u>	<u><u>\$ 16,014</u></u>
Liabilities				
Accounts payable and accrued expenditures	\$ 2,963	\$ -	\$ 258	\$ (95)
Due to other funds	<u>35,650</u>	<u>51,624</u>	<u>224,074</u>	<u>16,109</u>
Total liabilities	38,613	51,624	224,332	16,014
Fund Balance				
Nonspendable	<u>-</u>	<u>3,433</u>	<u>-</u>	<u>-</u>
Total liabilities and fund balance	<u><u>\$ 38,613</u></u>	<u><u>\$ 55,057</u></u>	<u><u>\$ 224,332</u></u>	<u><u>\$ 16,014</u></u>

EPA River Region Waste Water Grant Program	Louisiana Wildlife and Fisheries Survey Assistance Grant Program	Louisiana Wildlife and Fisheries Equipment Reimbursement Grant	Gulf States Marine Fisheries Commission Survey Assistance Grant Program	DOTD Regional Highway Safety Plan
\$ 5,692	\$ 34,157	\$ 3,404	\$ 125,932	\$ 29,898
-	-	-	-	1,079
<u>\$ 5,692</u>	<u>\$ 34,157</u>	<u>\$ 3,404</u>	<u>\$ 125,932</u>	<u>\$ 30,977</u>
\$ -	\$ -	\$ -	\$ -	\$ -
5,692	34,157	3,404	125,932	30,977
5,692	34,157	3,404	125,932	30,977
-	-	-	-	-
<u>\$ 5,692</u>	<u>\$ 34,157</u>	<u>\$ 3,404</u>	<u>\$ 125,932</u>	<u>\$ 30,977</u>

	Regional Human Services Transportation Plan	DOTD Travel Demand Management Program	DOTD South Central Regional Bicycle/Ped Safety Plan	DOTD Houma - Thibodaux MPO Transportation Plan
Assets				
Due from other governments	\$ 3,699	\$ 3,782	\$ 96,488	\$ 20,624
Prepaid other	-	-	-	-
Total assets	<u>\$ 3,699</u>	<u>\$ 3,782</u>	<u>\$ 96,488</u>	<u>\$ 20,624</u>
Liabilities				
Accounts payable and accrued expenditures	\$ -	\$ -	\$ 14,544	\$ 20,291
Due to other funds	<u>3,699</u>	<u>3,782</u>	<u>81,944</u>	<u>333</u>
Total liabilities	3,699	3,782	96,488	20,624
Fund Balance				
Nonspendable	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 3,699</u>	<u>\$ 3,782</u>	<u>\$ 96,488</u>	<u>\$ 20,624</u>

<u>Louisiana Office of Community Development - Regional Capacity Building Program</u>	<u>Historic Preservation Hurricanes Recovery Program</u>	<u>BOR Lumcon BTNEP Home Sewage Assistance Program</u>	<u>FHWA Safety Action Plan</u>	<u>Total Grant Fund</u>
\$ 79,463 118	\$ 7,879 -	\$ - -	\$ 213,320 -	\$ 948,804 10,747
<u>\$ 79,581</u>	<u>\$ 7,879</u>	<u>\$ -</u>	<u>\$ 213,320</u>	<u>\$ 959,551</u>
\$ 34,736 44,845	\$ - 7,879	\$ - -	\$ 56,283 157,037	\$ 128,980 827,138
79,581	7,879	-	213,320	956,118
-	-	-	-	3,433
<u>\$ 79,581</u>	<u>\$ 7,879</u>	<u>\$ -</u>	<u>\$ 213,320</u>	<u>\$ 959,551</u>

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GRANT PROGRAMS**

**South Central Planning & Development Commission, Inc.
Houma, Louisiana**

For the year ended June 30, 2024

	<u>Economic Development Administration Grant Program</u>	<u>MPO Transit Planning Services Grant Program</u>	<u>MPO Highway Services Grant Program</u>	<u>Delta Regional Authority Grant Program</u>
Revenues				
Intergovernmental	\$ 70,003	\$ 64,340	\$ 421,425	\$ 23,014
Charges for services	-	-	-	10,500
Total revenues	<u>70,003</u>	<u>64,340</u>	<u>421,425</u>	<u>33,514</u>
Expenditures				
Current:				
Economic development and assistance:				
Personal services	291,669	18,467	244,216	36,821
Supplies and materials	328	-	20,082	-
Other services and charges	21,808	44,701	76,606	4,175
Capital expenditures	-	-	27,180	-
Total expenditures	<u>313,805</u>	<u>63,168</u>	<u>368,084</u>	<u>40,996</u>
Excess (deficiency) of revenues over expenditures	<u>(243,802)</u>	<u>1,172</u>	<u>53,341</u>	<u>(7,482)</u>
Other Financing Sources (Uses)				
Operating transfers in	243,802	2,261	-	7,482
Operating transfers out	-	-	(53,341)	-
Total other financing sources (uses)	<u>243,802</u>	<u>2,261</u>	<u>(53,341)</u>	<u>7,482</u>
Net Change in Fund Balance	-	3,433	-	-
Fund Balance				
Beginning of year	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ 3,433</u>	<u>\$ -</u>	<u>\$ -</u>

<u>EPA River Region Waste Water Grant Program</u>	<u>Louisiana Wildlife and Fisheries Survey Assistance Grant Program</u>	<u>Louisiana Wildlife and Fisheries Equipment Reimbursement Grant</u>	<u>Gulf States Marine Fisheries Commission Survey Assistance Grant Program</u>	<u>DOTD Regional Highway Safety</u>
\$ -	\$ -	\$ -	\$ -	\$ 141,020
-	396,762	109,946	176,441	16,187
-	396,762	109,946	176,441	157,207
-	223,900	69,649	91,339	106,932
-	4,594	3,185	1,544	3
-	208,097	1,729	128,385	24,529
-	-	-	5,088	6,112
-	436,591	74,563	226,356	137,576
-	(39,829)	35,383	(49,915)	19,631
-	39,829	-	49,915	-
-	-	(35,383)	-	(19,631)
-	39,829	(35,383)	49,915	(19,631)
-	-	-	-	-
-	-	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

	Regional Human Services Transportation Plan	DOTD Travel Demand Management Program	DOTD South Central Regional Bicycle/Ped Safety Plan	DOTD Houma - Thibodaux MPO Transportation Plan
Revenues				
Intergovernmental	\$ 8,836	\$ 7,180	\$ 92,192	\$ 20,623
Charges for services	-	-	-	-
Total revenues	<u>8,836</u>	<u>7,180</u>	<u>92,192</u>	<u>20,623</u>
Expenditures				
Current:				
Economic development and assistance:				
Personal services	6,534	5,779	4,547	282
Supplies and materials	8	-	-	43
Other services and charges	320	237	97,889	20,298
Capital expenditures	-	-	-	-
Total expenditures	<u>6,862</u>	<u>6,016</u>	<u>102,436</u>	<u>20,623</u>
Excess (deficiency) of revenues over expenditures	<u>1,974</u>	<u>1,164</u>	<u>(10,244)</u>	<u>-</u>
Other Financing Sources (Uses)				
Operating transfers in	-	-	10,244	-
Operating transfers out	<u>(1,974)</u>	<u>(1,164)</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>(1,974)</u>	<u>(1,164)</u>	<u>10,244</u>	<u>-</u>
Net Change in Fund Balance	-	-	-	-
Fund Balance				
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Louisiana Office of Community Development - Regional Capacity Building Program	Historic Preservation Hurricanes Recovery Program	BOR Lumcon BTNEP Home Sewage Assistance Program	FHWA Safety Action Plan	Total Grant Fund
\$ 136,053	\$ 1,217	\$ -	\$ 213,320	\$ 1,199,223
-	-	-	-	709,836
<u>136,053</u>	<u>1,217</u>	<u>-</u>	<u>213,320</u>	<u>1,909,059</u>
101,119	2,530	3,528	12,515	1,219,827
180	-	-	-	29,967
37,585	1,439	615	201,044	869,457
-	-	-	-	38,380
<u>138,884</u>	<u>3,969</u>	<u>4,143</u>	<u>213,559</u>	<u>2,157,631</u>
<u>(2,831)</u>	<u>(2,752)</u>	<u>(4,143)</u>	<u>(239)</u>	<u>(248,572)</u>
2,831	2,752	4,143	239	363,498
-	-	-	-	(111,493)
<u>2,831</u>	<u>2,752</u>	<u>4,143</u>	<u>239</u>	<u>252,005</u>
-	-	-	-	3,433
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,433</u>

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

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

Agency Head Name: Kevin P. Belanger, CEO

Purpose

Salary	\$ 252,932
Benefits - insurance	19,953
Benefits - retirement	39,204
Payout of accrued leave	14,841
Benefits - other	-
Car allowance	-
Vehicle provided by government	-
Phone allowance	1,320
Per diem	-
Reimbursements	-
Travel	11,173
Registration fees	631
Mileage reimbursements	4,803
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	5,889
Other	1,164
	<u>\$ 351,910</u>

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

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

To the Board of Commissioners,
South Central Planning & Development Commission, Inc.,
Houma, Louisiana.

We have audited, in accordance with the auditing standards generally accepted in the United State 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, the business-type activities, the aggregate discretely presented component unit, and each major fund of South Central Planning & Development Commission, Inc., (the “Commission”), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Commission’s basic financial statements and have issued our report thereon dated March 27, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission’s internal control over financial reporting, (“internal control”), as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion 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 Commission’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Commission’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 or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreement, noncompliance with which could have a direct and material effect on the 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 test disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 2024-001.

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

Bougeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
March 27, 2025.

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

To the Board of Commissioners,
South Central Planning & Development Commission, Inc.,
Houma, Louisiana.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited South Central Planning & Development Commission, Inc.’s, (the “Commission”) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Commission’s major federal programs for the year ended June 30, 2024. The Commission’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

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) Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Commission’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Commission's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 the Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on 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 a 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 Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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.

Bougeois Bennett, L.L.C.

Certified Public Accountants.

Houma, Louisiana,
March 27, 2025.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**South Central Planning & Development Commission, Inc.**
Houma, Louisiana

For the year ended June 30, 2024

Federal Grantor/Pass-Through Grantor/Program Title Through Grantor/Program Title	Federal Assistance Listing	Federal Award/ Pass-Through Entity Identifying Number	Federal Expenditures	Expenditures To Subrecipients
U.S. Department of Commerce:				
Economic Development Administration:				
Economic Development Support for Planning Organizations Support for Planning Organizations	11.302	ED22AUS3020025	\$ 70,000	
CARES Support for Planning Organizations				
Sudden and Severe Economic Dislocation Adjustment Revolving Loan Fund	11.307	08-59-02912.01	2,023,680	
CARES Act Revolving Loan Fund	11.307	08-79-05427	1,876,845	
CARES Act Revolving Loan Fund	11.307	08-79-05572	2,953,325	
CARES Act Revolving Loan Fund - Administration	11.307	08-79-05572	25,972	
Total U.S. Department of Commerce			6,949,822	
U.S. Department of Housing and Urban Development:				
Office of Community Planning and Development:				
<u>Pass-Through Payments:</u>				
<u>Louisiana Department of Economic Development:</u>				
Community Development Block Grants				
Small Business Recovery Loan and Grant Program				
Revolving Capital Fund	14.228	B-06-DG-22-001	4,075,509	
Innovation Program	14.228	B-06-DG-22-001	350,788	
Innovation Revolving Capital Fund	14.228	B-06-DG-22-001	1,527,005	
St. John the Baptist Grant and Loan Fund	14.228	48USJB7001	210,283	
Restore Louisiana Small Business Program	14.228	16-DL-22-0001	30,828,034	
Grant Disaster Recovery Program				
Louisiana Watershed Initiative	14.228	16-DL-22-0001	136,053	
Small Business Recovery Loan and Grant Program:				
LA Laura Delta	14.228	B-21-DZ-22-0001	1,502,593	
LA Ida	14.228	B-21-DZ-22-0001	1,485,195	
Total U.S. Department of Housing and Urban Development			40,115,460	
U.S. Department of the Interior				
<u>Pass-Through Payments:</u>				
<u>Louisiana Division of Historic Preservation:</u>				
Emergency Supplemental Historic Preservation Fund				
Historic Structure Survey of St. Charles Parish	15.957	19-22-HIM-02	706	
Historic Structure Survey of Red River Parish	15.957	19-22-HIM-03	512	
Total U.S. Department of Interior			1,218	

Federal Grantor/Pass- Through Grantor/Program Title	Federal Assistance Listing	Federal Award/ Pass-Through Entity Identifying Number	Federal Expenditures	Expenditures To Subrecipients
U.S. Department of Transportation:				
Federal Highway Administration				
Safety Plan for Assumption, Lafourche, and Terrebonne	20.939	693JJ32340119	174,171	
<u>Pass-Through Payments:</u>				
<u>Louisiana Department of Transportation and Development:</u>				
Houma MPO Travel Demand Manager	20.205	H.011005	7,180	
Federal Highway Administration				
Metropolitan Planning	20.205	H972501.1	337,138	
Metropolitan Planning	20.205	H972506	18,561	
South Central Bike and Pedestrian Safety Plan	20.205	H013539	81,948	
Strategic Highway Safety Plan	20.205	H013506	141,020	
Federal Transit Administration:				
<u>Pass-Through Payments:</u>				
<u>Louisiana Department of Transportation and Development:</u>				
Federal Transit Metropolitan Planning Grants				
MPO- FTA - 2024 PL80-55-24	20.505	LA-2019-011	51,471	
MPO- FTA - 2024 - CHSTP	20.509	LA-2019-011	3,836	
MPO- FTA - 2024 - CHSTP	20.513	LA-2018-006	5,000	
Total U.S. Department of Transportation			820,325	
Environmental Protection Agency:				
Office of Solid Waste and Emergency Response				
Brownfields Assessment and Cleanup Cooperative Agreements				
Brownfield Revolving Loan Fund	66.818	BL-96693301	904,156	
Brownfield Revolving Loan Fund	66.818	02F18201	17,572	
Brownfield Revolving Loan Fund - Administration	66.818	BL-96693301	82,804	
Total Environmental Protection Agency			1,004,532	
Delta Regional Authority:				
Delta Local Development District Assistance				
Capacity Building Grant	90.202		12,000	
	90.200		11,014	
Total Delta Regional Authority			23,014	
U.S. Department of Homeland Security:				
<u>Pass-Through Payments:</u>				
<u>Louisiana Department of Homeland Security and Emergency Preparedness:</u>				
Homeland Security Grant Program				
River Bayou Parish Mutual Aid and Assistance Task Force:				
Homeland Security Grant Program	97.067	EMW-2021-SS-00019-S01	51,888	
Homeland Security Grant Program	97.067	EMW-2022-SS-00042-S01	127,779	
Homeland Security Grant Program	97.067	EMW-2022-SS-00042-S01	30,000	
Homeland Security Grant Program	97.067	EMW-2023-SS-00008-S01	103,248	
Total U.S. Department of Homeland Security			312,915	
Total			\$ 49,227,286	

See notes to schedule of expenditures of federal awards.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

South Central Planning & Development Commission, Inc. Houma, Louisiana

June 30, 2024

Note 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the SEFA) includes the federal award activity of the Commission under programs of the federal government for the year ended June 30, 2024. The information in the SEFA is presented in accordance with the 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). Because the SEFA presents only a selected portion of the operation of the Commission it is not intended to and does not present the financial position, changes in net position, or cash flows of the Commission.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- (1) Expenditures reported on the SEFA 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 to reimbursement.
- (2) The Commission has elected not to use the 10% *de minimis* indirect cost rate as allowed under the Uniform Guidance.

Note 3 - VALUE OF LOANS OUTSTANDING

Loans outstanding as of June 30, 2024 for the Sudden and Severe Economic Dislocation Adjustment Revolving Loan Program, Federal Assistance Listing number 11.307, was \$6,879,822, the Small Business Recovery Loan and Grant Programs, Federal Assistance Listing number 14.228, \$40,115,460 and the Environmental Protection Agency Brownfield Revolving Loan Program, Federal Assistance Listing number 66.818, \$1,004,532. In addition, an allowance for uncollectible loans amounting to \$596,493 has been recorded in the financial statements as of June 30, 2024.

Note 4 - FINDINGS OF NONCOMPLIANCE

See Schedule of Findings and Questioned Costs.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

Section I - Summary of Auditor's Results

a) Financial Statements

Type of auditor's report issued: unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ___ Yes X No
- Significant deficiency(ies) identified that are
not considered to be a material weakness? ___ Yes X None reported

Noncompliance material to financial statements noted? X Yes ___ No

b) Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ___ Yes X No
- Significant deficiency(ies) identified that are
not considered to be a material weakness? ___ Yes X None reported

Type of auditor's report issued on compliance for major programs: unmodified

- Any audit findings disclosed that are required
to be reported in accordance with the
Uniform Guidance? ___ Yes X No

Section I - Summary of Auditor’s Results (Continued)

c) Identification of Major Program:

Federal Assistance Listing	Name of Federal Program
11.307	CARES Support for Planning Organizations Sudden and Severe Economic Dislocation Adjustment Revolving Loan Fund
14.228	Community Development Block Grants Small Business Recovery Loan and Grant Program
66.818	Brownfields Assessment and Cleanup Cooperative Agreements
97.067	Homeland Security Grant Program
	Dollar threshold used to distinguish between Type A and Type B programs: <u>\$750,000</u>

**Section II - Internal Control Over Financial Reporting and Compliance and Other Matters
Material to the Basic Financial Statements**

Internal Control Over Financial Reporting

There were no internal control over financial reporting findings reported during the audit of the financial statements for the year ended June 30, 2024.

Compliance and Other Matters

2024-001 Budget Variance

Criteria - In accordance with R.S. 39:1311, the governing authority must adopt a budget amendment if there is a 5% or greater variance in actual expenditures over budgeted expenditures.

Condition - The Commission did not adopt a budget amendment in the grant fund for the 5% overage in expenditures for the fiscal year ended June 30, 2024.

**Section II - Internal Control Over Financial Reporting and Compliance and Other Matters
Material to the Basic Financial Statements (Continued)**

Compliance and Other Matters (Continued)

2024-001 Budget Variance (Continued)

Cause - The Commission did not amend its adopted budget.

Effect - The Commission did not comply with state budget laws.

Recommendation - We recommend that the Commission adopt budget amendments for 5% overage in expenditures.

Views of responsible officials of the auditee when there is a disagreement with the findings, to the extent practical - None.

Section III - Federal Award Findings and Questioned Costs

There were no federal award findings or questioned costs reported during the audit of the financial statements for the year ended June 30, 2024.

REPORTS BY MANAGEMENT

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

South Central Planning & Development Commission, Inc. Houma, Louisiana

For the year ended June 30, 2024

Section I - Internal Control Over Financial Reporting and Compliance and Other Matters Material to the Basic Financial Statements

Internal Control Over Financial Reporting

There were no material weaknesses or significant deficiencies related to internal controls over financial reporting reported during the audit for the year ended June 30, 2023.

Compliance and Other Matters

2023-001 Budget Variance

Recommendation - We recommend that the Commission adopt budget amendments for 5% overage in expenditures.

Management's Response - The Commission will adopt a budget amendment each year going forward when there is a 5% or greater overage in expenditures or if there is a 5% or greater variance in the actual fund balance at the beginning of the year. **Unresolved; see finding 2024-001.**

Section II - Federal Award Findings and Questioned Costs

There were no federal award findings or questioned costs reported during the audit of the financial statements for the year ended June 30, 2023.

Section III - Management Letter

A management letter was not issued in connection with the audit for the year ended June 30, 2023.

MANAGEMENT'S CORRECTIVE ACTION PLAN

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

Section I - Internal Control Over Financial Reporting and Compliance and Other Matters Material to the Basic Financial Statements

Internal Control Over Financial Reporting

There were no internal control over financial reporting findings reported during the audit of the financial statements for the year ended June 30, 2024.

Compliance and Other Matters

2024-001 Budget Variance

Recommendation - We recommend that the Commission adopt budget amendments for 5% overage in expenditures.

Management's Response - The Commission will adopt a budget amendment each year going forward when there is a 5% or greater shortage in revenue or a 5% or greater overage in expenditures.

Section II - Federal Award Findings and Questioned Costs

There were no federal award findings or questioned costs reported during the audit of the financial statements for the year ended June 30, 2024.

Section III - Management Letter

A management letter was not issued in connection with the audit for the year ended June 30, 2024.

STATEWIDE AGREED-UPON PROCEDURES

INDEPENDENT ACCOUNTANT’S REPORT ON
APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners,
South Central Planning & Development Commission, Inc.,
Houma, Louisiana.

We have performed the procedures described in Schedule 7 on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA) Statewide Agreed-Upon Procedures (SAUP) for the fiscal period July 1, 2023 through June 30, 2024. South Central Planning & Development Commission, Inc. (the “Commission”) management is responsible for those C/C areas identified in the SAUPs.

The Commission has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA’s SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purpose. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described in Schedule 7.

We were engaged by the Commission to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on these C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Bougeois Bennett, L.L.C.

Certified Public Accountants

Houma, Louisiana,
March 27, 2025.

SCHEDULE OF PROCEDURES AND ASSOCIATED FINDINGS
OF THE STATEWIDE AGREED-UPON PROCEDURES

South Central Planning & Development Commission, Inc.
Houma, Louisiana

For the year ended June 30, 2024

The required procedures and our findings are as follows:

1) Procedures Performed on the Commission's Written Policies and Procedures:

- A. Obtain and inspect the Commission's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the Commission's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
Performance: Obtained and read the written policy for budgeting and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
 - ii. **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
Performance: Obtained and read the written policy for purchasing and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
 - iii. **Disbursements**, including processing, reviewing, and approving.
Performance: Obtained and read the written policy for disbursements and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
 - iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of each type of revenue or Commission fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
Performance: Obtained and read the written policy for receipts and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.

1) **Procedures Performed on the Commission's Written Policies and Procedures: (Continued)**

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
Performance: Obtained and read the written policy for payroll and personnel and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
Performance: Obtained and read the written policy for contracting and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
Performance: Obtained and read the written policy for travel and expense reimbursement and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- viii. **Credit Cards** (and debit cards, fuel cards, purchase cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
Performance: Obtained and read the written policy for credit cards and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the Commission's ethics policy.
Performance: Obtained and read the written policy for ethics and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
Performance: Obtained and read the written policy for debt service and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.

1) Procedures Performed on the Commission's Written Policies and Procedures: (Continued)

- xi. **Information Technology 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.

Performance: Obtained and read the written policy for information technology disaster recovery/business continuity and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

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

Exceptions: There were no exceptions noted.

2) Procedures Performed on the Commission's Board or Finance Committee:

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period and:

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

Performance: Obtained and read the written minutes of the Board meetings. The Board is required to meet quarterly. All meetings had a quorum.

Exceptions: There were no exceptions noted.

- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.

Performance: Inspected meeting minutes to determine if the minutes included references to budget-to-actual comparisons for the General Fund.

Exceptions: There were no exceptions noted.

2) Procedures Performed on the Commission's Board or Finance Committee: (Continued)

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the General Fund. If the General Fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the General Fund.

Performance: Obtained the prior year's audit report and observed the unassigned fund balance in the General Fund. The General Fund did not have a negative ending unassigned fund balance.

Exceptions: There were no exceptions noted.

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Performance: Obtained and read the written minutes of the Board meetings.

Exceptions: There were no exceptions noted.

3) Procedures Performed on the Commission's Bank Reconciliations:

- A. Obtain a listing of the Commission's bank accounts from management and management's representation that the listing is complete. Ask management to identify the Commission's main operating account. Select the Commission'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 each selected account, and observe that:

Performance: Obtained the listing of bank accounts from management and received management's representation that the listing is complete in a separate letter.

Exceptions: There were no exceptions noted.

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

Performance: Obtained monthly bank reconciliation for the month of June for the main operating bank account and 4 additional accounts. Inspected management's documentation for timely preparation of the bank reconciliations.

Exceptions: There were no exceptions noted.

- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

Performance: Obtained the Commission's bank reconciliations and observed that the reconciliations were reviewed within one month of preparation by a member of management who does not handle cash.

Exceptions: There were no exceptions noted.

3) Procedures Performed on the Commission's Bank Reconciliations: (Continued)

- iii. 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.

Performance: Inspected documents for items outstanding for more than 12 months. We noted no checks outstanding greater than 12 months from the statement closing date.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Commission's Collections (Excluding Electronic Funds Transfers):

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

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

Exceptions: There were no exceptions noted.

- B. 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquired of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

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

Exceptions: There were no exceptions noted.

- i. Employees responsible for cash collections do not share cash drawers/registers.

Performance: Inspected policy manuals, inquired of management and observed receipts and general ledger transactions.

Exceptions: There were no exceptions noted.

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless other employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

Performance: Inspected policy manuals, inquired of management and observed employees collecting cash are not responsible for making deposits.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Commission's Collections (Excluding Electronic Funds Transfers): (Continued)

- iii. Each employee responsible for collecting cash is not also 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; and

Performance: Inspected policy manuals, inquired of management and observed employees collecting cash do not make general ledger postings.

Exceptions: There were no exceptions noted.

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Performance: Inspected policy manuals, inquired of management and employees performing reconciliation do not collect cash.

Exceptions: There were no exceptions noted.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Performance: Obtained a copy of the insurance policy for theft and a listing of all employees covered by the policy. The policy was in force during the fiscal period.

Exceptions: There were no exceptions noted.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly select and randomly select a deposit if multiple deposits are made on the same day). Alternatively, 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

- i. Observe that receipts are sequentially pre-numbered.

Performance: Obtained supporting documentation for the selected deposits and observed that receipts were sequentially pre-numbered.

Exceptions: There were no exceptions noted.

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

Performance: Traced supporting documentation to the deposit slip.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Commission's Collections (Excluding Electronic Funds Transfers): (Continued)

- iii. Trace the deposit slip total to the actual deposit per the bank statement.
Performance: Traced deposit slip total to the actual deposit per bank statement.
Exceptions: There were no exceptions noted.
- iv. 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 and the cash is stored securely in a locked safe or drawer).
Performance: Observed that the deposits tested were made within one business day of receipt.
Exceptions: There were no exceptions noted.
- v. Trace the actual deposit per the bank statement to the general ledger.
Performance: Traced the actual deposit per the bank statement to the general ledger.
Exceptions: There were no exceptions noted.

5) Procedures Performed on the Commission's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases):

- A. 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).
Performance: Obtained a listing of locations that process payments for the fiscal period from management and received management's representation in a separate letter. The Commission only has one location that processes payments.
Exceptions: There were no exceptions noted.
- B. For each location selected under procedure #5A, 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 Commission has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
Performance: Obtained a listing of employees involved in non-payroll purchasing and payment functions and reviewed written policies and procedures related to employee job duties. Observed if the job duties were properly segregated.
Exceptions: There were no exceptions noted.
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
Performance: Obtained a listing of employees involved in initiating a purchase request, approving a purchasing, and placing an order/making a purchase.
Observed at least two employees are involved.
Exceptions: There were no exceptions noted.

5) Procedures Performed on the Commission's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases): (Continued)

- ii. At least two employees are involved in processing and approving payments to vendors.
Performance: Obtained a listing of employees involved in processing and approving payments to vendors. Observed at least two employees are involved.
Exceptions: There were no exceptions noted.
 - iii. 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.
Performance: Obtained a listing of employees involved in processing payments to vendors. Observed if any employees involved are adding/modifying vendor files.
Exceptions: There were no exceptions noted.
 - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
Performance: Obtained a listing of employees involved with signing and mailing checks. Noted that these employees are not responsible for processing payments.
Exceptions: There were no exceptions noted.
 - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
Performance: Obtained a listing of employees authorized to sign checks. These employees also approve electronic disbursements.
Exceptions: There were no exceptions noted.
- C. For each location selected under procedure #5A, obtain the Commission'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:
- Performance: Obtained the Commission's non-payroll disbursement transaction population and management's representation that the population is complete in a separate letter.
Exceptions: There were no exceptions noted.
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the Commission.
Performance: Observed that the 5 disbursements matched the related original invoice/billing statements and observed supporting documentation indicating deliverables were received.
Exceptions: There were no exceptions noted.

5) Procedures Performed on the Commission's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases): (Continued)

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #5B, as applicable.

Performance: Observed the 5 disbursements included evidence of segregation of duties.

Exceptions: There were no exceptions noted.

- D. Using the Commission's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the Commission's policy, and (b) approved by the required number of authorized signers per the Commission's policy.

Performance: Observed that selected disbursements were approved by authorized persons and required number of signers.

Exceptions: There were no exceptions noted.

6) Procedures Performed on the Commission's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards):

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Performance: Obtained a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards from management and management's representation in a separate letter that the listing is complete.

Exceptions: There were no exceptions noted.

- B. 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:

- i. Observe whether 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) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

Performance: Observed evidence that the statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

Exceptions: There were no exceptions noted.

6) Procedures Performed on the Commission’s Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards): (Continued)

- ii. Observe that finance charges and late fees were not assessed on the selected statements.
Performance: Observed finance charges and/or late fees were not assessed on the selected statements.
Exceptions: There were no exceptions noted.

C. Using the monthly statements or combined statements selected under procedure #6B, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, report whether the transaction is supported by:

- i. An original itemized receipt that identifies precisely what was purchased.
Performance: Observed whether the transactions from the monthly statements were supported by original itemized receipts that identifies precisely what was purchased.
Exceptions: There were exceptions noted due to 3 transactions not being supported by an original itemized receipt.
- ii. Written documentation of the business/public purpose.
Performance: Observed whether the transactions from the monthly statements were supported with written documentation of the business/public purpose.
Exceptions: There were exceptions noted due to 15 transactions lacking written documentation of the business/public purpose.
- iii. Documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.
Performance: Observed whether the transactions from the monthly statements were supported with documentation of the individuals participating in meals.
Exceptions: There were exceptions noted due to 2 transactions for meals not containing documentation of who participated in meals.

7) Procedures Performed on the Commission's Travel and Travel-Related Expense Reimbursements (excluding card transactions):

A. 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 and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

Performance: Obtained the general ledger for travel and travel-related expense reimbursements and management's representation in a separate letter.

Exceptions: There were no exceptions noted.

i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

Performance: Agreed reimbursement to rates established by the U.S. General Services Administration.

Exceptions: There were no exceptions noted.

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

Performance: Observed reimbursements were supported by an original itemized receipt.

Exceptions: There were no exceptions noted.

iii. 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 Policies and Procedures procedure #1A(vii).

Performance: Observed each reimbursement was supported by documentation of the business/public purpose and other documentation required by written policy.

Exceptions: There were no exceptions noted.

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

Performance: Observed each reimbursement was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Exceptions: There were no exceptions noted.

8) Procedures Performed on the Commission's Contracts:

- A. 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. Alternatively, 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:

Performance: Obtained 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 and management's representation that the listing is complete.

Exceptions: There were no exceptions noted.

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

Performance: Inspected supporting contract documentation and inquired of client about any contracts subject to Louisiana Public Bid Law.

Exceptions: There were no exceptions noted.

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

Performance: Inspected contract documentation. The contract was properly approved.

Exceptions: There were no exceptions noted.

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).

Performance: Inspected contract and inquired of management about amendments to the contract in the fiscal year.

Exceptions: There were no exceptions noted.

- iv. 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.

Performance: Obtained supporting documentation for payment and agreed payment to the terms of the contract.

Exceptions: There were no exceptions noted.

9) Procedures Performed on the Commission's Payroll and Personnel:

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries, and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Performance: Obtained the listing of employees and their related salaries from management and management's representations that the listing is complete.

Exceptions: There were no exceptions noted.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A, obtain attendance records and leave documentation for the pay period, and:

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Performance: Inspected payroll documentation for record of attendance and leave during the period.

Exceptions: There were no exceptions noted.

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Performance: Inspected time sheets for the approval of attendance and inspected leave forms for approval of leave during the period.

Exceptions: There were no exceptions noted.

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

Performance: Observed the leave records maintained by the accountant to ensure leave taken during the period was reflected in the records.

Exceptions: There were no exceptions noted.

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Performance: Observed the authorized salary/pay rate maintained in the personnel files and agreed to rate paid.

Exceptions: There were no exceptions noted.

9) Procedures Performed on the District's Payroll and Personnel: (Continued)

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the Commission's policy on termination payments. Agree the hours to the employees' or officials' cumulative leave records, agree the pay rates to the employees'/officials' authorized pay rates in the employees'/officials' personnel files, and agree the termination payment to the Commission's policy.

Performance: Obtained a listing of employees terminated during the fiscal year from management and received management's representation that the listing is complete in a separate letter. Agreed the hours to the cumulative leave records, agreed the pay rates to the authorized pay rates, and agreed the termination payment to the termination policy.

Exceptions: There were no exceptions noted.

- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Performance: Obtained management's representation of the timely filing of payroll forms and timely payments and inspected payroll reporting forms to confirm that all payments were submitted to the applicable agencies by the required deadlines.

Exceptions: There were no exceptions noted.

10) Procedures Performed on the Commission's Ethics:

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:

- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.

Performance: Inspected personnel files and ethics course completion certificates for the 5 employees selected.

Exceptions: There were no exceptions noted.

- ii. Observe whether the Commission maintains documentation which demonstrates that each employee and official were notified of any changes to the Commission's ethics policy during the fiscal period, as applicable.

Performance: There were no changes to the ethics policy during the year.

Exceptions: There were no exceptions noted.

10) Procedures Performed on the Commission's Ethics: (Continued)

- B. Inquire and/or observe whether the Commission has appointed an ethics designee as required by R.S. 42:1170.

Performance: We inquired and received representation as to whether the Commission appointed an ethics designee.

Exceptions. There were no exceptions noted.

11) Procedures Performed on the Commission's Debt Service:

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Performance: Inquired of management regarding a listing of bonds/notes issued during the fiscal period; none were noted.

Exceptions: There were no exceptions noted.

- B. 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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Performance: Inquired of management regarding a listing of bonds/notes outstanding at the end of the fiscal period; none were noted.

Exceptions: There were no exceptions noted.

12) Procedures Performed on the Commission's Fraud Notice:

- A. 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 Commission reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Commission is domiciled as required by R.S. 24:523.

Performance: Inquired of management of any misappropriations of public funds and assets during the fiscal period and management's representation in a separate letter.

Exceptions: There were no exceptions noted.

- B. Observe that the Commission 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.

Performance: Observed the fraud notice posted on the premises and website concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions: There were no exceptions noted.

**13) Procedures Performed on the Commission's Information Technology Disaster Recovery/
Business Continuity:**

A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management"**.

i. Obtain and inspect the Commission's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personal responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the Commission's local server or network, and (c) was encrypted.

Performance: We performed the procedure and discussed the results with management.

ii. Obtain and inspect the Commission's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

Performance: We performed the procedure and discussed the results with management.

iii. Obtain a listing of the Commission's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Performance: We performed the procedure and discussed the results with management.

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using a list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Performance: We performed the procedure and discussed the results with management.

C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

Performance: We performed the procedure and discussed the results with management.

14) Procedures Performed on the Commission's Prevention of Sexual Harassment:

- A. Using the 5 randomly selected employees/officials from "Procedures Performed on the Commission's Payroll and Personnel procedure" #9A, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Performance: Observed sexual harassment training documentation for the 5 employees selected.

Exceptions: There were no exceptions noted.

- B. Observe that the Commission has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the Commission's premises if the Commission does not have a website).

Performance: Inquired of management regarding the sexual harassment policy and complaint procedure on its website.

Exceptions: There was an exception noted due to the Commission's sexual harassment policy not being posted on its website.

- C. Obtain the Commission's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

Performance: Obtained the Commission's annual sexual harassment report.

Exceptions: There were no exceptions noted.

- i. Number and percentage of public servants in the agency who have completed the training requirements.

Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.

Exceptions: There were no exceptions noted.

- ii. Number of sexual harassment complaints received by the agency.

Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.

Exceptions: There were no exceptions noted.

- iii. Number of complaints which resulted in a finding that sexual harassment occurred.

Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.

Exceptions: There were no exceptions noted.

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action.

Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.

Exceptions: There were no exceptions noted.

**14) Procedures Performed on the Commission's Prevention of Sexual Harassment:
(Continued)**

v. Amount of time it took to resolve each complaint.

Performance: Obtained the annual sexual harassment report to observe it contained the above requirement.

Exceptions: There were no exceptions noted.

Management's Overall Response to Exceptions:

6)C(i) Management will ensure all credit card transactions are supported by an original itemized receipt.

6)C(ii) Management will ensure that credit card transactions include documentation of the business/public purpose.

6)C(iii) Management will ensure that credit card transactions include documentation of individuals who participate in charges for meals.

14)B Management will consider posting the sexual harassment policy on their website.