

**ST. TAMMANY PARISH
WATERWORKS DISTRICT NO. 3**

Financial Statements with Supplementary Information

December 31, 2024

(With Independent Auditor's Report Thereon)

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

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Independent Auditor's Report

**To the Board of Commissioners
St. Tammany Parish Waterworks District No. 3
Covington, Louisiana**

Opinion

We have audited the accompanying financial statements of the business-type activities, of St. Tammany Parish Waterworks District No. 3 (the District), a component unit of St. Tammany Parish, Louisiana, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District'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 business-type activities of the District as of December 31, 2024, and the respective changes in financial position and cash flows 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 District and to meet our other ethical responsibilities in accordance with the 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 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 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 District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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

Other Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The schedule of compensation, benefits, and other payments to agency head and schedule of compensation paid to board members are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is 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. The 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 schedule of compensation, benefits, and other payments to agency head and schedule of compensation paid to board members are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of the report is solely 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 District'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 District's internal control over financial reporting and compliance.

Griffin & Furman, LLC

June 24, 2025

Covington, Louisiana

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Management's Discussion and Analysis

December 31, 2024

Overview of the Financial Statements

These financial statements consist of two sections: management's discussion and analysis (this section) and the basic financial statements (including the notes to the financial statements).

Basic Financial Statements

The basic financial statements present information for the District as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the statement of net position, the statement of revenues, expenses, and changes in net position, and the statement of cash flows.

The statement of net position presents the current and long-term portions of assets and liabilities separately. The difference between total assets and total liabilities is net position and may provide a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of revenues, expenses, and changes in net position present information showing how the District's net position changed as a result of current year operations. Regardless of when cash is affected, all changes in net position are reported when the underlying transactions occur. As a result, there are transactions included that will not affect cash until future fiscal periods.

The statement of cash flows presents information showing how the District's cash changed as a result of current year operations. The statement of cash flows is prepared using the direct method and includes the reconciliation of operating income to net cash provided by operating activities (indirect method) as required by Governmental Accounting Standards Board (GASB) Statement No. 34.

Financial Analysis of the District

The following presents condensed financial information on the operation of the District:

	<u>2024</u>	<u>2023</u>
Current and restricted assets	\$ 741,230	823,735
Capital assets, net of depreciation	<u>3,374,259</u>	<u>3,475,468</u>
Total assets	<u>\$ 4,115,489</u>	<u>4,299,203</u>
Current and other liabilities	\$ 375,771	541,849
Long-term liabilities	<u>1,784,377</u>	<u>1,836,621</u>
Total liabilities	<u>2,160,148</u>	<u>2,378,470</u>
Net position:		
Net investment in capital assets	1,539,882	1,588,847
Restricted	152,949	134,979
Unrestricted	<u>262,510</u>	<u>196,907</u>
Total net position	<u>1,955,341</u>	<u>1,920,733</u>
Total liabilities and net position	<u>\$ 4,115,489</u>	<u>4,299,203</u>

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Management's Discussion and Analysis

December 31, 2024

	<u>2024</u>	<u>2023</u>
Operating revenues	\$ 517,823	490,610
Operating expenses	<u>(415,712)</u>	<u>(522,527)</u>
Operating income (loss)	102,111	(31,917)
Non-operating revenue (expense), net	<u>(67,503)</u>	<u>(69,706)</u>
Change in net position	<u>\$ 34,608</u>	<u>(101,623)</u>

Capital Assets and Debt Administration:

Capital Assets

As of December 31, 2024, the District had \$3,374,259, net of accumulated depreciation, invested in a broad range of capital assets including land, rights of way, plant and distribution system, and machinery and equipment. (See table below.)

	<u>2024</u>	<u>2023</u>
Land	\$ 408,564	408,564
Plant and equipment	4,168,729	4,168,729
Less: accumulated depreciation	<u>(1,203,034)</u>	<u>(1,101,825)</u>
Total capital assets, net	<u>\$ 3,374,259</u>	<u>3,475,468</u>

Debt

The District had \$1,834,377 in bonds outstanding at December 31, 2024. A summary of this debt is shown below:

	<u>2024</u>	<u>2023</u>
Water revenue bonds	\$ 1,785,000	1,835,000
Bond premiums	<u>49,377</u>	<u>51,621</u>
Total debt	<u>\$ 1,834,377</u>	<u>1,886,621</u>

Contacting the District's Managements

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Brian Swindell, Board President, P.O. Box 1478, Covington, Louisiana 70434.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Statement of Net Position

December 31, 2024

Assets

Current assets:

Cash	\$	401,847
Revenue receivable - charges for services		44,876
Prepaid insurance		<u>10,411</u>

Total current assets **457,134**

Restricted cash:

Restricted for debt service	190,810
Restricted for meter deposits	<u>93,286</u>

Total restricted assets **284,096**

Capital assets:

Plant and equipment, net of accumulated depreciation	2,965,695
Land	<u>408,564</u>

Total capital assets, net **3,374,259**

Total assets **\$ 4,115,489**

See accompanying notes to financial statements.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Statement of Net Position (Continued)

December 31, 2024

Liabilities and Net Position

Current liabilities (payable from unrestricted assets):

Accounts payable	\$	10,929
Other liabilities		7,346
Due to other governmental entities		<u>176,349</u>

Total current liabilities (payable from unrestricted assets)	194,624
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Current liabilities (payable from restricted assets):

Accrued interest on bonds	33,271
Meter deposits	97,876
Current maturities of revenue bonds payable	<u>50,000</u>

Total current liabilities (payable from restricted assets)	181,147
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Long-term debt, net of current maturities:

Revenue bonds payable	<u>1,784,377</u>
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Total long-term debt	<u>1,784,377</u>
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Total liabilities	2,160,148
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Net position:

Net investment in capital assets	1,539,882
Restricted	152,949
Unrestricted	<u>262,510</u>

Total net position	<u>1,955,341</u>
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Total liabilities and net position	<u><u>\$ 4,115,489</u></u>
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See accompanying notes to financial statements.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Statement of Revenues, Expenses, and Changes in Net Position

For the Year Ended December 31, 2024

Operating revenues:		
Charges for services	\$ 510,535	
Administrative and late fees	<u>7,288</u>	
Total operating revenues		<u>517,823</u>
Operating expenses:		
Bank charges	1,281	
Depreciation	101,209	
Engineering fees	32,858	
Insurance	13,393	
Legal and professional fees	34,914	
Licenses and permits	12,339	
Office supplies and expenses	856	
Postage and delivery	3,368	
Repairs and maintenance	178,190	
Utilities	<u>37,304</u>	
Total operating expenses		<u>415,712</u>
Operating income		<u>102,111</u>
Non-operating revenue (expense):		
Interest expense	(76,256)	
Interest income	<u>8,753</u>	
Total non-operating revenue (expense), net		<u>(67,503)</u>
Change in net position		34,608
Net position, beginning of year		<u>1,920,733</u>
Net position, end of year	\$	<u><u>1,955,341</u></u>

See accompanying notes to financial statements.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Statement of Cash Flows

For the Year Ended December 31, 2024

Cash flows from operating activities:

Receipts from customers	\$ 513,969	
Payments to suppliers for goods and services	<u>(302,028)</u>	
Net cash provided by operating activities		211,941

Cash flows from non-capital financing activities:

Decrease in due to other governmental entities	(179,233)	
Net receipts from meter deposits	<u>3,067</u>	
Net cash used by investing activities		(176,166)

Cash flows from capital and related financing activities:

Principal and interest payments of bonds payable	<u>(128,500)</u>	
Net cash used by capital and related financing activities		(128,500)

Cash flows from investing activities:

Interest received	<u>8,753</u>	
Net cash provided by investing activities		<u>8,753</u>

Net decrease in cash and cash equivalents	(83,972)
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Cash and cash equivalents at beginning of year	<u>769,915</u>
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Cash and cash equivalents at end of year	\$ <u><u>685,943</u></u>
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Reconciliation of operating income to net cash provided by operating activities:

Operating income	\$ 102,111	
Adjustments to reconcile operating income to net cash provided by operating activities		
Depreciation	101,209	
Increase in revenue receivable - charges for services	(3,854)	
Decrease in prepaid expenses	2,387	
Increase in accounts payable	2,742	
Increase in other liabilities	<u>7,346</u>	
Net cash provided by operating activities		\$ <u><u>211,941</u></u>

Cash reconciliation:

Cash - unrestricted	\$ 401,847	
Cash - restricted	<u>284,096</u>	

Cash at end of year	\$ <u><u>685,943</u></u>
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See accompanying notes to financial statements.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Notes to the Financial Statements

December 31, 2024

(1) Nature of Business

St. Tammany Parish Waterworks District No. 3 (the District) was created by the St. Tammany Parish Police Jury as provided by Louisiana Revised Statute (R.S.) 33:3881. The District is governed by a five-member board of commissioners (the Board), who are residents of and own real estate in the District. Four commissioners are appointed by the St. Tammany Parish Council and one is appointed by the Parish President. The Board is responsible for providing water service to users within the boundaries of the District. The water comes from deep artesian wells and it is distributed through a central water tower. The District is the collection agent for St. Tammany Parish Sewerage Districts No. 1 and No. 4. At December 31, 2024, the District had approximately 820 customers.

(2) Summary of Significant Accounting Policies

(a) Reporting Entity

In accordance with Governmental Accounting Standards Board (GASB) Codification Section 2100, the District is considered a component unit of the St. Tammany Parish (the Parish) reporting entity because (1) commissioners of the District are appointed by the Parish and (2) the District provides water services to residents within St. Tammany Parish. While the District is an integral part of the Parish reporting entity and should be included within the financial statements of that reporting entity, GASB Codification Section 2600 provides that a component unit may also issue financial statements separate from those of the reporting entity. Accordingly, the accompanying financial statements present information only on the financial operations of the District and do not present information on the Parish, the general government services provided by the Parish, or on other component units that comprise the St. Tammany Parish reporting entity.

(b) Fund Accounting

The accounts of the District are organized on the basis of proprietary fund accounting used by governmental entities. The proprietary fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges, or (b) where the governing body has decided that the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose.

(c) Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The proprietary fund is accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of this fund are included on the statement of net position.

The District's 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.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Notes to the Financial Statements

December 31, 2024

In accordance with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB No. 63, net position is classified into three components: net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

- a. **Net Investment in Capital Assets** - This component of net position consists of the historical cost of capital assets, including any 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, less deferred inflows of resources related to those assets.
- b. **Restricted** - This component of net position consists of assets that have constraints that are externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
- c. **Unrestricted** - All other net position is reported in this category.

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. The principal operating revenues of the District's proprietary fund are charges to customers for sales and services. The District also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for the proprietary fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

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

(d) Financial Statements

GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, states that special - purpose governments engaged only in business - type activities should present only the financial statements required for enterprise funds. For these governments, basic financial statements and required supplementary information (RSI) consist of the following:

1. Management's discussion and analysis - RSI
2. Statement of net position
3. Statement of revenues, expenses, and changes in net position
4. Statement of cash flows
5. Notes to financial statements
6. Other RSI, if applicable

The District is a special-purpose government engaged only in business-type activities.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Notes to the Financial Statements

December 31, 2024

(e) Cash and Cash Equivalents and Investments

Cash includes amounts in interest-bearing and non-interest-bearing demand deposits. The District may deposit funds with a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state of the union, or the laws of the United States of America. Under state laws, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. State law (R.S. 39:1225) provides that the amount of security shall at all times be equal to 100% of the amount on deposit with each depository authority, except that portion of the deposit insured by the United States of America. State law also allows the District to invest in collateralized certificates of deposits, government-backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

(f) Revenue Receivable - Charges for Services

The District bills customers on the last day of the month in which services were provided. Revenue receivable - charges for services on the accompanying statement of net position are considered to be fully collectible at December 31, 2024. Uncollectible amounts are recognized as bad debts through the establishment of an allowance account at the time information becomes available, which would indicate the uncollectibility of an account.

(g) Capital Assets

All capital assets of the proprietary fund are recorded at historical cost. Depreciation of all exhaustible capital assets is charged as an expense against operations. Pre-construction costs associated with the development of the water system, which include engineering, legal and interest costs, are capitalized and depreciated over their useful lives using the straight-line method.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets as applicable. The following estimated useful lives are used to compute depreciation:

<u>Assets</u>	<u>Estimated Useful Lives</u>
Infrastructure – water system	20-35 years
Machinery and equipment	15-20 years

(h) Federal Income Taxes

The District is not subject to federal income taxes in accordance with Internal Revenue Code (IRC) Section 115 regarding income of states, municipalities, political subdivisions, etc.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Notes to the Financial Statements

December 31, 2024

(i) Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

(3) Cash and Cash Equivalents and Investments

At December 31, 2023, cash and cash equivalents for both current and restricted demand deposits consisted of the following:

Unrestricted	\$ 401,847
Restricted for debt service	190,810
Restricted for meter deposits	<u>93,286</u>
Cash on hand and in bank	<u>\$ 685,943</u>

Custodial credit risk is the risk that in the event of bank failure, the District's deposits might not be recovered. The District's deposit policy for custodial credit risk conforms to state law, as described in Note 1. At December 31, 2024 the District's bank balances were fully insured and collateralized and thus not subject to any custodial credit risk.

(4) Revenue Receivable – Charges for Services

The District had the following accounts receivable categorized by coverage area for the year ended December 31, 2024:

Riverwood	\$ 20,091
Covington Country Club	<u>24,785</u>
Total	<u>\$ 44,876</u>

(5) Capital Assets

Capital assets and depreciation activity as of and for the year ended December 31, 2024 for the primary government are as follows:

	Balance January 1, 2024	Increases	Decreases	Balance December 31, 2024
Capital assets not being depreciated				
Land	\$ 408,564	-	-	<u>408,564</u>
Total capital assets not being depreciated and amortized	<u>408,564</u>	-	-	<u>408,564</u>
Capital assets being depreciated				
Well	3,327,547	-	-	3,327,547
Building	735	-	-	735
Land improvements	11,874	-	-	11,874
Water system improvements	413,132	-	-	413,132

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Notes to the Financial Statements

December 31, 2024

Water lines	134,627	-	-	134,627
Water storage	139,291	-	-	139,291
Machinery and equipment	88,015	-	-	88,015
Control system	33,792	-	-	33,792
Improvements	<u>19,716</u>	<u>-</u>	<u>-</u>	<u>19,716</u>
Total capital assets being depreciated and amortized	<u>4,168,729</u>	<u>-</u>	<u>-</u>	<u>4,168,729</u>
Less accumulated depreciation for				
Well	(410,812)	(84,852)	-	(495,664)
Building	(735)	-	-	(735)
Water system improvements	(331,847)	(12,052)	-	(343,899)
Water lines	(133,503)	(44)	-	(133,547)
Water storage	(139,296)	-	-	(139,296)
Machinery and equipment	(59,246)	(2,047)	-	(61,293)
Control system	(8,870)	(1,689)	-	(10,559)
Improvements	<u>(17,516)</u>	<u>(525)</u>	<u>-</u>	<u>(18,041)</u>
Total accumulated depreciation	<u>(1,101,825)</u>	<u>(101,209)</u>	<u>-</u>	<u>(1,203,034)</u>
Total capital assets being depreciated, net	<u>3,066,904</u>	<u>(101,209)</u>	<u>-</u>	<u>2,965,695</u>
Capital assets, net	<u>\$ 3,475,468</u>	<u>(101,209)</u>	<u>-</u>	<u>3,374,259</u>

The District recorded \$101,209 in depreciation expense on its capital assets for the year ended December 31, 2024.

(6) Long Term Debt

The following is a summary of bond transactions of the District for the year ended December 31, 2024:

Bonds payable at January 1 st	\$ 1,835,000
Bonds issued	-
Bonds retired	<u>(50,000)</u>
Bonds payable at December 31 st	<u>\$ 1,785,000</u>

The following is a description of the bonds of the District for the year ended December 31, 2024:

Revenue Bonds

\$2,145,000 Water Revenue Bonds dated July 20, 2016; Due in annual principal payments of \$45,000 - \$120,000, Plus semi-annual interest payments through August 1, 2046, With interest at 2.0% to 5.0%, collateralized by water revenues.	\$ 1,785,000
Less: current maturities	(50,000)
Plus: bond premiums	<u>49,377</u>
Non-current portion of bonds payable	<u>\$ 1,784,377</u>

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Notes to the Financial Statements

December 31, 2024

Principal and interest payments due on the revenue bonds outstanding as of December 31, 2024 are as follows:

Year Ending December 31	Water Revenue Bonds		
	Principal	Interest	Total
2025	\$ 50,000	77,000	127,000
2026	50,000	75,500	125,500
2027	50,000	74,000	124,000
2028	55,000	71,500	126,500
2029	60,000	68,750	128,750
2030-2034	335,000	297,000	632,000
2035-2039	425,000	206,600	631,600
2040-2044	525,000	112,000	637,000
2045-2046	235,000	14,200	249,200
Total	\$ 1,785,000	996,550	2,781,550

(7) Net Position

Net Position for the year ended December 31, 2024 consisted of the following:

Net investment for capital assets	\$ 1,539,882
Restricted	152,949
Unrestricted	<u>262,510</u>
Total	<u>\$ 1,955,341</u>

(8) Board Members' Per Diem Payments

There were no fees paid to board members during the year ended December 31, 2024, other than those disclosed in the schedule of compensation paid to board members (see page 18).

(9) Due to Other Governmental Entities

The District is the collection agent for St. Tammany Parish Sewerage Districts No. 1 and No. 4. Sewerage fees collected that had not been remitted to the sewerage districts at December 31, 2024 were as follows:

<u>Due to</u>	<u>Amount</u>
St. Tammany Parish Sewerage District No. 1	\$ 155,498
St. Tammany Parish Sewerage District No. 4	<u>20,851</u>
Total	<u>\$ 176,349</u>

(10) Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District purchases commercial insurance in amounts it believes is sufficient to cover the risks of loss to which it is exposed.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Notes to the Financial Statements

December 31, 2024

(11) Subsequent Events

The District has evaluated subsequent events through the date that the financial statements were available to be issued, June 24, 2025, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Schedule of Compensation, Benefits, and Other Payments to Agency Head

For the Year Ended December 31, 2024

Agency Head Name: Brian Swindell

<u>Purpose</u>	<u>Amount</u>
Compensation	\$ <u><u>-</u></u>

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Schedule of Compenation Paid to Board Members

For the Year Ended December 31, 2024

<u>Board Member</u>	<u>Amount</u>
Brian Swindell	\$ -
Michael O'Connell	-
Michael Boyd	-
Zachary Smith	-
Steve Lane	-
	\$ -



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Robert J. Furman, CPA

Howard P. Vollenweider, CPA
Jessica S. Benjamin
Racheal D. Alvey
Michael J. Caparotta, CPA

Michael R. Choate, CPA

American Society of Certified Public Accountants
Society of Louisiana CPAs

**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
St. Tammany Parish Waterworks District No. 3
Covington, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of St. Tammany Parish Waterworks District No. 3 (the District) as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 24, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. We identified deficiencies in internal control described in the

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accompanying schedule of findings and management's corrective action as items 2024-1 and 2024-2 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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.

District's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the findings identified in our audit and described in the accompanying schedule of findings and management's corrective action. The District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on the response.

Purpose of This Report

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

Griffin & Furman, LLC

June 24, 2025

Covington, Louisiana

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Schedule of Findings and Management's Corrective Action Plan

For the Year Ended December 31, 2024

Summary of Auditors' Results:

Financial Statements:

1. Type of auditor's report issued:	Unmodified
2. Internal control over financial reporting:	
a. Material weakness identified?	Yes (2024-1 & 2024-2)
b. Significant deficiencies identified?	No
3. Compliance and other matters	No
4. Management letter comment provided?	No

Finding 2024-1:

Criteria:

Management is responsible for establishing internal controls over financial reporting that prevent material misstatements of its financial statements.

Condition & Cause:

The District maintains two suspense accounts which are not reconciled to the specific activity that is flowing through these accounts. One suspense account is used to record monthly differences between the deposits recorded on the bank statement (which is what is used to record deposits on the general ledger) and the deposits posted in the utility system. The other suspense account represents deposits by customers that exceed their balances due (unapplied payments).

Effect:

Based on the lack of reconciliations, it is reasonably possible that misstatements could go undetected for extended periods of time and result in a material misstatement of the District's financial statements.

Recommendation:

We recommend the District fully integrate the activity of the utility system into its monthly accounting entries thus reducing or even possibly eliminating the need for suspense accounts. This would also record and balance accounts receivable monthly rather than recording it as a year end adjustment.

Management Corrective Action:

Review necessity for suspense account with accountant and auditor. Develop a plan to eliminate the use of the suspense account for fiscal 2025.

Finding 2024-2:

Criteria:

Management is responsible for establishing internal controls over financial reporting that prevent material misstatements of its financial statements.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Schedule of Findings and Management's Corrective Action Plan

For the Year Ended December 31, 2024

Condition & Cause:

The deposit register is not being updated to remove customers who have had their deposits refunded or applied to their balance. The deposit register reflected approximately \$130,000 in customer deposits, while the general ledger reflected a liability of approximately \$97,000. After further inquiry, we were provided a refund report for 2002 to 2024 that when subtracted from the customer deposit register came within approximately \$10,000 of the liability per the general ledger.

Effect:

Based on the lack of reconciliations, it is reasonably possible that misstatements could go undetected for extended periods of time and result in a material misstatement of the District's financial statements.

Recommendation:

We recommend that the accounting procedures are reviewed for this area and refined such that the customer deposit liabilities per the utility system are balanced to the customer deposit liabilities per the general ledger on a recurring basis.

Management Corrective Action:

Establish a procedure to balance the customer deposit liabilities per the utility system to the customer deposit liabilities per the general ledger on a recurring basis for fiscal 2025.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Status of Prior Year Findings

For the Year Ended December 31, 2024

Finding 2023-1:

Criteria:

Management is responsible for establishing internal controls over financial reporting that prevent material misstatements of its financial statements.

Condition & Cause:

The District maintains two suspense accounts which are not reconciled to the specific activity that is flowing through these accounts. One suspense account is used to record monthly differences between the deposits recorded on the bank statement (which is what is used to record deposits on the general ledger) and the deposits posted in the utility system. The other suspense account represents deposits by customers that exceed their balances due (unapplied payments).

Effect:

Based on the lack of reconciliations, it is reasonably possible that misstatements could go undetected for extended periods of time and result in a material misstatement of the District's financial statements.

Recommendation:

We recommend that the District implement balancing procedures for these two suspense accounts.

Management Corrective Action:

The District has consulted with their contract accountant who will implement balancing procedures for these suspense accounts.

Status:

There were no changes to the above finding.

Finding 2023-2:

Criteria:

Management is responsible for establishing internal controls over financial reporting that prevent material misstatements of its financial statements.

Condition & Cause:

The deposit register is not being updated to remove customers who have had their deposits refunded or applied to their balance. The deposit register reflected approximately \$130,705 in customer deposits, while the general ledger reflected a liability of approximately \$95,000. After further inquiry, we were provided a refund report for 2002 to 2023 that when subtracted from the customer deposit register came within approximately \$6,000 of the liability per the general ledger.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Status of Prior Year Findings

For the Year Ended December 31, 2024

Effect:

Based on the lack of reconciliations, it is reasonably possible that misstatements could go undetected for extended periods of time and result in a material misstatement of the District's financial statements.

Recommendation:

We recommend that the accounting procedures are reviewed for this area and refined such that the customer deposit liabilities per the utility system are balanced to the customer deposit liabilities per the general ledger on a recurring basis.

Management Corrective Action:

The District has consulted with their contract accountant who will implement balancing procedures for the deposit account.

Status:

There were no changes to the above finding.



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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners of
St. Tammany Parish Waterworks District No. 3
Covington, Louisiana

To the Board of Commissioners of St. Tammany Parish Waterworks District No. 3 (the District) and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2024 through December 31, 2024. The District's management is responsible for those C/C areas identified in the SAUPs

The District has agreed to and acknowledged that the procedures performed are appropriate to meet the identified purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2024 through December 31, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. 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 are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

- A. Obtain and inspect the District's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the District's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - 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.

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- iii. **Disbursements**, including processing, reviewing, and approving.
- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- 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.
- 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.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 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).
- 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 District's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- 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.
- 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.

Finding: The District did not have policies for procedures ii, iv, vi, ix, x, xi, and xii. Procedures i, v, vii, and viii were not applicable, and procedure iii performed without exception.

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

Finding: *The Board minutes for the month of December were not available to be reviewed.*

- 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, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the District's collections during the fiscal period.

Finding: *The minutes did not reference monthly budget-to-actual comparisons.*

- 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 unassigned fund balance in the general fund.

Finding: *Not applicable.*

- 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.

Finding: *The District did not provide proof that the Board received written updates on the audit findings.*

Bank Reconciliations

- A. Obtain a listing of District bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the District's main operating account. Select the District'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:
 - 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);

Finding: *Procedure performed without exception.*

- 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 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

Finding: *The bank reconciliations did not show proof they were reviewed within one month of the date of reconciliation.*

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Finding: *There was no documentation showing the District reviewed reconciling items more than 12 months from the closing date.*

Collections (excluding electronic funds transfers)

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

Finding: *Procedure performed without exception.*

- 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 inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- i. Employees responsible for cash collections do not share cash drawers/registers;
- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
- 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
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Finding: *Procedures performed without exception.*

- 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.

Finding: *The District does not have an insurance policy for theft.*

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *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.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - 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).
 - v. Trace the actual deposit per the bank statement to the general ledger.

Finding: *Procedures performed without exception.*

Non-Payroll Disbursements (excluding card purchases, 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).

Finding: *Procedure performed without exception.*

- B. For each location selected under procedure A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
 - ii. At least two employees are involved in processing and approving payments to vendors;
 - 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;

- 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; and
- 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.

Finding: Procedures performed without exception.

- C. For each location selected under procedure A above, obtain the District'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:
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the District, and
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure B above, as applicable.

Finding: Procedures performed without exception.

- D. Using the District's main operating account and the month selected in Bank Reconciliations procedure A, 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 District's policy, and (b) approved by the required number of authorized signers per the District's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Finding: Procedure performed without exception.

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.

Finding: Not applicable. The District does not have any credit cards.

- 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
- ii. Observe that finance charges and late fees were not assessed on the selected statements.

Finding: *Not applicable. The District does not have any credit cards.*

- C. Using the monthly statements or combined statements selected under procedure B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). 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.

Finding: *Not applicable. The District does not have any credit cards.*

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
 - 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);
 - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
 - 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 A(vii); and
 - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Finding: *Not applicable. The District did not have any travel or travel-related expenses.*

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
- 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;
 - 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);
 - 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); and
 - 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.

Finding: *Not applicable. The District had no contracts.*

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.

Finding: *Not applicable. The District had no employees.*

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure A above, 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);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the District's cumulative leave records; and
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Finding: *Not applicable. The District had no employees.*

- 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 and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the District's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to District policy.

Finding: Not applicable. The District had no employees.

- 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.

Finding: Not applicable. The District had no employees.

Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure A 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; and

Finding: The District did not have any ethics training during the calendar year.

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

Finding: Not applicable. The District does not have an ethics policy.

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

Finding: The District did not appoint an ethics designee.

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.

Finding: Not applicable. The District did not issue any new debt during the fiscal period.

- 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).

Finding: Procedure performed without exception.

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

Finding: Not applicable. The District did not have any misappropriations of public funds and assets during the fiscal period.

- B. Observe that the District 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.

Finding: The District has not posted the notice on its website, and has no physical premises.

Information Technology Disaster Recovery/Business Continuity

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

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

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

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

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

- C. Obtain a listing of the District'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.

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

- D. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Finding: *We performed the procedure and discussed the results with management.*

- E. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure A, 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.

Finding: *We performed the procedure and discussed the results with management.*

Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure A, obtain sexual harassment training documentation from management, and observe that 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.

Finding: *The District did not have any sexual harassment training in the fiscal period.*

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

Finding: *The District has not posted its sexual harassment policy or complaint procedures on its website.*

- C. Obtain the District'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:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - v. Amount of time it took to resolve each complaint.

Finding: *The District did not prepare an annual sexual harassment report for the current fiscal period.*

We were engaged by St. Tammany Parish Waterworks District No. 3 to perform this agreed-upon procedures engagement and conducted our engagement in accordance with 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 those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of St. Tammany Parish Waterworks District No. 3 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.

Griffin & Furman, LLC

July 3, 2025

Covington, Louisiana

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Schedule of Findings

For the Year Ended December 31, 2024

2024-1 – Written Policies and Procedures

Finding: The District does not have written policies and procedures addressing purchasing, receipts/collections, contracting, ethics, debt service, information technology disaster recovery/business continuity, and prevention of sexual harassment.

Recommendation: We recommend the District adopt formal policies for the areas above.

2024-2 – Board or Finance Committee

Finding: The December board minutes were not available to be reviewed, the minutes did not reference monthly budget-to-actual comparisons, and the District did not provide proof that the Board received written updates on the audit findings.

Recommendation: We recommend the District (1) retain all board minutes during the fiscal period; (2) on a monthly basis, review and make reference to monthly budget-to-actual comparisons; and (3) at each board meeting, document and track the status of all audit findings until all findings have been resolved.

2024-3 – Bank Reconciliations

Finding: The bank reconciliations did not show proof that a member of management reviewed within one month of the date of reconciliation and there was no documentation showing the District reviewed reconciling items more than 12 months from the closing date.

Recommendation: We recommend the District document on the bank reconciliation that the reconciliation was reviewed within one month of the date of reconciliation, and document that they review reconciling items more than 12 months from the closing date.

2024-4 – Collections

Finding: The District does not have an insurance policy for theft.

Recommendation: We recommend the District obtain an insurance policy for theft that covers people who have access to cash.

2024-5 – Ethics

Finding: The District did not have any ethics training during the calendar year, nor did they appoint an ethics designee.

Recommendation: We recommend the District officials complete one hour of ethics training during each calendar year and appoint an ethics designee as required by R.S. 42:1170.

ST. TAMMANY PARISH WATERWORKS DISTRICT NO. 3

Schedule of Findings

For the Year Ended December 31, 2024

2024-6 – Fraud Notice

Finding: The District has not posted the notice on its website, and has no physical location.

Recommendation: We recommend the District post the notice required by R.S. 24:523.1 on its website.

2024-7 – Prevention of Sexual Harassment

Finding: The District did not have any sexual harassment training in the fiscal period. The District did not post its sexual harassment policy and complaint procedures on its website. The District did not post its sexual harassment policy and complaint procedures on its website. The District also did not file their annual sexual harassment report for the current fiscal period.

Recommendation: We recommend (1) the District officials complete at least one hour of sexual harassment training during each calendar year; (2) the District post its' sexual harassment policy and complaint procedures on its website once the policy is adopted; (3) the District prepare and file the annual sexual harassment report for each calendar year on or before February 1st of the ensuing year.

ST. TAMMANY WATER DISTRICT NO. 3
P.O. BOX 1478 COVINGTON, LOUISIANA 70434
(985) 893-9599

July 7, 2025

Griffin & Furman, LLC
205 E. Lockwood St.
Covington, Louisiana 70443

Re: FY 2024 Agreed Upon Procedures Schedule of Findings

Dear Mr. Furman,

In response to the above referenced Schedule of Findings, the St. Tammany Parish Waterworks District No. 3 acknowledges the finding and agrees to take the following corrective actions.

2024-1 – Written Policies and Procedures

Finding: The District does not have written policies and procedures addressing purchasing, receipts/collections, contracting, ethics, debt service, information technology disaster recovery/business continuity, and prevention of sexual harassment.

Recommendation: We recommend the District adopt formal policies for the areas above.

St. Tammany Parish Waterworks District No. 3 corrective action: The district will develop policies to address the deficient areas.

2024-2 – Board or Finance Committee

Finding: The December board minutes were not available to be reviewed, the minutes did not reference monthly budget-to-actual comparisons, and the District did not provide proof that the Board received written updates on the audit findings.

Recommendation: We recommend the District (1) retain all board minutes during the fiscal period; (2) on a monthly basis, review and make reference to monthly budget-to-actual comparisons; and (3) at each board meeting, document and track the status of all audit findings until all findings have been resolved.

St. Tammany Parish Waterworks District No. 3 corrective action: The district will ensure that minutes are taken for each meeting. At each meeting, both budget and audit items will be discussed through completion.

2024-3 – Bank Reconciliations

Finding: The bank reconciliations did not show proof that a member of management reviewed within one month of the date of reconciliation and there was no documentation showing the District reviewed reconciling items more than 12 months from the closing date.

Recommendation: We recommend the District document on the bank reconciliation that the reconciliation was reviewed within one month of the date of reconciliation, and document that they review reconciling items more than 12 months from the closing date.

St. Tammany Parish Waterworks District No. 3 corrective action: The board will review this with the accountant to develop procedures for review of monthly reconciliations.

2024-4 – Collections

Finding: The District does not have an insurance policy for theft.

Recommendation: We recommend the District obtain an insurance policy for theft that covers people who have access to cash.

St. Tammany Parish Waterworks District No. 3 corrective action: The board will review with the insurance agent the possibility of including this type of policy with the next insurance renewal.

2024-5 – Ethics

Finding: The District did not have any ethics training during the calendar year, nor did they appoint an ethics designee.

Recommendation: We recommend the District officials complete one hour of ethics training during each calendar year and appoint an ethics designee as required by R.S. 42:1170.

St. Tammany Parish Waterworks District No. 3 corrective action: The district will source and participate in the required training.

2024-6 – Fraud Notice

Finding: The District has not posted the notice on its website, and has no physical location.

Recommendation: We recommend the District post the notice required by R.S. 24:523.1 on its website.

St. Tammany Parish Waterworks District No. 3 corrective action: The notice has been posted to the district website.

2024-7 – Prevention of Sexual Harassment

Finding: The District did not have any sexual harassment training in the fiscal period. The District did not post its sexual harassment policy and complaint procedures on its website. The District did not post its sexual harassment policy and complaint procedures on its website. The District also did not file their annual sexual harassment report for the current fiscal period.

Recommendation: We recommend (1) the District officials complete at least one hour of sexual harassment training during each calendar year; (2) the District post its' sexual harassment policy and complaint procedures on its website once the policy is adopted; (3) the District prepare and file the annual sexual harassment report for each calendar year on or before February 1st of the ensuing year.

St. Tammany Parish Waterworks District No. 3 corrective action: The district will source and participate in the required training.

Sincerely,



Brian Swindell
Board Chair