



# ANNUAL FINANCIAL REPORT

## FOR THE YEAR ENDED JUNE 30, 2024



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December 19, 2024

Independent Auditors' Report

To the Board of Directors  
Kisatchie-Delta Regional Planning and Development District

**REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS**

**Opinions**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Kisatchie-Delta Regional Planning and Development District as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Kisatchie-Delta Regional Planning and Development 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 governmental activities, each major fund, and the aggregate remaining fund information of the Kisatchie-Delta Regional Planning and Development District, as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinions**

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 Kisatchie-Delta Regional Planning and Development 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 opinions.

**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 Kisatchie-Delta Regional Planning and Development 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.

**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



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## ***Kisatchie-Delta Regional Planning and Development District December 19, 2024***

opinions. 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 Kisatchie-Delta Regional Planning and Development 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 Kisatchie-Delta Regional Planning and Development 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 described in the table of contents 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 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.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Kisatchie-Delta Regional Planning and Development District's basic financial statements. The other supplemental information listed in the table of contents is 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

***Kisatchie-Delta Regional Planning and Development District  
December 19, 2024***

statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplemental information listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024, on our consideration of the Kisatchie-Delta Regional Planning and Development District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 Kisatchie-Delta Regional Planning and Development 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 Kisatchie-Delta Regional Planning and Development District's internal control over financial reporting and compliance.



Rozier, McKay & Willis  
Certified Public Accountants

This section of Kisatchie-Delta Regional Planning and Development District’s annual financial report presents our discussion and analysis of the District’s financial performance during the year ended June 30, 2024.

**OVERVIEW OF FINANCIAL STATEMENTS**

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present Kisatchie-Delta’s financial position and results of operations from differing perspectives, which are described as follows:

**Government –Wide Financial Statements**

The government-wide financial statements report information about Kisatchie-Delta as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of Kisatchie-Delta’s assets and all of its liabilities (including long-term debt). Expenses incurred in connection with the operation of Kisatchie-Delta’s programs are reported as governmental activities. The governmental activities are financed by grants, fees and membership dues.

**Fund Financial Statements**

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

**FINANCIAL ANALYSIS OF KISATCHIE-DELTA AS A WHOLE**

Government-wide financial data for Kisatchie-Delta are presented as follows:

**Net Position**

A condensed version of the government-wide Statement of Net Position is presented as follows:

	<b>June 30,</b>	
	<b>2024</b>	<b>2023</b>
<b><u>Assets:</u></b>		
Current and Other Assets	\$ 379,236	\$ 414,488
Capital Assets	378,358	352,847
<b>Total Assets</b>	<b>757,594</b>	<b>767,335</b>
<b><u>Liabilities:</u></b>		
Current and Other Liabilities	25,250	24,197
Long-term Liabilities	25,372	28,914
<b>Total Liabilities</b>	<b>50,622</b>	<b>53,111</b>
<b><u>Net Position:</u></b>		
Invested in Capital Assets	378,358	352,847
Restricted	---	---
Unrestricted	328,614	361,377
<b>Total Net Position</b>	<b>\$ 706,972</b>	<b>\$ 714,224</b>

As the presentation appearing above demonstrates, a portion of the net position (53.5%) is invested in capital assets. Net position invested in capital assets consists of equipment used to provide services. Accordingly, these amounts are not available for future spending.

The remaining net position is unrestricted and can be used at the Board’s discretion.

**Changes in Net Position**

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	June 30,	
	2024	2023
<b><u>Revenues:</u></b>		
Program Revenue:		
Charges for Services	\$ 30,914	\$ 94,500
Operating Grants and Contributions	450,784	589,878
Capital Grants and Contributions	----	58,636
General Revenue:		
Membership Dues	30,143	9,549
Miscellaneous	543	58,306
<b>Total Revenue</b>	<b>512,384</b>	<b>810,869</b>
<b><u>Program Expenses:</u></b>		
General Government		
Finance & Administrative	10,569	12,024
Economic Development		
EDA Regional Planning	144,556	17,826
Delta Regional Assistance	9,475	4,339
Disaster Assistance	253,399	514,563
Broadband Development	84,047	----
General	17,590	92,885
<b>Total Expenses</b>	<b>519,636</b>	<b>641,637</b>
Change in Net Position	(7,252)	169,232
Net Position Beginning	714,224	544,992
<b>Net Position Ending</b>	<b>\$ 706,972</b>	<b>\$ 714,224</b>

As presented above, Kisatchie-Delta's net position increased as a result of careful budgeting and conservation of resources.

**FINANCIAL ANALYSIS OF KISATCHIE-DELTA'S FUNDS**

Financial performance of the various funds was consistent with the government-wide performance described above. The only difference was the effect of timing differences related to reporting capital assets and long-term liabilities associated with providing vacation benefits to employees.

**GENERAL FUND BUDGET HIGHLIGHTS**

Kisatchie-Delta is a non-profit organization governed by a Board of Directors that is appointed by various governmental units. Since it is organized as a nonprofit organization, Kisatchie-Delta is not required to adopt or amend budgets for its funds and no budget comparisons are presented.

**CAPITAL ASSET ADMINISTRATION**

Capital assets activity consists of utilizing grant funds to acquire a facility to conduct Kisatchie-Delta's operations and service as a Resiliency Center for Central Louisiana.

**DEBT ADMINISTRATION**

For the year ended June 30, 2024, there were no outstanding debts and long-term liabilities were limited to the obligation to provide accrued vacation pay to vested employees.

**FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS**

At the present time, no significant factors are expected to affect further operations.

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Statement of Net Position***

***June 30, 2024***

	<b><u>Governmental Activities</u></b>
<b><u>Assets</u></b>	
Cash and cash equivalents	\$ 182,898
Accounts receivable	166,230
Other assets	30,108
Capital Assets, Net of Accumulated Depreciation	
Non Depreciable	72,508
Depreciable	<u>305,850</u>
<b>Total assets</b>	<u>757,594</u>
<b><u>Liabilities:</u></b>	
Accounts and other payables	25,250
Long-term liabilities	
Accrued leave	<u>25,372</u>
<b>Total liabilities</b>	<u>50,622</u>
<b><u>Net Position</u></b>	
Invested in capital assets, net of related debt	378,358
Unrestricted	<u>328,614</u>
<b>Total net position (deficit)</b>	<u><u>\$ 706,972</u></u>

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Statement of Activities***

***Year Ended June 30, 2024***

		Program Revenues			Net (Expenses)
		Charges for	Operating	Capital	Revenue
	Expenses	Services	Grants and	Grants &	Governmental
			Contributions	Contributions	Activities
<b><u>Governmental Activities:</u></b>					
General Government					
Finance and Administration	\$ 10,569	\$ -	\$ -	\$ -	\$ (10,569)
Economic Development					
EDA Regional Planning	144,556	-	70,000	-	(74,556)
Delta Regional Assistance	9,475	-	14,000	-	4,525
Disaster Assistance	253,399	-	327,537	-	74,138
Broadband Development	84,047	-	24,250	-	(59,797)
General Economic Development	17,590	30,914	14,997	-	28,321
Total Governmental Activities	<u>519,636</u>	<u>30,914</u>	<u>450,784</u>	<u>-</u>	<u>(37,938)</u>
		General Revenues:			
					Membership Dues 30,143
					Miscellaneous 543
					<u>Total General Revenues 30,686</u>
					Change in Net Position (7,252)
					Net Position Beginning <u>714,224</u>
					Net Position Ending <u>\$ 706,972</u>

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Balance Sheet***

***Governmental Funds - June 30, 2024***

	<u>General</u>	<u>EDA</u>	<u>Louisiana Watershed Initiative</u>	<u>Resiliency Center</u>	<u>DOTD Broadband Initiative</u>	<u>USDA RBDG</u>	<u>LDD Pilot Program</u>	<u>Delta Regional Authority</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b><u>Assets</u></b>										
Cash and cash equivalents	\$ 121,068	\$ -	\$ -	\$ 61,830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,898
Accounts receivable	-	17,500	123,730	-	-	-	-	-	25,000	166,230
Interfund receivables	178,969	28,269	-	-	-	-	-	117,108	17,927	342,273
Other assets	30,108	-	-	-	-	-	-	-	-	30,108
Total assets	<u>330,145</u>	<u>45,769</u>	<u>123,730</u>	<u>61,830</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>117,108</u>	<u>42,927</u>	<u>721,509</u>
<b><u>Liabilities and Fund Balance</u></b>										
<b><u>Liabilities:</u></b>										
Accounts and other payables	16,783	2,669	113	60	-	-	4,447	634	544	25,250
Interfund payables	-	-	123,617	114,726	1,950	5,335	55,554	-	41,091	342,273
Total liabilities	<u>16,783</u>	<u>2,669</u>	<u>123,730</u>	<u>114,786</u>	<u>1,950</u>	<u>5,335</u>	<u>60,001</u>	<u>634</u>	<u>41,635</u>	<u>367,523</u>
<b><u>Fund Balances</u></b>										
Assigned To:										
Delta Regional Assistance	-	-	-	-	-	-	-	116,474	-	116,474
EDA Regional Planning	-	43,100	-	-	-	-	-	-	-	43,100
Unassigned	313,362	-	-	(52,956)	(1,950)	(5,335)	(60,001)	-	1,292	194,412
Total Fund Balances	<u>313,362</u>	<u>43,100</u>	<u>-</u>	<u>(52,956)</u>	<u>(1,950)</u>	<u>(5,335)</u>	<u>(60,001)</u>	<u>116,474</u>	<u>1,292</u>	<u>353,986</u>
Total Liabilities and Fund Balance	<u>\$ 330,145</u>	<u>\$ 45,769</u>	<u>\$ 123,730</u>	<u>\$ 61,830</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 117,108</u>	<u>\$ 42,927</u>	<u>\$ 721,509</u>

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

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

***June 30, 2024***

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Total Fund Balances - Governmental Funds	\$ 353,986
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 funds.	378,358
Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet	<u>(25,372)</u>
Net Position of Governmental Activities	<u>\$ 706,972</u>

# KISATCHIE-DELTA

## REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.

### Statement of Revenues, Expenditures and Changes in Fund Balance

#### Governmental Funds - Year Ended June 30, 2024

	General	EDA	Louisiana Watershed Initiative	Resiliency Center	DOTD Broadband Initiative	USDA RBDG	LDD Pilot Program	Delta Regional Authority	Other Governmental Funds	Total Governmental Funds
<u>Revenues:</u>										
Intergovernmental	\$ -	\$ 70,000	\$ 202,405	\$ -	\$ 24,250	\$ 97,000	\$ -	\$ 14,000	\$ 43,129	\$ 450,784
Membership dues	30,143	-	-	-	-	-	-	-	-	30,143
Miscellaneous	43	-	-	-	-	-	500	-	30,914	31,457
Total revenues	30,186	70,000	202,405	-	24,250	97,000	500	14,000	74,043	512,384
<u>Expenditures:</u>										
Current										
General Government										
Finance and Administration	7,072	-	-	-	-	-	-	-	-	7,072
Economic Development										
EDA Regional Planning	-	84,055	-	-	-	-	60,501	-	-	144,556
Delta Regional Assistance	-	-	-	-	-	-	-	9,475	-	9,475
Disaster Assistance	-	-	202,607	-	-	24,840	-	-	25,952	253,399
Broadband Development	-	-	-	-	84,047	-	-	-	-	84,047
General	-	-	-	60	-	-	-	-	17,530	17,590
Capital Expenditures	-	-	-	32,550	-	-	-	-	-	32,550
Total expenditures	7,072	84,055	202,607	32,610	84,047	24,840	60,501	9,475	43,482	548,689
Excess (deficiency) of revenues over expenditures	23,114	(14,055)	(202)	(32,610)	(59,797)	72,160	(60,001)	4,525	30,561	(36,305)
<u>Other Financing Sources (Uses):</u>										
Operating transfers in (out)	(109,113)	-	-	-	-	-	-	-	109,113	-
Net change in fund balances	(85,999)	(14,055)	(202)	(32,610)	(59,797)	72,160	(60,001)	4,525	139,674	(36,305)
Fund balance - beginning of year	399,361	57,155	202	(20,346)	57,847	(77,495)	-	111,949	(138,382)	390,291
Fund balance - end of year	\$ 313,362	\$ 43,100	\$ -	\$ (52,956)	\$ (1,950)	\$ (5,335)	\$ (60,001)	\$ 116,474	\$ 1,292	\$ 353,986

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

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

***Year Ended June 30, 2024***

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Net change in fund balances of Governmental Funds \$ (36,305)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. Capital outlays and depreciation are presented as follows:

Capital Outlay	32,550
Depreciation	(7,039)

Because of differing measurement focuses, some expenses included in the government wide presentation do not meet the criteria for reporting in the governmental fund presentation.

3,542

Change in net position of governmental activities \$ (7,252)

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Kisatchie-Delta Regional Planning and Development District, Inc. is a non-profit organization organized under the Laws of the State of Louisiana. The District represents a portion of Central Louisiana that includes eight (8) parishes. Kisatchie-Delta is governed by a Board of Directors and members of the Board are appointed by the governing bodies of various political subdivisions that lie within the boundaries of the District.

Kisatchie-Delta was organized to promote economic development and alleviate unemployment. Its activities are financed by Federal and State grants, as well as support from local governmental units. Since Kisatchie-Delta is financed by governmental sources and, since its Board of Directors is appointed by various local governments, Kisatchie-Delta is considered to be a quasi-governmental unit for financial reporting purposes. The accompanying financial statements were prepared in conformity with generally accepted accounting principles for governmental units.

The following is a summary of certain significant accounting policies and practices:

**Financial Reporting Entity**

Kisatchie-Delta is considered a legally separate stand-alone government as defined by Statement No. 14 of the Governmental Accounting Standards Board. The reporting entity is composed of the activities that are under the direct control of the Board of Directors. Kisatchie-Delta is not financially accountable for any organizations that maintain separate legal standing; therefore, it has no component units.

**Basic Financial Statements**

All of Kisatchie-Delta's operations are classified as governmental activities. Governmental activities involve government services that are normally supported by intergovernmental revenues and certain fees. The basic financial statements include both government-wide and fund financial statements. The government-wide and fund financial statements present the District's financial position and results of operations from differing perspectives which are described as follows:

**Government-Wide Financial Statements**

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

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

**Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The District's major funds are described as follows:

- General Fund – The general fund is the primary operating fund and is used to account for all governmental activities that are not required to be presented elsewhere.
- EDA – Accounts for activity associated with development funding provided by the Economic Development Administration.
- Louisiana Watershed Initiative – Reports activity involving a projected associated with flood control and prevention.
- Resiliency Center – Provide funds to acquire and construct a Resiliency Center that will assist with disaster preparation and recovery for the Central Louisiana area.

- DOTD Broadband Initiative – Reports activity associated with funds provided to assist with expanding internet connectivity.
- USDA RBDG – Reports activity for the Rural Business Development Grant.
- LDD Pilot – Accounts for development activities funded by LDD for building capacity in the region.
- Delta Regional Authority – Established to account for fees earned in connection with projects funded by the Delta Regional Authority.

### **Basis of Accounting and Measurement Focus**

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

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

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

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 90 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as an other financing source and repayment of long-term debt is reported as an expenditure of funds.

### **Accumulated Unpaid Vacation**

The District's employees earn from one to one and a half hours of vacation pay for every twenty hours worked depending upon their length of service. Vacation time not taken may be carried forward to subsequent periods; but upon termination, no more than thirty days of accrued vacation will be paid to the employee. Earned vacation has been charged to the funds based on the same allocation as regular salary.

### **Capital Assets**

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions. Capital assets are depreciated using the straight-line method and useful lives ranging from 3 years to 40 years, depending on the longevity potential of the particular asset.

### **Interfund Receivables and Payables**

Amounts of cash held or disbursed by the General Fund on behalf of other funds are recorded as Interfund Payables and Receivables. These Interfund Payables and Receivables are eliminated from the government-wide financial statement presentation.

### **Cash and Cash Equivalents**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law. Furthermore, interest rate risk associated with certificates of deposits is typically mitigated by purchasing instruments that mature in one year or less.

**Use of Estimates**

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

**Budgets**

As discussed previously, Kisatchie-Delta is organized as a non-profit corporation rather than a political subdivision. Accordingly, Kisatchie-Delta is not required to prepare a formal budget or present budget comparisons with its financial statements.

**Fund Balance Classification:**

The District’s Executive Director is authorized to assign amounts for specific purposes. In situations where it is permissible to spend restricted or assigned resources, the District typically depletes the available restricted or assigned resources before consuming unrestricted resources.

**NOTE 2 – INTERNAL BALANCES AND ACTIVITY**

The interfund receivables and payables at June 30, 2024 are as follows:

	<b>Interfund Receivables</b>	<b>Interfund Payables</b>
General Fund	\$ 178,969	\$ ----
Special Revenue Funds:		
EDA	28,269	----
Louisiana Watershed Initiative	----	123,617
Resiliency Center	----	114,726
DOTD Broadband Initiative	----	1,950
USDA RBDG	----	5,335
LDD Pilot Program	----	55,554
Delta Regional Authority	117,108	----
Other Governmental Funds	17,927	41,091
<b>Total</b>	<b>\$ 342,273</b>	<b>\$ 342,273</b>

Various funds deposit cash into a single bank account and money is disbursed from the account on behalf of these funds. This commingling of resources results in the interfund receivables and payables presented above.

Operating transfers for the year ended June 30, 2024 are presented as follows:

	<b>Operating Transfers In</b>	<b>Operating Transfers Out</b>	<b>Net</b>
General Fund	\$ ----	\$ (109,113)	\$ (109,113)
Special Revenue Funds:			
Other Governmental Funds	109,113	----	109,113
<b>Total</b>	<b>\$ 109,113</b>	<b>\$ (109,113)</b>	<b>\$ ----</b>

The transfers described above were necessary to reimburse this program for expenditures over the available funding.

**NOTE 3 – CAPITAL ASSETS**

Changes in capital assets are presented as follows:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Disposals</b>	<b>Ending Balance</b>
<b><u>Non Depreciable Capital Assets</u></b>				
Land	\$ 72,508	\$ ----	\$ ----	\$ 72,508
<b><u>Depreciable Capital Assets</u></b>				
Furniture, Fixtures and Equipment	\$ 30,832	\$ ----	\$ ----	\$ 30,832
Buildings and Improvements	290,311	32,549	----	322,860
Accumulated Depreciation	(40,804)	(7,038)	----	(47,842)
<b>Total</b>	<b>\$ 280,339</b>	<b>\$ 25,511</b>	<b>\$ ----</b>	<b>\$ 305,850</b>

Depreciable capital assets are limited to furniture, fixtures, equipment, and improvements used in the administration of Kisatchie-Delta’s activities. Accordingly, depreciation expense, when applicable, is reported in the accompanying government-wide financial statements as a finance and administrative expee.

**NOTE 4 - LONG-TERM LIABILITIES**

Long-term liabilities are limited to Kisatchie-Delta’s obligation to provide vacation pay to qualifying employees. Activity for the year ended June 30, 2024 is presented below:

	<b>Accrued Leave Liability</b>
Beginning of Year	\$ 28,914
Additions	----
Long-term Debt Retired	3,542
<b>End of Year</b>	<b>\$ 25,372</b>

The General Fund ordinarily provides resources for liquidating accrued leave liabilities.

**NOTE 5 - ACCOUNTS RECEIVABLE**

Accounts receivable at year end consisted entirely of amounts due for providing services to governmental units. Based on collection experience, no allowance for doubtful accounts was necessary.

**NOTE 6 - COMPENSATION OF BOARD MEMBERS**

During the year, no compensation was paid to any member of the District's Board of Directors.

**NOTE 7 - CASH**

At June 30, 2024 the District's cash balances totaled \$182,898 (Book Balance) and \$188,590 (Bank Balance). The bank balance is fully secured by FDIC insurance.

**NOTE 8 - RISK MANAGEMENT:**

Kisatchie-Delta is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks of loss are covered by a comprehensive commercial insurance policy and workers compensation insurance. Claims resulting from these risks have historically not exceeded insurance coverage.

**NOTE 9 – CONTINGENCES**

Contingencies associated with Kisatchie-Delta’s operations are described as follows:

### Grant Contingences

Kisatchie-Delta receives state and federal assistance through various grant programs and contracts. Management is confident that all significant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

### NOTE 10 – DEFICIT FUND BALANCES

Deficits have been accumulated in connection with certain projects that are summarized below:

Resiliency Center	\$ 52,956
DOTD Broadband Initiative	1,950
USDA RBDG	5,335
LDD Pilot Program	60,001
Other Governmental Funds	41,091
<hr/>	
Total	\$ 161,333

Circumstances associated with the deficits described above are discussed as follows:

- Resiliency Center – The deficit represented Kisatchie-Delta’s matching commitment and will be settled with future transfers from the General Fund.
- DOTD Broadband Initiative – Management expects to transfer unrestricted funds to eliminate minor deficits.
- USDA RBDG – Management expects to transfer unrestricted funds to eliminate minor deficits.
- LDD Pilot Program – Operations are expected to eliminate deficits as work proceeds and payment milestones are satisfied.
- Other Governmental Funds – Deficits are due primarily to expenditures that are expected to be reimbursed from grant arrangements but at the present time criteria necessary for reimbursement and revenue recognition have not been met.

To the extent efforts described above are unsuccessful, unrestricted resources held by other funds will be used to eliminate the deficits.

### NOTE 11 – ACCOUNTS AND OTHER PAYABLES

Details regarding liabilities reported as accounts and other payables are presented as follows:

Amounts Payable to Vendors	\$ 21,149
Payroll Withholding and Matching Contributions	4,223
<hr/>	
Total	\$ 25,372

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Combining Balance Sheet***

### ***Non-Major Governmental Funds - June 30, 2024***

	<u>Rural Revitalization</u>	<u>USDA</u>	<u>Community Facilities</u>	<u>Restore LA</u>	<u>Restore LA Admin</u>	<u>Professional Services</u>	<u>Total</u>
<b><u>Assets</u></b>							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts receivable	-	-	-	-	-	25,000	25,000
Interfund receivables	-	-	-	-	-	17,927	17,927
Other assets	-	-	-	-	-	-	-
Total assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>42,927</u>	<u>42,927</u>
<b><u>Liabilities and Fund Balance</u></b>							
<b><u>Liabilities:</u></b>							
Accounts and other payables	-	-	-	-	-	544	544
Interfund payables	<u>36,440</u>	<u>4,651</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>41,091</u>
Total liabilities	<u>36,440</u>	<u>4,651</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>544</u>	<u>41,635</u>
<b><u>Fund Balances</u></b>							
Assigned To:							
Delta Regional Assistance	-	-	-	-	-	-	-
EDA Regional Planning	-	-	-	-	-	-	-
Unassigned	<u>(36,440)</u>	<u>(4,651)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>42,383</u>	<u>1,292</u>
Total Fund Balances	<u>(36,440)</u>	<u>(4,651)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>42,383</u>	<u>1,292</u>
Total Liabilities and Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 42,927</u>	<u>\$ 42,927</u>

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Combining Statement of Revenues, Expenditures and Changes in Fund Balance***

#### ***Non-Major Governmental Funds - Year Ended June 30, 2024***

	<u>Rural Revitalization</u>	<u>USDA</u>	<u>Community Facilities</u>	<u>Restore LA</u>	<u>Restore LA Admin</u>	<u>Professional Services</u>	<u>Total</u>
<u>Revenues:</u>							
Intergovernmental	\$ 14,997	\$ 28,132	\$ -	\$ -	\$ -	\$ -	\$ 43,129
Membership dues	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	30,914	30,914
Total revenues	<u>14,997</u>	<u>28,132</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,914</u>	<u>74,043</u>
<u>Expenditures:</u>							
Current							
General Government							
Finance and Administration	-	-	-	-	-	-	-
Economic Development							
EDA Regional Planning	-	-	-	-	-	-	-
Delta Regional Assistance	-	-	-	-	-	-	-
Disaster Assistance	-	25,952	-	-	-	-	25,952
Broadband Development	-	-	-	-	-	-	-
General	-	-	-	-	-	17,530	17,530
Capital Expenditures	-	-	-	-	-	-	-
Total expenditures	<u>-</u>	<u>25,952</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,530</u>	<u>43,482</u>
Excess (deficiency) of revenues over expenditures	14,997	2,180	-	-	-	13,384	30,561
<u>Other Financing Sources (Uses):</u>							
Operating transfers in (out)	-	-	695	87,910	20,508	-	109,113
Net change in fund balances	14,997	2,180	695	87,910	20,508	13,384	139,674
Fund balance - beginning of year	(51,437)	(6,831)	(695)	(87,910)	(20,508)	28,999	(138,382)
Fund balance - end of year	<u>\$ (36,440)</u>	<u>\$ (4,651)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 42,383</u>	<u>\$ 1,292</u>

# ***KISATCHIE-DELTA***

## ***REGIONAL PLANNING AND DEVELOPMENT DISTRICT, INC.***

### ***Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer For the year ended June 30, 2024***

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#### **Agency Head (Executive Director)**

**Purpose:**

Compensation \$ 98,946

Benefits

Health Insurance 13,133

Retirement 3,200

Reimbursements

Cell Phone 1,200

Travel and Lodging 4,286

Per Diem 2,162



December 19, 2024

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 Directors  
Kisatchie-Delta Regional Planning and Development District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Kisatchie-Delta Regional Planning and Development District, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Kisatchie-Delta Regional Planning and Development District's basic financial statements, and have issued our report thereon dated December 19, 2024.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Kisatchie-Delta Regional Planning and Development 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 Kisatchie-Delta Regional Planning and Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Kisatchie-Delta Regional Planning and Development 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a deficiency in internal control, described in the accompanying schedule of findings as item 2024-001.

**REPORT ON COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether Kisatchie-Delta'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



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***Kisatchie-Delta Regional Planning and Development District***  
***December 19, 2024***

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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. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**KISATCHIE-DELTA'S RESPONSE TO FINDINGS**

*Government Auditing Standards* requires the auditor to perform limited procedures on Kisatchie-Delta's response to the findings identified in our audit and described in the accompanying schedule of findings. Kisatchie-Delta'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.



Rozier, McKay & Willis  
Certified Public Accountant

**PART I - SUMMARY OF AUDITOR'S RESULTS:**

- The Independent Auditor's Report on the financial statements for the Kisatchie-Delta Regional Planning and Development District as of June 30, 2024 and for the year then ended expressed an unmodified opinion.
- The audit resulted in a finding which was considered to be significant control deficiencies, see 2024-001. No material weaknesses were reported.
- No instances of noncompliance material to the financial statements of Kisatchie-Delta were disclosed during the audit.

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

**2024-001: BOARD MEETINGS**

Condition

Based on the analysis of the minutes, the Board met with a quorum on one occasion during the fiscal year.

Criteria

Regular Board meetings are an essential part of exercising the Board's oversight responsibilities.

Cause

The Board is composed of members representing a wide geographic area. Since the area is large, attending meetings requires a substantial amount of travel. The extensive travel has limited attendance.

Effect

Board oversight has been limited and measures such as conference calls and committee meeting have been necessary to mitigate the absence of traditional board meetings.

Recommendation

Explore opportunities to improve attendance such as revising bylaws to allow members to attend by proxy.

**PART III - FINDINGS FOR FEDERAL AWARDS WHICH SHALL INCLUDE AUDIT FINDINGS AS DEFINED BY THE UNIFORM GUIDANCE:**

N/A

<b><u>SECTION I</u></b> <b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
<b><u>2024-001: BOARD MEETINGS</u></b> Due to the absence of a quorum, a single Board meeting was conducted during the year. Regular Board meetings are an essential part of exercising the Board's oversight responsibilities. We suggest considering opportunities to improve attendance and provide necessary Board oversight.	<b><u>2024-001: MANAGEMENT'S RESPONSE</u></b> We are exploring opportunities to improve attendance and whenever a quorum is not possible, we will continue to pursue mitigation efforts that will allow oversight by alternative means.
<b><u>SECTION II</u></b> <b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS</b>	
No findings were reported in the schedule of findings.	Response – N/A
<b><u>SECTION III</u></b> <b>MANAGEMENT LETTER</b>	
No management letter was issued.	Response – N/A

<b>SECTION I</b>	
<b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.</b>	
<p><b><u>2023-001: BOARD MEETINGS</u></b> Due to the absence of a quorum, a single Board meeting was conducted during the year. Regular Board meetings are an essential part of exercising the Board's oversight responsibilities. We suggest considering opportunities to improve attendance and provide necessary Board oversight.</p> <p><b><u>2023-002: STATE AUDIT LAW</u></b> Audits were not completed within six months as required by State Law.</p>	<p><b><u>2023-001: UNRESOLVED</u></b> See 2024-001 for current status.</p> <p><b><u>2023-002: RESOLVED</u></b> Report submission has complied with the statutory deadline.</p>
<b>SECTION II</b>	
<b>INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS</b>	
No findings of this nature were reported	Response – N/A
<b>SECTION III – Management Letter</b>	
No findings of this nature were reported	Response – N/A

**APPENDIX A**  
**Statewide Agreed-Upon Procedures**



Independent Accountant's Report  
On Applying Agreed-Upon Procedures

To the Executive Director and Board of Directors and  
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Kisatchie-Delta Regional Planning and Development District (the Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Entity's management is responsible for those C/C areas identified in the SAUPs.

The entity 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 LLA's SAUPs for the fiscal period described above. 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.

We were engaged 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 the entity 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.

Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana  
December 23, 2024



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# **Kisatchie-Delta**

## **Statewide Agreed-Upon Procedures**

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

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<b>Written Policies and Procedures</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.  <ul style="list-style-type: none"><li>• Budgeting</li><li>• Purchasing</li><li>• Disbursements</li><li>• Receipts</li><li>• Payroll/Personnel</li><li>• Contracting</li><li>• Credit Cards</li><li>• Travel and expense reimbursements</li><li>• Ethics</li><li>• Debt Service</li><li>• Disaster Recovery / Business Continuity</li><li>• Sexual Harassment</li></ul>	Polices were provided for all applicable area except for Disaster Recovery / Business Continuity.	The policy for Disaster Recovery / Business Continuity is a work in process that will be tailored to meet our needs as we install technology in our new facility.

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:</p> <p>a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.</i></p>	<p>No: Meetings have not been conducted on a regular basis.</p> <p>No: Meetings have not been conducted on a regular basis.</p>	<p>We are currently exploring opportunities to improve attendance at Board Meetings so that a quorum can be present on a regular basis. We have established that an executive board meeting will be held going forward in the absence of a quorum.</p> <p>We are currently exploring opportunities to improve attendance at Board Meetings so that a quorum can be present on a regular basis. We have established that an executive board meeting will be held going forward in the absence of a quorum.</p>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
<p>c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.</p> <p>d) 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.</p>	<p>The General Fund reported a positive balance for the previous year.</p> <p>Written discussions regarding the findings were not observed.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p> <p>The staff has communicated with Board Members but the communication did not occur in a meeting due to the absence of a quorum.</p>

# **Kisatchie-Delta**

## **Statewide Agreed-Upon Procedures**

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

<b>Bank Reconciliations</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include 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</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>Evidence of timely completion was present.</p> <p>The Executive Directors initials were included on the bank reconciliation document.</p> <p>Transactions outstanding for at least 12 months were limited to 1 check for \$25.00. No research was available for this transaction.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p>Due to the modest nature of the amount and dollar value outstanding, no research was considered necessary at this time.</p>



**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	Segregation exists for these functions.	<b><i>The results did not include any findings or criticisms.</i></b>
c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.	Segregation exists for these functions.	<b><i>The results did not include any findings or criticisms.</i></b>
d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.	Segregation exists for these functions.	<b><i>The results did not include any findings or criticisms.</i></b>
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	The coverage was in place.	<b><i>The results did not include any findings or criticisms.</i></b>
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

# **Kisatchie-Delta**

## **Statewide Agreed-Upon Procedures**

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

<b>Collections (excluding EFTs)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p>	<p>Receipts were not issued because they were direct deposits or received by mail.</p> <p>Documentation agrees with the deposit.</p> <p>Documents agreed where applicable.</p> <p>Deposits were made within the specified period of time.</p> <p>The bank statement agrees with the general ledger.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p>

# **Kisatchie-Delta**

## **Statewide Agreed-Upon Procedures**

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

<b>Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).	The list of locations and representations were provided.	<b><i>The results did not include any findings or criticisms.</i></b>
9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:		
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	Multiple employees are involved in the process.	<b><i>The results did not include any findings or criticisms.</i></b>
b) At least two employees are involved in processing and approving payments to vendors.	Multiple employees are involved in the process.	<b><i>The results did not include any findings or criticisms.</i></b>
c) The employee responsible for processing payments is prohibited from adding/modifying vendor files unless another employee is responsible for periodically reviewing changes to vendor files.	Employees responsible for signing checks do not have access to vendor files in the accounting system.	<b><i>The results did not include any findings or criticisms.</i></b>
d) Either the employee/official responsible for signing checks mails the payment or gives	Checks are typically mailed by the person responsible for signing.	<b><i>The results did not include any findings or criticisms.</i></b>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>the signed checks to an employee to mail who is not responsible for processing payments.</p> <p>10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p> <p>11 Using the entity'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 entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account</p>	<p>Payments agree with the supporting documentation.</p> <p>Evidence of segregation was present.</p> <p>The electronic disbursements selected were approved by an authorized check signer and by the required number of check signers.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.		

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
<p>12 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.</p>	<p>The list and managements' representations were provided.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p>
<p>13 Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:</p> <p>a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.</p>	<p>The statements were reviewed and reconciled by the bookkeeper, as electronically logged in the accounting software.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p>
<p>b. Observe that finance charges and late fees were not assessed on the selected statements.</p>	<p>No charges or fees were assessed.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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<b>Credit Cards/Debit Cards/Fuel Cards/P-Cards</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
14 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	Transactions were supported by documentation, and business purpose was apparent. Of the \$8,721.08 tested, \$96.96 did not have documentation of the individuals for the meal.	In the future, we will specifically document the individuals at each meal.

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

<b>Travel and Expense Reimbursement</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>15 Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:</p> <p>a. If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (<a href="http://www.gsa.gov">www.gsa.gov</a>).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).</p> <p>d. Observe that each reimbursement was reviewed and approved, in writing, by</p>	<p>The list and representations were provided.</p> <p>Reimbursements based on per diem conformed to established rates.</p> <p>Reimbursements based on original receipts were supported by documentation.</p> <p>Business purpose was apparent.</p> <p>Appropriate approval was present.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
someone other than the person receiving reimbursement.		

# **Kisatchie-Delta**

## **Statewide Agreed-Upon Procedures**

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

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
<p>16 Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:</p> <p>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</p> <p>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).</p> <p>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</p> <p>d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment</p>	<p>Management has represented that no contracts were initiated or renewed during the fiscal period.</p> <p>See Comments Above.</p> <p>See Comments Above.</p> <p>See Comments Above.</p> <p>See Comments Above.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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<b>Contracts</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
agreed to the terms and conditions of the contract.		

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
<p>17 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.</p>	<p>The list and representations were provided.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p>
<p>18 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:</p> <p>a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).</p> <p>b. Observe that supervisors approved the attendance and leave of the selected employees/officials.</p> <p>c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.</p>	<p>Attendance and leave was documented.</p> <p>Supervisor approval was present.</p> <p>Leave taken was properly deducted from records.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p>
<p>19 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination</p>	<p>No termination payments were made during the current period.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.  20 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management provided the representations.	<b><i>The results did not include any findings or criticisms.</i></b>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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Ethics		
Agreed-Upon Procedure	Results	Managements' Response
21 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:  a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.  b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.	One of the five employees tested did not complete ethics training.  Documentation was available.	Failure to fully complete training was no oversight, that will be corrected in the future.  <b><i>The results did not include any findings or criticisms.</i></b>
22 Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.	An ethics designee has been appointed.	<b><i>The results did not include any findings or criticisms.</i></b>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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<b>Debt Service</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
23 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	Not Applicable: No debt was issued or outstanding.	<b><i>The results did not include any findings or criticisms.</i></b>
24 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.	Not Applicable: No debt was issued or outstanding.	<b><i>The results did not include any findings or criticisms.</i></b>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

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Fraud Notice		
Agreed-Upon Procedure	Results	Managements' Response
25 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	Management has represented that no misappropriations occurred.	<b><i>The results did not include any findings or criticisms.</i></b>
26 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	The notice appeared on the premise but not the website.	The notice will be added to the website.

# **Kisatchie-Delta**

## **Statewide Agreed-Upon Procedures**

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

<b>Information Technology Disaster Recovery /Business Continuity</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>27 Perform the following procedures, <b>verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</b></p> <p>a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.</p> <p>b. Obtain and inspect the entity'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.</p> <p>c. Obtain a listing of the entity'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.</p>	<p>We performed the procedure and discussed the results with management</p> <p>We performed the procedure and discussed the results with management</p> <p>We performed the procedure and discussed the results with management</p> <p>We performed the procedure and discussed the results with management</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p> <p><b><i>The results did not include any findings or criticisms.</i></b></p>

# **Kisatchie-Delta**

## **Statewide Agreed-Upon Procedures**

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

<b>Information Technology Disaster Recovery /Business Continuity</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
28 Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.	We performed the procedure and discussed the results with management	<b><i>The results did not include any findings or criticisms.</i></b>
29 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:  1. Hired before June 9, 2020 - completed the training; and 2. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.	We performed the procedure and discussed the results with management	<b><i>The results did not include any findings or criticisms.</i></b>

**Kisatchie-Delta**

**Statewide Agreed-Upon Procedures**

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

Sexual Harassment		
Agreed-Upon Procedure	Results	Managements' Response
<p>30 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, 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.</p>	<p>Training was documented for all personnel that remained employed for the entire fiscal year.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p>
<p>31 Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).</p>	<p>The required content appeared on the website.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p>
<p>32 Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:</p> <ul style="list-style-type: none"> <li>a. Number and percentage of public servants in the agency who have completed the training requirements;</li> <li>b. Number of sexual harassment complaints received by the agency;</li> <li>c. Number of complaints which resulted in a finding that sexual harassment occurred;</li> <li>d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and</li> <li>e. Amount of time it took to resolve each complaint.</li> </ul>	<p>The report has been completed.</p>	<p><b><i>The results did not include any findings or criticisms.</i></b></p>