

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**FINANCIAL STATEMENTS
AND SUPPLEMENTAL SCHEDULES
AS OF AND FOR THE YEAR ENDED
DECEMBER 31, 2018**



**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

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Required Supplemental Information (Part I)
Management's Discussion and Analysis

Caldwell Parish Police Jury
Columbia, Louisiana
Management's Discussion and Analysis
December 31, 2018

As management of the Caldwell Parish Police Jury, we offer readers of the Police Jury's financial statements this narrative overview and analysis of the financial activities of the police jury for the year ended December 31, 2018. We encourage readers to consider the information presented here, in conjunction with the primary government financial statements, and the supplementary information provided in this report in assessing the efficiency and effectiveness of our stewardship of public resources.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Police Jury's primary government financial statements. The Police Jury's primary government financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the primary government financial statements themselves.

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of the Police Jury's finances, in a manner similar to a private-sector business. The statement of net position presents information on all of the Police Jury's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Police Jury is improving or deteriorating.

The statement of activities presents information showing how the Police Jury's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned but not taken annual leave).

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Police Jury, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the current funds of the Police Jury are included in one category - governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds' balance sheet and the governmental funds' statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Caldwell Parish Police Jury
Columbia, Louisiana
Management's Discussion and Analysis (Continued)
December 31, 2018

The Police Jury maintains thirteen individual governmental funds. Information is presented separately in the governmental funds' balance sheet and in the governmental funds' statement of revenues, expenditures, and changes in fund balances for the General Fund, the Road Maintenance, Recreation, Solid Waste, and Blacktop Road special revenue funds, and the Bayou de Chene Reservoir and LCDBG Funds, capital projects funds, which are considered to be major funds. Data from the other funds are combined into a single aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining schedules in the other supplemental information section of the report.

Government-wide Financial Analysis. As noted earlier, net position may serve over time as a useful indicator of a government's financial position. The following tables focus on net position (Table 1) and changes in net position (Table 2) for the Police Jury's governmental activities.

Table 1
Net Position
Governmental Activities

	2018	2017
Current and other assets	\$ 10,827,748	\$ 10,914,250
Capital assets (net)	21,521,147	21,044,443
Net pension asset	93,425	-
Other assets	24,747	-
Total assets	32,467,067	31,958,693
Deferred outflows	240,550	375,511
Long-term obligations (compensated absences)	188,127	440,029
Other liabilities	187,561	192,442
Total liabilities	375,688	632,471
Deferred inflows	296,621	65,270
Net position:		
Invested in capital assets, net of debt	21,521,147	21,044,443
Restricted	9,088,771	7,714,160
Unrestricted	1,425,390	2,877,859
Total net position	\$ 32,035,308	\$ 31,636,462

Caldwell Parish Police Jury
Columbia, Louisiana
Management's Discussion and Analysis (Continued)
December 31, 2018

At the close of the fiscal year, assets of the Police Jury exceeded liabilities by \$32,035,308. Of that amount, \$21,521,147 represents the Police Jury's investment in capital assets net of accumulated depreciation and related debt. These assets are not available for future spending. The remaining net position consists of bank balances and receivables.

Net position increased by \$398,846 in 2018. Current and other assets increased \$136,501. Capital assets (net) increased by \$508,374 or 2%. Significant additions included building improvements, land, and Bayou de Chene additions. Additions were offset by depreciation of \$323,302.

The following table presents changes in revenues and expenses. Total revenues decreased \$939,607 primarily due to a decrease in operating and capital grants. Total expenses increased by \$765,063 or 16%.

Table 2
Changes in Net Position
Governmental Activities

	2018	2017
Revenues		
Program revenues:		
Charges for services	\$ 525,020	\$ 581,949
Operating grants	752,903	1,273,832
Capital grants	766,283	1,158,486
General revenues:		
Property taxes	1,764,746	1,773,100
Sales taxes	1,897,040	1,835,305
Other general revenues	73,472	96,399
Total revenues	5,779,464	6,719,071
 Program expenses		
General government	992,692	999,151
Public safety	592,141	599,822
Public works	2,983,178	2,398,170
Health and welfare	209,969	170,148
Culture and recreation	350,402	271,945
Economic development and assistance	294,195	204,888
Transportation	7,761	21,151
Total expenses	5,430,338	4,665,275
 Increase (decrease) in net position	\$ 349,126	\$ 2,053,796

Caldwell Parish Police Jury
Columbia, Louisiana
Management's Discussion and Analysis (Continued)
December 31, 2018

Table 3 presents the cost of each of the Police Jury's major functions as well as the net cost for each function (total cost less revenues generated by those functions). The net cost shows the financial burden placed on the parish's taxpayers for each of those functions.

Table 3
Governmental Activities

	Total Cost of Services		Net Cost (Revenue)	
	2018	2017	2018	2017
General government	\$ 992,692	\$ 999,151	\$ 560,055	\$ 513,340
Public safety	592,141	599,822	160,081	177,087
Public works	2,983,178	2,398,170	2,605,286	1,275,038
Health and welfare	209,969	170,148	209,969	170,148
Culture and recreation	350,402	271,945	(372,160)	(631,780)
Economic development	294,195	204,888	294,195	204,888
Transportation	7,761	21,151	(71,294)	(57,713)
Totals	<u>\$ 5,430,338</u>	<u>\$ 4,665,275</u>	<u>\$ 3,386,132</u>	<u>\$ 1,651,008</u>

Financial Analysis of the Government's Funds. The Police Jury uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term revenue, expenditures, and balances of expendable resources. This information is used in assessing the financing requirements of the police jury. Unassigned fund balances may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2018, combined governmental fund balances of \$10,664,934 showed a decrease of \$106,873 from December 31, 2017. Fund balances in the Road Fund decreased \$67,285. The Blacktop Road Fund also showed a decrease of \$396,436. All other major funds showed increases in fund balance for the year. The General Fund fund balance increased by \$70,044 during the year ended December 31, 2018.

Budgetary Highlights. The Police Jury's budgets were amended multiple times during the year. The changes were made to align budgeted amounts with changes in operations and grant activity. None of the major funds expended more than final budgeted expenditures.

Caldwell Parish Police Jury
Columbia, Louisiana
Management's Discussion and Analysis (Continued)
December 31, 2013

Capital Asset and Debt Administration

Capital Assets. The Police Jury's investment in capital assets for its governmental activities as of December 31, 2018, totals \$21,521,147 (net of accumulated depreciation). This investment includes land, construction in progress, buildings and improvements, infrastructure (roads and bridges), furniture, and equipment. The increase in capital assets for the year was \$476,704. Significant additions included building improvements, land for the library, and work on the Bayou de Chene project.

Long-Term Obligations. At the end of the year, the Police Jury had total long-term obligations of \$188,127, which consisted entirely of compensated absences payable and the net pension liability. The net pension liability is a result of the implementation of GASB Statement No. 68.

Economic Factors and Next Year's Budgets. The Police Jury's financial plan for this upcoming 2018 year is well underway with the adoption of a realistic budget that meets the needs of the Parish while protecting the long-term financial stability of the Parish. At the end of 2018, the Parish had basically no long-term debt, outside of compensated absences. The Police Jury, at December 31, 2018, had cash and investments totaling \$8,724,059 which represented a decrease of \$196,545 over the period ended December 31, 2017.

The police jury has no significant plans for 2018.

Requests for Information. This financial report is designed to be a summary of the Caldwell Parish Police Jury's finances. If there are any questions regarding any information, a request can be made in writing to –

Caldwell Parish Police Jury
P.O. Box 1737
Columbia, Louisiana 71418

Our telephone number is (318) 649-2681.



Independent Auditor's Report

To Caldwell Parish Police Jury
Columbia, Louisiana

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Basis for Adverse Opinion on Aggregate Discretely Presented Component Units and Qualified Opinion on Aggregate Remaining Fund Information

The financial statements referred to above do not include financial data for the Police Jury's legally separate component units. Accounting principles generally accepted in the United States of America require financial data for those component units to be reported with the financial data of the Police Jury's primary government unless the Police Jury also issues financial statements for the financial reporting entity that include the financial data for its component units. The Police Jury has not issued such reporting entity financial statements. Because of this departure from accounting principles generally accepted in the United States of America, the assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues, and expenses of the aggregate discretely presented component units are understated by the amount of assets, liabilities, net position, revenues, and expenses of the aggregate discretely presented component units. In addition, the assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balances, revenues, and expenditures of the aggregate remaining fund information would have increased by the amount of assets, liabilities, fund balances, revenues, and expenditures of the omitted component units. The amounts by which this departure would affect the financial statements are not reasonably determinable.

Adverse Opinion

In our opinion, because of the significance of the matter described in the "Basis for Adverse Opinion on Aggregate Discretely Presented Component Units and Qualified Opinion on Aggregate Remaining Fund Information" paragraph, the financial statements referred to above do not present fairly the financial position of the aggregate discretely presented component units of the Police Jury, as of December 31, 2018, or the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Qualified Opinion

In our opinion, except for the effects of the matter described in the "Basis for Adverse Opinion on Aggregate Discretely Presented Component Units and Qualified Opinion on Aggregate Remaining Fund Information" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the aggregate remaining fund information of the Police Jury as of December 31, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 1-5), budgetary comparison information (pages 54-58), and the schedule of employer's proportionate share of pension liability and schedule of employer's contribution (pages 59-60) be presented to supplement the primary government financial statements. Such information, although not a part of the financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the primary government 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 financial statements, and other knowledge we obtained during our audits of the 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 Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Caldwell Parish Police Jury's financial statements. The combining financial statements; the schedule of compensation paid to police jurors; and the schedule of compensation, benefits, reimbursements, and other payments to agency head, are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining nonmajor fund financial statements; the schedule of compensation paid to police jurors, and the schedule of compensation, benefits, reimbursements, and other payments to agency head are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining financial statements; the schedule of compensation paid police jurors; and the schedule of compensation, benefits, reimbursements, and other payments to agency head are fairly stated in all material respects in relation to the financial statements as a whole.

Caldwell Parish Police Jury
Columbia, Louisiana
Independent Auditor's Report
December 31, 2018

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 28, 2019, on our consideration of the Caldwell Parish Police Jury'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 Caldwell Parish Police Jury'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 Police Jury's internal control over financial reporting and compliance.

BOSCH & STATHAM, LLC



Ruston, Louisiana
June 28, 2019

Basic Financial Statements

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**GOVERNMENTAL ACTIVITIES
STATEMENT OF NET POSITION
AS OF DECEMBER 31, 2018**

ASSETS	
Cash and cash equivalents	\$ 8,724,059
Receivables	2,103,689
Capital assets, net of accumulated depreciation	21,521,147
Net pension asset	93,425
Other assets	24,747
Total assets	<u>32,467,067</u>
 DEFERRED OUTFLOWS	
Pension related	<u>240,550</u>
 LIABILITIES	
Accounts, salaries, and other payables	129,863
Due to other agencies	57,698
Compensated absences payable	126,323
Net pension liability	61,804
TOTAL LIABILITIES	<u>375,688</u>
 DEFERRED INFLOWS	
Pension related	<u>296,621</u>
 NET POSITION	
Net investment in capital assets	21,521,147
Restricted	9,088,771
Unrestricted	1,425,390
TOTAL NET POSITION	<u>\$ 32,035,308</u>

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

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**GOVERNMENTAL ACTIVITIES
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018**

FUNCTIONS	EXPENSES	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGES IN NET ASSETS
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	
General government	\$ 992,692	\$ 149,218	\$ 283,419	\$ -	\$ (560,055)
Public safety	592,141	282,263	149,797	-	(160,081)
Public works	2,983,178	73,318	304,574	-	(2,605,286)
Health and welfare	209,969	-	-	-	(209,969)
Culture and recreation	350,402	20,221	15,113	687,228	372,160
Economic development and assistance	294,195	-	-	-	(294,195)
Transportation	7,761	-	-	79,055	71,294
Total governmental activities	<u>\$ 5,430,338</u>	<u>\$ 525,020</u>	<u>\$ 752,903</u>	<u>\$ 766,283</u>	<u>(3,386,132)</u>
General revenues:					
Property taxes levied for:					
General purposes					455,030
Public works					517,024
Health and welfare					128,203
Culture and recreation					334,652
Economic development and assistance					329,837
Sales and use taxes levied for:					
General purposes					253,198
Public works					1,643,842
Other taxes, penalties and interest					9,443
Unrestricted investment earnings					38,176
Other revenues					25,853
Total general revenues					<u>3,735,258</u>
Change in net position					349,126
Net position at beginning of year					<u>31,686,182</u>
Net position at end of year					<u>\$ 32,035,308</u>

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

CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA

GOVERNMENTAL FUNDS - BALANCE SHEET
AS OF DECEMBER 31, 2018

	GENERAL	ROAD MAINTENANCE	RECREATION	SOLID WASTE	BLACKTOP ROAD	BAYOU DECHENE RESERVOIR	LCDBG	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
ASSETS									
Cash and cash equivalents	\$ 1,491,162	\$ 727,320	\$ 1,051,519	\$ 1,375,398	\$ 1,804,214	\$ 22,316	\$ 40	\$ 2,252,090	\$ 8,724,059
Receivables	377,316	550,312	337,391	116,880	-	-	-	721,790	2,103,689
Due from other funds	-	23,210	3,832	-	-	-	-	12,245	39,287
Other assets	24,834	-	-	-	-	-	-	-	24,834
TOTAL ASSETS	<u>\$ 1,893,312</u>	<u>\$ 1,300,842</u>	<u>\$ 1,392,742</u>	<u>\$ 1,492,278</u>	<u>\$ 1,804,214</u>	<u>\$ 22,316</u>	<u>\$ 40</u>	<u>\$ 2,986,125</u>	<u>\$ 10,891,869</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES									
LIABILITIES									
Accounts payable	\$ 43,248	\$ 26,499	\$ 15,373	\$ -	\$ -	\$ -	\$ -	\$ 44,830	\$ 129,950
Due to other agencies	57,697	-	-	-	-	-	-	-	57,697
Due to other funds	39,287	-	-	-	-	-	-	-	39,287
Total liabilities	<u>140,232</u>	<u>26,499</u>	<u>15,373</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>44,830</u>	<u>226,934</u>
FUND BALANCES									
Unassigned	1,683,036	-	-	-	-	-	-	-	1,683,036
Restricted	<u>70,044</u>	<u>1,274,343</u>	<u>1,377,369</u>	<u>1,492,278</u>	<u>1,804,214</u>	<u>22,316</u>	<u>40</u>	<u>2,941,295</u>	<u>8,981,899</u>
Total fund balances	<u>1,753,080</u>	<u>1,274,343</u>	<u>1,377,369</u>	<u>1,492,278</u>	<u>1,804,214</u>	<u>22,316</u>	<u>40</u>	<u>2,941,295</u>	<u>10,664,934</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 1,893,312</u>	<u>\$ 1,300,842</u>	<u>\$ 1,392,742</u>	<u>\$ 1,492,278</u>	<u>\$ 1,804,214</u>	<u>\$ 22,316</u>	<u>\$ 40</u>	<u>\$ 2,986,125</u>	<u>\$ 10,891,869</u>

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

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**RECONCILIATION OF THE GOVERNMENTAL FUNDS'
BALANCE SHEET TO THE STATEMENT OF NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2018**

Total fund balance - governmental funds	\$ 10,664,934
Amounts reported for governmental activities in the statement of net position are different because:	
Some assets used in governmental activities are not financial resources.	
Capital assets	21,521,147
Net pension asset	93,425
Deferred items for pension related items are not reported in the fund statements:	
Deferred outflows	240,550
Deferred inflows	(296,621)
Some liabilities, such as compensated absences, are not due and payable in the current period and are therefore not reported in the funds.	
Compensated absences payable	(126,323)
Net pension liability	(61,804)
Net position of governmental activities	<u>\$ 32,035,307</u>

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

CALDWELL PARISH POLICE JURY

COLUMBIA, LOUISIANA

GOVERNMENTAL FUNDS - STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2018

	GENERAL	ROAD MAINTENANCE	RECREATION	SOLID WASTE	BLACKTOP ROAD	BAYOU DECHENE RESERVOIR	LCDBG	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
Revenues:									
Taxes:									
Ad valorem	\$ 258,211	\$ 517,024	\$ 334,652	\$ -	\$ -	\$ -	\$ -	\$ 654,859	\$ 1,764,746
Sales and use	253,198	196,330	-	1,447,512	-	-	-	-	1,897,040
Other taxes, penalties, and interest	9,443	-	-	-	-	-	-	-	9,443
Licenses and permits	149,218	-	20,221	-	-	-	-	7,695	177,134
Intergovernmental funds:									
Federal funds	231,158	-	-	-	-	-	-	-	231,158
State funds:									
Severance taxes	245,988	-	-	-	-	-	-	-	245,988
State revenue sharing	11,662	23,350	15,113	-	-	-	-	-	50,125
Parish transportation	-	196,066	-	-	-	-	-	-	196,066
Other state funds	85,236	-	-	-	-	687,228	-	-	772,464
Fees, charges and commissions for services	3,498	73,318	-	-	-	-	-	174,766	251,582
Fines and forfeitures	-	-	-	-	-	-	-	99,802	99,802
Use of money and property	8,221	2,513	4,091	6,540	9,018	-	-	7,793	38,176
Other revenues	9,520	2,206	62	-	-	12,941	-	845	25,574
Total revenues	<u>1,265,353</u>	<u>1,010,807</u>	<u>374,139</u>	<u>1,454,052</u>	<u>9,018</u>	<u>700,169</u>	<u>-</u>	<u>945,760</u>	<u>5,759,298</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**GOVERNMENTAL FUNDS - STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2018**

	GENERAL	ROAD MAINTENANCE	RECREATION	SOLID WASTE	BLACKTOP ROAD	BAYOU DECHENE RESERVOIR	LCDBG	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
Expenditures:									
Current:									
General government:									
Legislative	105,526	-	-	-	-	-	-	-	105,526
Judicial	101,515	-	-	-	-	-	-	170,795	272,310
Elections	39,917	-	-	-	-	-	-	-	39,917
Finance and administrative	281,401	-	-	-	-	-	-	-	281,401
Other general government	45,227	-	-	-	-	-	-	204,677	249,904
Public safety	412,947	-	-	-	-	-	-	153,141	566,088
Public works	-	1,017,688	-	562,772	1,155,454	-	3,300	-	2,739,214
Health and welfare	73,369	-	-	-	-	-	-	126,999	200,368
Culture and recreation	-	-	303,680	-	-	5,801	-	-	309,481
Economic development and assistance	47,646	-	-	-	-	-	-	246,549	294,195
Transportation	7,761	-	-	-	-	-	-	-	7,761
Capital outlay	-	60,404	49,599	-	-	690,003	-	-	800,006
Total expenditures	<u>1,115,309</u>	<u>1,078,092</u>	<u>353,279</u>	<u>562,772</u>	<u>1,155,454</u>	<u>695,804</u>	<u>3,300</u>	<u>902,161</u>	<u>5,866,171</u>
Excess (deficiency) of revenues over expenditures	<u>150,044</u>	<u>(67,285)</u>	<u>20,860</u>	<u>891,280</u>	<u>(1,146,436)</u>	<u>4,365</u>	<u>(3,300)</u>	<u>43,599</u>	<u>(106,873)</u>
Other sources (uses):									
Operating transfers in	-	-	-	-	750,000	-	-	130,000	880,000
Operating transfers out	<u>(80,000)</u>	<u>-</u>	<u>-</u>	<u>(750,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(50,000)</u>	<u>(880,000)</u>
Total other sources (uses)	<u>(80,000)</u>	<u>-</u>	<u>-</u>	<u>(750,000)</u>	<u>750,000</u>	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>-</u>
Net change in fund balances	70,044	(67,285)	20,860	141,280	(396,436)	4,365	(3,300)	123,599	(106,873)
Fund balances at beginning of year	<u>1,683,036</u>	<u>1,341,628</u>	<u>1,356,509</u>	<u>1,350,997</u>	<u>2,200,650</u>	<u>17,951</u>	<u>3,340</u>	<u>2,817,696</u>	<u>10,771,807</u>
Fund balances at end of year	<u>\$ 1,753,080</u>	<u>\$ 1,274,343</u>	<u>\$ 1,377,369</u>	<u>\$ 1,492,277</u>	<u>\$ 1,804,214</u>	<u>\$ 22,316</u>	<u>\$ 40</u>	<u>\$ 2,941,295</u>	<u>\$ 10,664,934</u>

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

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Net change in fund balances - total governmental funds **\$ (106,873)**

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

Capital outlay	800,006
Depreciation	(323,302)

Some items reported in the statement of activities, such as a net decrease or increase in compensated absences, do not require the use of current financial resources, nor do they provide any, and therefore are not reported as expenditures or revenues in the governmental funds.

Additions to compensated absences payable	(98,060)
Reductions in compensated absences payable	88,800
Pension expense	(31,611)
Nonemployer contribution to pension plans	19,887

Other	<u>279</u>
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Change in net position of governmental activities	<u><u>\$ 349,126</u></u>
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**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Caldwell Parish Police Jury is the parish governing authority governed by an elected board referred to as the "police jury" (similar to county boards in other states) and is a political subdivision of the State of Louisiana. The police jury is governed by seven police jurors representing the various districts within the parish. The jurors are elected by the voters of their respective districts and serve four-year terms. The current terms of jurors expire in January 2020. Jurors receive compensation for their service on the police jury as provided by Louisiana Revised Statute 33:1233.

Caldwell Parish, established by act of the Louisiana Legislature in 1838, is located in the northeast part of the state and occupies approximately 529 square miles of land with a population of 10,132 residents, based on the last census. State law gives the police jury various powers and functions in regulating and directing the affairs of the parish and its inhabitants. The more notable of those are the power to make regulations for their own government, the construction and maintenance of roads and bridges, drainage systems, sewerage, solid waste disposal, fire protection, recreation and parks, parish prison construction and maintenance, road lighting and marking, water works, health units, hospitals, provide for the health and welfare of the poor, disadvantaged, and unemployed, economic development, tourism and regulate the sale of alcoholic beverages in the parish. The police jury also houses and maintains the Courts and the offices of the Assessor, Clerk of Court, Registrar of Voters, District Attorney, and the Sheriff. Funding to accomplish these tasks is provided by ad valorem taxes, sales taxes, beer and alcoholic beverage permits, parish licenses, state revenue sharing, severance taxes, and various other state and federal grants.

In accomplishing its objectives, the police jury employs approximately 30 full and part-time employees (3 in the central office, 1 in the courthouse, 2 in the 911 office, 10 in the recreation department, and 14 in public works). In addition to maintaining drainage and bridges in the parish, the police jury currently maintains approximately 405 miles of parish roads, comprised of 150 miles of asphalt and 255 miles of gravel.

The police jury also has the authority to create special districts (component units) within the parish to help in fulfilling its functions. Some districts perform specialized functions, such as fire protection, water distribution, sewerage collection and disposal, and drainage control. Other districts provide specialized facilities and services such as libraries and health care facilities.

Reporting Entity

The police jury reporting entity consists of the various departments and activities that are within the control and authority of the police jury.

As required by GASB Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*, a legally separate entity is considered a component unit of the police jury if at least one of the following criteria is met:

- The police jury appoints a voting majority of the organization's governing body and is either able to impose its will on the organization or there is a potential financial benefit/burden to the police jury.
- The entity is fiscally dependent on the police jury.
- The nature and significant of the relationship between the police jury and the entity is such that exclusion would cause the financial statements of the police jury to be misleading or incomplete.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (Continued)

Based on the previous criteria, the police jury has determined that the following component units are part of the Caldwell Parish reporting entity:

Component Units:	<u>Fiscal Year End</u>	<u>Criteria Used</u>
Caldwell Parish:		
Airport Authority	December 31	1 & 3
Clerk of Court	December 31	2 & 3
Fire Protection District #1	December 31	1 & 3
Hospital Service District #1	December 31	1 & 3
Housing Authority	December 31	1 & 3
Library	December 31	1 & 3
Recreation District	December 31	1 & 3
Sheriff	June 30	2 & 3
Assessor	December 31	2 & 3
Columbia Eastside Fire District	December 31	1 & 3
Columbia Heights Fire District	December 31	1 & 3
Columbia Heights Sewerage District	December 31	1 & 3
Columbia Heights Waterworks District #1	December 31	1 & 3
Crossroad Water System	December 31	1 & 3
East Columbia Sewerage District	December 31	1 & 3
East Columbia Waterworks District	December 31	1 & 3
Gravity Drainage District #1	December 31	1 & 3
Kelly Waterworks District	October 31	1 & 3
Thirty-Seventh Judicial District Criminal Court	December 31	2 & 3

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (Continued)

Considered in the determination of component units of the reporting entity were the Caldwell Parish School Board, the District Attorney for the Thirty-Seventh Judicial District, the Thirty-Seventh Judicial District Court, and the various municipalities in the parish. It was determined that these governmental entities are not component units of Caldwell Parish reporting entity because they have separately elected governing bodies, are legally separate, and are fiscally independent of Caldwell Parish Police Jury.

GASB Statement No. 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the primary government's (police jury's) financial statements are not a substitute for the reporting entity's financial statements. The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as applied to governmental units.

The police jury has chosen to issue financial statements of the primary government (police jury) only; therefore, none of the previously listed component units, except as discussed in the following paragraph, is included in the accompanying primary government financial statements. These financial statements are not intended to and do not report on the Caldwell Parish reporting entity but rather are intended to reflect only the financial statements of the primary government (police jury).

The primary government financial statements include all funds, account groups, and organizations for which the police jury maintains the accounting records. The organizations for which the police jury maintains the accounting records are considered part of the primary government (police jury) and include the Caldwell Parish Recreation District and the Thirty-Seventh Judicial District Criminal Court.

Basis of Presentation

The financial report consists of Management's Discussion and Analysis (MD&A), primary government financial statements, notes to financial statements, and required supplementary information other than the MD&A. The MD&A provides an overview of the financial activities of the police jury. The financial statements include the government-wide financial statements, fund financial statements, and the notes to the financial statements.

The government-wide financial statements consist of a Statement of Net Position and a Statement of Activities. These statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Major revenues such as ad valorem taxes and sales taxes are assessed, collected and susceptible to accrual. Assets, liabilities, revenues, and expenses of the government are reported in the financial statements. The statements distinguish between the governmental and business-type activities of the police jury by reporting each in a separate column. The police jury has no business-type activities at this time.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Presentation (Continued)

All capital (long-lived) assets, receivables, and long-term obligations are reported in the Statement of Net Position. The Statement of Activities reports revenues and expenses in a format that allows the reader to focus on the net cost of each function of the police jury. Both the gross and net cost per function, which is otherwise being supported by general government revenues, is compared to the revenues generated directly by the function. In the Statement of Activities, gross expenses, including depreciation, are reduced by related program revenues, which are comprised of charges for services, operating grants, and capital grants. Direct and indirect expenses are reported as program expenses for individual functions and activities. The program revenues must be directly associated with the function or a business-type activity. The types of transactions included in program revenues are licenses and permits, fines, lease income, court costs, charges for mowing, and charges for gravesites. The operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

The fund financial statements report the police jury as a collection of major and nonmajor funds presented on separate schedules by fund category – governmental, proprietary, and fiduciary funds. At this time, the police jury has only governmental and fiduciary funds

The governmental fund statements include a balance sheet and a statement of revenues, expenditures, and changes in fund balances, with one column for the general fund, one for each of the other major funds, and one column combining all the nonmajor governmental funds. The statements are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period, generally considered sixty days after the end of the fiscal year. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest payments on general long-term liabilities which are recognized when due.

Although the financial statements presented in each of these three schedules contain “total” columns, they merely combine rather than consolidate the funds. Hence, interfund transactions that generate receivables and payables or transfers from one fund to another are not eliminated.

Major funds are those whose revenues, expenditures/expenses, assets, or liabilities are at least ten percent of the total for their fund category or type (governmental or enterprise) and at least five percent of the corresponding element total for all governmental and enterprise funds combined.

The data on the face of the three sets of financial statements must be accompanied by certain disclosures to ensure accurate information is presented in the form of a single set of notes to the financial statements.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Presentation (Continued)

The police jury's current year financial statements include the following major governmental funds:

The General Fund is the police jury's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Road Maintenance Special Revenue Fund accounts for the maintenance of parish highways, roads, bridges, and drainage systems. Financing is provided by the State of Louisiana Parish Transportation Fund, sales and use taxes, a specific Parish wide ad valorem tax, state revenue sharing funds, and interest earned.

The Recreation Special Revenue Fund accounts for the maintenance of the parish-owned recreation facility. Financing is provided by a parish-wide ad valorem tax, state revenue sharing, interest, dues, fees, and commissions.

The Solid Waste Special Revenue Fund accounts for the collection and disposal of solid waste in the parish. Financing is provided by a specific parish-wide sales and use tax. In accordance with the tax proposition, any available revenues of the fund in excess of \$500,000 are transferred to the Blacktop Road Fund to be used for asphalt road maintenance and improvements.

The Blacktop Road Special Revenue Fund accounts for transfers from the Solid Waste Fund, as noted above. Monies in the fund support the police jury's annual capital improvement program and normal maintenance and repairs to existing asphalt roads.

The Bayou de Chene Reservoir Capital Projects Fund accounts for engineering and construction work at Bayou de Chene. Construction of the Bayou de Chene reservoir is funded by the Louisiana Department of Transportation.

The LCDBG Capital Projects Fund accounts for projects funded by Louisiana Community Development Block Grants.

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances

Cash and Investments

State law allows the police jury to invest in collateralized certificates of deposits, government-backed securities, commercial paper, the Louisiana Asset Management Pool (a state-sponsored investment pool), and mutual funds consisting solely of government-backed securities. The police jury's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Cash and investment earnings are recorded in the Fund that holds the investment. Currently, all investments of the police jury consist of short-term certificates of deposit with local banks.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances (Continued)

Receivables and Payables

Activity between funds that is outstanding at the end the fiscal year is referred to as either “due to or from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.” All internal balances are eliminated in the total primary government column. Receivables include all amounts susceptible to accrual that have not been collected at December 31, but will be collected soon enough after the end of the year to pay liabilities of that year. They include all amounts earned, but not collected at December 31. Receivables (net of any uncollectible amounts) and payables are reported on separate lines.

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied by the police jury in September or October, are actually billed on October 1, and are mailed to the taxpayers in November. Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are budgeted in the year they are billed. The Caldwell Parish Sheriff bills and collects the police jury’s property taxes using the assessed value determined by the assessor of Caldwell Parish and approved by the State of Louisiana Tax Commission. For the year ended December 31, 2018, taxes of 29.32 mills were levied on property with assessed valuations totaling \$76,415,341 as follows:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration</u>
Parishwide taxes:			
General maintenance	4.00	4.29	Indefinite
Health unit maintenance	2.01	2.13	2027
Road maintenance and construction	8.14	8.59	2019
Courthouse and jail maintenance	3.11	3.27	2020
Industrial park and E911 operation	2.06	2.17	2020
Recreation maintenance	5.00	5.56	2025
Economic development	3.08	3.31	2027

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances (Continued)

Receivables and Payables (Continued)

The following are the principal taxpayers for the parish and their 2018 assessed valuation:

	2018 Assessed Valuation	Percent of Total Assessed Valuation	Tax
Regency Intrastate Gas, LLC	\$ 19,908,734	28.24%	\$ 2,632,270
Texas Gas Transmission Corp.	6,318,720	8.20%	875,072
Union Pacific Railroad Company	3,109,900	3.90%	423,852
Energy Transfer Crude Oil Company, LLC	3,120,040	3.69%	411,738
Entergy Louisiana, LLC	2,286,080	1.71%	308,698
Weyerhaeuser Company	1,296,841	1.75%	172,427
Homeland Federal Savings Bank	1,232,528	1.57%	161,147
BellSouth Telecommunications	1,011,637	1.42%	137,492
Caldwell Bank & Trust Company	972,644	0.87%	137,048
Citizens Progressive Bank	675,613	0.79%	94,713
Total	<u>\$ 39,932,737</u>	<u>52.14%</u>	<u>\$ 5,354,457</u>

Caldwell Parish has a four-percent sales and use tax, of which one percent (parish-wide) is dedicated to the Caldwell Parish School Board; one percent (parish-wide) to debt service and the operations of the parish hospital, Citizens' Medical Center; one-quarter percent (parish-wide, excluding the Town of Columbia) to fire protection and the maintenance and construction of roads and bridges; three-quarters percent (parish-wide, excluding the Town of Columbia) to blacktop roads and the collection and disposal of solid waste; one-quarter percent (parish-wide) to the operations of the parish General Fund; and three-quarters percent (parish-wide) to the collection and disposal of solid waste, with any surplus, after establishing a reserve of \$500,000 for solid-waste purposes, to be used for the establishment of a blacktop road fund for constructing, maintaining, improving, and resurfacing hard-surface roads. The parish hospital tax was passed by voters on April 2, 1977, for an indefinite period. The road, bridge, fire protection, and solid waste tax was passed on October 19, 1985, for an indefinite period. The solid waste and General Fund tax was passed on October 3, 1992, for an indefinite period and was rededicated to the above purposes at a special election held on March 12, 1996.

The police jury has an agreement with the Concordia Parish School Board to collect parish sales taxes. The school board's tax department provides collection services for a fee of one and one-quarter percent of amounts actually collected plus the cost of travel, supplies, and postage. Taxes collected for maintaining and constructing roads and bridges, fire protection, collection and disposal of solid waste, and operations of the General Fund are deposited directly in the police jury's sales tax account. The police jury's Sales Tax Agency Fund distributes the taxes to other funds and agencies on a monthly basis, after deducting the above costs of collection.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Liabilities, and Net Position, Equity, or Net Fund Balances (Continued)

Inventories and Prepaid Items

Inventories consisting of office supplies and water and sewer plant supplies held for consumption are valued using the average cost method. The consumption method is used for financial reporting. Certain payments reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the government-wide financial statements. Capital assets are recorded as expenditures in each fund and capitalized at the government-wide level. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized. The capitalization threshold for buildings and improvements is \$5,000. For reporting purposes, the police jury defines capital assets as follows:

- Land is an inexhaustible asset with no capitalization threshold and an unlimited useful life; therefore, it is not depreciated.
- Buildings are permanent structures erected above ground, while improvements are major repairs, renovations, or additions that increase the future service potential of the asset. Leasehold improvements are improvements made by the lessee to leased property. They are depreciated principally using the straight-line method with an estimated useful life typically of 40 years for structures and 20 years for improvements and depreciable land improvements. Leasehold improvements are depreciated using the straight-line method with an estimated useful life depending on the term of the lease. Construction-in-progress is not depreciated.
- Movable property (furniture, equipment, and vehicles) consists of assets that are not fixed or stationary in nature. The straight-line method of depreciation is used, which divides the historical cost by the estimated useful life of the asset, generally 3 to 15 years.
- Infrastructure assets include tunnels, drainage systems, water and sewer systems, dams, and lighting systems. Infrastructure is depreciated using the straight-line method with an estimated useful life of 5 to 40 years.
- Purchased computer software is depreciated using the straight-line method over an estimated useful life of 3 years.
- Donated capital assets are recorded at their estimated fair value at the date of donation.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Long-Term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities in the applicable governmental or business-type activities. In the fund financial statements, proprietary fund long-term obligations are reported as liabilities in the proprietary fund type statement of net position. Individual funds have been used to liquidate other long-term liabilities such as compensated absences, claims and litigation payable, etc. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds.

The following policies relating to vacation and sick leave are currently in effect:

Employees of the police jury and recreation district receive 18 days of annual leave each year with a maximum accumulation of 30 to 45 days, depending on their length of service. Employees earn 10 days of sick leave each year and may accumulate sick leave without limitation. Upon termination, retirement, or resignation, employees are paid for accumulated unused annual and sick leave combined up to a maximum of 90 or 105 days, depending on their years of service.

Employees of the Thirty-Seventh Judicial District Criminal Court earn from one to two weeks of annual leave and 10 to 15 days of sick leave each year, depending on their length of service. Annual and sick leave cannot be accumulated.

The entire compensated absence liability, determined in accordance with the provisions of GASB Codification Section C60, is reported on the government-wide financial statements. For governmental fund financial statements, the current portion of unpaid compensated absences is the amount that is normally expected to be paid using expendable available financial resources. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated leave are paid. The noncurrent portion of the liability is not reported in the governmental funds but is presented in the government-wide statement of net position.

Fund Balance Classifications and Net Position

Fund balances are reported under the following fund balance classifications:

Non-spendable	Includes fund balance amounts that cannot be spent either because it is not in spendable form or are legally or contractually required to be maintained intact.
Restricted	Includes amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
Committed	Includes amounts that can only be used for specific purposes pursuant to constraints that are internally imposed by the government through formal action of the police jury and does not lapse at year-end.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance Classifications and Net Position (Continued)

Assigned	Includes amounts that are constrained by the Police Jury’s intent to be used for specific purposes that are neither considered restricted or committed.
Unassigned	Includes amounts that have not been assigned to other funds and that have not been restricted, committed or assigned to specific purposes within the General Fund. Negative fund balances in other governmental funds can also be classified as unassigned.

The police jury has a general policy to first use restricted resources for expenditures incurred for which both restricted and unrestricted (committed, assigned, and unassigned) resources are available. When expenditures are incurred for which only unrestricted resources are available, the general policy of the police jury is to use committed resources first, followed by assigned, and then unassigned. The use of restricted/committed resources may be deferred based on a review of the specific transaction.

The difference between assets and liabilities is “net position” on the government-wide, proprietary, and fiduciary fund statements. Net position is segregated into three categories on the government-wide statement of net position:

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

Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislations. The police jury first uses restricted net position for expenses incurred when both restricted and unrestricted net position are available for use. The use of restricted net position may be deferred based on a review of the specific transaction.

Unrestricted net position – The balance of net position that does not meet the definition of "restricted" or "net investment in capital assets."

Reconciliation of Government-wide and Fund Financial Statements

The governmental fund balance sheet includes a reconciliation of the government-wide statements to the governmental fund financial statements. This reconciliation is necessary to bring the financial statements from the current financial resources measurement focus and modified accrual basis of accounting to the economic measurement focus and full accrual basis of accounting. Major items included in the reconciliation are capital assets, inventories and prepaids, long-term debt, accrued interest, long-term liabilities, and deferred revenue, which are shown on the government-wide but not the governmental fund statements.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance Classifications and Net Position (Continued)

Budgets

Preliminary budgets for the ensuing year are prepared by the Assistant Treasurer during October of each year. Budgets are prepared for all funds except Bayou de Chene Reservoir, LCDBG, and Criminal Court. Grant funds prepare budgets and submit to grantors. The Criminal Court Fund is not legally required to adopt a budget. During November, the finance committee reviews the proposed budgets and makes changes as it deems appropriate. The availability of the proposed budgets for public inspection and the date of the public hearing on the proposed budgets are then advertised in the official journal. During its regular December meeting, the police jury holds a public hearing on the proposed budgets in order to receive comments from residents of the parish. Changes are made to the proposed budgets based on the public hearing and the desires of the police jury as a whole. The budgets are then adopted during the police jury's regular December meeting, and a notice of the adoption is then published in the official journal.

During the year, the finance committee receives monthly budgetary comparison statements, which are used as a management tool to control operations of the parish. The Assistant Treasurer presents necessary budget amendments to the police jury during the year when, in her judgment, actual operations are differing materially from those anticipated in the original budget. During a regular meeting, the police jury reviews the proposed amendments, makes changes as it deems necessary, and formally adopts the amendments. The adoption of the amendments is included in police jury minutes published in the official journal. The police jury exercises control at the object level. The police jury does not utilize encumbrance accounting; however, the original budgets and any subsequent amendments are incorporated into the accounting system. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expended. For the year ended December 31, 2018, the police jury adopted cash basis budgets for the General Fund and all special revenue funds except the Criminal Court Fund.

Budgetary comparison statements included in the accompanying financial statements include the original adopted budgets and all subsequent amendments. The following schedule reconciles the net change in fund balances on the budgetary statements to the same amount on the statement of revenues, expenditures, and changes in fund balances:

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Balance Classifications and Net Position (Continued)

Budgets (Continued)

	<u>General Fund</u>	<u>Road Fund</u>	<u>Recreation Fund</u>	<u>Solid Waste Fund</u>	<u>Blacktop Road Fund</u>
Net change in fund balance - budget basis	\$ 75,140	\$ (125,464)	\$ 9,435	\$ 130,977	\$ (396,436)
Adjustments:					
Receivables	(28,762)	44,754	10,163	10,304	-
Interfund balances	(39,484)	18,376	3,832	-	-
Payables	65,881	(4,951)	(2,730)	-	-
Other	(2,731)	-	160	(1)	-
Net change in fund balance - GAAP basis	<u>\$ 70,044</u>	<u>\$ (67,285)</u>	<u>\$ 20,860</u>	<u>\$ 141,280</u>	<u>\$ (396,436)</u>

The following schedule reconciles actual ending fund balances as shown on the budgetary statements to cash on the balance sheet:

	<u>General Fund</u>	<u>Road Fund</u>	<u>Recreation Fund</u>	<u>Solid Waste Fund</u>	<u>Blacktop Road Fund</u>
Fund balance at end of year - budget basis	\$ 1,410,932	\$ 727,320	\$ 1,051,519	\$ 1,375,398	\$ 1,804,214
Cash - payroll	22,532	-	-	-	-
Cash - FEMA grant project	57,698	-	-	-	-
Cash on balance sheet	<u>\$ 1,491,162</u>	<u>\$ 727,320</u>	<u>\$ 1,051,519</u>	<u>\$ 1,375,398</u>	<u>\$ 1,804,214</u>

Use of estimates

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

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 2 - CASH AND CASH EQUIVALENTS

Custodial credit risk is the risk that in the event of a bank failure, the police jury's deposits may not be returned to it. The police jury's policy (not a formal written policy) to ensure that there is no exposure to this risk is to require each financial institution to pledge its own securities to cover any amount in excess of Federal Depository Insurance Coverage. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the police jury that the fiscal agent bank has failed to pay deposited funds upon demand.

At December 31, 2018, the police jury has cash and cash equivalents (book balances) totaling \$8,724,059, as follows:

Demand deposits	\$ 6,364,829
Time deposits	<u>2,359,230</u>
Total	<u>\$ 8,724,059</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

As of December 31, 2018, \$7,877,775 of the police jury's bank balances of \$8,731,526 was exposed to custodial credit risk as follows:

Insured by FDIC	<u>\$ 853,751</u>
Uninsured and uncollateralized	-
Collateralized by pledged securities not in the police jury's name	<u>8,610,039</u>
Total balances exposed to custodial credit risk	<u>7,877,775</u>
Total bank balances	<u>\$ 8,731,526</u>

NOTE 3 – RECEIVABLES

The receivables of \$2,103,689 at December 31, 2018, are as follows:

	Taxes	Due from Other Governments		Licenses and Permits	Fines and Forfeitures	Accounts and Other	Total
		Federal	State				
General	\$ 271,696	\$ 5,687	\$ 92,339	\$ 7,594	\$ -	\$ -	\$ 377,316
Road Maintenance	511,816	-	38,496	-	-	-	550,312
Solid Waste	116,880	-	-	-	-	-	116,880
Recreation	322,260	-	15,131	-	-	-	337,391
Other governmental	630,611	-	-	-	5,005	86,174	721,790
Total	<u>\$ 1,853,263</u>	<u>\$ 5,687</u>	<u>\$ 145,966</u>	<u>\$ 7,594</u>	<u>\$ 5,005</u>	<u>\$ 86,174</u>	<u>\$ 2,103,689</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 4 - INTERFUND TRANSFERS AND BALANCES

At December 31, 2018, interfund balances were as follows:

		Due to	
		<u>General</u>	<u>Total</u>
Due from	Road Maintenance	23,210	23,210
	Recreation	3,832	3,832
	Other governmental	12,245	12,245
	Total	<u>\$ 39,287</u>	<u>\$ 39,287</u>

General Fund owes Road Maintenance Fund for electronic transfers that were made in the General Fund bank account by the state. General Fund owes 911 Communications Fund for state funds that were direct deposited into the General Fund bank account.

The following details interfund transfers for the year ended December 31, 2018:

		Transfers out			
		<u>General</u>	<u>Solid Waste</u>	<u>Other Governmental</u>	<u>Total</u>
Transfers in	Blacktop Road	-	750,000	-	750,000
	Other governmental	80,000	-	50,000	130,000
	Total	<u>\$ 80,000</u>	<u>\$ 750,000</u>	<u>\$ 50,000</u>	<u>\$ 880,000</u>

The General Fund transferred \$80,000 to the Criminal Court Fund to cover expenditures of the Court. The Solid Waste Fund transferred \$750,000 to the Blacktop Road Fund in accordance with the property tax process verbal and the annual budget. The Industrial Fund transferred \$50,000 to the E-911 Fund to support operations.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 5 – CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2018, is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assets not being depreciated:				
Land	\$ 514,670	\$ 6,500	\$ -	\$ 521,170
Construction in progress	17,358,391	690,003	-	18,048,394
Total capital assets not being depreciated	<u>17,873,061</u>	<u>696,503</u>	<u>-</u>	<u>18,569,564</u>
Capital assets being depreciated:				
Infrastructure:				
Roads	48,649,923	-	-	48,649,923
Bridges	662,997	-	-	662,997
Buildings and improvements	3,205,685	33,500	-	3,239,185
Land improvements	716,214	-	-	716,214
Heavy equipment	1,542,882	9,599	-	1,552,481
Vehicles	1,169,907	-	-	1,169,907
Public works equipment	322,316	60,404	-	382,720
Office furniture and equipment	551,226	-	-	551,226
Total capital assets being depreciated	<u>56,821,150</u>	<u>103,503</u>	<u>-</u>	<u>56,924,653</u>
Less accumulated depreciation for:				
Infrastructure:				
Roads	(46,793,452)	(151,171)	-	(46,944,623)
Bridges	(644,998)	(667)	-	(645,665)
Buildings and improvements	(2,667,746)	(36,010)	-	(2,703,756)
Land improvements	(308,856)	(30,321)	-	(339,177)
Heavy equipment	(1,385,330)	(44,616)	-	(1,429,946)
Vehicles	(1,166,265)	(2,741)	-	(1,169,006)
Public works equipment	(206,030)	(31,851)	-	(237,881)
Office furniture and equipment	(477,091)	(25,925)	-	(503,016)
Total accumulated depreciation	<u>(53,649,768)</u>	<u>(323,302)</u>	<u>-</u>	<u>(53,973,070)</u>
Total capital assets being depreciated, net	<u>3,171,382</u>	<u>(219,799)</u>	<u>-</u>	<u>2,951,583</u>
Total capital assets, net	<u>\$ 21,044,443</u>	<u>\$ 476,704</u>	<u>\$ -</u>	<u>\$ 21,521,147</u>

Depreciation expense for the year was charged to the following governmental functions:

Depreciation expense by function:	
General government	\$ 14,416
Public safety	25,243
Public works	239,610
Health and welfare	5,187
Culture and recreation	38,846
Total	<u>\$ 323,302</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 6 – LONG-TERM OBLIGATIONS

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

	Compensated	Net Pension	Total
	<u>Absences</u>	<u>Liability (Asset)</u>	<u>Total</u>
Beginning of the year	\$ 117,062	\$ 322,967	\$ 440,029
Additions	79,807	5,379	85,186
Deductions	(88,800)	(359,967)	(448,767)
Adjustment	18,253	-	18,253
End of the year	<u>\$ 126,322</u>	<u>\$ (31,621)</u>	<u>\$ 94,701</u>

As discussed in Note 1, upon separation from service, employees are paid for accumulated vacation leave at their then current rate of pay. The adjustment to compensated absences is for the purpose of adjusting the ending liability for ending pay rates and limitations on the hours for which an employee will be paid.

The net pension liability (asset) includes an asset of (\$93,425) for the Parochial Employees' Retirement System less a net pension liability of \$42,462 and \$19,334 for the Registrar of Voters' Retirement System and the District Attorney's Retirement System, respectively.

NOTE 7 – RETIREMENT SYSTEMS

Retirement Systems

Parochial Employees' Retirement System of Louisiana (System)

Plan Description

The Caldwell Parish Police Jury contributes to the Parochial Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. All permanent employees working at least 28 hours per week are eligible to participate in the System. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS. Section 1901 through 2025 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:1901-2025) and other general laws of the State of Louisiana govern PERS.

The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the police jury are members of Plan A.

Any member of Plan A who was hired prior to January 1, 2007, can retire providing he/she meets one of the following criteria:

1. Any age after 30 years of creditable service.
2. Age 55 after 25 years of creditable service.
3. Age 60 after 10 years of creditable service.
4. Age 65 after seven years creditable service.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Parochial Employees' Retirement System of Louisiana (System) (Continued)

Eligibility for retirement for Plan A members hired on or after January 1, 2007 is as follows:

1. Age 55 after 30 years of creditable service.
2. Age 62 after 10 years of creditable service.
3. Age 67 after seven years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the employee's final average compensation multiplied by his or her years of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2018, the Caldwell Parish Police Jury's total payroll for all employees was \$1,034,263. Total covered payroll was \$834,890. Covered payroll refers to all compensation paid by the Caldwell Parish Police Jury to active employees covered by the Plan.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Parochial Employees Retirement System of Louisiana, 7509 Wrenwood Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 928-1361, or by visiting the System's website www.persla.org.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 11.50% for Plan A, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Caldwell Parish Police Jury to the System monthly. The Caldwell Parish Police Jury's contributions to the System under Plan A for the year ending December 31, 2018 were \$96,012.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Parochial Employees' Retirement System of Louisiana (System) (Continued)

Pension Liabilities (Assets), Pension Expense (Revenue), Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At December 31, 2018, the Employer reported an asset of (\$93,425) for its proportionate share of the Net Pension Liability (Asset). The Net Pension Liability (Asset) was measured as of December 31, 2017 and the total pension liability used to calculate the Net Pension Liability (Asset) was determined by an actuarial valuation as of that date. The Caldwell Parish Police Jury's proportion of the Net Pension Liability (Asset) was based on a projection of the Police Jury's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2018, the Police Jury's proportion was 0.125870%, which was a decrease of 0.00355% from its proportion measured as of December 31, 2017.

For the year ended December 31, 2018, the Caldwell Parish Police Jury recognized pension expense of \$117,083 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was (\$95,647). Total pension expense for the Caldwell Parish Police Jury for the year ended December 31, 2018 was \$21,436.

At December 31, 2018, the Caldwell Parish Police Jury reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	-	\$60,476
Changes in assumption	\$117,916	-
Net difference between projected and actual earnings on pension plan investments	-	\$215,839
Changes in employer's portion of beginning Net Pension Liability (Asset)	\$396	\$1,147
Differences between employer contributions and proportionate share of employer contributions	-	\$600
Subsequent measurement contributions	\$96,012	-
Total	\$214,324	\$278,062

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Parochial Employees' Retirement System of Louisiana (System) (Continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense (revenue) as follows:

Year ended December 31,	
2018	\$13,705
2019	(\$14,799)
2020	(\$73,109)
2021	(\$85,547)

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability (asset) as of December 31, 2017, are as follows:

Valuation Date	December 31, 2017
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.75% (net of investment expense, including inflation)
Expected remaining service lives	4 years
Projected salary increases	5.25% (2.75% merit, 2.50% inflation)
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.
Mortality rates	RP-2000 Employee Sex Distinct Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Tables were selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.

The discount rate used to measure the total pension liability (asset) was 6.75% for Plan A and 6.75% for Plan B. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability (asset).

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Parochial Employees' Retirement System of Louisiana (System) (Continued)

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.62% for the year ended December 31, 2018.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2018 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income	35%	1.24%
Equity	52%	3.57%
Alternatives	11%	0.69%
Real Assets	2%	0.12%
Totals	100%	5.62%
Inflation		2.00%
Expected arithmetic nominal return		7.62%

Discount Rate

The discount rate used to measure the total pension liability (asset) was 7.00%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payment to determine the total pension liability (asset).

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Parochial Employees' Retirement System of Louisiana (System) (Continued)

Sensitivity of the Caldwell Parish Police Jury's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Caldwell Parish Police Jury's proportionate share of the Net Pension Liability (Asset) calculated using the discount rate of 6.75%, as well as what the Police Jury's proportionate share of the Net Pension Liability (Asset) would be if it were calculated using a discount rate that is one percentage-point lower (5.75%) or one percentage-point higher (7.75%) than the current rate:

	1.0% Decrease (5.75%)	Current Discount Rate (6.75%)	1.0% Increase (7.75%)
Employer's proportionate share of Net Pension Liability (Asset)	\$460,620	(\$93,425)	(\$586,765)

Payables to the Pension Plan

These financial statements include a payable to the pension plan of \$1,039,948, which is the legally required contribution due at December 31, 2018. This amount is recorded in accrued expenses.

Plan Fiduciary Net Position

Detailed information about the Plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana Audit Report at www.persla.org.

Registrar of Voters Employees' Retirement System of Louisiana (System)

Plan Description

The Caldwell Parish Registrar of Voters contributes to the Registrar of Voters Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. The System was established on January 1, 1955 by Louisiana Revised Statute 11:2032, as amended, for registrars of voters, their deputies, and their permanent employees in each parish.

Any member of the Plan who was hired prior to January 1, 2013, can retire providing he/she meets one of the following criteria:

5. Age 55 after 20 years of creditable service.
6. Age 60 after 10 years of creditable service.
7. Any age after 30 years of creditable service.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Registrar of Voters Employees' Retirement System of Louisiana (System) (Continued)

Eligibility for retirement for members hired on or after January 1, 2013 is as follows:

4. Age 55 after 30 years of creditable service.
5. Age 60 after 20 years of creditable service.
6. Age 62 after 10 years of creditable service.

The monthly amount of the retirement allowance of any member hired before January 1, 2013, is calculated as 3.33% of the average annual earned compensation for the highest consecutive 60 months multiplied by the number of years of creditable service, not to exceed 100% of average annual compensation. Regular retirement benefits for members hired on or after January 1, 2013 are calculated at 3.00% of the average annual earned compensation for the highest consecutive 60 months multiplied by the numbers of years of creditable service, not to exceed 100% of average annual compensation.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2018, the Caldwell Parish Registrar of Voters' total payroll for all employees was \$23,040. Total covered payroll was \$24,960. Covered payroll refers to all compensation paid by the Caldwell Parish Registrar of Voters to active employees covered by the Plan.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Registrar of Voters Employees' Retirement System of Louisiana, Post Office Box 57, Jennings, Louisiana 70546, or by calling (800) 810-8515, or by visiting the System's website www.larovers.com.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 17.00%, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Plan members are required by state statute to contribute 7.00% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Caldwell Parish Registrar of Voters to the System monthly. The Caldwell Parish Registrar of Voters' contributions to the System for the year ending December 31, 2018 were \$4,243.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Registrar of Voters Employees' Retirement System of Louisiana (System) (Continued)

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At December 31, 2018, the Employer reported a liability of \$42,462 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Caldwell Parish Registrar of Voter's proportion of the Net Pension Liability was based on a projection of the Registrar of Voters' long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Registrar of Voters' proportion was 0.179890%, which was a decrease of 0.002356% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the Caldwell Parish Registrar of Voters recognized pension expense of \$9,731 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was (\$2,430). Total pension expense for the Caldwell Registrar of Voters for the year ended December 31, 2018 was \$7,301.

At December 31, 2018, the Caldwell Parish Registrar of Voters reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	-	\$6,479
Changes in assumption	\$6,955	\$638
Net difference between projected and actual earnings on pension plan investments	\$2,551	-
Changes in employer's portion of beginning net pension liability	\$76	\$1,072
Differences between employer contributions and proportionate share of employer contributions	-	\$2,444
Subsequent measurement contributions	\$2,122	-
Total	\$11,704	\$10,633

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Registrar of Voters Employees' Retirement System of Louisiana (System) (Continued)

The \$2,122 reported as deferred outflows of resources related to pensions resulting from the Caldwell Parish Registrar of Voters contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2019	\$1,496
2020	(\$1,801)
2021	(\$1,324)
2022	\$582

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018, are as follows:

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.50%, net of investment expense
Salary increases	6.00% (2.4% inflation, 3.6% merit)
Mortality rates	RP-2000 Combined Healthy Mortality Table for active members, healthy annuitants and beneficiaries RP-2000 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	2018-5 years 2017-5 years 2016-5 years 2015-5 years
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Registrar of Voters Employees' Retirement System of Louisiana (System) (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 8.39% for the year ended June 30, 2018. The best estimates of arithmetic real rates of return for each major asset class based on the System’s target asset allocation as of June 30, 2018, were as follows:

Asset Class	Target Allocation	Real Return Arithmetic Basis	Long-Term Expected Real Rate of Return
Domestic equities	40.0%	7.50%	3.00%
International equities	20.0	8.50	1.70
Domestic fixed income	12.5	2.50	0.31
International fixed income	10.0	3.50	0.35
Alternative investments	10.0	6.33	0.63
Real estate	7.5	4.50	0.34
Totals	100%		6.33%
Inflation			2.50
Expected arithmetic nominal return			8.83%

Discount Rate

The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System’s actuary. Based on those assumptions, the System’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

Registrar of Voters Employees' Retirement System of Louisiana (System) (Continued)

Sensitivity of the Caldwell Parish Registrar of Voters' Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Caldwell Parish Registrar of Voters' proportionate share of the net pension liability calculated using the discount rate of 6.50%, as well as what the Registrar of Voters' proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.50%) or one percentage-point higher (7.50%) than the current rate:

	1.0% Decrease (5.50%)	Current Discount Rate (6.50%)	1.0% Increase (7.50%)
Employer's proportionate share of net pension liability	\$65,124	\$42,462	\$23,023

Payables to the Pension Plan

These financial statements do not include a payable to the pension plan.

Plan Fiduciary Net Position

Detailed information about the Plan's fiduciary net position is available in the separately issued Registrar of Voters' Employees' Retirement System of Louisiana at www.larover.com.

District Attorney's Retirement System of Louisiana (System)

Plan Description

The Caldwell Parish Police Jury contributes to the District Attorneys' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. The System was established on August 1, 1956 and was placed under the management of the board of trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of Louisiana R.S. 11, Chapter 3 for district attorneys and their assistants in each parish. All persons who are district attorneys of the State of Louisiana or assistant district attorneys in any parish shall become members as a condition of their employment, provided in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys.

Any member of the Plan who was hired prior to July 1, 1990, and who have elected not to be covered under the new provisions, are eligible to receive normal retirement benefit if one of the following criteria is met:

8. Age 62 after 10 or more years of creditable service.
9. Age 60 after 18 or more years of creditable service.
10. Age 55 after 23 or more years of creditable service.
11. Any age after 30 or more years of creditable service.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

District Attorney’s Retirement System of Louisiana (System) (Continued)

Generally, the monthly amount of the retirement allowance of any member of the Plan shall consist of an amount equal to three percent of the employee's final compensation for each year of creditable service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. Retirement benefits may not exceed 100% of final average compensation.

Any member of the Plan who was hired after to July 1, 1990, or who have elected to be covered under the new provisions, are eligible to receive normal retirement benefit if one of the following criteria is met:

1. Age 60 after 10 or more years of creditable service.
2. Age 55 after 24 or more years of creditable service.
3. Any age after 30 or more years of creditable service.

Generally, the monthly amount of the retirement allowance of any member of the Plan shall consist of an amount equal to 3.5% of the employee's final compensation multiplied by years of membership service. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts. Retirement benefits may not exceed 100% of final average compensation.

The System also provides death and disability benefits. Benefits are established or amended by state statute.

For the year ended December 31, 2018, the Caldwell Parish Police Jury’s total payroll for all employees was \$130,329. Total covered payroll was \$43,996. Covered payroll refers to all compensation paid by the Caldwell Parish Police Jury to active employees covered by the Plan.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the District Attorneys’ Retirement System of Louisiana, 1645 Nicholson Drive, Baton Rouge, Louisiana 70802, or by calling (225) 267-4824, or by visiting the System's website www.ladars.org.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended December 31, 2018, the actual employer contribution rate was 0.00% for January-June and 1.25% for July-December, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations.

Members are required by state statute to contribute 8.00% of their annual covered salary. The contributions are deducted from the employee’s wages or salary and remitted by the Caldwell Parish Police Jury to the System monthly. The Caldwell Parish Police Jury’s contributions to the System for the year ending December 31, 2018 were \$284.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

District Attorney’s Retirement System of Louisiana (System) (Continued)

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At December 31, 2018, the Employer reported a liability of \$19,344 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Caldwell Parish Police Jury’s proportion of the Net Pension Liability was based on a projection of the Police Jury’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Police Jury’s proportion was .060110%, which was a decrease of 0.000772% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the Caldwell Parish Police Jury recognized pension expense of \$6,613 plus employer’s amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was (\$3,739). Total pension expense for the Caldwell Parish Police Jury for the year ended December 31, 2018 was \$2,874.

At December 31, 2018, the Caldwell Parish Police Jury reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$104	\$2,810
Changes in assumption	\$11,733	\$1,276
Net difference between projected and actual earnings on pension plan investments	\$1,620	-
Changes in employer’s portion of beginning net pension liability	\$780	\$1,950
Differences between employer contributions and proportionate share of employer contributions	-	\$1,894
Subsequent measurement contributions	\$284	-
Total	\$14,521	\$7,930

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

District Attorney’s Retirement System of Louisiana (System) (Continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31,	
2019	\$3,933
2020	\$108
2021	(\$292)
2022	\$516
2023	\$2,041
2024	-

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2018, are as follows:

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal Cost
Actuarial Assumptions:	
Investment Rate of Return	6.50%, net of investment expense
Salary increases	5.50% (2.40% inflation, 3.10% merit)
Mortality rates	RP-2000 Combined Healthy with White Collar Adjustment Sex Distinct Tables (setback 1 year for females) projected to 2032 using scale Assistance with were selected for employees, annuitants, and beneficiaries. RP-2000 Disabled Lives Mortality Table (setback 5 years for males and 3 years for females) for disabled annuitants.
Expected remaining service lives	6 years
Cost of Living Adjustments	Only those previously granted

The mortality rate assumption used was set based upon an experience study performed on plan data for the period July 1, 2009, through June 30, 2014. The data was then assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System’s liabilities. Annuity values calculated based on this mortality were compared to those produced by using a setback of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

District Attorney’s Retirement System of Louisiana (System) (Continued)

The long-term expected rate of return on pension plan investments was determined using building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 9.45% for the year ended June 30, 2018. The best estimates of arithmetic real rates of return for each major asset class based on the System’s target asset allocation as of June 30, 2018, were as follows:

Asset Class	Target Allocation	Rates of Return	
		Real	Nominal
Equities	61.72%	10.82%	
Fixed income	28.95%	6.36%	
Alternatives	8.85%	10.50%	
Real estate	0.48%	0.50%	
Totals	100%		6.95%
Inflation			2.50%
Expected arithmetic nominal return			9.45%

Discount Rate

The discount rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from participating employers will be made at actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System’s actuary. Based on those assumptions, the System’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payment to determine the total pension liability.

Sensitivity of the Caldwell Parish Police Jury’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Caldwell Parish Police Jury’s proportionate share of the net pension liability calculated using the discount rate of 6.50%, as well as what the Police Jury’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (5.50%) or one percentage-point higher (7.50%) than the current rate:

	1.0% Decrease (5.50%)	Current Discount Rate (6.50%)	1.0% Increase (7.50%)
Employer’s proportionate share of net pension liability	\$52,082	\$19,344	(\$8,508)

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 7 – RETIREMENT SYSTEMS (CONTINUED)

District Attorney’s Retirement System of Louisiana (System) (Continued)

Payables to the Pension Plan

These financial statements do not include a payable to the pension plan.

Plan Fiduciary Net Position

Detailed information about the System’s fiduciary net position is available in the separately issued District Attorneys’ Retirement System of Louisiana Audit Report at www.ladars.org.

NOTE 8 - RISK MANAGEMENT

The police jury is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; liability; and injuries to employees and others. To handle such risk of loss, the police jury maintains commercial insurance policies covering: automobile liability and medical payments, workers compensation, general liability, and surety bond coverage on the secretary/ treasurer and other employees handling money. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts.

NOTE 9 – COMMITMENTS AND CONTINGENCIES

At December 31, 2018, the police jury was not involved in any lawsuits.

NOTE 10 – BAYOU DE CHENE RESERVOIR PROJECT

Act 423 of the 1977 session of the legislature created the reservoir commission and established its powers. The police jury is constructing the Bayou de Chene Reservoir with grant funds provided by the Louisiana Department of Transportation and Development. At December 31, 2018, the police jury had expended a total of \$17,987,218 of grant funds on the project, which is included in construction in progress in Note 5.

NOTE 11 - SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 28, 2019, the date on which the financial statements were available to be issued.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 12 –NEW ACCOUNTING STANDARDS

Issued in June of 2015, GASB Statement 74, Financial Reporting for Postemployment Benefit Plans Other than Pension Plans, and GASB Statement 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions, aim to improve accounting and financial reporting for OPEB, resulting from a comprehensive review of the effectiveness of existing standards. The requirements of these Statements will improve financial reporting through enhanced note disclosures and schedules of RSI that will be presented by OPEB plans. These Statements establish standards for recognizing and measuring liabilities, deferred outflows and inflows of resources, and expenses/expenditures. GASB 74 is effective for years beginning after May 26, 2016, and GASB 75 is effective for years beginning after June 15, 2017. The Police Jury is not impacted by the provisions of this Statement.

GASB Statement No. 80, Blending Requirements for Certain Component Units—an amendment of GASB Statement No. 14, was issued in January 2016. This Statement amends the blending requirements for the financial statement presentation of component units of all state and local governments. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of Statement No. 39, Determining Whether Certain Organizations Are Component Units. The requirements of this Statement are effective for reporting periods beginning after June 15, 2016. Earlier application is encouraged. This statement does not affect the Police Jury's financial statements.

GASB Statement No. 81, Irrevocable Split-Interest Agreements, was issued in March 2016. This Statement requires that a government that receives resources pursuant to an irrevocable split-interest agreement recognize assets, liabilities, and deferred inflows of resources at the inception of the agreement. Furthermore, this Statement requires that a government recognize assets representing its beneficial interests in irrevocable split-interest agreements that are administered by a third party, if the government controls the present service capacity of the beneficial interests. This Statement requires that a government recognize revenue when the resources become applicable to the reporting period. The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2016, and should be applied retroactively. Earlier application is encouraged. This statement does not affect the Police Jury's financial statements.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 12 – NEW ACCOUNTING STANDARDS (CONTINUED)

GASB Statement No. 82, Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73, was issued in March 2016. This Statement clarifies that a deviation, as the term is used in Actuarial Standards of Practice issued by the Actuarial Standards Board, from the guidance in an Actuarial Standard of Practice is not considered to be in conformity with the requirements of Statement 67, Statement 68, or Statement 73 for the selection of assumptions used in determining the total pension liability and related measures. This Statement clarifies that payments that are made by an employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contribution requirements should be classified as plan member contributions for purposes of Statement 67 and as employee contributions for purposes of Statement 68. It also requires that an employer's expense and expenditures for those amounts be recognized in the period for which the contribution is assessed and classified in the same manner as the employer classifies similar compensation other than pensions (for example, as salaries and wages or as fringe benefits). The requirements of this Statement are effective for reporting periods beginning after June 15, 2016, except for the requirements of this Statement for the selection of assumptions in a circumstance in which an employer's pension liability is measured as of a date other than the employer's most recent fiscal year-end. In that circumstance, the requirements for the selection of assumptions are effective for that employer in the first reporting period in which the measurement date of the pension liability is on or after June 15, 2017. Earlier application is encouraged. This statement will not have a significant effect on the Police Jury's financial statements.

GASB Statement No. 83, *Certain Asset Retirement Obligations*, was issued in November 2016. This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged. This statement is not expected to affect the Police Jury's financial statements.

GASB Statement No. 84, *Fiduciary Activities*, was issued in January 2017. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. This statement is not expected to affect the Police Jury's financial statements.

GASB Statement No. 85, *Omnibus 2017*, was issued in March 2017. The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged. This statement is not expected to have a significant impact on the Police Jury's financial statements.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 12 – NEW ACCOUNTING STANDARDS (CONTINUED)

GASB Statement No. 86, *Certain Debt Extinguishment Issues*, was issued in May 2017. The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources—resources other than the proceeds of refunding debt—are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Earlier application is encouraged. This statement is not expected to affect the Police Jury’s financial statements.

GASB Statement No. 87, *Leases*, was issued in June 2017. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments’ financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments’ leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

GASB Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, was issued in April 2018. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 12 – NEW ACCOUNTING STANDARDS (CONTINUED)

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

GASB Statement No. 90, *Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61*, The primary objectives of this Statement are to improve the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government’s holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value. For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit. This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

Required Supplemental Information (Part II)

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**BUDGETARY COMPARISON SCHEDULE - GENERAL FUND - CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
Revenues:				
Taxes:				
Ad valorem	\$ 245,000	\$ 245,000	\$ 253,875	\$ 8,875
Sales and use	240,000	240,000	251,076	11,076
Other taxes, penalties, and interest	6,100	6,100	7,937	1,837
Licenses and permits	150,000	150,000	155,641	5,641
Intergovernmental funds:				
Federal funds	137,000	231,000	211,339	(19,661)
State funds:				
Severance taxes	233,500	253,500	299,103	45,603
State revenue sharing	12,000	12,000	8,156	(3,844)
Other state funds	45,100	80,100	85,749	5,649
Fees, charges, and commissions for services	2,000	1,000	3,498	2,498
Use of money and property	5,500	5,500	8,166	2,666
Other revenues	-	8,000	414	(7,586)
Total revenues	<u>1,076,200</u>	<u>1,232,200</u>	<u>1,284,954</u>	<u>52,754</u>
Expenditures:				
Current:				
General government	651,100	841,100	565,118	(275,982)
Public safety	235,000	244,500	434,888	190,388
Health and welfare	65,000	65,000	73,369	8,369
Economic development and assistance	43,600	48,600	48,020	(580)
Transportation	-	-	8,419	8,419
Capital outlay	-	-	-	-
Total expenditures	<u>994,700</u>	<u>1,199,200</u>	<u>1,129,814</u>	<u>(69,386)</u>
Excess (deficiency) of revenues over expenditures	81,500	33,000	155,140	122,140
Other sources (uses):				
Operating transfers out	<u>(60,000)</u>	<u>(60,000)</u>	<u>(80,000)</u>	<u>(20,000)</u>
Net change in fund balances	21,500	(27,000)	75,140	102,140
Fund balances at beginning of year	<u>1,149,721</u>	<u>1,149,721</u>	<u>1,335,792</u>	<u>186,071</u>
Fund balances at end of year	<u>\$ 1,171,221</u>	<u>\$ 1,122,721</u>	<u>\$ 1,410,932</u>	<u>\$ 288,211</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**BUDGETARY COMPARISON SCHEDULE - ROAD MAINTENANCE SPECIAL REVENUE FUND -
CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
Revenues:				
Taxes:				
Ad valorem	\$ 490,000	\$ 490,000	\$ 508,343	\$ 18,343
Sales and use	170,000	170,000	182,394	12,394
Other taxes, penalties, and interest	200	200	-	(200)
Intergovernmental funds:				
Federal funds	-	-	-	-
State funds:				
State revenue sharing	24,000	24,000	16,331	(7,669)
Parish transportation	170,000	170,000	180,948	10,948
Other state funds	-	-	-	-
for services	75,000	75,000	73,318	(1,682)
Use of money and property	1,500	1,500	2,513	1,013
Other revenues	-	-	2,206	2,206
Total revenues	<u>930,700</u>	<u>930,700</u>	<u>966,053</u>	<u>38,293</u>
Expenditures:				
Current:				
Public works	996,500	1,142,000	1,119,125	(22,875)
Capital outlay	100,000	35,000	60,404	25,404
Total expenditures	<u>1,096,500</u>	<u>1,177,000</u>	<u>1,179,529</u>	<u>2,529</u>
Excess (deficiency) of revenues over expenditures	<u>(165,800)</u>	<u>(246,300)</u>	<u>(213,476)</u>	<u>32,824</u>
Other sources (uses):				
Operating transfers in	<u>10,000</u>	<u>70,000</u>	<u>88,012</u>	<u>18,012</u>
Net change in fund balances	(155,800)	(176,300)	(125,464)	50,836
Fund balances at beginning of year	<u>640,198</u>	<u>852,784</u>	<u>852,784</u>	<u>-</u>
Fund balances at end of year	<u>\$ 484,398</u>	<u>\$ 676,484</u>	<u>\$ 727,320</u>	<u>\$ 50,836</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**BUDGETARY COMPARISON SCHEDULE - RECREATION FUND - CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL		
Revenues:				
Taxes:				
Ad valorem	\$ 320,000	\$ 320,000	\$ 329,032	\$ 9,032
Other taxes, penalties, and interest	100	100	-	(100)
Licenses and permits	15,000	15,000	20,221	5,221
Intergovernmental funds:				
State funds:				
State revenue sharing	15,000	15,000	10,570	(4,430)
Use of money and property	3,000	3,000	4,091	1,091
Total revenues	<u>353,100</u>	<u>353,100</u>	<u>363,976</u>	<u>10,876</u>
Expenditures:				
Current:				
Culture and recreation	281,600	297,800	259,971	(37,829)
Capital outlay	150,000	200,000	94,570	(105,430)
Total expenditures	<u>431,600</u>	<u>497,800</u>	<u>354,541</u>	<u>(143,259)</u>
Net change in fund balances	(78,500)	(144,700)	9,435	154,135
Fund balances at beginning of year	<u>926,426</u>	<u>1,041,924</u>	<u>1,042,084</u>	<u>160</u>
Fund balances at end of year	<u>\$ 847,926</u>	<u>\$ 897,224</u>	<u>\$ 1,051,519</u>	<u>\$ 154,295</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**BUDGETARY COMPARISON SCHEDULE - SOLID WASTE SPECIAL REVENUE FUND - CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
Revenues:				
Taxes:				
Sales and use	\$ 1,300,000	\$ 1,300,000	\$ 1,437,208	\$ 137,208
Use of money and property	5,000	5,000	6,540	1,540
Total revenues	<u>1,305,000</u>	<u>1,305,000</u>	<u>1,443,748</u>	<u>138,748</u>
Expenditures:				
Current:				
Public works	<u>571,500</u>	<u>575,000</u>	<u>562,771</u>	<u>(12,229)</u>
Excess (deficiency) of revenues over expenditures	733,500	730,000	880,977	150,977
Other sources (uses):				
Operating transfers out	<u>(750,000)</u>	<u>(750,000)</u>	<u>(750,000)</u>	<u>-</u>
Net change in fund balances	(16,500)	(20,000)	130,977	150,977
Fund balances at beginning of year	<u>1,138,846</u>	<u>1,244,422</u>	<u>1,244,421</u>	<u>(1)</u>
Fund balances at end of year	<u>\$ 1,122,346</u>	<u>\$ 1,224,422</u>	<u>\$ 1,375,398</u>	<u>\$ 150,976</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**BUDGETARY COMPARISON SCHEDULE - BLACKTOP ROAD SPECIAL REVENUE FUND -
CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>BUDGETED AMOUNTS</u>		<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
Revenues:				
Use of money and property	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 9,018</u>	<u>\$ 6,018</u>
Expenditures:				
Current:				
Public works	<u>211,300</u>	<u>1,641,300</u>	<u>1,155,454</u>	<u>(485,846)</u>
Excess (deficiency) of revenues over expenditures	<u>(208,300)</u>	<u>(1,638,300)</u>	<u>(1,146,436)</u>	<u>491,864</u>
Other sources (uses):				
Operating transfers in	<u>750,000</u>	<u>750,000</u>	<u>750,000</u>	<u>-</u>
Net change in fund balances	541,700	(888,300)	(396,436)	491,864
Fund balances at beginning of year	<u>2,085,445</u>	<u>2,200,650</u>	<u>2,200,650</u>	<u>-</u>
Fund balances at end of year	<u>\$ 2,627,145</u>	<u>\$ 1,312,350</u>	<u>\$ 1,804,214</u>	<u>\$ 491,864</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**SCHEDULE OF EMPLOYER'S PROPORTIONATE SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED DECEMBER 31, 2018**

	Employer's proportion of the net pension liability (asset)	Employer's proportionate share of the net pension liability (asset)	Employer's covered employee payroll	Employer's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	Plan fiduciary net pension as a percentage of the total pension liability
Parochial Employees' Retirement Plan:					
2015	0.137540%	\$ 37,604	\$ 492,995	7.63%	99.00%
2016	0.128773%	\$ 338,968	\$ 738,327	45.91%	92.23%
2017	0.129420%	\$ 266,542	\$ 767,537	34.73%	94.15%
2018	0.125870%	\$ (93,425)	\$ 773,588	-12.08%	101.98%
Registrar of Voters' Retirement Plan:					
2015	0.184007%	\$ 45,064	\$ 24,960	180.54%	76.86%
2016	0.181709%	\$ 51,560	\$ 24,960	206.57%	73.98%
2017	0.182246%	\$ 40,005	\$ 24,960	160.28%	80.51%
2018	0.179890%	\$ 42,462	\$ 24,960	170.00%	80.57%
District Attorneys' Retirement Plan:					
2015	0.074249%	\$ 3,998	\$ -	0.00%	98.56%
2016	0.059632%	\$ 12,050	\$ 30,163	39.95%	95.09%
2017	0.060886%	\$ 16,422	\$ 36,996	44.39%	93.57%
2018	0.060110%	\$ 19,344	\$ 40,461	48.00%	92.92%

CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA

SCHEDULE OF EMPLOYER'S CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2018

	Contractually required contribution	Contributions in relation to contractually required contribution	Contribution deficiency (excess)	Employer's covered employee payroll	Contributions as a percentage of covered employee payroll
--	---	--	--	--	--

Parochial Employees' Retirement Plan:

2015	\$ 107,057	\$ 107,057	\$ -	\$ 738,327	14.50%
2016	\$ 99,779	\$ 99,780	\$ (1.00)	\$ 767,537	13.00%
2017	\$ 96,699	\$ 96,699	\$ -	\$ 773,588	12.50%
2018	\$ 96,012	\$ 96,012	\$ -	\$ 834,890	11.50%

Registrar of Voters' Retirement Plan:

2015	\$ 5,834	\$ 5,834	\$ -	\$ 24,960	23.37%
2016	\$ 5,304	\$ 5,304	\$ -	\$ 24,960	21.25%
2017	\$ 4,618	\$ 4,618	\$ -	\$ 24,960	18.50%
2018	\$ 4,243	\$ 4,243	\$ -	\$ 24,960	17.00%

0

District Attorneys' Retirement Plan:

2015	\$ 417	\$ 420	\$ (2.70)	\$ 11,999	3.50%
2016	\$ 636	\$ 636	\$ -	\$ 36,663	1.73%
2017	\$ -	\$ -	\$ -	\$ 37,711	0.00%
2018	\$ 284	\$ 284	\$ -	\$ 43,996	0.65%

Other Information

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

Nonmajor Governmental Funds - Special Revenue Funds

Courthouse and Jail Maintenance Fund

The Courthouse and Jail Maintenance Fund accounts for the maintenance and operation of the parish courthouse and jail. Financing is provided by a parish-wide ad valorem tax.

Industrial Operation Fund

The Industrial Operation Fund accounts for the maintenance of the parish-owned industrial district. Financing is provided by a parish-wide ad valorem tax. Any excess of funds over a \$50,000 reserve in the fund can be used for improving, maintaining, and operating the parish 911 emergency communications system.

Health Unit Maintenance Fund

The Health Unit Maintenance Fund accounts for the maintenance and operation of the parish health unit. Financing is provided by a parish-wide ad valorem tax.

Criminal Court Fund

The Criminal Court Fund is established under Section 571.11 of Title 15 of the Louisiana Revised Statutes of 1950, which provides that fines and forfeitures imposed by the district courts and district attorney and conviction fees in criminal cases be transferred to the parish treasurer and deposited into a special Criminal Court Fund account to be used for the expenses of the criminal court of the parish. Expenditures are made from the fund on motion of the district attorney and approval of the district judge. The statute also requires that one-half of the fund balance remaining in the Criminal Court Fund at December 31 of each year be transferred to the parish General Fund.

Witness Fee Fund

The Witness Fee Fund accounts for witness fees as provided by Louisiana Revised Statute 15:255. Witness fees are paid from special court costs levied in criminal cases and fund the payment of witness fees to off-duty law enforcement officers who, in their official capacity, are required to be present as a witness in criminal court cases.

911 Emergency Fund

The 911 Emergency Fund accounts for the establishment, maintenance, and operation of the 911 emergency telephone system for Caldwell Parish. Financing is provided by a five-percent service charge on local telephone service within the parish.

CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA

NONMAJOR SPECIAL REVENUE FUNDS - COMBINING BALANCE SHEET
AS OF DECEMBER 31, 2018

	COURTHOUSE AND JAIL MAINTENANCE	INDUSTRIAL OPERATION	HEALTH UNIT MAINTENANCE	CRIMINAL COURT	WITNESS FEE	911 EMERGENCY	TOTAL
ASSETS							
Cash and cash equivalents	\$ 516,892	\$ 697,912	\$ 475,114	\$ 4,325	\$ 325	\$ 557,522	\$ 2,252,090
Receivables	189,531	367,624	123,456	17,672	-	23,507	721,790
Due from other funds	1,880	-	2,253	5,292	-	2,820	12,245
TOTAL ASSETS	\$ 708,303	\$ 1,065,536	\$ 600,823	\$ 27,289	\$ 325	\$ 583,849	\$ 2,986,125
LIABILITIES AND FUND BALANCES							
Accounts payable	\$ 11,006	\$ 12,025	\$ 6,868	\$ 3,001	\$ -	\$ 11,930	\$ 44,830
Total liabilities	11,006	12,025	6,868	3,001	-	11,930	44,830
Fund equity - fund balances:							
Restricted	697,297	1,053,511	593,955	24,288	325	571,919	2,941,295
Total fund equity - fund balances	697,297	1,053,511	593,955	24,288	325	571,919	2,941,295
TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES	\$ 708,303	\$ 1,065,536	\$ 600,823	\$ 27,289	\$ 325	\$ 583,849	\$ 2,986,125

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**NONMAJOR SPECIAL REVENUE FUNDS - COMBINING SCHEDULE OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2018**

	COURTHOUSE AND JAIL MAINTENANCE	INDUSTRIAL OPERATION	HEALTH UNIT MAINTENANCE	CRIMINAL COURT	WITNESS FEE	911 EMERGENCY	TOTAL
Revenues:							
Taxes:							
Ad valorem	\$ 196,819	\$ 329,837	\$ 128,203	\$ -	\$ -	\$ -	\$ 654,859
Licenses and permits	-	-	-	-	-	7,695	7,695
Fees, charges, and commissions for services	-	-	-	-	-	174,766	174,766
Fines and forfeitures	-	-	-	99,727	75	-	99,802
Use of money and property	1,527	1,656	2,459	-	1	2,150	7,793
Other revenues	-	-	31	814	-	-	845
Total revenues	198,346	331,493	130,693	100,541	76	184,611	945,760
Expenditures:							
Current:							
General government:							
Judicial	-	-	-	170,795	-	-	170,795
Other general government	204,677	-	-	-	-	-	204,677
Public safety	-	-	-	-	15	153,126	153,141
Health and welfare	-	-	126,999	-	-	-	126,999
Economic development and assistance	-	246,549	-	-	-	-	246,549
Total expenditures	204,677	246,549	126,999	170,795	15	153,126	902,161
Excess (deficiency) of revenues over expenditures	(6,331)	84,944	3,694	(70,254)	61	31,485	43,599
Other sources (uses):							
Operating transfers in	-	-	-	80,000	-	50,000	130,000
Operating transfers out	-	(50,000)	-	-	-	-	(50,000)
Total other sources (uses)	-	(50,000)	-	80,000	-	50,000	80,000
Net change in fund balances	(6,331)	34,944	3,694	9,746	61	81,485	123,599
Fund balances at beginning of year	703,628	1,018,567	590,261	14,542	264	490,434	2,817,696
Fund balances at end of year	\$ 697,297	\$ 1,053,511	\$ 593,955	\$ 24,288	\$ 325	\$ 571,919	\$ 2,941,295

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

Compensation Paid Police Jurors

The schedule of compensation paid to police jurors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the police jurors is included in the legislative expenditures of the General Fund. In accordance with Louisiana Revised Statute-33:1233, the police jury has elected the monthly payment method of compensation. Under this method, the president receives \$1,200 per month and the other jurors receive \$1,100 per month.

**Compensation, Benefits, Reimbursements, and other Payments
to Agency Head (President)**

The schedule of compensation, benefits, reimbursements, and other payments is presented in compliance with Act 706 of the 2015 Session of the Louisiana Legislature. The expenditures are included in the legislative expenditures of the General Fund.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**SCHEDULE OF COMPENSATION PAID POLICE JURORS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Glenn Barnhill	\$ 13,200
Aubrey M. Bratton	13,200
Bennett L. Clark, President	14,400
Lanny Dark	13,200
Manuel Escalon	13,200
Kenneth Graham	13,200
Don K. Martin	13,200
Total	<u>\$ 93,600</u>

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS, REIMBURSEMENTS,
AND OTHER PAYMENTS TO AGENCY HEAD (SECRETARY-TREASURER)
FOR THE YEAR ENDED DECEMBER 31, 2018**

Wanda Stowe, Secretary-Treasurer:

Salaries	\$ 49,078
Benefits:	
Retirement	5,644
Dues	100
Medicare	712
Travel	261
Registration/Convention Fees	178
Total	<u>\$ 55,973</u>

Other Reports



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 Honorable President and Members
Caldwell Parish Police Jury
Columbia, 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 primary government financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Caldwell Parish Police Jury, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise Caldwell Parish Police Jury's financial statements and have issued our report thereon dated June 28, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Caldwell Parish Police Jury's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Caldwell Parish Police Jury's internal control. Accordingly, we do not express an opinion on the effectiveness of the Caldwell Parish Police Jury's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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 have not been identified. However, as described in the accompanying schedule of findings, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiencies described in the accompanying schedule of findings as items 2018-001, 2018-002, and 2018-003 to be material weaknesses.

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. We consider the deficiencies described in the accompanying schedule of findings as items 2018-004 and 2018-005 to be significant deficiencies.

Caldwell Parish Police Jury
Columbia, Louisiana
Independent Auditor's Report on Internal Control
Over Financial Reporting and on Compliance, etc.
December 31, 2018

Compliance and Other Matters

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

Caldwell Parish Police Jury's Response to Findings

Caldwell Parish Police Jury's responses to the findings identified in our engagement are described in the accompanying schedule of findings. Caldwell Parish Police Jury's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

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. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, it is issued by the Legislative Auditor as a public document.

BOSCH & STATHAM, LLC

Bosch & Statham

Ruston, Louisiana
June 28, 2019

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**SCHEDULE OF FINDINGS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses unqualified opinions on the financial statements of the governmental activities and each major fund of the Caldwell Parish Police Jury. Due to the omission of the financial statements of the component units listed in note 1 to the financial statements, the auditor's report expresses an adverse opinion on the aggregate discretely presented component units and a qualified opinion the aggregate remaining fund information. The component units issue separate financial statements.
2. Three material weakness are reported in the 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*.
3. Two significant deficiencies relating to the audit of the financial statements are reported in the 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*.
4. No instances of noncompliance material to the financial statements of the Caldwell Parish Police Jury were disclosed during the audit.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

2018-001 – Overpayment to Industrial Development Board

First Reported

2017

Type

Material Weakness in Internal Control

Condition

Voters of the Parish approved an ad valorem tax for Economic Development. A portion of the tax is dedicated to the police jury's Industrial Operations and 911 Funds. The remaining balance is transferred to the Industrial Development District. During the prior audit, we discovered that previous transfers were calculated at gross, before the Sheriff deducted the amounts he is required to remit to state retirement systems.

During 2018, the Police Jury transferred \$206,318 which was gross taxes collected during 2017 plus bank interest.

In early 2019, the Police Jury transferred \$161,671.09. The 2019 check was calculated as 2018 receipts less the previous overpayments (pension deducts from prior years). Reviewing the calculation, we noticed that the documentation states that amounts deducted are for tax roll years 2009-2017 pension deductions. However, there are only six amounts included. There are no amounts for 2014-2016. We are unclear whether the three years were remitted at gross or net amounts. Additionally, there was an input error on the calculator. The calculator tape shows \$700.35 was entered instead of \$7,000.35. Finally, \$7,130.73 was deducted for 2018 instead of \$7,139.73.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**SCHEDULE OF FINDINGS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

Criteria

The Police Jury was required to remit the net amount of taxes collected. Remitting gross amounts results in cash outflows to the Industrial Development Board larger than cash inflows from the Sheriff.

Standards for Internal Control in the Federal Government, known as the "Green Book," sets the standards for an effective internal control system for federal agencies. The five elements of internal control outlined in the Green Book and in other

guidance are: control environment, risk assessment, control activities, communication, and monitoring.

Cause

The internal control system does not include all required elements. Supervision, review, and monitoring are not included or not properly designed. The internal control system does not include policies and procedures requiring review of such calculations by someone other than the preparer.

Effect

Known overpayments include \$33,378.79 for years 2009 through 2017 and \$7,139.73 for 2018. If years 2014-2016 were also incorrect, we estimate the total for those years to be \$15,000. The police jury remitted checks in 2018 and 2019 to correct the errors. However, there are errors in those checks as well as described above.

Recommendation

We recommend that the Police Jury ensure that management evaluates current policies and procedures and updates them, in writing, to ensure that the risk of errors is reduced to an acceptable level. Policies and procedures must address all five elements of internal control. There must be a preparer and a reviewer for each transaction and each accounting record. The System must include some degree of monitoring to ensure the controls are functioning as intended.

Management's Response

See management's corrective action plan.

2018-002 Payroll Transactions Improperly Recorded at Year End

First Reported

2017

Type

Material Weakness in Internal Control

Condition

Deposits to fund the payroll checks dated January 2, 2019, were transferred from the individual funds to the payroll account in December 2018. The transfers and the payroll expenditures were recorded in the individual funds in January 2019. However, the checks to the payroll account cleared in December 2018. Therefore, an adjustment was needed to record the cash transactions. In the Payroll Fund, the deposits to the payroll bank account and the transfer to the software company that processes payroll checks were recorded in December 2018. The journal entry to reflect paychecks in the Payroll Fund was recorded on January 2, 2019.

**CALDWELL PARISH POLICE JURY
COLUMBIA, LOUISIANA**

**SCHEDULE OF FINDINGS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2018**

Criteria

Generally Accepted Accounting Principles (GAAP) require that entries affecting interfund balances be reflected in all affected funds at the same time.

Standards for Internal Control in the Federal Government, known as the "Green Book," sets the standards for an effective internal control system for federal agencies. The five elements of internal control outlined in the Green Book and in other guidance are: control environment, risk assessment, control activities, communication, and monitoring.

Cause

The internal control system does not include all required elements. Supervision, review, and monitoring are not included or not properly designed.

Effect

Adjusting journal entries were required. Interfund balances did not balance. The Payroll Fund reflected \$48,719 in credit balances in due from other funds, which should have debit balances or no balances. There were no matching amounts reflected in the individual funds. Funds for direct deposits transferred early to the payroll processor resulted in a debit balance of \$24,747 in the "Direct Deposit Liabilities" account.

The risk for errors is elevated. A higher risk of error increases the time required to audit financial statements.

Recommendation

We recommend that the Police Jury ensure that management evaluates current policies and procedures and updates them, in writing, to ensure that the risk of errors is reduced to an acceptable level. Policies and procedures must address all five elements of internal control. There must be a preparer and a reviewer for each transaction and each accounting record. The System must include some degree of monitoring to ensure the controls are functioning as intended.

Management's Response

See management's corrective action plan.

2018-003 Bookkeeping Errors

First Reported

2016

Type

Material Weakness in Internal Control

Condition

Adjusting journal entries were posted for the following errors:

1. See finding 2018-002
2. A deposit of state grant funds Bayou Dechene project was incorrectly classified on the manual general ledger. (\$59,836)
3. Deposits the state made to the Bayou Dechene project account were recorded as revenues and expenditures (\$171,031)

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4. Payroll entries in the Payroll Fund were posted incorrectly causing balances in expense accounts. (\$4,035)
5. Deposit in the Road Fund for IRS refund posted in Due from Payroll, but offsetting journal entry posted in Miscellaneous Income (\$2,940)

Criteria

Generally Accepted Accounting Principles (GAAP) require that transactions be properly classified as to fund and function and require interfund balances to balance.

Standards for Internal Control in the Federal Government, known as the "Green Book," sets the standards for an effective internal control system for federal agencies. The five elements of internal control outlined in the Green Book and in other guidance are: control environment, risk assessment, control activities, communication, and monitoring.

Cause

The internal control system does not include all required elements. Supervision, review, and monitoring are not included or not properly designed.

Effect

Adjusting journal entries were required. Interfund balances did not balance. The risk for errors is elevated. A higher risk of error increases the time required to audit financial statements.

Recommendation

We recommend that the Police Jury ensure that management evaluates current policies and procedures and updates them, in writing, to ensure that the risk of errors is reduced to an acceptable level. Policies and procedures must address all five elements of internal control. There must be a preparer and a reviewer for each transaction and each accounting record. The System must include some degree of monitoring to ensure the controls are functioning as intended.

Management's Response

See management's corrective action plan.

2018-004 Internal Control over Collections

First Reported

2018

Type

Significant Deficiency in Internal Control

Condition

Our test of collections and deposits disclosed that:

1. Receipt dates are not documented for collections by mail.
2. Deposits for the Road Department (culvert sales), the Recreation District, and E911 are not made on a timely basis. We identified indications that deposits are sometimes as much as two months after receipt date.
3. Recreation District receipts are not readily traceable to deposits

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Criteria

Best Practices for collections and deposits include:

1. The use of prenumbered receipts unless issuing receipts from accounting software.
2. Preparation of deposit slips with documentation of receipt numbers included.
3. Reconciliation of receipts to deposit to general ledger
4. Daily deposits
5. Review of receipts, deposits, and receipts journal/general ledger
6. Proper segregation of duties

Standards for Internal Control in the Federal Government, known as the "Green Book," sets the standards for an effective internal control system for federal agencies. The five elements of internal control outlined in the Green Book and in other guidance are: control environment, risk assessment, control activities, communication, and monitoring.

Cause

The internal control system does not include all required elements. Supervision, review, and monitoring are not included or not properly designed.

Effect

Collections could be lost or stolen. Financial reporting is not timely, so reporting is not complete at times.

Recommendation

We recommend that the Police Jury ensure that management evaluates current policies and procedures and updates them, in writing, to ensure that the risk of theft/fraud and errors is reduced to an acceptable level. Policies and procedures must address all five elements of internal control. There must be a preparer and a reviewer for each transaction and each accounting record. The System must include some degree of monitoring to ensure the controls are functioning as intended.

Management's Response

See management's corrective action plan.

2018-005 Payroll Appears to be Routinely Processed Before Period End

First Reported

2018

Type

Significant Deficiency in Internal Control

Condition

During fieldwork, we observed that payroll was processed before the period ended.

Criteria

Best practices for payroll processing include gathering attendance and leave records after they have been properly prepared and reviewed.

Standards for Internal Control in the Federal Government, known as the "Green Book," sets the standards for an effective internal control system for federal agencies. The five elements of internal control outlined in the Green Book and in other guidance are: control environment, risk assessment, control activities, communication, and monitoring.

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Cause

The internal control system does not include all required elements. Supervision, review, and monitoring are not included or not properly designed.

Effect

Payroll appears to be processed in many cases before the pay period ends. Payroll expenditures could be over or understated. Compensation paid to hourly employees may be over or understated depending on whether they use accrued leave or work overtime. If an employee misses work and has no accrued leave, the employee could be overpaid. Having a policy of correcting for such issues in the next pay period increases the risk for errors.

Recommendation

We recommend that the Police Jury ensure that management evaluates current policies and procedures and updates them, in writing, to ensure that the risk of theft/fraud and errors is reduced to an acceptable level. Policies and procedures must address all five elements of internal control. There must be a preparer and a reviewer for each transaction and each accounting record. The System must include some degree of monitoring to ensure the controls are functioning as intended

We recommend that management require that payroll be processed after the pay period ends except in extreme cases. This requirement should be part of the Police Jury's written policies and procedures.

Management's Response

See management's corrective action plan.

C. STATUS OF PRIOR YEAR FINDINGS

2017-001 Internal Control over Accounting

This finding is repeated as 2018-003

2017-002 No Written Agreement Between Dixie Youth and Caldwell Parish Recreation District

This finding is resolved.

2017-003 Recreation District Board Member is Also Dixie Youth President

This finding is resolved.

2017-004 Minutes Published Late

This finding is resolved.



MANAGEMENT LETTER

The Honorable Members of the Police Jury
Ms. Wanda Stowe, Secretary-Treasurer
Caldwell Parish Police Jury
Columbia, Louisiana

In planning and performing our audit of the financial statements of the Caldwell Parish Police Jury, as of and for the year ended December 31, 2018, we considered the Police Jury's internal control to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control.

However, during our audit, we noted certain matters involving internal control that are presented for your consideration. This letter does not affect our report dated June 28, 2019, on the financial statements of the Police Jury. We will review the status of these comments during our next audit engagement. Our comments and recommendations, which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform additional study of these matters, or to assist you in implementing the recommendations. Our comments and management's responses are summarized as follows:

ML2018-001 Comprehensive Road Department Policies and Procedures

First Reported 2018

Condition

The Police Jury does not have formal, written policies and procedures for the operations of the Road Department.

Criteria

The Louisiana Legislative Auditor has placed an emphasis in recent years on the need for policies and procedures to be formal and written. The Road Department is the most high-profile department of the police jury. Formal, written policies and procedures are necessary to provide a clear understanding of the jury's and management's expectations for the road departments operations. The policies and procedures should outline all aspects of the operations to include who, what, when and where. Areas to address include the procedures for adding or excluding roads in the parish system, prohibited practices, procedures for evaluating roads with the engineer to develop priority lists, and steps and documentation required by the Louisiana Parish Transportation Act. Supervision of work and review of work should be detailed in the written policies and procedures. Additionally, the policies and procedures should elaborate on monitoring of the policies and

procedures to ensure that they are carried out in accordance with the jury's and management's expectations. Written procedures reduce the possibility of confusion about responsibilities and aid in the continuity of operations and in training. Further, legal questions, such as what can and cannot be done on private property or be done on the behalf of private parties, often arise during the normal course of operations. A formal adopted written policy can increase efficiencies and alleviate or prevent noncompliance, confusion, and disagreements.

Cause

No one has suggested to the police jury that such policies be implemented. Issues have been handled on a case by case basis.

Effect

The lack of written policies and procedures likely results in inefficiencies and a higher risk of noncompliance with state law.

Recommendation

We recommend that management develop and implement formal written policies and procedures as discussed above. The document should be reviewed by legal counsel.

Management's Response

We will implement the auditor's recommendation.

Our audit procedures are designed primarily to enable us to form opinions on the financial statements of the Caldwell Parish Police Jury, as of and for the year ended December 31, 2018, which collectively comprise the Police Jury's financial statements, and therefore, may not reveal all weaknesses in policies and procedures that may exist.

Also included are management's responses to our current year management letter comments. We have performed no audit work to verify the content of the responses.

This report is intended solely for the information and use of the Members of the Police Jury and Secretary-Treasurer of the Caldwell Parish Police Jury and is not intended to be and should not be used by anyone other than these specified parties.

BOSCH & STATHAM, LLC



Ruston, Louisiana
June 28, 2019

Caldwell Parish Police Jury

Post Office Box 1737 Columbia, Louisiana 71418
Phone 318-649-2681 - Fax 318-649-5930

Ben Clark
President

Aubrey Bratton
Vice President

Wanda Stowe
Secretary/Treasurer

June 27, 2019

Bosch & Statham, LLC
Post Office Box 2377
Ruston, LA 71273-2377

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period *January 1, 2018 through December 31, 2018*, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We are responsible for the C/C areas identified in the SAUPs, including written policies and procedures; board or finance committee; bank reconciliations; collections; non-payroll disbursements; credit/debit/fuel/purchasing cards; travel and travel-related expense reimbursement; contracts; payroll and personnel; ethics; debt service; and other areas (*should be customized by entity, as applicable*).

Yes x No

2. For the fiscal period *January 1, 2018 through December 31, 2018*, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.

Yes x No

3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes.

Yes x No

4. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.

Yes x No

5. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between *December 31, 2018, and June 27, 2019*.

Yes x No

6. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.

Yes x No

7. We represent that the listing of bank accounts for the fiscal period that we provided to you is complete. We also represent that we have identified and disclosed to you our main operating account.
- Yes No
8. We represent that the listing of deposit sites for the fiscal period that we provided to you is complete.
- Yes No
9. We represent that the listing of collection locations for the fiscal period that we provided to you is complete.
- Yes No
10. We represent that the listing of locations that process payments for the fiscal period that we provided to you is complete.
- Yes No
11. We represent that the non-payroll disbursement transaction population for each location that processes payments for the fiscal period that we provided to you is complete.
- Yes No
12. We represent that the 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, that we provided to you is complete.
- Yes No
13. We represent that the listing of all travel and travel-related expense reimbursements during the fiscal period that we provided to you is complete.
- Yes No
14. We represent that the listing of all agreements/contracts (or active vendors) for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period that we provided to you is complete.
- Yes No
15. We represent that the listing of employees/elected officials employed during the fiscal period that we provided to you is complete.
- Yes No
16. We represent that the listing of employees/officials that received termination payments during the fiscal period that we provided to you is complete.
- Yes No
17. We represent that the 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 during the fiscal period.
- Yes No

18. We represent that the listing of bonds/notes issued during the fiscal period that we provided to you is complete.
- Yes No
19. We represent that the listing of bonds/notes outstanding at the end of the fiscal period that we provided to you is complete.
- Yes No
20. We represent that the listing of misappropriations of public funds and assets during the fiscal period that we provided to you is complete.
- Yes No
21. We have disclosed to you [*list other matters as you have deemed appropriate*].
- Yes No
22. We have responded fully to all inquiries made by you during the engagement.
- Yes No
23. We are not aware of any events that have occurred subsequent to December 31, 2018, that would require adjustment to or modification of the results of the agreed-upon procedures.
- Yes No

The previous responses have been made to the best of our belief and knowledge.

Signature Wanda Stowe Date _____

Title Secretary-Treasurer

Independent Accountant's Report
on Applying Agreed-Upon Procedures

To the Caldwell Parish Police Jury
and the Louisiana Legislative Auditor

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

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

We obtained and inspected the written policies. We noted the majority of the year was governed by policies adopted in December of 2017. Amended policies were adopted in December of 2018.

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget

Both policies include all of the required elements.

Exceptions: None

- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

The 2017 policy included the required elements except how vendors are to be added. The 2018 policy included all of the required elements.

Exceptions: None

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

Both polices include all of the required elements.

Exceptions: None

- d) **Receipts**, 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).

The 2017 policy included the required elements except the preparing of deposits and completeness of collections. The 2018 policy included the required elements except management's actions to determine the completeness of collections.

Exceptions: See above.

Management's Response:

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

The 2017 policy did not include how payroll was to be processed or who was to approve leave. The 2018 policy only addressed the approval of time/attendance records.

Exceptions: See above

Management's Response: See Management's Corrective Action Plan

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

The 2017 policy only addressed the standard terms and conditions of contracts. The 2018 policy only addressed the requirement of legal review of the contracts.

Exceptions: See above.

Management's Response: See Management's Corrective Action Plan

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

Neither policy addressed allowable business uses but only addressed what is not allowable.

Exceptions: See above

Management's Response: See Management's Corrective Action Plan

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

The 2017 policy did not address any of the required elements. The 2018 policy addressed all of the required elements.

Exceptions: None.

- i) *Ethics*, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.

The 2017 policy did not address any of the required elements. The 2018 policy only addressed the system to monitor ethics violations.

Exceptions: See above

Management's Response: See Management's Corrective Action Plan

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

The 2017 policy did not address any of the required elements. The 2018 policy includes all of the required elements.

Exceptions: None

Board (or Finance Committee, if applicable)

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:

We obtained the minutes for the Board for the fiscal period. The finance committee did not keep formal minutes. However, the extensive notes of discussion held by the Committee maintained by the Assistant Secretary/Treasurer could be deemed the minutes of the committee.

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

We observed the Board met at least monthly. The finance committee met three times during the year.

Exceptions: None

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- 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. *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.*

The minutes did not directly reference budget-to-actual comparisons. We discussed the practice with the Secretary/Treasurer who stated that she began sharing comparison with the Board after the 2017 audit. We noted that in four meetings in the latter half of the fiscal period, budget-to-actual comparisons were presented. The Assistant Secretary/Treasurer presents the finance committee with budget-to-actuals for each fund.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- 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.

We obtained the prior year report and observed the Jury had a positive unrestricted fund balance in the general fund.

Exceptions: None.

Bank Reconciliations

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:

We obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. We identified and selected entity's main operating account and selected four additional accounts. We randomly selected one month from the fiscal period and obtained and inspected the corresponding bank statements and reconciliations for selected each account.

Exceptions: None

- 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);

All of the bank reconciliations were prepared within two months on the statement's closing date.

Exceptions: None

**CALDWELL PARISH POLICE JURY
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- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged);

None of the reconciliations included evidence that management reviewed the reconciliations.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- 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.

None of the reconciliations included stale items older than twelve months.

Exceptions: None

Collections

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

We obtained a listing of deposit sites for the fiscal period and management's representation that the listing is complete.

Exceptions: None

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

We obtained a listing of collection locations for each deposit site and management's representation that the listing is complete. There was only one collection location for each deposit site. We inquired of employees about their job duties, since there are no written policies and procedures relating to employee job duties.

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

We noted employees do share a cash drawer at the Recreation Center and the E-911 office. We noted there is only one person who collects cash at the Road Barn.

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- 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.

Deposits are made by the director of the Recreation Center and the director of the E-911 office and the Assistant Secretary at the Police Jury. Cash is not collected at the Police Jury office, however, cash collected at the Road Barn is brought to the Police Jury for deposit. Deposits are made by employees collecting cash at the Recreation Center and E-911 office, but not the Police Jury or Road Barn, and deposits are not reconciled by another employee/official.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- c) Each employee responsible for collecting cash is not responsible for [posting collection entries to the general ledger or subsidiary ledgers, unless another employee/officials is responsible for reconciling ledger postings to each other and to the deposit.

We noted no employees responsible for collecting cash are responsible for posting collection entries to the general ledger. Deposits are posted by the Assistant Secretary at the Police Jury office.

- 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.

We noted no employee is responsible for reconciling cash collections to the general ledger.

Exceptions: See above.

Management's Response: See management's corrective action plan.

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

We noted all employees are covered under insurance.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

We randomly selected two deposit dates for each of the five bank accounts selected for the Bank Reconciliations procedure. We obtained the supporting documentation for each of those deposits.

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

For the deposits tested, we noted that in most cases, a receipt was not issued as most of the deposits were checks mailed into the Police Jury office, E-911 office, or Recreation Center. We noted that when written receipt are issued, the receipts are sequentially pre-numbered.

Exceptions: See above

Management's Response:

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

We were unable to complete this test for nine out of ten deposits tested. Collections were either mailed in or the selected deposit was actually bank interest.

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

We noted no exceptions.

- 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).

Due to the issues described above, we were unable to accurately determine the number of days between receipt and deposit. However, we noted in some cases, in the Recreation District and E-911 office, that there appeared to be an unreasonable lag between receipt and deposit.

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

We noted no exceptions.

Exceptions: None

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select locations (or all locations if less than 5).

We obtained a listing of locations that process payments and management's representation that the listing is complete. There was only one location on the list.

Exceptions: None

**CALDWELL PARISH POLICE JURY
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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:

We obtained a listing of employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties.

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

We noted that normally there are two or more employees involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase. However, according to the entity's policies, it is possible for some transactions that the same person does all of those functions.

Exceptions: The design of the system does not require identification of the purchase initiator. However, the purchase orders are approved by signature.

Management's Response: See management's corrective action plan.

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

We noted at least two employees are involved in processing and approving payments to vendors. Checks are prepared by the Assistant Treasurer and must be signed by The Secretary-Treasurer, and the Police Jury President.

Exceptions: None

- 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.

The employee responsible for processing payments is allowed to add/modify vendor files. We noted no employee who periodically reviews those changes.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Checks are mailed by the employee who prepares them after they are signed by the appropriate officials.

Exceptions: See above.

Management's Response: See management's corrective action plan.

**CALDWELL PARISH POLICE JURY
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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:

We obtained the entity's non-payroll disbursement transaction population and management's representation that the listing is complete. We randomly selected five disbursements for the location on the listing provided by management.

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

We noted no exceptions.

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

We noted one instance, for the Recreation District's check, where disbursement documentation did not include evidence of segregation of duties.

Exceptions: See above

Management's Response

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) 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.

We obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. We also obtained management's representation that the listing is complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

We selected all three cards that were on the list provided by management. We randomly selected one monthly statement for each card and obtained the supporting documentation.

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

None of the selected statements included evidence of review and approval.

Exceptions: See above.

Management's Response: See management's corrective action plan.

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

We noted no exceptions.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

All three selected statements included less than ten transactions. We requested supporting documentation for all transactions. We noted no exceptions for subitems 1, 2, and 3.

Exceptions: None.

Travel and Travel-Related Expense Reimbursement (excluding card transactions)

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

We obtained from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing is complete. We randomly selected five reimbursements and obtained the supporting documentation for each.

Exceptions: None

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

All items were reimbursements of actual costs.

- b) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Three out of five reimbursements were supported by original itemized receipts.

Exceptions: See above.

Management's Response: See management's corrective action plan.

- 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).

We noted no exceptions.

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

Two out of five reimbursements included evidence of review and approval by someone other than the person receiving reimbursement.

Exceptions: See above.

Management's Response: See management's corrective action plan.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

We obtained 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, and management's representation that the listing is complete. There was only one contract on the list.

- 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.

The contract is not subject to the requirements of the Louisiana Public Bid Law.

Exceptions: None

- 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).

We did not identify approval by the board of the contract.

Exceptions: See above.

Management's Response: See management's corrective action plan.

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

We noted no such amendments.

Exceptions: None.

Management's Response: See management's corrective action plan.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

We noted no exceptions.

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Payroll and Personnel

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

We extracted a listing from the entity's accounting software and randomly selected five employees/officials. We obtained the related paid salaries and personnel files. We could not agree the paid rate to authorized rate for two employees.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

We randomly selected one pay period during the fiscal period and obtained the attendance records and leave documentation for the pay period.

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

We observed that all employees documented their daily attendance and leave.

Exceptions: None.

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

One out of five attendance records did not include evidence of approval by supervisors.

Exceptions: See above.

Management's Response: See Management's Corrective Action Plan.

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

One out of five attendance records indicated leave was taken. The leave was recorded in the leave record but as sick leave instead of vacation leave.

Exceptions: See above.

Management's Response: See management's corrective action plan.

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

Management did not originally list any employees who received termination payments. During interviews, we noted that the one employee retired and received a termination payment. We obtained the related documentation of the hours and rates and agreed the hours paid to the leave records. We could not agree the paid rate to the authorized rate in the personnel file.

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

We obtained 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.

Ethics

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

Using the five randomly selected employees/officials, we obtained the ethics documentation from management.

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

We were not able to observe documentation of completion of training for two out of five selected employees.

- 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.

There was no signature verification that selected employees read the entity's ethics policy during the fiscal period.

Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

Management listed no new bonds/notes issued during the fiscal period. We obtained management's representation that there were no bonds/notes issued during the fiscal period.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

Management listed no new bonds/notes outstanding at the end of the fiscal period. We obtained management's representation that there were no bonds/notes outstanding at the end of the fiscal period.

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Other

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Management listed no misappropriations. We obtained management's representation that they were not aware of any misappropriations.

24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

We observed the required notice posted in the breakroom of the Police Jury offices. We did not observe the notice on the website, <http://www.caldwellparish.org/>.

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

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

BOSCH & STATHAM, LLC

Bosch & Statham

Ruston, Louisiana
June 28, 2019

Caldwell Parish Police Jury

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Ben Clark
President

Aubrey Bratton
Vice President

Wanda Stowe
Secretary/Treasurer

CORRECTIVE ACTION PLAN FOR 2018 AUDIT

2018-001 – Overpayment to Industrial Development Board

The calculating error will be adjusted in the transfer at the end of this year. The Settlement sheets given to the Police Jury during the 2014 - 2016 period do not show Pensions. This will be discussed with the Tax Collector in the Sheriff's Office.

2018-002 – Payroll Transaction Improperly Recorded at Year End

We will consider the Auditor's recommendations and take action as considered necessary.

2018-003 – Bookkeeping Errors

We will consider the Auditor's recommendations and take action as considered necessary.

2018-004 – Internal Control over Collections

1. Any Department receiving collections by mail will be given a 'Date Received' stamp.
2. At the time of the Audit, the Road Department was given a triplicate receipt book which alleviated the issue with their deposits. A new Policy and Procedure is being written and adopted to address the timeliness of the deposits by the Recreation District and the E911 Department.
3. The above-mentioned Policy and Procedure will address this issue as well.

2018-005 – Payroll Appears to be Routinely Processed Before Period End

There are circumstances that make it necessary for payroll to be processed prior to the period end however, we do not feel that it is excessive or without good cause. Therefore, from this point forward, there will proper documentation stating the dates that any payroll is processed early as well as justification for this action.

CORRECTIVE ACTION PLAN FOR STATEWIDE AUPs

We will consider the Auditor's recommendations under advisement. In some instances, it may not be feasible for us to perform as state.



Wanda Stowe
Secretary/Treasurer

District 1
Speck Graham

District 2
Lanny Dark

District 3
Ben Clark

District 4
Kevin Martin

District 5
Manual Escalon

District 6
Glenn Barnhill

District 7
Aubrey Bratton