

**GRANT PARISH LIBRARY  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2017**

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# ROZIER, HARRINGTON & MCKAY

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June 10, 2018

### Independent Auditors' Report

Board of Control  
Grant Parish Library

#### REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities and each major fund, of the Grant Parish Library, a component unit of the Grant Parish Police Jury, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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.

#### 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 Grant Parish Library, as of December 31, 2017, and

-Members-

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**Grant Parish Library**

**June 10, 2018**

**Page 2**

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the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**OTHER MATTERS**

**Required Supplemental Information**

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

**Other Supplemental Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is supplemental other information presented for purposes of additional analysis and is not a required part of the basic financial statements. This supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplemental information is fairly stated in all material respects in relation to the basic financial statements as a whole.

**OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARD**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 10, 2018, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 Library's internal control over financial reporting and compliance.

  
ROZIER, HARRINGTON & MCKAY  
Certified Public Accountants

# **GRANT PARISH LIBRARY**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**December 31, 2017**

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This section of the annual financial report presents our discussion and analysis of the Grant Parish Library's financial performance during the fiscal year ended December 31, 2017.

### **OVERVIEW OF FINANCIAL STATEMENTS**

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Grant Parish Library's financial position and results of operations from differing perspectives which are described as follows:

#### **Government –Wide Financial Statements**

The government-wide financial statements report information about the Grant Parish Library as a whole using accounting methods similar to those used by private-sector companies. The government-wide financial statements report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Grant Parish Library's assets and all of its liabilities. All of the Library's activities are classified as governmental activities in the government-wide financial statements. The governmental activities are financed primarily by property taxes, state revenue sharing, and grants.

#### **Fund Financial Statements**

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

### **FINANCIAL ANALYSIS OF THE GRANT PARISH LIBRARY AS A WHOLE**

An analysis of the government-wide Statement of Net Position is presented as follows:

# **GRANT PARISH LIBRARY**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**December 31, 2017**

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	<b>December 31,</b>	
	<b>2017</b>	<b>2016</b>
<b>Assets:</b>		
Cash and Cash Equivalents	\$ 158,951	\$ 55,471
Receivables	532,240	569,379
Capital Assets	<u>165,298</u>	<u>137,318</u>
Total Assets	<u>856,489</u>	<u>762,168</u>
<b>Liabilities:</b>		
Accounts Payable	52,174	9,046
Compensated Absences	<u>14,093</u>	<u>14,093</u>
Total Liabilities	<u>66,267</u>	<u>23,139</u>
<b>Net Position:</b>		
Invested in Capital Assets	165,298	137,318
Unrestricted	<u>624,924</u>	<u>601,711</u>
Total Net Position	<u>\$ 790,222</u>	<u>\$ 739,029</u>

As the presentation appearing above demonstrates, with the exception of \$165,298 invested in capital assets, the Library's net position is unrestricted and may be used to meet the Grant Parish Library's ongoing obligations.

An analysis of the government-wide Statement of Activities is presented as follows:

	<b>For the Year Ended December 31,</b>	
	<b>2017</b>	<b>2016</b>
<b>Revenues:</b>		
Program Revenue:		
Operating Grants and Contributions	\$ ----	\$ ----
Capital Grants and Contributions	----	21,066
General Revenue:		
Property Taxes	491,970	539,858
Revenue Sharing	46,153	43,418
Other	<u>35,541</u>	<u>6,979</u>
Total Revenue	<u>573,664</u>	<u>611,321</u>
<b>Program Expenses:</b>		
General Government	<u>522,471</u>	<u>505,299</u>
Change in Net Position	51,193	106,022
Net Position Beginning	<u>739,029</u>	<u>633,007</u>
Net Position Ending	<u>\$ 790,222</u>	<u>\$ 739,029</u>

# **GRANT PARISH LIBRARY**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**December 31, 2017**

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As the accompanying presentation demonstrates, the Library has demonstrated an increase in net position of \$51,193. This is in large part due to a reduction in library materials expenditures.

### **FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS**

For the year ended December 31, 2017, governmental fund balances increased by \$23,213. Differences between the government-wide presentation and the fund financial statements were limited to capital outlay and depreciation associated with capital assets.

### **BUDGET HIGHLIGHTS**

For the year ended December 31, 2017, revenue and expenditures conformed to expectations. The budget was amended to report a decrease in anticipated expenditures.

### **CAPITAL ASSET ADMINISTRATION**

For the year ended December, 31, 2017, the only capital outlay was the purchase of an air conditioner at the Library's main office in Colfax, Louisiana at a cost of \$31,650.

### **DEBT ADMINISTRATION**

For the year ended December 31, 2017, there was no debt activity and no debts are outstanding at year end. Long-term liabilities are limited to compensated absences of current employees.

### **FACTORS EXPECTED TO EFFECT FUTURE OPERATIONS**

At the present time, no factors have been identified that are expected to have a significant effect on future operations.

# **Grant Parish Library**

## ***Statement of Net Position*** ***December 31, 2017***

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	<u>Governmental Activities</u>
<b><u>ASSETS</u></b>	
Cash and Cash Equivalents	\$ 158,951
Accounts Receivable	532,240
Capital Assets	
Non depreciable capital assets	50,000
Depreciable Capital Assets (net)	<u>115,298</u>
<b>Total assets</b>	<u>856,489</u>
 <b><u>LIABILITIES</u></b>	
Accounts Payable	52,174
Long-term liabilities	
Compensated Absences	<u>14,093</u>
<b>Total liabilities</b>	<u>66,267</u>
 <b><u>NET POSITION</u></b>	
Invested in Capital Assets	165,298
Unrestricted	<u>624,924</u>
<b>Total net position (deficit)</b>	<u><u>\$ 790,222</u></u>

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

# **Grant Parish Library**

## **Statement of Activities**

**Year Ended December 31, 2017**

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	<u>Governmental Activities</u>
Expenses:	
General Government	
Payroll & Related Benefits	\$ 307,691
Materials & Supplies	44,642
Repairs and Maintenance	21,832
Utilities	95,015
Legal & Professional	14,777
Small Equipment & Furnishings	11,310
Insurance	11,311
Travel & Other	12,223
Depreciation	<u>3,670</u>
Total Expenses	522,471
Program Revenues:	
Charges for Service	-
Operating Grants and Contributions	-
Capital Grants and Contributions	<u>-</u>
Net Expenses	<u>522,471</u>
General Revenues:	
Ad Valorem Taxes	491,970
State Revenue Sharing	46,153
Other	<u>35,541</u>
Total General Revenues	<u>573,664</u>
Change in Net Position	51,193
Net Position - Beginning	<u>739,029</u>
Net Position - Ending	<u><u>\$ 790,222</u></u>

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

# **Grant Parish Library**

## **Balance Sheet**

### **Governmental Funds**

**Year Ended December 31, 2017**

	<b>General Fund</b>
<b><u>Assets</u></b>	
Cash and Cash Equivalents	\$ 158,951
Accounts Receivables	<u>532,240</u>
<b>Total Assets</b>	<b><u>691,191</u></b>
<b><u>Liabilities and Fund Balance</u></b>	
Liabilities	
Accounts Payable	<u>52,174</u>
<b>Total Liabilities</b>	<b><u>52,174</u></b>
Fund Balance	
Unassigned	<u>639,017</u>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 691,191</u></b>

Fund Balance	\$ 639,017
Long-term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet	(14,093)
Amounts reported for governmental activities in the statement of net assets are different because capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	<u>165,298</u>
<b>Net Position of Governmental Activities</b>	<b><u>\$ 790,222</u></b>

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

# **Grant Parish Library**

## **Statement of Revenue, Expenditures and Changes in Fund Balance**

### **Governmental Funds**

**Year Ended December 31, 2017**

	<b>General Fund</b>
<b>Revenues:</b>	
Ad Valorem Taxes	\$ 491,970
State Revenue Sharing	46,153
Other	35,541
<b>Total revenues</b>	<u>573,664</u>
<b>Expenditures:</b>	
General Government	
Payroll & Related Benefits	307,691
Materials & Supplies	44,642
Repairs and Maintenance	21,832
Utilities	95,015
Legal & Professional	14,777
Small Equipment & Furnishings	11,310
Insurance	11,311
Capital Outlay	31,650
Travel & Other	12,223
<b>Total expenditures</b>	<u>550,451</u>
<b>Change in Fund Balance</b>	23,213
<b>Fund balance - beginning of year</b>	<u>615,804</u>
<b>Fund balance - end of year</b>	<u>\$ 639,017</u>

Net change in fund balances of Governmental Funds	\$ 23,213
Noncash payroll expenses recognized in the statement of activities, but not in governmental fund accounting	-
Amounts reported for governmental activities in the statement of activities are different because governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	<u>27,980</u>
Change in net position of governmental activities	<u>\$ 51,193</u>

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

# **GRANT PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2017**

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### **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Grant Parish Library has been established under Louisiana Law in order to maintain a collection of books, periodicals, audio recordings, video recordings, and other media for the benefit of the Parish's citizens. The collection is made available to the public at branches located throughout Grant Parish. In addition, bookmobile and red carpet services are provided for patrons that do not have convenient access to the branch network. The Grant Parish Library is governed by the Board of Control, which is appointed by the Grant Parish Police Jury.

The accompanying policies conform to generally accepted accounting principles for governmental units.

### **Reporting Entity**

Governmental Accounting Standards Board established criterion for including a potential component unit within a reporting entity is financial accountability. Criteria to be considered in determining financial accountability are described as follows:

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the reporting entity to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the reporting entity.
2. Organizations for which the reporting entity does not appoint a voting majority but are fiscally dependent on the reporting entity.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Grant Parish Library is a component unit of the Grant Parish Police Jury. The accompanying component unit financial statements present information only on the funds maintained by the Grant Parish Library and do not present information on the police jury, the general government service provided by that governmental unit, or other governmental units that comprise the financial reporting entity.

### **Basic Financial Statements**

The basic financial statements include both government-wide and fund financial statements. Both government-wide and fund financial statements categorize all of the Library's operations as governmental activities. Governmental activities involve government services that are normally supported by taxes and intergovernmental revenues.

# **GRANT PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2017**

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The government-wide and fund financial statements present the Library's financial position and results of operations from differing perspectives which are described as follows:

### **Government-Wide Financial Statements**

The Statement of Net Position and the Statement of Activities display information about the Library as a whole. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services and any grants.

### **Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Library's major fund is the general fund. The general fund is the primary operating fund of the Library and is used to account for all resources.

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

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

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

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

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure.

### **Use of Estimates**

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

# **GRANT PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2017**

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### **Budget Practices**

The Board of Control adopts an annual budget for the general fund in the manner prescribed by State Law. These budgets present revenue and expenditures on a basis consistent with generally accepted accounting principles.

### **Capital Assets**

Capital assets include significant acquisitions of equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions.

All capital assets are reported at historical cost less accumulated depreciation. Depreciation is computed using the straight-line method and estimated useful lives that are based on the expected durability of the particular asset. Useful lives range from 5 to 40 years depending on the nature of the capital asset.

As permitted by generally accepted accounting principles, collections maintained by the Grant Parish Library have not been capitalized.

### **Cash**

Amounts reported as cash and cash equivalents (restricted and unrestricted) include all cash on hand, cash in bank accounts, certificates of deposit and highly liquid investments. The Library has not formally adopted deposit and investment policies that address specific types of risk to which the Library is exposed. In general, the Library manages risk as follows:

- Credit and custodial risk is limited by investing in FDIC insured instruments and requiring a pledge of investment securities to protect deposits in excess of FDIC limits.
- Interest rate risk is minimized by limiting the maturity duration associated with deposits.

### **Accrued Leave**

Full time Library employees earn vacation at rates that vary depending on the length of service. Unused vacation that employees are allowed to carry-forward is reported as long-term debt. Amounts attributable to governmental funds are reported as expenditures when the unused vacation is actually liquidated.

### **NOTE 2 – PROPERTY TAXES**

Property taxes are assessed based on values determined by the Grant Parish Tax Assessor. These taxes are billed and collected on behalf of the Library by the Grant Parish Sheriff's Office. For the year ended December 31, 2017 the Library has levied property taxes as follows:

	<u>Millage</u>	<u>Expiration</u>
Parish-wide Tax for improving, constructing, maintaining and operating public libraries in the Parish	10.54	2019

# **GRANT PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2017**

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Ad valorem taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from ad valorem taxes are recognized as revenue in the year billed.

### **NOTE 3 - CASH**

Deposits are stated at cost, which approximates market. Under state law, these deposits 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.

At December 31, 2017, the Library has \$159,732 in deposits (collected bank balance). These deposits are fully secured by FDIC insurance coverage.

### **NOTE 4 - RECEIVABLES**

Receivables at December 31, 2017, consisted entirely of amounts due from governmental sources, which are described as follows:

	<b>Ad Valorem Taxes</b>	<b>Revenue Sharing</b>	<b>Other</b>	<b>Total</b>
Grant Parish Sheriff's Office	\$ 475,403	\$ 30,769	\$ ----	\$ 506,172
Louisiana Probation and Parole	-	-	26,067	26,067
Total	<u>\$ 475,403</u>	<u>\$ 30,769</u>	<u>\$ 26,067</u>	<u>\$ 532,239</u>

### **NOTE 5 - CAPITAL ASSETS**

A summary of the Library's capital assets is provided as follows:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Disposals</b>	<b>Ending Balance</b>
Land	\$ 50,000	\$ ----	\$ ----	\$ 50,000
<b>Capital Assets Being Depreciated:</b>				
Furniture, Fixtures and Equipment	364,441	31,650	----	396,091
Less Accumulated Depreciation	(277,123)	(3,670)	----	(280,793)
Total Net of Depreciation	<u>\$ 87,318</u>	<u>\$ 27,980</u>	<u>\$ ----</u>	<u>\$ 115,298</u>

Depreciation expense for the year ended December 31, 2017 is \$3,670.

# **GRANT PARISH LIBRARY**

## **NOTES TO FINANCIAL STATEMENTS**

***December 31, 2017***

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### **NOTE 6 - RISK MANAGEMENT**

The Library is exposed to various risks of loss related to torts; theft, damage or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Library insures against these risks by participating in a public entity risk pool that operates as a common insurance program and by purchasing commercial insurance. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

### **NOTE 7 – ACCRUED LEAVE**

Resources provided by the general fund are used to liquidate the accrued leave balances. Accrued leave balances and activity are presented as follows. Activity during the year was minimal.

Beginning Balance	\$ 14,093
Net Increase (Decrease)	<u>-</u>
Ending Balance	<u>\$ 14,093</u>

### **NOTE 8 – OTHER MATTER**

Discoveries have revealed that over a period of approximately nine years, fraudulent charges were made by a former employee. The total for the entire nine-year period amounts to approximately \$26,000. Criminal charges have been filed, and the case is currently going through the judicial process.

Restitution was paid to the Library during early January 2018. This amount has been reported as a receivable for the current year.

# **Grant Parish Library**

## **Statement of Revenues, Expenditures and Changes in Fund Balances Budget and Actual Year Ended December 31, 2017**

	<u>Budget Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
<b><u>Revenues:</u></b>				
Ad Valorem Taxes	\$ 505,000	\$ 522,211	\$ 491,970	\$ (30,241)
State Revenue Sharing	42,086	42,000	46,153	4,153
Operating Grants	3,000	2,575	-	(2,575)
State Aid	-	-	-	-
Other	2,500	8,155	35,541	27,386
<b>Total revenues</b>	<b>552,586</b>	<b>574,941</b>	<b>573,664</b>	<b>(1,277)</b>
<b><u>Expenditures:</u></b>				
General Government				
Payroll & Related Benefits	318,665	316,686	307,691	8,995
Materials & Supplies	85,200	70,087	44,642	25,445
Repairs and Maintenance	70,000	53,000	21,832	31,168
Utilities	44,000	52,875	95,015	(42,140)
Legal & Professional	10,000	14,610	14,777	(167)
Small Equipment & Furnishings	5,000	9,183	11,310	(2,127)
Insurance	14,000	11,500	11,311	189
Capital Outlays	-	-	31,650	(31,650)
Travel & Other	12,600	9,918	12,223	(2,305)
<b>Total expenditures</b>	<b>559,465</b>	<b>537,859</b>	<b>550,451</b>	<b>(12,592)</b>
<b>Net Change in Fund Balances</b>	<b>(6,879)</b>	<b>37,082</b>	<b>23,213</b>	<b>(13,869)</b>

**Grant Parish Library**

**Schedule of Compensation, Benefits and Other Payments to Agency Head  
or Chief Executive Officer**

**Year Ended December 31, 2017**

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	<u>Deidre Fuqua</u>
<b>Purpose</b>	
Salary	\$ 48,216
Benefits-Retirement	5,786
Reimbursements - Travel Related	1,047

**Louisiana Law requires reporting compensation, benefits and reimbursements provided for the Agency Head or Chief Executive Officer. Deidre Fuqua, the Director of the Grant Parish Library serves as the Chief Executive Officer.**

# ROZIER, HARRINGTON & MCKAY

## CERTIFIED PUBLIC ACCOUNTANTS

1407 PETERMAN DRIVE • ALEXANDRIA, LOUISIANA 71301

**JOHN S. ROZIER, IV, CPA**  
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**M. DALE HARRINGTON, CPA**  
**RETIRED - 2005**

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June 10, 2018

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

To the Board of Control  
Grant Parish Library

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Grant Parish Library, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise Grant Parish Library's basic financial statements, and have issued our report thereon dated June 10, 2018.

#### **INTERNAL CONTROL OVER FINANCIAL REPORTING**

In planning and performing our audit of the financial statements, we considered the Grant Parish Library'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 Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Grant Parish Library's internal control.

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

-Members-

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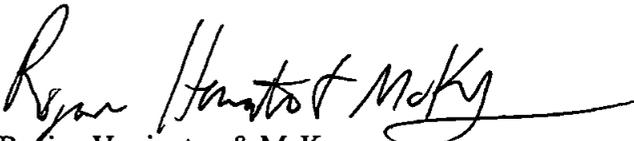
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

**COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the Grant Parish Library'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*.

**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.

  
Ryan Harrington & McKay  
Certified Public Accountants

# **GRANT PARISH LIBRARY**

## ***SCHEDULE OF FINDINGS AND QUESTIONED COST***

***For the Year Ended December 31, 2017***

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

- The Independent Auditors' Report on the basic financial statements of the Grant Parish Library as of December 31, 2017 and for the year then ended expressed an unmodified opinion.
- The audit did not disclose any instance which is considered to be a material weakness.
- The results of the audit disclosed no instances of noncompliance required to be reported in the Schedule of Findings and Questioned Cost.

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

- None

# **GRANT PARISH LIBRARY**

## **MANAGEMENT'S CORRECTIVE ACTION PLAN**

**For the Year Ended December 31, 2017**

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<b>SECTION I</b> <b>Internal Control And Compliance Material To The Financial Statements.</b>	
No findings were reported in the schedule of findings and questioned costs.	Response – N/A
<b>SECTION II</b> <b>Internal Control and Compliance Material to Federal Awards</b>	
No findings were reported in the schedule of findings and questioned costs.	Response – N/A
<b>SECTION III</b> <b>Management Letter</b>	
No management letter was issued with this report.	Response – N/A

# **GRANT PARISH LIBRARY**

## **SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COST For the Year Ended December 31, 2017**

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<b>SECTION I Internal Control And Compliance Material To The Financial Statements.</b>	
<p><b><u>2016-1: Evaluation of Supporting Documentation:</u></b> Prior to disbursing funds, supporting documentation should be reviewed in sufficient detail to identify inappropriate or fraudulent charges. Over a period of several years, disbursements by the Library included personnel items that were shipped directly to a former employee's residence. Total fraudulent charges during the period between 2008 and 2016 amounted to approximately \$26,000.</p> <p>Evaluation of documentation supporting these charges focused on analysis of vendor statements rather than detail invoices. This weakness in internal control was the primary factor that prevented fraudulent charges from being detected.</p>	<p><b><u>Resolved:</u></b> This matter was turned over to the Local District Attorney and the employee was terminated.</p>
<b>SECTION II Internal Control and Compliance Material to Federal Awards</b>	
No findings were reported in the schedule of findings and questioned costs.	Response – N/A
<b>SECTION III Management Letter</b>	
No management letter was issued with this report.	Response – N/A

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

# ROZIER, HARRINGTON & MCKAY

## CERTIFIED PUBLIC ACCOUNTANTS

1407 PETERMAN DRIVE • ALEXANDRIA, LOUISIANA 71301

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**M. DALE HARRINGTON, CPA**  
**RETIRED - 2005**

### Independent Accountant's Report On Applying Agreed-Upon Procedures

To the Grant Parish Library and  
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Grant Parish Library (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, 2017 through December 31, 2017. 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 results are presented in the accompanying Schedule of Procedures, Results and Managements' Response.

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.

  
Rozier, Harrington and McKay  
Certified Public Accountants  
Alexandria, Louisiana  
June 10, 2018

-Members-

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# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response**

<b>Written Policies and Procedures</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>1 Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions:</p> <ul style="list-style-type: none"><li>• Budgeting</li><li>• Purchasing</li><li>• Disbursements</li><li>• Receipts</li><li>• Payroll/Personnel</li><li>• Contracting</li><li>• Credit Cards</li><li>• Travel and expense reimbursements</li><li>• Ethics</li><li>• Debt</li></ul>	<p>The Grant Parish Library has adopted as set of comprehensive policies and procedures. The policies do not specifically address the suggested components.</p> <p>Debt service is not applicable because the Library has not issued any debt.</p>	<p>Despite the absence of written details, the Library has established policies and procedures that are clearly understood by personnel responsible for execution. In addition, we will consider the need to formally adopt the procedures that are in place and performing as intended.</p>

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response**

<b>Board (or Finance Committee)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>2 Obtain and review the board/committee minutes for the fiscal period, and:</p> <p>a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation</p> <p>b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis)</p> <p style="padding-left: 40px;">➤ If budgets are adopted that increase an existing deficit, is there a formal written plan to eliminate deficit spending and do the minutes indicate periodic monitoring of the plan?</p> <p>c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.</p>	<p>The governing board meet quarterly with a quorum.</p> <p>The minutes did not reference monthly budget-to-actual comparisons. Budgets adopted by the governing board did not increase existing deficits.</p> <p>Minutes addressed relevant non-budgetary financial information on a regular basis. .</p>	<p><i>The results did not include findings or criticisms.</i></p> <p>For the subsequent period, budget comparisons have been added to the information reviewed by the Board at the meetings.</p> <p><i>The results did not include findings or criticisms.</i></p>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response**

<b>Bank Reconciliations</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
3 Obtain a listing of client bank accounts from management	The Library maintains one bank account.	<i>The results did not include findings or criticisms.</i>
4 Using the listing provided by management, select a minimum of five (5) bank accounts and report whether:  a) Bank reconciliations have been prepared;  b) Bank reconciliations include evidence that a member of management or a board member has reviewed each bank reconciliation  c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.	The bank account has been reconciled monthly by the Director.  The bank reconciliations are included in the packet given to board members for each meeting. There was no evidence on the bank reconciliations that a board member reviewed them.  The amounts outstanding more than six months are limited to a few checks totaling \$124.12.	<i>The results did not include findings or criticisms.</i>  The review process by a board member will be documented in the future.  Due to the modest nature of the outstanding amounts, no formal research has been conducted.

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response**

<b>Collections</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>5 Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.</p> <p>6 Using the listing provided by management, select a minimum of five (5) cash collection locations, obtain written documentation and report whether:</p> <p>a) Each person responsible for collecting cash is:</p> <ul style="list-style-type: none"> <li>• bonded,</li> <li>• not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account</li> <li>• not required to share the same cash register or drawer with another employee.</li> </ul> <p>b) The entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.</p>	<p>The cash collection locations are Colfax, Dry Prong, Georgetown, Montgomery, and Pollock</p> <ul style="list-style-type: none"> <li>• Coverage for employee theft is maintained.</li> <li>• There is little segregation among responsibilities for collecting, preparing deposits and recording certain transactions.</li> <li>• Collections are held in a secure location that is accessible by multiple employees.</li> </ul> <p>An informal process is utilized and it is conducted by an employee that participates in other aspects of collections.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p>The size of the staff limits opportunities for segregation of duties. Risk is mitigated because substantially all collections are in the form of check.</p> <p>The absence of segregation is mitigated by a relatively small transaction volume, a limited number of revenue sources that are easily verified, revenues that conform to predictable patterns and refraining from transactions involving currency.</p>

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

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

<b>Collections</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:</p> <ul style="list-style-type: none"> <li>• Report whether the deposits were made within one day of collection.</li> <li>• Verify that daily cash collections are completely supported by documentation</li> </ul> <p>7 Obtain existing written documentation and report whether the entity has a process specifically defined to determine completeness of all collections by a person who is not responsible for collections.</p>	<p>Other than the main branch, which collects the ad valorem taxes and State Revenue Sharing in addition to late fees and other charges, all other branches only collect a modest amount of late fees and charges. Although each patron does receive a receipt for the transaction, due to such small amounts being collected deposits were only made monthly. Therefore, there it is not practical to determine the highest dollar cash collection week for each location.</p> <p>Management utilizes receipt records to determine that collections are complete. Although the process is functional, the procedures have not been formally documented are committed to written form.</p>	<p>For future years we have implemented procedures in which cash is deposited weekl.</p> <p>We have modified our procedures for the future to ensure cash collections are compete.</p>

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response**

<b>Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>8 Obtain a listing of entity disbursements from management</p>	<p>Management provided access to the general ledger system and files that reports all disbursement activity.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>9 Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:</p> <p>a) Purchases were initiated using a requisition/purchase order system.</p> <p>b) Purchase orders were approved by a person who did not initiate the purchase.</p> <p>c) Payments for purchases were not processed without</p> <ul style="list-style-type: none"> <li>• An approved requisition and/or purchase order</li> <li>• A receiving report showing receipt of goods purchased,</li> <li>• An approved invoice.</li> </ul>	<p>Procedures for processing disbursements do not include provisions for requisitions, purchase orders, or receiving reports. Each transaction processed was supported by an invoice or similar supporting documentation.</p>	<p>Due to the small transaction volume management is capable of monitoring approval and receipts without the need for formal requisitions, purchase orders, or receiving reports. Invoices are reviewed for approval and receipt considerations before disbursements are made. Furthermore, an outside vendor prepares all payments based on invoices submitted.</p>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

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

<b>Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
10 Using entity documentation report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.	There are no formal restrictions associated with adding vendors.	Due to the Library's limited resources including a small size of its administrative staff, it is not practical to inhibit access to portions of the accounting system.
11 Using entity documentation report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.	The Librarian authorizes and initiates each purchase, has signature authority, and records purchases.	Due to the small transaction volume management the Librarian must perform all tasks.
12 Inquire of management and observe whether the supply of unused checks or blank check stock is maintained in a locked location, with access restricted to those persons that do not have signatory authority.	Checks are in a location that is not easily accessible to unauthorized personnel.	Due to the Library's limited resources including a small size of its administrative staff, it is not practical to prohibit access by administrative personnel.
13 If a signature stamp or signature machine is used, inquire of the signer whether his or her signature and any signed checks are maintained under his or her control or is used only with the knowledge and consent of the signer.	There is no signature stamp.	<b><i>The results did not include findings or criticisms.</i></b>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response**

<b>Credit Cards/Debit Cards/Fuel Cards/P-Cards</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>14 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards).</p> <p>15 Select the monthly statement or combined statement with the largest dollar activity for each card and:</p> <p style="padding-left: 20px;">a) Is there evidence that the monthly statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.</p> <p style="padding-left: 20px;">b) Report whether finance charges and/or late fees were assessed on the selected statements</p> <p>16 Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).</p> <p style="padding-left: 20px;">a) Obtain supporting documentation for all transactions for each of the 10 cards selected by:</p> <ul style="list-style-type: none"> <li>• An original itemized receipt</li> <li>• Documentation of the business/public purpose</li> <li>• Other documentation that may be required by written policy</li> </ul>	<p>A total of 2 accounts were identified.</p> <p>The credit card activity is included in the information provided to the board members each meeting. The documentation did not include evidence of approval.</p> <p>The statement did not include any finance charges or late fees.</p> <p>Documentation was available to support 84.2% of the credit card purchases. Undocumented purchases consisted of \$155.79.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p>The transactions were subject to review by the board members but the process was not documented. In the future, documentation will include initials of the finance committee members.</p> <p><i>The results did not include findings or criticisms.</i></p> <p>We will attempt to identify practical means of obtaining itemized receipts for all transactions regardless of how insignificant the amount may be.</p>

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

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

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<b>Credit Cards/Debit Cards/Fuel Cards/P-Cards</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
b) Compare the transaction's detail to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law	None of the purchases were subject to Public Bid Law requirements.	<i>The results did not include findings or criticisms.</i>
c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution	None of the purchases appeared to be a loan, pledge, or donation of funds, credit, property, or things of value	<i>The results did not include findings or criticisms.</i>

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response**

<b>Travel and Expense Reimbursement</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
17 Obtain from management a listing of all travel and related expense reimbursements, by person.	The list was compiled from general ledger detail provided from travel and related expense accounts.	<i>The results did not include findings or criticisms.</i>
18 Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration and report any amounts that exceed GSA rates.	The amounts reimbursed were less than the GSA rates.	<i>The results did not include findings or criticisms.</i>
19 Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:  a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.	All reimbursements were at or below GSA rates.	<i>The results did not include findings or criticisms.</i>

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

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

<b>Travel and Expense Reimbursement</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>b) Report whether each expense is supported by:</p> <ul style="list-style-type: none"> <li>• An original itemized receipt that identifies precisely what was purchased.</li> <li>• Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).</li> <li>• Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)</li> </ul>	<p>Transactions were supported by adequate documentation that demonstrated business purpose.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.</p>	<p>None of the reimbursement received represented a loan, pledge, or donation of funds, credit, property, or things of value</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.</p>	<p>No evidence of approval by a party that was not involved in the transaction was available.</p>	<p>In the future, we will make efforts to more thoroughly document the approval process.</p>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

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

<b>Contracts</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
20 Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments.	We were given access to the general ledger and able to sort/filter for contract payments.	<i>The results did not include findings or criticisms.</i>
21 Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:  a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.  b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:  <ul style="list-style-type: none"> <li>• If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements.</li> <li>• If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.</li> </ul> c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.	Arrangements were documented in a formal written contract.  The contracts were not subject to the public bid law. The contracts subject to testing were each for professional services or rental of office space. Due to the subjective nature of the services and office space requirements factors other than price were considered in awarding the contract.  None of the contracts evaluated were subject to amendments or change orders.	<i>The results did not include findings or criticisms.</i>  <i>The results did not include findings or criticisms.</i>  <i>The results did not include findings or criticisms.</i>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

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

<b>Contracts</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.</p> <p>e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).</p>	<p>The invoice and related payments were consistent with the contract terms.</p> <p>Policies and procedures did not require specific approval by the governing board.</p>	<p><b><i>The results did not include findings or criticisms.</i></b></p> <p>Rather than specifically approving each contract, the Board provided funding in the budget for the contracts that were subject to testing. We believe that this process provides an appropriate level of oversight for the contracting process.</p>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response**

<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>22 Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:</p> <p>a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.</p> <p>b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.</p>	<p>The Library's personnel are not subject to employment contracts. Rates of pay were consistent with amounts specified by the personnel policy or other applicable sources of approval.</p> <p>There were no modifications in pay during the period.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p>
<p>23 Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:</p>		

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

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

<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>a) Report whether 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.)</p>	<p>Where applicable, attendance and leave were documented on time sheets.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.</p>	<p>Where applicable, attendance records included supervisor's approval.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.</p>	<p>Leave taken as reported on attendance records was deducted from the employees leave balance maintained on their leave worksheet.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>24 Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.</p>	<p>Payments made were consistent with the terms of the personnel policy</p>	<p><i>The results did not include findings or criticisms.</i></p>

**Grant Parish Library**

**Statewide Agreed-Upon Procedures**

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

<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
25 Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.	Payroll taxes and retirement contributions are made by the Grant Parish Policy Jury.	<i>The results did not include findings or criticisms.</i>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response**

<b>Ethics</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
26 Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.	Each of the selected employees had the required ethics training.	<i>The results did not include findings or criticisms.</i>
27 Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.	According to management there were no alleged ethics violations.	<i>The results did not include findings or criticisms.</i>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response**

<b>Debt Service</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
28 If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.	The Library does not have any debt.	<i>The results did not include findings or criticisms.</i>
29 If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.	The Library does not have any debt.	<i>The results did not include findings or criticisms.</i>
30 If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.	The Library does not have any debt.	<i>The results did not include findings or criticisms.</i>

# **Grant Parish Library**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response**

<b>Other</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
31 Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	No misappropriations were identified.	<i>The results did not include findings or criticisms.</i>
32 Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at <a href="http://www.la.gov/hotline">www.la.gov/hotline</a> ) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.	Management asserts that the notice is posted at all of the Library Branches. Rozier, Harrington, and McKay has seen the notice posted at the Colfax Branch and on the website.	<i>The results did not include findings or criticisms.</i>
33 If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.	No exceptions were identified.	<i>The results did not include findings or criticisms.</i>