

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Basic Financial Statements
With Accountant's Review Report
and Agreed-Upon Procedures Report
As of and for the Year Ended
December 31, 2017

CALDWELL PARISH LIBRARY
Columbia, Louisiana

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and Agreed-Upon Procedures Report
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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Accountant's Review Report

CALDWELL PARISH LIBRARY
Columbia, Louisiana

I have reviewed the accompanying financial statements of the governmental activities of the Caldwell Parish Library as of and for the year ended December 31, 2017, which collectively comprise the library's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of Caldwell Parish Library. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

The management of Caldwell Parish Library is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

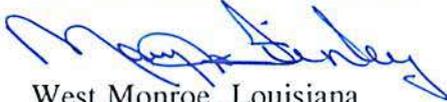
My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

CALDWELL PARISH LIBRARY
Columbia, Louisiana
Independent Accountants Review Report
December 31, 2017

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 6 through 9 and 31 through 32, and the schedule of the Library's proportionate share of the net pension liability on pages 33 through 34, be presented to supplement the basic financial statements. 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information was not audited, reviewed, or compiled by me, and I do not express an opinion or provide any assurance on it.

The schedule of compensation, benefits, and other payments to agency head on page 36 is presented for purposes of additional analysis and is not a required part of the basic financial statements. In my opinion, the information is fairly stated in all material respects, in relation to the basic financial statements as a whole.



West Monroe, Louisiana
May 18, 2018

**REQUIRED SUPPLEMENTARY INFORMATION
PART I**

CALDWELL PARISH LIBRARY
Columbia, Louisiana
Management's Discussion and Analysis
December 31, 2017

As management of the Caldwell Parish Library, we offer readers of the Caldwell Parish Library's financial statements this narrative overview and analysis of the financial activities of the Caldwell Parish Library for the fiscal year ended December 31, 2017. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Overview of the Financial Statements

This Management Discussion and Analysis document introduces the Caldwell Parish Library's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the library's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Caldwell Parish Library's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Caldwell Parish Library's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Caldwell Parish Library is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets 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 unused, sick 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 Caldwell Parish Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Caldwell Parish Library are 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 fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Caldwell Parish Library adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Caldwell Parish Library's performance.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Caldwell Parish Library exceeded liabilities by \$1,618,989. Approximately 16% of the Caldwell Parish Library's net assets reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending.

The balance in unrestricted net assets is affected by two factors: 1) resources expended, over time, by the Caldwell Parish Library to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets.

STATEMENT OF NET POSITION		2017	2016
ASSETS			
Cash and cash equivalents		\$993,649	\$1,003,825
Receivables		403,282	424,719
Capital assets (net of accumulated depreciation)		261,828	172,044
TOTAL ASSETS		1,658,759	1,600,588
DEFERRED OUTFLOW OF RESOURCES - Pension related		51,693	172,403
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		\$1,710,452	\$1,772,991
LIABILITIES			
Accounts payable		\$17,358	\$25,229

Payroll taxes payable		
Net pension liability	<u>\$37,407</u>	<u>\$143,099</u>
TOTAL LIABILITIES	<u>54,765</u>	<u>168,328</u>
DEFERRED INFLOWS OF RESOURCES - Pension related	36,698	47,846
NET POSITION		
Invested in capital assets, net of related debt	261,828	172,044
Unrestricted	<u>1,357,161</u>	<u>1,384,773</u>
TOTAL NET POSITION	<u>\$1,618,989</u>	<u>\$1,556,817</u>

STATEMENT OF ACTIVITIES

	<u>2017</u>	<u>2016</u>
Culture and recreation:		
Personal services	\$187,610	\$195,442
Operating services	121,827	91,087
Materials and supplies	13,093	19,464
Travel	16,782	16,636
Depreciation expense	45,125	49,964
Total Program Expenses	<u>384,437</u>	<u>372,593</u>
Program revenues:		
Fines and forfeitures	5,335	3,305
Net Program Expenses	<u>(379,102)</u>	<u>(369,288)</u>
General revenues		
Taxes - ad valorem	423,485	441,740
Intergovernmental:		
State revenue sharing	7,632	10,770
Interest earned	5,134	1,148
Other revenue	5,023	10,646
Total general revenues	<u>441,274</u>	<u>464,304</u>
Change in Net Position	<u>62,172</u>	<u>95,016</u>
Net Position - Beginning of the year	<u>1,556,817</u>	<u>1,461,801</u>
Net Position - End of year	<u>\$1,618,989</u>	<u>\$1,556,817</u>

Financial Analysis of the Government's Funds

As noted earlier, the Caldwell Parish Library 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 inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2017, the general fund's governmental fund balances of \$1,397,573 showed a decrease of \$23,742 over December 31, 2016.

General Fund Budgetary Highlights

Differences between revenues of the original budget and the final budget were due primarily to a decrease in state revenue sharing and increases in ad valorem tax, fines and forfeitures, and use of money and property. The major differences between expenditures in the original budget and the final budget were due to an increase in operating services and capital outlay and decreases in personal services, materials and supplies and travel and other charges.

Capital Asset and Debt Administration

Capital assets. The Caldwell Parish Library's investment in capital assets for its governmental activities as of December 31, 2017, amounts to \$261,828 (net of accumulated depreciation). This investment includes furniture and equipment, automation and library materials. The increase in capital assets for the year was \$134,909, and there was a decrease of \$56,503.

Long-term debt. At the end of the fiscal year, Caldwell Parish Library had debt outstanding of \$37,407 for Net Pension Liability.

Requests for Information

This financial report is designed to provide a general overview of the Caldwell Parish Library's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Caldwell Parish Library, P.O. Box 1499, Columbia, LA 71418.

May 18, 2018

BASIC FINANCIAL STATEMENTS

CALDWELL PARISH LIBRARY
Columbia, Louisiana

STATEMENT OF NET ASSETS
December 31, 2017

ASSETS	
Cash and cash equivalents	\$993,649
Receivables - ad valorem taxes	403,282
Capital assets (net of accumulated depreciation)	<u>261,828</u>
TOTAL ASSETS	<u>1,658,759</u>
DEFERRED OUTFLOW OF RESOURCES	
Pension related	<u>51,693</u>
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	<u><u>\$1,710,452</u></u>
LIABILITIES	
Accounts payable	\$17,358
Net pension liability	<u>37,407</u>
TOTAL LIABILITIES	<u>54,765</u>
DEFERRED INFLOWS OF RESOURCES	
Pension related	36,698
NET ASSETS	
Invested in capital assets, net of related debt	261,828
Unrestricted	<u>1,357,161</u>
TOTAL NET ASSETS	1,618,989
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u><u>\$1,710,452</u></u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

STATEMENT OF ACTIVITIES
December 31, 2017

Culture and recreation:	
Personal services	\$187,610
Operating services	121,827
Materials and supplies	13,093
Travel and other charges	16,782
Depreciation expense	45,125
Total Program Expenses	<u>384,437</u>
Program revenues -	
Fines and forfeitures	5,335
Total program revenues	<u>5,335</u>
Net Program Expenses	<u>(379,102)</u>
General revenues:	
Taxes - ad valorem	423,485
Intergovernmental - state revenue sharing	7,632
Interest earned	5,134
Other revenue	5,023
	<u>62,172</u>
Change in Net Assets	
Net Assets - Beginning of year	<u>1,556,817</u>
Net Assets - End of year	<u>\$1,618,989</u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana
GOVERNMENTAL FUNDS

Balance Sheet, December 31, 2017

ASSETS

Cash and cash equivalents	\$993,649
Receivables - ad valorem taxes	<u>403,282</u>
TOTAL ASSETS	<u>\$1,396,931</u>

LIABILITIES AND FUND EQUITY

Liabilities -	
Accounts payable	<u>\$17,358</u>
Total liabilities	17,358
Fund Equity - fund balances - unassigned	<u>1,379,573</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$1,396,931</u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Reconciliation of Governmental Funds
Balance Sheet to the Statement of Net Assets

For the Year Ended December 31, 2017

Total Fund Balances at December 31, 2017 - Governmental Funds (Statement C)		<u>\$1,379,573</u>
Deferred outflows of resources		51,693
Cost of capital assets at December 31, 2017	\$1,083,902	
Less: Accumulated depreciation as of December 31, 2017	<u>(822,074)</u>	<u>261,828</u>
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Net pension liability		(37,407)
Deferred inflows of resources		<u>(36,698)</u>
Net Assets at December 31, 2017 (Statement A)		<u><u>\$1,618,989</u></u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Year Ended December 31, 2017

REVENUES

Ad valorem taxes	\$423,485
Intergovernmental revenues - state revenue sharing	7,632
Fines and forfeitures	5,335
Use of money and property	5,134
Other revenue	3,681
Total revenues	<u>445,267</u>

EXPENDITURES

Culture and recreation:	
Current:	
Personal services	182,398
Operating services	121,827
Materials and supplies	13,093
Travel and other charges	16,782
Capital outlay	134,909
Total expenditures	<u>469,009</u>

EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(23,742)
FUND BALANCE AT BEGINNING OF YEAR	<u>1,403,315</u>
FUND BALANCE AT END OF YEAR	<u>\$1,379,573</u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Reconciliation of Governmental Funds
Statement of Revenue, Expenditures, and Changes
in Fund Balances to the Statement of Activities

For the Year Ended December 31, 2017

Total net change in fund balances - governmental funds (Statement D)	(\$23,742)
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	89,784
Non-employer contributions to cost-sharing pension plan	1,342
Pension expense	<u>(5,212)</u>
Change in net assets of governmental activities (Statement B)	<u><u>\$62,172</u></u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Caldwell Parish Library was established by the Caldwell Parish Police Jury, under the provisions of Louisiana Revised Statute 25:211. The library provides citizens of the parish access to library materials, books, magazines, records, and films. The library is governed by a board of control which is appointed by the parish police jury in accordance with the provisions of Louisiana Revised Statute 25:214. The members of the board of control serve without compensation.

The accompanying financial statements of the Caldwell Parish Library have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued June 1999.

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Caldwell Parish Police Jury is the financial reporting entity for Caldwell Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Caldwell Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury 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 police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.

CALDWELL PARISH LIBRARY

Columbia, Louisiana

Notes to the Financial Statements (Continued)

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.

Because the police jury appoints the library board of control and the library provides services to all residents of Caldwell Parish, the Caldwell Parish Library was determined to be a component unit of the Caldwell Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the library and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

The library's basic financial statements include both government-wide (reporting the library as a whole) and fund financial statements (reporting the library's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the library are classified as governmental.

The Statement of Net Assets (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the library.

In the Statement of Net Assets, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net assets are reported in three parts; invested in capital assets, net of any related debt; restricted net assets; and unrestricted net assets. The library first uses restricted resources to finance qualifying activities.

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the library's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the library's general revenues.

CALDWELL PARISH LIBRARY

Columbia, Louisiana

Notes to the Financial Statements (Continued)

Allocation of Indirect Expenses - The library reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Indirect expenses of other functions are not allocated to those functions but are reported separately in the Statement of Activities. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the library are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the library. The focus of governmental fund financial statements is on major funds rather than reporting funds by type.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. The library's current operations require the use of only governmental funds. The governmental fund type used by the library is described as follows:

Governmental Fund Type

General Fund - The General Fund is the principal fund of the library and is used to account for the operations of the library's office. The various fees and charges due to the library's office are accounted for in this fund. General operating expenditures are paid from this fund.

D. BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

1. Accrual:

The governmental type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. Modified Accrual:

The governmental fund financial statements are presented on the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The library considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

CALDWELL PARISH LIBRARY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

Fees, fines, and forfeitures are recorded when the library is entitled to the funds.

Interest income on time deposits is recorded when the time deposits have matured and the interest is available.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees, fines, and forfeitures have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. CASH AND CASH EQUIVALENTS

Under state law, the library may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2017, the library has cash and cash equivalents (book balances) totaling \$993,649.

Petty cash	\$50
Demand deposits	365,284
Time deposits	<u>628,315</u>
Total	<u><u>\$993,649</u></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. Cash and cash equivalents (bank balances) at December 31, 2017, are secured as follows:

Bank balances	<u>\$1,026,197</u>
Federal deposit insurance	\$753,720
Pledged securities (uncollateralized)	<u>289,816</u>
Total	<u><u>\$1,043,536</u></u>

CALDWELL PARISH LIBRARY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the library, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106. However, 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 library that the fiscal agent bank has failed to pay deposited funds upon demand. Further, LRS 39:1224 states that securities held by a third party shall be deemed to be held in the library's name.

F. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the library, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and building improvements	20 - 40 years
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

G. ANNUAL AND SICK LEAVE

Employees receive from ten to twenty-two days of vacation leave each year, depending on length of service and professional status. Sick leave is earned at the rate of ten days each year and employees may accumulate sick leave. There is no maximum number of sick days that can be accumulated.

H. RISK MANAGEMENT

The library is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; and injuries to employees. To handle such risk of loss, the library

CALDWELL PARISH LIBRARY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

maintains a commercial insurance policy covering property, general liability, employee fidelity, and workmen’s compensation. No claims were paid on any of the policies during the past three years which exceeded the policies’ coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2017.

I. PENSION PLANS

The Caldwell Parish Library is a participating employer in a cost-sharing, multiple-employer defined benefit pension plan as described in Note 5. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plan’s fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments have been reported at fair value within the plan.

2. LEVIED TAXES

The ad valorem tax millage levied by the library was 6.95 mills for the year ended December 31, 2017. The authorized millage for the is 7.13 mills. The current tax expires in 2022. The difference between authorized and levied millages is the result of reassessments of taxable property within the parish as required by Article 7, Section 18 of the Louisiana Constitution of 1974. The following are the principal taxpayers for the parish and their 2017 assessed valuation:

	2017 Assessed Valuation	% of Total Assessed Valuation
Regency Intrastate	\$21,410,689	28.24%
Texas Gas Transmission Corp.	6,219,950	8.20%
Union Pacific Railroad Company	2,959,980	3.90%
Entergy Louisiana, Inc	2,799,090	3.69%
Homeland Federal Savings Bank	1,323,736	1.75%
Weyerhaeuser Company	1,297,796	1.71%
Caldwell Bank & Trust Company	1,193,444	1.57%
Bellsouth Telecommunications	1,076,380	1.42%
Citizens Progressive Bank	658,958	0.87%
OSR Oil & Gas Corp	601,148	0.79%
Total	<u>\$39,541,171</u>	<u>52.15%</u>

CALDWELL PARISH LIBRARY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

3. RECEIVABLES

The General Fund receivables of \$403,282 at December 31, 2017, are as follows:

Class of receivables:

Taxes - ad valorem	\$395,801
Intergovernmental revenues - State revenue sharing (net)	7,481
Total	<u>\$403,282</u>

4. CHANGES IN CAPITAL ASSETS

A summary of changes in capital assets for the year ended December 31, 2017, follows:

	Balance at January 1,	Additions	Deletions	Balance at December 31,
Land	\$20,000	\$95,000		\$115,000
Buildings	260,765			260,765
Furniture	27,178			27,178
Equipment	173,271	7,400	(\$42,869)	137,802
Books	524,282	32,509	(13,634)	543,157
Total	<u>1,005,496</u>	<u>134,909</u>	<u>(56,503)</u>	<u>1,083,902</u>
Less accumulated depreciation	<u>(833,452)</u>	<u>(44,349)</u>	<u>55,727</u>	<u>(822,074)</u>
Net capital assets	<u>\$172,044</u>	<u>\$90,560</u>	<u>(\$776)</u>	<u>\$261,828</u>

5. NOTE DISCLOSURES AND REQUIRED SUPPLEMENTARY INFORMATION FOR A COST-SHARING EMPLOYER

The Caldwell Parish Library 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 Library 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:

CALDWELL PARISH LIBRARY
Columbia, Louisiana
Notes to the Financial Statements (Continued)

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.

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 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, 2017, the Caldwell Parish Library's total payroll for all employees was \$141,432. Total covered payroll was \$107,715. Covered payroll refers to all compensation paid by the Caldwell Parish Library 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, 2017, the actual employer contribution rate was 12.5% 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 Library

CALDWELL PARISH LIBRARY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

to the System monthly. The Caldwell Parish Library's contributions to the System under Plan A for the year ending December 31, 2017 were \$14,746.

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

At December 31, 2017, the Employer reported a liability of \$37,407 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of December 31, 2016 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 Policy Jury's proportion of the Net Pension Liability was based on a projection of the Library's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2016, the Library's proportion was 0.018163%, which was a decrease of 0.0362% from its proportion measured as of December 31, 2015.

For the year ended December 31, 2017, the Caldwell Parish Library recognized pension expense of \$14,746 plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions, which was \$5,212. Total pension expense for the Caldwell Parish Library for the year ended December 31, 2017 was \$19,958.

At December 31, 2017, the Caldwell Parish Library 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
Beginning balance	\$177,644	\$53,087
Change in system deferred outflows and inflows	(126,694)	
Changes in proportionate share		(16,196)
Difference between actual contributions and proportionate share of contributions		(193)
Contributions for the measurement period	(14,003)	
Contributions subsequent to the measurement date	14,746	
Total	\$51,693	\$36,698

The \$14,746 reported as deferred outflows of resources related to pensions resulting from the Caldwell Parish Library contributions subsequent to the measurement date will be recognized as a reduction of Net

CALDWELL PARISH LIBRARY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

Pension Liability in the year ended December 31, 2017. 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,	
2017	\$8,750
2018	\$9,483
2019	\$7,142
2020	(\$786)

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2016, are as follows:

Valuation Date	December 31, 2016
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	7.00%, per annum
Salary increases	5.25% (2.75% merit, 2.5% inflation)
Inflation rate	2.5%, per annum
Mortality rates	RP-2000 Employees Sex Distinct Table for Employees RP-2000 Healthy Annuitant Sex Distinct Table annuitants and beneficiaries RP-2000 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	4 years for Plan A
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.

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)

CALDWELL PARISH LIBRARY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

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 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 and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2016 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed income	35%	1.24%
Equity	52%	3.63%
Alternatives	11%	0.67%
Real Assets	2%	0.12%
Totals	100%	5.66%
Inflation		2.00%
Expected arithmetic nominal return		7.66%

Discount Rate

The discount rate used to measure the total pension liability 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.

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

The following presents the Caldwell Parish Library's proportionate share of the net pension liability calculated using the discount rate of 7.00%, as well as what the Library's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.00%) or one percentage-point higher (8.00%) than the current rate:

CALDWELL PARISH LIBRARY
 Columbia, Louisiana
 Notes to the Financial Statements (Continued)

	1.0% Decrease (6.00%)	Current Discount Rate (7.00%)	1.0% Increase (8.00%)
Employer's proportionate share of net pension liability	\$11,899	\$37,407	(\$25,579)

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.

6. LITIGATION AND CLAIMS

The Caldwell Parish Library is not involved in any litigation at December 31, 2017, nor is it aware of any unasserted claims.

REQUIRED SUPPLEMENTARY INFORMATION

PART II

CALDWELL PARISH LIBRARY
Columbia, Louisiana

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended December 31, 2017

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
Taxes - ad valorem	\$385,250	\$390,000	\$423,485	\$33,485
Intergovernmental revenues -				
State revenue sharing	10,500	7,200	7,632	432
Fines and forfeitures	3,000	4,550	5,335	785
Use of money and property		5,100	5,134	34
Other revenue	1,050	1,180	3,681	2,501
Total revenues	<u>399,800</u>	<u>408,030</u>	<u>445,267</u>	<u>37,237</u>
EXPENDITURES				
Current:				
Culture and recreation:				
Personal services	209,260	186,110	182,398	3,712
Operating services	90,375	129,850	121,827	8,023
Materials and supplies	20,000	8,000	13,093	(5,093)
Travel and other charges	2,500	1,500	16,782	(15,282)
Capital outlay	75,750	134,600	134,909	(309)
Total expenditures	<u>397,885</u>	<u>460,060</u>	<u>469,009</u>	<u>(8,949)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	1,915	(52,030)	(23,742)	28,288
FUND BALANCE AT BEGINNING OF YEAR	<u>572,795</u>	<u>572,795</u>	<u>1,403,315</u>	<u>830,520</u>
FUND BALANCE AT END OF YEAR	<u>\$574,710</u>	<u>\$520,765</u>	<u>\$1,379,573</u>	<u>\$858,808</u>

See accompanying note to budgetary comparison schedule.

Caldwell Parish Library
Columbia, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Caldwell Parish Library during the month of December for comments from taxpayers. The budget is then legally adopted by the board and amended during the year, as necessary. The budget is established and controlled by the board at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts. There was one budget amendment for the year.

Caldwell Parish Library
Schedule of Employer's Share of Net Pension Liability
December 31, 2017

Actuarial Valuation Date	Employer Proportion of the Net Pension Liability (Asset)	Employer 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 Position as a Percentage of the Total Pension Liability
December 31, 2014	0.013913%	\$3,804	\$92,269	4.12%	99.15%
December 31, 2015	0.054363%	\$143,099	\$107,715	132.85%	92.23%
December 31, 2016	0.018163%	\$37,407	\$117,964	31.71%	94.15%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Caldwell Parish Library
Schedule of Employer Contributions
December 31, 2017

Actuarial Valuation Date	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
December 31, 2014	\$13,379	\$13,379	\$0	\$92,269	14.50%
December 31, 2015	\$14,003	\$14,003	\$0	\$107,715	13.00%
December 31, 2016	\$14,746	\$14,746	\$0	\$117,964	12.50%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

OTHER SUPPLEMENTARY INFORMATION

PART III

CALDWELL PARISH LIBRARY
Columbia, LouisianaSchedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2017

TAMMI HARTSFIELD, LIBRARIAN

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$63,856
Benefits - retirement	7,982
Benefits - insurance	16,128
Medicare	1,852
Travel - mileage reimbursement	1,076
Continuing education fees	389
Housing and lodging	454
Association dues	35

**Independent Accountant's Report on Applying
Agreed-Upon Procedures**

The following independent Accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Member:
American Institute of
Certified Public Accountants
Society of Louisiana Certified
Public Accountants

MARY JO FINLEY, CPA, INC.
A PROFESSIONAL ACCOUNTING CORPORATION
116 Professional Drive - West Monroe, LA 71291
Phone (318) 329-8880 - Fax (318) 239-8883

Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

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

CALDWELL PARISH LIBRARY
Columbia, Louisiana

I have performed the procedures enumerated below, which were agreed to by the Caldwell Parish Library and the Legislative Auditor, on the Library's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2017, as required by Louisiana Revised Statute and the Louisiana Governmental Audit Guide. Management of the Caldwell Parish Library is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of the procedures is solely the responsibility of the specified parties. Consequently, I make no representation regarding the sufficiency of the procedures enumerated 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:

Public Bid Law

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, or public works exceeding \$154,450. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

A review was made of all disbursement journals for the year. That review disclosed two expenditures during the period under examination for materials and supplies exceeding \$30,000, and no expenditures were disclosed for public works exceeding \$154,450. I examined documentation which indicated that these expenditures were made in accordance with R.S. 38:2211 - 2296.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the code of ethics).

Management provided me with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided me with the required list.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

None of the contracted parties included on the list provided by management in agreed-upon procedure 3 above appeared on the list provided by management in agreed-upon procedure 2 above.

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

Budgeting

6. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget and amendment.

7. Trace the documentation for the adoptions of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

I traced the adoption of the original budget to proper documentation and the one budget amendment to proper documentation.

Caldwell Parish Library
Columbia, Louisiana
Independent Accountant's Report on
Applying Agreed Upon Procedures,
December 31, 2017

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceed budgeted amounts by 5% or more.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues did not fail to meet budgeted amounts by 5% or more, and actual expenditures did not exceed budgeted amounts by 5%.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly selected 6 disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:
 - (a) Report whether the six disbursements agree to the total amount and the payee in the supporting documentation.
 - (b) Report whether the six disbursements were coded to the correct fund and general ledger account.
 - (c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

An examination of six randomly selected disbursements disclosed the following:

- (a) The six selected disbursements were for the proper amount as reflected on supporting documentation and were made to the correct payee.
- (b) The six payments were coded to the correct fund and general ledger account.
- (c) Inspection of supporting documentation for the six disbursements indicated all of the disbursements had approval from a board member.

Meetings

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the opening meetings law) and report whether there are any exceptions.

Caldwell Parish Library
Columbia, Louisiana
Independent Accountant's Report on
Applying Agreed Upon Procedures,
December 31, 2017

I inquired of management whether agendas for meetings were posted at the meeting place at least twenty-four hours prior to the meeting. Management stated that agendas were posted and a copy is retained with the minutes. From examination of these notices I determined that the date and time of posting is written on the notice to indicate compliance.

Debt

11. Obtain bank deposits for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

I inspected all deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness. Discussion with agency personnel also disclosed no debt proceeds.

Advances and Bonuses

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

A review of the library's files for the year indicated no approval for payment of bonuses, advances, or gifts. I also inspected disbursements journals for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

State Audit Law

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Library's report was due by June 30, 2018, and was submitted May 18, 2018.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1A(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The Library did not enter into any contracts during the test period.

Caldwell Parish Library
Columbia, Louisiana
Independent Accountant's Report on
Applying Agreed Upon Procedures,
December 31, 2017

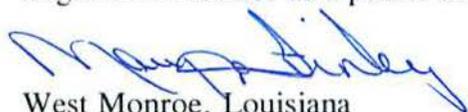
Prior-Year Comments

15. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

Our prior year report, dated June 6, 2017, included several suggestions, exceptions, recommendations, or comments. These were corrected and not repeated in the current year.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United State Comptroller General. I am not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion or conclusion, respectively, on the library's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, or other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Library's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Legislative Auditor as a public document.



West Monroe, Louisiana
May 18, 2018

Louisiana Attestation Questionnaire

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the questionnaire.

Mary Jo Finley, CPA, Inc.
116 Professional Drive
West Monroe, LA 71291

Mary Jo Finley, CPA, Inc.,

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2017 and the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

These representations are based on information available to us as of May 18, 2018.

PUBLIC BID LAW

1. It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No N/A

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1124.

Yes No N/A

3. It is true no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980 under circumstances which would constitute a violation of R.S. 42:1119.

Yes No N/A

BUDGETING

4. We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes No N/A

ACCOUNTING AND REPORTING

5. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes No N/A

6. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 were applicable.

Yes No N/A

7. We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No N/A

8. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1A(2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No N/A

9. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No N/A

MEETINGS

10. We have complied with the provisions of the Open Meetings Law, R.S. 42:11 through 42:28.

Yes No N/A

DEBT

11. It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60 - 1410:65.

Yes [X] No [] N/A []

ADVANCES AND BONUSES

12. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [X] No [] N/A []

PRIOR-YEAR COMMENTS

13. We have resolved all prior-year recommendations and/or comments.

Yes [X] No [] N/A []

GENERAL

14. We are responsible for my compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [X] No [] N/A []

15. We have evaluated my compliance with these laws and regulations prior to making these representations.

Yes [X] No [] N/A []

16. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes [X] No [] N/A []

17. We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes [X] No [] N/A []

18. We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible non compliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes [X] No [] N/A []

19. We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of my report.

Yes [X] No [] N/A []

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



May 18, 2018

Date