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## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Aldermen  
Town of Vivian  
Vivian, Louisiana

We have performed the procedures enumerated below, which were agreed to by management of the Town of Vivian, regarding credit card charges and certain disbursements from the Town's bank accounts during the periods identified below. Town of Vivian's management is responsible for the credit card information for Town of Vivian credit cards and charge accounts and for disbursements from the Town of Vivian's bank accounts and other information identified in the agreed-upon procedures. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we 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:

1. **Procedure performed:** Obtained all bank statements / accounts for the dates of May 7, 2018, to August 10, 2018. Examined disbursements from those accounts for payments to the Town's bookkeeper. Examined supporting documentation for those payments for compliance with the Town's policies and procedures. In addition, examined other withdrawals (non-check disbursements) noted on the bank statements for compliance with the Town's policies and procedures.

**Findings:** The following exceptions were noted:

- A. Other withdrawals (non-check disbursements) were noted on the bank statements during the dates noted above to three vendors: AEP Swepco, Centurylink, and Newwave. As a result of these payments being made electronically, there was no documented supervisory review and approval for these payments.
2. **Procedure performed:** Obtained all bank statements / accounts for the dates of July 1, 2017 to August 10, 2018. Examined disbursements from those accounts payable to the Town Clerk for supporting documentation that is in compliance with the Town's policies and procedures.

**Findings:** The following exceptions were noted:

- A. A payment was made to the Town Clerk in the amount of \$679.51. Included in the reimbursement was mileage reimbursement of \$340.26 and per diem payment of \$76.50. Business purpose for the trip was not noted on the supporting documentation. Also, Town's policies are not specific with regards to allowability of per diem payments for travel.
- B. A payment was made to the Town Clerk in the amount of \$100.00. No supporting documentation was provided to support this payment.

C. A payment was made to the Town Clerk in the amount of \$157.39, representing mileage reimbursement of \$80.89 and per diem payment of \$76.50. Business purpose for the trip was not noted on the supporting documentation. Also, Town's policies are not specific with regards to allowability of per diem payments for travel.

3. **Procedure performed:** Obtained all charge accounts, except for the Fuelman accounts, for the dates of July 1, 2017 to August 10, 2018 (which includes the time period of May 7, 2018, to August 10, 2018). Examined all charges for supporting documentation in accordance with the Town's policies and procedures.

**Findings:** The following exceptions were noted:

- A. No supporting documentation or business purpose was noted for the following charges:
- Walmart - \$297 – purchase of prepaid / gift Visa card.
  - Freds - \$230 – purchase of prepaid / gift Visa card.
- B. During the period of July 1, 2017 through January 31, 2018, there was no documented approval noted on any credit card statements or receipts. There was no formal purchase order system in use by the Town during this time period.
- C. During the period from February 1, 2018 through August 10, 2018, there were no purchase orders or other documented approvals noted for 32 charges totaling \$5,355. The Town did have a purchase order system in place during this time period.
- D. One credit card statement provided to us for review was a copy. No original could be located.
- E. One credit card statement was not provided to us for review. The statement was unable to be located.
- F. The business purpose was not documented for ten meal charges totaling \$706, including names of participating individuals.
- G. No supporting documentation or receipts were provided for forty-eight (48) charges on the Town credit cards totaling \$7,348.52.
4. **Procedure performed:** Examined all payroll related records for the Town Clerk for the dates of July 1, 2017 to August 10, 2018, to determine if the activity was in accordance with Town's policies and procedures.

**Findings:** The following exceptions were noted:

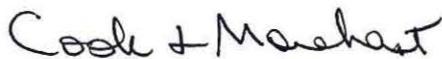
There were 58 weekly pay periods in regards to the previously employed Town Clerk from July 1, 2017 to last day of employment.

- A. Fourteen (14) of the fifty-eight (58) weekly payrolls had time cards for the Town Clerk that had written hours or did not have consistent clock in and clock out times. Unable to determine if time cards reflect actual time worked or paid.
- B. The time card for the Town Clerk and the payroll register for the payroll check dated November 29, 2017, was not available to examine.

- C. The Town Clerk was paid 8.0 hours for holiday pay for the payroll check dated January 19, 2018. There was no official Town holiday for that pay period per Town's policy.
- D. The time card for the Town Clerk for the payroll check dated May 14, 2018, reflected 13.0 hours of sick time, but the payroll register did not reflect any of the hours paid as being charged to sick time.
- E. The time card for the Town Clerk for the payroll check dated August 1, 2018, reflected 8.0 hours of vacation time, but the payroll register did not reflect any of the hours paid as being charged to vacation time.
- F. The time card for the Town Clerk for the payroll check dated December 8, 2017, reflected 3.5 hours of sick time, but the payroll register did not reflect any of the hours paid as being charged to sick time.
- G. The time card for the Town Clerk for the payroll check dated December 22, 2017, reflected 8.0 hours of sick time, but the payroll register indicated only 1.27 hours as being charged to sick time.
- H. The Town's policy allows for 32.0 hours sick time each calendar year. Sick time-hours paid for the Town Clerk per the payroll registers were as follows:
  - Payroll checks dated July 1, 2017 to December 31, 2017 – 33.71 hours
  - Payroll checks dated January 1, 2018 to August 14, 2018 – 64.47 hours

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. 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 areas identified in the agreed-upon procedures engagement. 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 the agreed-upon procedures and the result of that testing. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



Cook & Morehart  
Certified Public Accountants  
November 12, 2018