

**CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC**

DENHAM SPRINGS, LOUISIANA

Review of Financial Statements

**For the year ended September 30, 2018
(With Accountant's Report Thereon)**

Table of Contents

	<u>Statement</u>	<u>Page No.</u>
Independent Accountants Review Report		1
Financial Statements		
Balance Sheet/Statement of Net Position	A	2
Statement of Revenues, Expenditures, and Changes in Fund Balance/ Statement of Activities	B	3
Notes to the Financial Statements		4 - 9
Schedule of Findings and Questioned Costs		10
Schedule of Prior Year Audit Findings		11

MICHAEL K. GLOVER
CERTIFIED PUBLIC ACCOUNTANT
(A Professional Accounting Corporation)

9437 BROOKLINE
BATON ROUGE, LOUISIANA 70809
(225) 295-1860
mike@mglovercpa.com

Independent Accountant's Review Report

Board of Directors
Capital District Law Enforcement Planning Council, Inc.
Denham Springs, Louisiana

I have reviewed the accompanying financial statement of the governmental activities of Capital District Law Enforcement Planning Council, Inc., as of and for the year ended September 30, 2018, and the related notes to the financial statements, which comprise the District's basic financial statements as listed I. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. 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.

Management's Responsibility for the Financial Statements

Management is responsible for preparation and fair presentation of these combining 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 the combining financial statements that are free from material misstatement whether due to defraud or error.

Accountant's Responsibility

My responsibility is to conduct the review in accordance with Statements on Standards of Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require me to perform procedures to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. I believe that the results of my procedures provide a reasonable basis for my conclusion.

Accountant's Conclusion

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

Other Matter

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis and the Budgetary Comparison Schedules that accounting principles generally accepted in the United States of America requires to 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. My opinion on the basic financial statements is not affected by this missing information.

 Michael K. Glover APAC

Michael K Glover
Michael K. Glover APAC
March 27, 2019

CAPITAL DISTRICT LAW ENFORCEMENT
 PLANNING COUNCIL, INC.
 PARISH OF EAST BATON ROUGE, LOUISIANA
 Governmental Funds Balance Sheet/ Statement of Net Position

Statement A

September 30, 2018

Assets	General Fund	Special Revenue Training Fund	Total Governmental Funds	Adjustments	(*)	Statement of Net Position
Cash	\$ 27,557	12,174	39,731			39,731
Accounts receivable	20,289		20,289			20,289
Capital Assets - net of accumulated depreciation				19,194	(1)	19,194
Total assets	\$ 47,846	12,174	60,020	19,194		79,214
Liabilities:						
Accounts payable	\$ 7,256	-	7,256			7,256
Payroll liabilities	6,644		6,644			6,644
	13,900	-	13,900			13,900
Fund balance/Net Position						
Restricted		12,174	12,174			12,174
Unassigned	33,946		33,946			33,946
Total liabilities and fund balance	\$ 47,846	12,174	60,020			
Investment in capital assets						
Total net position				19,194	(1)	19,194
				19,194		65,314

* **Explanation**

(1) Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the government funds.

CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC.
PARISH OF EAST BATON ROUGE, LOUISIANA

Statement B

Statement of Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances /Statement of Activities
For the year ended September 30, 2018

	General Fund	Special Revenue Training Fund	Total	Adjustments*	Statement of Activities
EXPENDITURES/EXPENSES					
Public Safety					
Administration	\$ 104,795		104,795		104,795
Depreciation			-	5,000 (1)	5,000
Capital outlay	17,053		17,053	(17,053) (1)	-
Training		12,000	12,000		12,000
Total expenditures/expenses	<u>121,848</u>	<u>12,000</u>	<u>133,848</u>	<u>(12,053)</u>	<u>121,795</u>
PROGRAM REVENUES					
Capital grants and contributions	117,410	15,500	132,910		132,910
Total program revenues	<u>117,410</u>	<u>15,500</u>	<u>132,910</u>		<u>132,910</u>
NET PROGRAM (EXPENSES) REVENUES	(4,438)	3,500	(938)		11,115
GENERAL REVENUES					
Miscellaneous	740	-	740		740
Total general revenues	<u>740</u>	<u>-</u>	<u>740</u>		<u>740</u>
Excess (deficiency) of revenues over expenditure	(3,698)	3,500	(198)	198	NONE
CHANGES IN NET POSITION	NONE			11,855 (1)	11,855
FUND BALANCE/NET POSITION					
Beginning of the year	37,644	8,674	46,318		53,460
End of the year	<u>\$ 33,946</u>	<u>12,174</u>	<u>46,120</u>	<u>(0)</u>	<u>65,315</u>

*** Explanations**

(1) The governmental funds reports capital outlays as expenditure while the Statement of Activities allocates the cost of those assets and allocates the cost over their estimated useful lives as depreciation expense.

CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC.

Notes to Financial Statements
As of and for the Year ended September 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. INTRODUCTION

The Capital District Law Enforcement Planning Council, Inc. (Council) was formed pursuant to the 1969 Omnibus Crime Bill as a private nonprofit corporation. It is funded with federal, state and local monies to provide training, supplies and equipment to various law enforcement agencies in the Council to lower the crime rate. The Council encompasses the following eleven parishes: of Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana. The Council employs two full-time employees.

The board is a self-appointed board that determines the amount of contributions required for each parish based on a percentage of their population.

B. Basis of Presentation, Basis of Accounting

The accompanying basic financial statements of the Capital District Law Enforcement Planning Council, Inc. have been prepared in conformity with generally accepted accounting principles (GAAP) generally accepted in the United States of America 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.

Government-Wide Financial Statements (GWFS)

The statement of net position and the statement of activities display information about the primary government. These statements include all the non-fiduciary financial activities of the Council. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange or exchange-like transactions should be recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange transactions should be recognized in accordance with the requirements of GASB Codification Section N50.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Council's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to the particular function. Program revenues include (a) fees and charges paid by the recipients of services offered by the Capital District Law Enforcement Planning Council, Inc., and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

The GWFS does not include either fiduciary funds or component units.

Fund Financial Statements (FFS)

The fund financial statements provide information about the Council's funds, including its major funds, the general fund and the special revenue fund – training fund. Separate statements for each of the fund are presented. The emphasis of fund financial statements is on major governmental funds.

CAPITAL DISTRICT LAW ENFORCEMENT
Notes to Financial Statements (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation, Basis of Accounting- Continued

The Council reports the following major governmental funds:

General Fund

The General Fund is the Council's primary operating fund and accounts for all financial resources of the Council, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Council's policy. This fund is considered to be a major fund.

Special Revenue Funds – Training Fund

The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. This fund is used to account for the funds used to provide training to local governments in the Capital District. This fund can only expend the revenues that have been received.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-wide financial statements (GWFS) use the economic resources measurement focus and the accrual basis of accounting in the preparation of The Statement of Net Position and the Statement of Activities. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of when the related cash flows take place. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements (FFS) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Council considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, if measurable, except for compensated absences and claims and judgments which are reported when the obligations are expected to be liquidated with expendable available financial resources. General capital assets acquisitions are reported as expenditures in governmental funds and other revenues and/or expenses that are not related to operations are recorded as other source financing sources (uses).

When both restricted and unrestricted resources are available for use, it is the Council's policy to use restricted resources first, then unrestricted resources as they are needed.

C. Receivables and Payables

Receivables consist of all revenues earned at year end and not yet received. Payables consist of all expenses/expenditures incurred at year end and not yet paid.

D. Eliminating Internal Activity

Interfund receivables and payables are eliminated in the Statement of Net Position.

CAPITAL DISTRICT LAW ENFORCEMENT
Notes to Financial Statements (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Capitalizing Assets

Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated cost if historical cost is not available. Contributed assets are recorded as capital assets at their estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment	5 years
Vehicles	5 Years

F. Use of Estimates

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

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits that mature within 90 days after year end and other investments with original maturities of 90 days or less. Under state law, the Council may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or under the laws of the United States.

H. Compensated Absences

Employees of this Council earn from 1.5 to 2.5 days of annual leave and sick leave each work period, depending on their length of service; however, before vacation time can be used, a waiting period of 360 calendar days must be completed. Every employee employed, shall be entitled to full pay during sickness or incapacity not brought about by his own negligence or culpable indiscretion for a period of not less than fifty-two weeks. Upon termination of employment, employees are paid for accrued annual leave up to the maximum accrual authorized. The plan assets remain the property of the Council until paid or made available to participants, subject only to claims of the employer's general creditors.

The cost of leave privileges is recognized as a current-year expenditure in the General Fund as leave is taken. The cost of leave privileges not requiring current resources is recorded as a long-term debt as a governmental activity.

I. Budget Practices

The proposed budget for 2017 - 2018 was made available for public inspection on October 2, 2018. The proposed budget, prepared on the modified accrual basis of accounting, was published in the official journal ten (10) days prior to the public hearing, which was held at the West Baton Rouge Sheriff Posse on October 2, 2018, for the comments from taxpayers. The budget is legally adopted and amended, as necessary, by the Board of Directors.

All expenditure appropriations lapse at year end. Unexpended appropriations and any excess revenues over expenditures are carried forward to the subsequent year as beginning fund balance.

Formal integration of the budget into the accounting records is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments, if any.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Equity Classifications

Government-Wide Statements:

1. Net investment in capital assets – Consists of net capital assets reduced by the outstanding balance of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increase by balances of deferred outflows of resources related to those assets.

2. Restricted net position – Net position is considered restricted if their use is constrained to a particular purpose. Restrictions can be imposed by either external organization such as creditors (such as debt covenants), grants, contributors, laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. Restricted net position is reduced by liabilities and deferred inflows of resource related to the restricted assets.

3. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the government’s policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Financial Statements:

GASB 54 Statement No. 54 establishes standards for five fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in government funds. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned,

Restricted Fund Balance – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Board – the highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Board removes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual requirements.

Assigned Fund Balance – These are amounts that are constrained by the Board’s *intent* to be used for specific purposes, but are neither restricted nor committed. The board’s management has the authority to assign amount to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned Fund Balance – This fund balance is the residual classification for the general fund. This represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

When both restricted and unrestricted resources are available for use, it is the board’s policy to use externally restricted resources first, then unrestricted resources – committed, assigned, and unassigned – in order as needed.

2. CASH AND CASH EQUIVALENTS

The following is a summary of cash and cash equivalents at September 30, 2018:

	<u>Book Balance</u>	<u>Bank Balance</u>
Interest-bearing demand deposits	<u>\$ 39,730</u>	<u>\$ 39,837</u>

This deposit is stated at cost which approximates market. Under state law, deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge or 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.

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The government does not have a deposit policy for custodial credit risk. As of September 30, 2018, the bank balance was secured from risk by federal deposit insurance and was not exposed to custodial credit risk.

3. DEFERRED COMPENSATION PLAN

The Council has a qualified deferred compensation plan under Section 457 of the Internal Revenue Code that is offered to its employees. The Council does not report the deferred compensation plan assets in the general purpose financial statements. The Council contributes 12.3% of the employees' salaries to the plan, contingent upon the employees' contributing the required amount. For the year ended September 30, 2018, the Council contributed \$7,014 to the plan.

4. LITIGATION AND CLAIMS

As of September 30, 2018, there was no litigation pending against the Council, nor was the Council aware of any unasserted claims. The Council's management believes that any potential lawsuits would be covered by insurance or resolved without any material impact upon the Council's financial statements. No claims were paid out or litigation costs incurred during the year ended September 30, 2018.

5. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2018 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Governmental activities:				
Equipment	\$ 8,255			\$ 8,255
Vehicle		17,053		17,053
	<u>8,255</u>	<u>17,053</u>		<u>25,308</u>
Less: accumulated depreciation	<u>(1,114)</u>	<u>(5,000)</u>	-	<u>(6,114)</u>
Capital assets, net of accumulated depreciation	\$ <u>7,141</u>	<u>12,053</u>		\$ <u>19,194</u>

6. COMPENSATION PAID TO THE BOARD

There was no compensation paid to the board during the fiscal year ended September 30, 2018.

7. LEASES

The Council leases office space on a month-to-month basis at \$595 monthly.

8. CONTINGENCIES — GRANT PROGRAMS

The Council participates in state and federal grant programs, which are governed by their rules and regulations. Costs charged to the grant programs are subject to audit and adjustment by the grantor agencies. If the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable at year end may be impaired. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. There has not been any disallowed cost in the previous years.

9. ECONOMIC DEPENDENCY

The Council receives the majority of its annual revenues from the local law enforcement agencies in the Council and the Governor's commission on law enforcement. If significant budget cuts are made at the federal, state or local level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is aware of continued budget cuts but is not aware of any actions that will significantly affect the amount the Council will receive next year relating to revenues it usually receives.

10. COMPENSATION, BENEFITS AND OTHER PAYMENTS TO EXECUTIVE DIRECTOR

A detail of compensation, benefits, and other payments paid to Wanda Johnson, Executive Director, for the year ended September 30, 2018.

	<u>Amount</u>
Salary	\$ 35,249
Benefits - Deferred Compensation	<u>2,940</u>
	<u>\$ 38,189</u>

**CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COST
FOR THE YEAR ENDED SEPTEMBER 30, 2018**

None

CAPITAL DISTRICT LAW ENFORCEMENT
PLANNING COUNCIL, INC.
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COST
FOR THE YEAR ENDED SEPTEMBER 30, 2017

2017-01 Financial statements not submitted timely

Present condition - resolved

2017-02 Budget was not completed and submitted 15 days before the
year ended

Present condition - resolved

CAPITAL DISTRICT LAW ENFORCEMENT PLANNING COUNCIL, INC.

Report on Agreed-Upon Procedures

**For the year ended
September 30, 2018**

MICHAEL K. GLOVER
CERTIFIED PUBLIC ACCOUNTANT
(A Professional Accounting Corporation)

9437 BROOKLINE
BATON ROUGE, LOUISIANA 70809
(225) 295-1860

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

March 27, 2019

To the Board Members
Capital District Law Enforcement Planning Council, Inc.
Denham Springs, Louisiana

I have performed the procedures enumerated below, which were agreed to by Capital District Law Enforcement Planning Council, Inc. and the Louisiana Legislative Auditor (the specified parties), on the District's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended [date], as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The District's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these 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, and 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.

There were no expenditures for materials or supplies that exceeded \$30,000 nor were there any public works that occurred during the fiscal year.

Code of Ethics for Public Officials and Public Employees

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

Management provided me with the requested information for 27 of the 35 board members.

3. Obtain a list of all employees paid during the fiscal year.

Management provided me with the requested information.

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

None of the employees included on the list provided by management for agreed-upon Procedure 3 appeared on the list provided by management for agreed-upon Procedure 2.

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, that were provided, 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. Management represented that there were no amendments to the budget during the year.

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

I traced adoption of the original budget to documentation in the minutes of the meeting of the Council held on October 4, 2016. Management represented that there were no amendments to the budget during the year.

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 exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

When comparing the revenues and expenditures of the final budget to actual revenues did not exceed budgeted amount by more than 5%, but the actual expenditures did exceed the budgeted expenditure by 25%. The budget did not include the vehicle that was purchased in the fiscal year for \$17,000. There was also no indication in the board minutes that the board approved the purchase of the vehicle. Exception

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six 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 amount and the payee in the supporting documentation.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

(b) Report whether the six disbursements were coded to the correct fund and general ledger account.

All six of the selected 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.

The six disbursements were approved in accordance with management's policies and procedures.

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 open meetings law); and report whether there are any exceptions.

Management has informed me that after the last agreed-upon procedure report was presented a posting of the board meeting agenda is posted on the door thirty days in advance.

Debt

11. Obtain bank deposit slips 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 scanned copies of all bank deposit slips for the fiscal year, and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

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.

I scanned payroll disbursements and read the meeting minutes of the District's board of directors for the fiscal year, I found no payments or approval for payments to employees that 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 District's report was submitted timely.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (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).

Management represented that the District did not enter into any contracts that utilized state funds or were subject to the public bid law while not in compliance with R.S. 24:513.

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

See below

Current -Year Comments

2018-01 - Budgeting

Criteria - Agreed-Upon Procedure number 6 was to determine if the actual expenditures exceeded the budgeted amount by 5% or more.

Condition - The purchase of the vehicle as a capital outlay was not included in the budget as an expenditure.

Cause - Management informed me that the vehicle was approved by the board in an executive meeting and not presented to the full board. Minutes are not taken for the executive meetings.

Effect - With the vehicle purchase not included in the budget and not in the board minutes, there is no written documentation that the purchase of this vehicle was ever approved for purchase.

Recommendation - It is board policy to prepare a budget; however, the budget should be amended when the actual expenditures exceed the amount originally budgeted.

Management response - Management will present a budget amendment to the board when actual expenditures exceed the budgeted expenditures by 5% or more.

Prior-Year Comments

2017-01 Meetings Procedure 11

Condition – The agenda for the meetings were not advertised or made available to the public as required by R.S. 42:11.

Present condition - resolved

2017-02 State Audit Law

Condition - The reports were not submitted by the due date of March 31, 2018.

Present condition - resolved

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 States Comptroller General. I was 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 the District's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, 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 District'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 Louisiana Legislative Auditor as a public document.



Michael K Glover APAC
Baton Rouge, Louisiana
March 27, 2019

ATTACHMENTS:
SIGNED LOUISIANA ATTESTATION QUESTIONNAIRE
MANAGEMENT'S CORRECTIVE ACTION PLAN FOR EXCEPTIONS NOTED IN THE ATTESTATION
REPORT (IF APPLICABLE)

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

Dear Chief Executive Officer:

Attached is the Louisiana Attestation Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of the review/attestation engagement of Louisiana governmental agencies. Upon completion, the questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected government officials should sign the document, in lieu of such a resolution.

The completed attestation questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the independent certified public accountant at the beginning of the engagement.** The CPA will, during the course of his/her engagement, perform certain agreed-upon procedures to the responses in the questionnaire. It is not necessary to return the questionnaire to my office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the CPA during the course of his/her engagement. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE
Louisiana Legislative Auditor

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

3/28/19 (Date Transmitted)

Michael K Glover, APAC (CPA Firm Name)
9437 Brookline Ave (CPA Firm Address)
Baton Rouge, LA 70809 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of 9/30/18 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

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 []

Code of Ethics for Public Officials and Public Employees

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 that would constitute a violation of R.S. 42:1101-1124.

Yes [] No []

It is true that 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 that would constitute a violation of R.S. 42:1119.

Yes [] No []

Budgeting

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 []

Accounting and Reporting

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 []

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

Yes [] No []

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

Yes [] No []

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (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 []

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 []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.
Yes [] No []

Debt

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 [] No []

Advances and Bonuses

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 [] No []

Prior-Year Comments

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

Yes [] No []

General

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

Yes [] No []

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

Yes [] No []

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

Yes [] No []

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

Yes [] No []

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance 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 [] No []

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 your report.

Yes [] No []

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

Jack Puzzi Secretary _____ Date _____
Raddy D'Amico Treasurer _____ Date _____
Raddy D'Amico President 3-29-19 Date _____