

Town of Haynesville
Haynesville, Louisiana

Annual Financial Statements
with Independent Auditor's Report

As of and For the Year Ended
June 30, 2019
with Supplemental Information Schedules

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Independent Auditor's Report

Town of Haynesville
Haynesville, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, business-type activities, and each major fund of the Town of Haynesville, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town of Haynesville's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, and each major fund of the Town of Haynesville, as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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 the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Haynesville's basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Head and the Schedule of Compensation Paid Councilpersons are presented for the purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Compensation, Benefits, and Other Payments to Agency Head and the Schedule of Compensation Paid Councilpersons are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Compensation, Benefits, and Other Payments to Agency Head and the Schedule of Compensation Paid Councilpersons are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated December 31, 2019 on our consideration of the Town of Haynesville's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Town of Haynesville's internal control over financial reporting and compliance.

Kenneth D. Felden & Co., CPAs

Jonesboro, Louisiana
December 31, 2019

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS

Town of Haynesville
Haynesville, Louisiana

Statement of Net Position
As of June 30, 2019

	Governmental Activities	Business-Type Activities	Total
Assets			
Cash and equivalents	\$ 397,734	\$ 51,882	\$ 449,616
Investments	-	202,365	202,365
Accounts receivable	93,436	60,798	154,234
Due from other funds	-	1,138	1,138
Cash and equivalents - restricted	-	66,154	66,154
Investments - restricted	-	96,883	96,883
Capital assets (net of accumulated depreciation)	2,319,951	2,355,090	4,675,041
Total Assets	<u>2,811,121</u>	<u>2,834,310</u>	<u>5,645,431</u>
Deferred Outflows of Resources			
Pension	386,363	165,258	551,621
Total Deferred Outflows of Resources	<u>386,363</u>	<u>165,258</u>	<u>551,621</u>
Liabilities			
Accounts payable	157,016	46,440	203,456
Payroll liabilities	13,748	7,759	21,507
Due to other funds	-	1,138	1,138
Customer meter deposits	-	133,048	133,048
Long-term liabilities	1,032,118	533,162	1,565,280
Total Liabilities	<u>1,202,882</u>	<u>721,547</u>	<u>1,924,429</u>
Deferred Inflows of Resources			
Pension	188,634	72,675	261,309
Total Deferred Inflows of Resources	<u>188,634</u>	<u>72,675</u>	<u>261,309</u>
Net Position			
Net investment in capital assets	2,319,951	2,323,839	4,643,790
Unrestricted	(513,986)	(118,488)	(632,474)
Total Net Position	<u>\$ 1,805,965</u>	<u>\$ 2,205,351</u>	<u>\$ 4,011,316</u>

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

Town of Haynesville
Haynesville, Louisiana

Statement of Activities
For the Year Ended June 30, 2019

Expenses	Major Funds			Net (Expense) Revenue and Changes in Net Position		
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
<u>Functions/Programs</u>						
Primary government						
Governmental activities						
General government	\$ 718,336	\$ -	\$ 2,030	\$ -	\$ -	\$ (716,306)
Police	519,415	102,876	-	-	-	(416,539)
Highways and streets	147,811	-	-	-	-	(147,811)
Parks and recreation	189,207	3,845	-	131,395	-	(53,967)
Other departments	25,496	-	-	-	-	(25,496)
Total governmental activities	<u>1,600,265</u>	<u>106,721</u>	<u>2,030</u>	<u>131,395</u>	<u>-</u>	<u>(1,360,119)</u>
Business-type activities						
Water and sewer	<u>1,064,154</u>	<u>728,370</u>	<u>-</u>	<u>31,250</u>	<u>-</u>	<u>(304,534)</u>
Total primary government	<u>\$ 2,664,419</u>	<u>\$ 835,091</u>	<u>\$ 2,030</u>	<u>\$ 162,645</u>	<u>(1,360,119)</u>	<u>(304,534)</u>
<u>General Revenues</u>						
Taxes:						
Property taxes, levied for general purposes				287,580	-	287,580
Sales taxes				582,661	-	582,661
Franchise taxes				74,901	-	74,901
Other taxes				2,109	-	2,109
Licenses				91,853	-	91,853
Intergovernmental				65,593	-	65,593
Investment earnings				3,740	94	3,834
Rental income				23,580	-	23,580
Other revenue				36,584	13,037	49,621
Operating transfers				58,032	(58,032)	-
Total general revenues and transfers				<u>1,226,633</u>	<u>(44,901)</u>	<u>1,181,732</u>
Change in net position				(133,486)	(349,435)	(482,921)
Net position - June 30, 2018				<u>1,939,452</u>	<u>2,554,787</u>	<u>4,494,239</u>
Net position - June 30, 2019				<u>\$ 1,805,966</u>	<u>\$ 2,205,352</u>	<u>\$ 4,011,318</u>

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

FUND FINANCIAL STATEMENTS

Town of Haynesville
Haynesville, Louisiana

Balance Sheet - Governmental Funds
As of June 30, 2019

	Major Funds			Total
	General Fund	Sales Tax Fund	Recreation District Wards 2 & 3	
Assets				
Cash and equivalents	\$ 139,515	\$ 121,380	\$ 136,839	\$ 397,734
Accounts receivable	34,090	59,258	88	93,436
Total Assets	<u>173,605</u>	<u>180,638</u>	<u>136,927</u>	<u>491,170</u>
Liabilities & Fund Balances				
Liabilities:				
Accounts payable	\$ 34,625	\$ 40,024	\$ 82,366	\$ 157,015
Payroll liabilities	13,225	-	523	13,748
Total Liabilities	<u>47,850</u>	<u>40,024</u>	<u>82,889</u>	<u>170,763</u>
Fund balances:				
Assigned, reported in:				
Special revenue fund	-	140,614	54,036	194,650
Unassigned	125,753	-	-	125,753
Total Fund Balances	<u>125,753</u>	<u>140,614</u>	<u>54,036</u>	<u>320,403</u>
Total Liabilities and Fund Balances	<u>\$ 173,603</u>	<u>\$ 180,638</u>	<u>\$ 136,925</u>	<u>\$ 491,166</u>

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

Town of Haynesville
Haynesville, Louisiana

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
As of June 30, 2019

Total Fund Balances at June 30, 2019 - Governmental Funds (Statement C)	\$	320,403
Total Net Position reported for governmental activities in the Statement of Net Position (Statement A) are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds, net of depreciation.		2,319,951
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Net pension liability \$1,010,178		
Compensated absences \$21,940		(1,032,118)
Deferred outflows of resources		386,363
Deferred inflows of resources		<u>(188,634)</u>
Net Position at June 30, 2019	\$	<u><u>1,805,965</u></u>

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

Town of Haynesville
Haynesville, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Year Ended June 30, 2019

	Major Funds			Total
	General Fund	Sales Tax Fund	Recreation District Wards 2 & 3	
Revenues				
Taxes:				
Ad valorem tax	\$ 120,623	\$ -	\$ 166,956	\$ 287,579
Franchise tax	74,901	-	-	74,901
Sales tax	-	582,661	-	582,661
Other tax	2,109	-	-	2,109
Licenses and permits	91,853	-	-	91,853
Operating grant	2,030	-	-	2,030
Intergovernmental	65,593	-	-	65,593
Fines, forfeitures, and court costs	93,486	-	-	93,486
Rent, royalty, and commission	23,580	-	-	23,580
Charges for services	9,390	-	3,845	13,235
Miscellaneous	7,130	-	7,561	14,691
Total revenues	<u>490,695</u>	<u>582,661</u>	<u>178,362</u>	<u>1,251,718</u>
Expenditures				
Current:				
General government	243,348	180,024	-	423,372
Public safety				
Police	467,974	-	-	467,974
Streets	130,918	-	-	130,918
Parks and recreation	-	-	184,555	184,555
Other departments	25,496	-	-	25,496
Capital outlay	93,309	-	703,861	797,170
Total expenditures	<u>961,045</u>	<u>180,024</u>	<u>888,416</u>	<u>2,029,485</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(470,350)</u>	<u>402,637</u>	<u>(710,054)</u>	<u>(777,767)</u>

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

Town of Haynesville
Haynesville, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Year Ended June 30, 2019

	Major Funds			Total
	General Fund	Sales Tax Fund	Recreation District Wards 2 & 3	
Other financing sources (uses)				
Capital grant	-	-	131,395	131,395
Interest earnings	2,029	213	1,499	3,741
Operating transfers in	396,146	8,078	20,058	424,282
Operating transfers out	26,250	(392,500)	-	(366,250)
Total other financing sources (uses)	<u>424,425</u>	<u>(384,209)</u>	<u>152,952</u>	<u>193,168</u>
Net changes in fund balances	(45,925)	18,428	(557,102)	(584,599)
Fund balances - June 30, 2018	<u>171,679</u>	<u>122,186</u>	<u>611,138</u>	<u>905,003</u>
Fund balances - June 30, 2019	<u>\$ 125,754</u>	<u>\$ 140,614</u>	<u>\$ 54,036</u>	<u>\$ 320,404</u>

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

Town of Haynesville
Haynesville, Louisiana

Reconciliation of the Governmental Funds Statement of Revenues, Expenditures,
and Changes in Funds Balances to the Statement of Activities
For the Year Ended June 30, 2019

Total net change in Fund Balances - Governmental Funds (Statement E)	\$	(584,600)
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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 capitalized over their estimated useful lives as depreciation expense. This is the amount by which capital outlay differs from depreciation for the period.

Depreciation		(115,995)
Capital outlay		797,170
Compensated absence expense decrease (increase)		2,830
Net pension liability decrease (increase)		<u>(232,892)</u>
Change in net position of governmental activities (Statement B)	\$	<u><u>(133,487)</u></u>

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

Town of Haynesville
Haynesville, Louisiana

Statement of Net Position - Proprietary Fund
As of June 30, 2019

	Proprietary Fund - Enterprise Funds		Total
	Sewer Fund	Utility Fund	
Assets			
Current Assets:			
Cash and equivalents	\$ 50,168	\$ 1,713	\$ 51,881
Investments	202,365	-	202,365
Accounts receivable	12,618	48,180	60,798
Due from other funds	1,138	-	1,138
Total Current Assets	<u>266,289</u>	<u>49,893</u>	<u>316,182</u>
Noncurrent Assets:			
Cash and equivalents - restricted	-	66,154	66,154
Investments - restricted	-	96,883	96,883
Capital assets (net of accumulated depreciation)	1,786,890	568,200	2,355,090
Total Noncurrent Assets	<u>1,786,890</u>	<u>731,237</u>	<u>2,518,127</u>
Total Assets	<u>2,053,179</u>	<u>781,130</u>	<u>2,834,309</u>
Deferred Outflows of Resources			
Pension	-	165,258	165,258
Total Deferred Outflows of Resources	<u>-</u>	<u>165,258</u>	<u>165,258</u>
Liabilities			
Current Liabilities:			
Accounts payable	12,559	33,881	46,440
Payroll liabilities	1,930	5,829	7,759
Due to other funds	-	1,138	1,138
Total Current Liabilities	<u>14,489</u>	<u>40,848</u>	<u>55,337</u>
Current liabilities payable from restricted assets:			
Customer meter deposits	-	133,048	133,048
Long-Term Liabilities:			
Net pension liability	-	533,162	533,162
Total Liabilities	<u>14,489</u>	<u>707,058</u>	<u>721,547</u>
Deferred Inflows of Resources			
Pension	-	72,675	72,675
Total Deferred Inflows of Resources	<u>-</u>	<u>72,675</u>	<u>72,675</u>
Net Position			
Net investment in capital assets	1,786,890	536,949	2,323,839
Unrestricted	251,800	(370,288)	(118,488)
Total Net Position	<u>\$ 2,038,690</u>	<u>\$ 166,661</u>	<u>\$ 2,205,351</u>

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

Town of Haynesville
Haynesville, Louisiana

Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Fund
For the Year Ended June 30, 2019

	Proprietary Fund - Enterprise Funds		Total
	Sewer Fund	Utility Fund	
Operating Revenues			
Charges for services	\$ 166,363	\$ 562,007	\$ 728,370
Miscellaneous income	150	12,887	13,037
Total operating revenues	<u>166,513</u>	<u>574,894</u>	<u>741,407</u>
Operating Expenses			
Personnel services	74,315	370,414	444,729
Supplies	34,674	173,830	208,504
Utilities	28,704	9,655	38,359
Repairs and maintenance	40,733	526	41,259
Contractual services	5,500	185,683	191,183
Miscellaneous	(3,750)	1,320	(2,430)
Depreciation	82,188	60,362	142,550
Total operating expenses	<u>262,364</u>	<u>801,790</u>	<u>1,064,154</u>
Operating Income (Loss)	(95,851)	(226,896)	(322,747)
Non-operating Revenues (Expenses)			
Interest earnings	32	62	94
Grant income	-	31,250	31,250
Total non-operating revenues (expenses)	<u>32</u>	<u>31,312</u>	<u>31,344</u>
Income (loss) before transfers	<u>(95,819)</u>	<u>(195,584)</u>	<u>(291,403)</u>
Transfers in (out)	<u>(89,790)</u>	<u>31,758</u>	<u>(58,032)</u>
Total transfers	(89,790)	31,758	(58,032)
Change in net position	(185,609)	(163,826)	(349,435)
Total Net Position - June 30, 2018	<u>2,224,301</u>	<u>330,486</u>	<u>2,554,787</u>
Total Net Position - June 30, 2019	<u>\$ 2,038,692</u>	<u>\$ 166,660</u>	<u>\$ 2,205,352</u>

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

Town of Haynesville
Haynesville, Louisiana

Statement of Cash Flows - Proprietary Fund
For the Year Ended June 30, 2019

	Proprietary Fund - Enterprise Funds		Total
	Sewer Fund	Utility Fund	
Cash flows from operating activities			
Cash received from customers	\$ 198,858	\$ 611,446	\$ 810,304
Cash payments to suppliers for goods and services	(107,668)	(403,046)	(510,714)
Cash payments to employees for services	(75,555)	(289,267)	(364,822)
Net cash provided by (used for) operating activities	<u>15,635</u>	<u>(80,867)</u>	<u>(65,232)</u>
Cash flows from non-capital financing			
Transfers to (from) other funds	(89,790)	31,758	(58,032)
Net cash provided by (used for) non-capital financing activities	<u>(89,790)</u>	<u>31,758</u>	<u>(58,032)</u>
Cash flows from capital and related financing activities			
Capital grant	-	31,250	31,250
Acquisition of capital assets	-	(31,250)	(31,250)
Net cash provided by (used for) capital and related financing activities	<u>-</u>	<u>-</u>	<u>-</u>
Cash flows from investing activities			
Interest earnings	32	62	94
Other expense	(1,112)	(536)	(1,648)
Net cash provided by (used for) investing activities	<u>(1,080)</u>	<u>(474)</u>	<u>(1,554)</u>
Net increase (decrease) in cash and cash equivalents	(75,235)	(49,583)	(124,818)
Cash and cash equivalents - June 30, 2018	<u>125,403</u>	<u>117,450</u>	<u>242,853</u>
Cash and cash equivalents - June 30, 2019	<u>\$ 50,168</u>	<u>\$ 67,867</u>	<u>\$ 118,035</u>
Reconciliation of operating income to net provided by operating activities			
Operating income	\$ (95,853)	\$ (226,895)	\$ (322,748)
Adjustments			
Depreciation	82,188	60,362	142,550
Net changes in assets and liabilities			
Accounts receivable	(23)	9,558	9,535
Due from other funds	28,862	-	28,862
Customers' security deposits	-	6,185	6,185
Accounts payable	461	(10,062)	(9,601)
Due to other funds	-	1,138	1,138
Current increase (decrease) in pension liability	-	78,847	78,847
Net cash provided for (used for) operating activities	<u>\$ 15,635</u>	<u>\$ (80,867)</u>	<u>\$ (65,232)</u>

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

NOTES TO THE
FINANCIAL STATEMENTS

Town of Haynesville
Haynesville, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

INTRODUCTION

The Town of Haynesville, Louisiana (Town), was incorporated August 14, 1901, under the provisions of the Lawrason Act. The Town operates under the Mayor-Town Council form of government with five Town Council members. Services provided by the Town include police protection, street maintenance, and recreation services. The Town also operates a water distribution system and sewer system for approximately 1,230 customers. The Town is located in Claiborne Parish, Louisiana.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America (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 Town applies all relevant GASB pronouncements, as applicable to governmental entities. Also, the Town's financial statements are prepared in accordance with the requirements of Louisiana R.S. 24:513, the Louisiana Municipal Audit and Accounting Guide and to the industry guide, Audits of State and Local Government Units, published by the American Institute of Certified Public Accountants.

B. Reporting Entity

GASB Statement No. 14, The Financial Reporting Entity, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Town is considered a primary government, since it is a general purpose local government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement No. 14, fiscally independent means that the Town may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

GASB Statement No. 39, Determining Whether Certain Organizations are Component Units, establishes criteria for determining which, if any, component units should be considered part of the Town for financial reporting purposes. GASB Statement No. 61 provides additional criteria for classifying entities as component units. The basic criterion for including a potential component unit within the reporting entity is financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and:
 - i. The ability of the government to impose its will on that organization and/or
 - ii. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
2. Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government and there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the government regardless of whether the organization has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

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3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the above criteria, Recreation District - Wards 2 & 3 is considered a component unit of the Town and is reported in the Town of Haynesville's financial statements as a blended entity.

C. Government-Wide Financial Statements

The Town's government-wide financial statements include the Statement of Net Position and the Statement of Activities. These statements present summaries of the governmental activities and the business-type activities for the Town. Fiduciary activities of the Town are not included in these statements.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Town's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in Net Position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. 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.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Town of Haynesville's governmental activities.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the Town's taxpayers or citizenry, including (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program; program revenues reduce the cost of the function to be financed from the Town's general revenues.

Direct Expenses - The Town reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function. Depreciation expense, which can be specifically identified by function, is included in the direct expenses of each function.

Indirect Expenses - The Town reports all indirect expenses separately on the Statement of Activities (Statement B). Indirect expenses are those expenses that are not clearly identifiable with a function. Interest on long-term debt is considered an indirect expense.

General revenues are taxes and other items that are not properly included among program revenues. The effect of interfund activity has been removed from the government-wide financial statements.

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Notes to the Financial Statements
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D. Fund Financial Statements

The accounts of the Town of Haynesville are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, expenditures or expenses, as appropriate, additions, and deductions. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements. Funds of the Town are classified into two categories: governmental and proprietary.

Governmental Funds

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds. An accompanying schedule is presented to reconcile and explain the differences in fund balances and changes in fund balances as presented in these statements to the net position and changes in net position presented in the Government-Wide financial statements. The Town has presented all major funds.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the Balance Sheets. Amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure. Long-term debts are reported as an other financing source, and repayment of long-term debt is reported as an other financing use. The Statement of Revenues, Expenditures and Changes in Fund Balances presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in fund balance.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon thereafter to pay liabilities of the current period. Accordingly, revenues are recorded when received in cash and when collected within 60 days after year-end. Expenditures are recorded in the accounting period in which the related fund liability is incurred, except for principal and interest on general long-term debt, which are recognized when due.

The Town of Haynesville reports the following major governmental funds:

General Fund - The primary operating fund of the Town, the General Fund, accounts for all financial resources, 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 Town policy.

Major Special Revenue Funds - Accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes, or designated by the Town to be accounted for separately.

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Notes to the Financial Statements
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Revenues

The governmental funds use the following practices in recording revenues:

Those revenues susceptible to accrual are property taxes, franchise taxes, charges for services, and fines. Permit and license revenues are not susceptible to accrual because generally they are not measurable until received in cash.

Entitlements and shared revenues are recorded as unrestricted grants-in-aid at the time of receipt or earlier if the susceptible-to-accrual criteria are met. Expenditure-driven grants are recognized when the qualifying expenditures have been incurred, all other grant requirements have been met, and the susceptible-to-accrual criteria have been met.

Interest earnings are recorded when the investments have matured and the interest is available.

Expenditures

The governmental funds use the following practices in recording expenditures:

Salaries are recorded as expenditures when earned by employees.

Purchases of various operating supplies, etc. are recorded as expenditures when the related fund liability is incurred.

Compensated absences are recognized as expenditures when leave is actually taken or when employees, or their heirs, are paid for accrued leave upon retirement or death.

Principal and interest on long-term debt are recognized when due.

Other Financing Sources (Uses)

The governmental funds use the following practices in recording other financing sources (uses):

Transfers between funds that are not expected to be repaid, sales of fixed assets, and long-term debt proceeds and payments, are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

Proprietary Funds

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (net total position) is segregated into three components-net investment in capital assets, restricted net position, and unrestricted net position. Proprietary fund-type operating statements present increases (revenues) and decreases (expenses) in net total position. The proprietary funds use the accrual basis of accounting, where revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of the related cash flows.

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The Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis are financed through user charges: or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose.

The Enterprise Fund of the Town of Haynesville is the Water and Sewer Fund, which accounts for the operations of the waterworks and sewerage systems. The intent of the Town for these facilities is (a) that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) that the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Revenues and Expenses

Operating revenues in the proprietary fund are those that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as non-operating expenses.

E. Equity Classifications

The Town of Haynesville has implemented GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.

In the Government-Wide Financial Statements and the Proprietary Fund Financial Statements, the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources is classified as net position and reported in three components:

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

Restricted net position: This classification consists of net position with constraints placed on its use either by external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or law through constitutional provision or enabling legislation.

Unrestricted net position: Any other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When an expense is incurred for the purposes for which both restricted and unrestricted net position are available, management applies unrestricted net position first, unless a determination is made to use restricted net position. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

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The Governmental Fund Financial Statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Town did not have any nonspendable funds for the year ended June 30, 2019.

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Town did not have any restricted funds for the year ended June 30, 2019.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Town Council. These amounts cannot be used for any other purpose unless the Town Council removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Town Council typically establishes commitments through the adoption and amendment of the budget. The Town did not have any committed funds for the year ended June 30, 2019.

Assigned: This classification includes amounts that are constrained by the Town's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Town Council or through the Town Council delegating this responsibility to a body or official (Mayor) for specific purposes. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Town has \$194,650 in assigned funds for year ended June 30, 2019.

Unassigned: This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts. The General Fund amount of \$125,753 is designated as unassigned.

The Town would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

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Notes to the Financial Statements
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F. Budgets

The Mayor prepares a proposed budget and submits it to the Town Council no later than fifteen days prior to the beginning of each fiscal year. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of an ordinance prior to the commencement of the fiscal year for which the budget is being adopted. The budget ordinance is structured such that revenues are budgeted by source and appropriations are budgeted by department and by principal object of expenditure. The Town Council may revise or amend the budget at its discretion during legally convened sessions. Management may amend the budget only below the department level. The Town utilizes formal budgetary integration as a management control device for all funds.

The 2018-2019 general fund budget and special fund budgets were published in the official journal and made available for public inspection. A public hearing for the proposed budgets was held on June 25, 2018, and the budgets were adopted by the Mayor and Town Council. A public hearing was held for the budgets to be amended on June 27, 2019, and was adopted by the Mayor and Town Council.

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Town of Haynesville may deposit funds in demand deposits in stock-owned federally insured depository institutions organized under the laws of the state of Louisiana or of any other state of the United States, or under the laws of the United States. The Town may invest in certificates and time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

For the purposes of the statement of cash flows, cash equivalents include all highly liquid investments with a maturity date of 90 days or less when purchased.

Under state law, the Town may invest in United States bonds, treasury notes, or certificates. Those with maturities of 90 days or less would be classified as cash equivalents and all other reported as investments.

The Town reports restricted assets on the Statement of Net Position (Statement A), which includes restricted cash (customer deposits) that is collected by the Water and Sewer Department.

H. Investments

The Town of Haynesville's investments comply with Louisiana Revised Statute 33:2955. Under state law, the Town may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Town may invest in United States bonds, treasury notes and bills, or government-backed agency securities or certificates, and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. These deposits are classified as investments if their original maturities exceed 90 days. Investments are stated at fair value except for the following, which are permitted under GASB Statement No. 31:

Investments in non-participating interest earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

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The Town reported at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at the time of purchase of one year or less. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations.

I. Interfund Receivables and Payables

Activity between funds that is representative of lending or borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" on the fund financial statements balance sheets, as well as all other outstanding balances between funds. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

J. Inventories

Inventories of supplies in the Proprietary Fund are not material and are charged to operations as purchased.

K. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are recorded in the applicable governmental or business-type activities columns of the government-wide financial statements, but are not reported in the governmental fund financial statements. Acquisitions of property and equipment 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. The Town maintains a threshold level of \$1,000 or more for capitalizing capital assets.

Improvements and replacements of property and equipment are capitalized. Maintenance and repairs that do not improve or extend the lives of property and equipment are charged to expense as incurred. When assets are sold or retired, their cost and related accumulated depreciation are removed from the accounts and any gain or loss is reported in the Statement of Activities.

Depreciation is provided over the estimated useful life of each class of depreciable assets and is computed using the straight-line method. Depreciation is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. The estimated useful life for classes of assets are as follows:

<u>General Fund</u>	<u>Years</u>	<u>Enterprise Fund</u>	<u>Years</u>
Buildings	10-40 years	Equipment	4-15 years
Equipment	5-25 years	Utility Plant and Distribution System	10-60 years
Infrastructure - Asphalt Streets	40 years		

In accordance with GASB Statement No. 34, general infrastructure capital assets consisting of streets, bridges, sidewalks, and drainage systems acquired before July 1, 2003, are excluded from capital assets.

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L. Deferred Outflows of Resources

The Town reports decreases in net position that relate to future periods as deferred outflows of resources in a separate section of its government-wide and proprietary funds statements of net position. The Town reported \$551,621 in deferred outflows of resources due to the net pension liability.

M. Compensated Absences

Compensated absences computed by the Town is as follows:

Vacation is limited to five days after one continuous year of service, ten days after two continuous years of service, and thereafter. Vacation days must be used in the calendar year of entitlement. Unused days at December 31 of each year do not accrue.

Sick leave is limited to thirty days at full pay and thirty days at half-pay. Days must be used within the calendar year and do not accrue.

The cost of leave privileges, computed in accordance with the GASB Statement No. 16, Accounting for Compensated Absences, is recognized as a current-year expenditure in the governmental funds when leave is actually taken or when employees or their heirs are paid for accrued leave upon retirement or death.

At June 30, 2019, employees of the Town have accumulated and vested \$21,940 of employee leave benefits, computed in accordance with GASB Statement No. 16. The entire compensated absence liability is reported on the government-wide financial statements.

N. Deferred Inflows of Resources

The Town reports increases in net position that relate to future periods as deferred inflows of resources in a separate section of its government-wide and proprietary funds statements of net position. The Town will not recognize the related revenues until a future event occurs. The Town reported \$261,309 of deferred inflows of resources due to the net pension liability.

O. Interfund Transactions

Interfund activity is reported as loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures or expenses. Reimbursements are when a fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or enterprise funds are netted as part of the reconciliation to the government-wide financial statements.

Resources belonging to particular funds are commonly shared with other funds that need access to additional resources. When resources are provided without the expectation of repayment, the transaction is reported as a transfer and is treated as a source of income by the recipient fund and as an expenditure by the providing fund.

Activity between funds that is representative of lending or borrowing arrangements outstanding at the end of the fiscal year are referred to as "due from other funds" or "due to other funds" on the Fund Financial Statements Balance Sheet (Statement C), as well as all other outstanding balances between funds.

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Notes to the Financial Statements
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In the process of aggregating data for the Statement of Net Position (Statement A) and the Statement of Activities (Statement B), some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

P. Estimates

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

2. Ad Valorem Taxes

The following is a summary of authorized and levied ad valorem taxes:

This millage was approved by the Town Council on June 21, 2018.

	Authorized Millage	Levied Millage	Expiration Date
Recreation	5.00	4.03	2020
Street & Sewerage	5.00	5.040	2021
General Operation		9.48	

3. Sales Tax

Proceeds from a one percent (1%) sales and use tax shall be dedicated and used for the purposes of opening, constructing, paving, resurfacing, improving and/or maintaining streets, alleys, sidewalks and bridges, constructing, acquiring, extending, improving, renovating and/or maintaining street light facilities, waterworks, sewers and sewerage disposal works, garbage collection and waste disposal facilities, police department stations and equipment, public buildings and/or fire department stations and equipment, including fire engines, public parks and recreational facilities, airport facilities and purchasing and acquiring the necessary land, equipment and furnishings for the aforementioned public works, buildings, improvements and facilities, title to which improvements shall be in the public, or for any one or more of said purposes, all as authorized by Sub-Part I, Chapter 6, Title 33 of the Louisiana Revised Statutes of 1950 (R.S. 33:2711 et seq.)

The Town is also authorized to levy and collect a tax of one percent (1%) for an unlimited period upon the sale at retail, the use, and lease or rental, the consumption and storage for use or consumption of tangible personal property and on sales of services in said Town, as defined in R.S. 47:301 to 47:317, inclusive, with the revenues derived from said sales and use tax to be deposited in a special fund and dedicated and used for the purposes of industrial construction, inducement and/or procurement, opening, constructing, paving, resurfacing, improving and/or maintaining streets, alleys, sidewalks and bridges, constructing, acquiring, extending, improving, renovating and/or maintaining street lighting facilities, and waterworks.

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Notes to the Financial Statements
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The residents of the Town of Haynesville authorized the levy of a one-half of one percent sales and use tax upon the sale at retail, the use, the lease or rental, the consumption, and the storage for use or consumption, of tangible personal property and upon the sale of services. The tax was authorized by special election on April 28, 2018, adopted through Ordinance #609 on May 24, 2018, and is effective on July 1, 2018.

4. Cash, Cash Equivalents, and Investments

At June 30, 2019, the Town had cash and cash equivalents (book balances) totaling \$515,770, of which \$332,036 was in demand deposits, \$183,309 was in certificates of deposits less than 90 days, and \$425 was in petty cash. 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.

At June 30, 2019, the Town had \$566,974 in deposits (collected bank balances). These deposits are secured from risk by \$356,726 of federal deposit insurance, and \$210,258 of pledged securities held in a Federal Reserve pledge account. Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement No. 40, Louisiana Revised Statute 30:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand. Louisiana R.S. 39:1224 requires bonds, or other such instruments furnished as security, to be deposited with the depositing authority or with an unaffiliated bank or trust company, Federal Reserve Bank, or any Federal Home Loan Bank or its successor. This security is deemed to be under the control and in the possession of the public entity and deemed to be held in its name. The Town of Haynesville has complied with these requirements of state law.

Cash and investments are categorized to give an indication of the level of risk assumed by the Town at June 30, 2019. Deposits are considered to be exposed to custodial credit risk if they are not covered by depository insurance and the deposits are (a) uncollateralized, (b) collateralized with securities held by the pledging financial institution, or (c) collateralized with securities held by the the pledging financial institution's trust department or agent but not in the depositor-government's name. The Town of Haynesville has cash and cash equivalents that are covered by federal depository insurance. The remaining balance is exposed to custodial credit risk because it is uninsured and collateralized with securities held by the pledging financial institution.

At June 30, 2019, the Town had investments of \$299,248. All investments were certificates of deposit with a maturity of more than 90 days. These deposits were secured with \$1,450,864 of pledged securities.

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Notes to the Financial Statements
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5. Receivables

The receivables of \$154,235 at June 30, 2019, are as follows:

	Fund			Total
	General	Sales Tax	Enterprise	
Ad valorem taxes	\$ 3,377	\$ -	\$ -	3,377
Occupational licenses	1,721	-	-	1,721
Fines	-	-	-	-
Sales taxes	-	59,258	-	59,258
Franchise and other taxes	16,575	-	-	16,575
Rent, royalty, commission	863	-	-	863
Services	4,505	-	60,798	65,303
Other	7,138	-	-	7,138
Total	\$ 34,178	\$ 59,258	\$ 60,798	\$ 154,235

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Notes to the Financial Statements
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6. Capital Assets

A summary of changes in capital assets for the year ended June 30, 2019, is as follows:

A. Capital Assets - Governmental Activities

	Balance, July 01, 2018	Additions	Deletions	Balance, June 30, 2019
Capital assets not depreciated				
Land	\$ 399,279	\$ -	\$ -	\$ 399,279
Construction in progress	35,787	693,246	-	729,033
Total capital assets not being depreciated	<u>435,066</u>	<u>693,246</u>	<u>-</u>	<u>1,128,312</u>
Capital assets being depreciated				
Buildings and improvements	1,555,750	-	-	1,555,750
Equipment and furniture	1,814,159	10,615	-	1,824,774
Infrastructure	419,613	93,309	-	512,922
Total capital assets being depreciated	<u>\$ 3,789,522</u>	<u>\$ 103,924</u>	<u>\$ -</u>	<u>\$ 3,893,446</u>
Less accumulated depreciation				
Buildings and improvements	\$ 1,041,581	\$ 37,326	\$ -	\$ 1,078,907
Equipment and furniture	1,496,150	67,595	-	1,563,745
Infrastructure	48,081	11,074	-	59,154
Total accumulated depreciation	<u>2,585,811</u>	<u>115,995</u>	<u>-</u>	<u>2,701,806</u>
Capital assets, net	<u>\$ 1,203,711</u>	<u>\$ (12,071)</u>	<u>\$ -</u>	<u>\$ 1,191,640</u>
Governmental capital assets - net	<u>\$ 1,638,777</u>	<u>\$ 681,175</u>	<u>\$ -</u>	<u>\$ 2,319,952</u>

Functional Allocation of Depreciation Expense

General government	\$ 43,010
Public safety	51,441
Public works	16,893
Parks and recreation	4,652
Total	<u>\$ 115,996</u>

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Notes to the Financial Statements
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B. Capital Assets - Business-Type Activities

	Balance, July 01, 2018	Additions	Deletions	Balance, June 30, 2019
Capital assets not depreciated				
Land	\$ 25,500	\$ -	\$ -	\$ 25,500
Total capital assets not being depreciated	<u>25,500</u>	<u>-</u>	<u>-</u>	<u>25,500</u>
Capital assets being depreciated				
Utility Plant and Distribution System	\$ 6,037,075	\$ -	\$ -	\$ 6,037,075
Machinery and equipment	571,488	31,250	-	602,738
Total capital assets being depreciated	<u>\$ 6,608,563</u>	<u>\$ 31,250</u>	<u>\$ -</u>	<u>\$ 6,639,813</u>
Less accumulated depreciation				
Utility Plant and Distribution System	\$ 3,651,330	\$ 132,674	\$ -	\$ 3,784,005
Machinery and equipment	516,343	9,876	-	526,219
Total accumulated depreciation	<u>\$ 4,167,673</u>	<u>\$ 142,551</u>	<u>\$ -</u>	<u>\$ 4,310,224</u>
Capital assets, net	<u>\$ 2,440,890</u>	<u>\$ (111,301)</u>	<u>\$ -</u>	<u>\$ 2,329,589</u>
Business-type capital assets - net	<u>\$ 2,466,390</u>	<u>\$ (111,301)</u>	<u>\$ -</u>	<u>\$ 2,355,089</u>

Functional Allocation of Depreciation Expense

Utility	\$ 82,188
Sewer	<u>60,362</u>
Total	<u>\$ 142,551</u>

7. Payables

The payables of \$224,962 at June 30, 2019, are as follows:

	Fund				Total
	General	Sales Tax	Recreation	Enterprise	
Accounts	\$ 34,625	\$ 40,024	\$ 82,366	\$ 46,440	\$ 203,455
Payroll liabilities	13,225	-	523	7,759	21,507
Total	<u>\$ 47,850</u>	<u>\$ 40,024</u>	<u>\$ 82,889</u>	<u>\$ 54,199</u>	<u>\$ 224,962</u>

Town of Haynesville
Haynesville, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

8. Retirement Systems

A. Municipal Employees' Retirement System of Louisiana (System)

Plan Description

The Town of Haynesville contributes to the Municipal Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the municipality are members of Plan A.

All permanent employees working at least 35 hours per week who are not covered by another pension plan and are paid wholly or in part from municipal funds and all elected municipal officials are eligible to participate in the System.

Any member of Plan A can retire providing the member meets one of the following criteria:

1. Any age with 25 years of creditable service.
2. Age 60 with a minimum of ten years of creditable service.
3. Under age 60 with five years of creditable service eligible for disability benefits.
4. Survivor's benefits require five years creditable service at death of member.
5. Any age with 20 years creditable service, exclusive of military service with an actuarially reduced early benefit.

Generally, the monthly amount of the retirement shall consist of an amount equal to 3% of the employee's monthly average 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 June 30, 2019, the Town of Haynesville's total payroll for all employees was \$794,511. Total covered payroll was \$388,298. Covered payroll refers to all compensation paid by the Town of Haynesville 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 Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 925-4810, or by visiting the System's website www.mersla.com.

Town of Haynesville
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Notes to the Financial Statements
As of and for the year ended June 30, 2019

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended June 30, 2019, the actual employer contribution rate was 26.00% 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 Town of Haynesville to the System monthly. The Town of Haynesville's contributions to the System under Plan A for the year ending June 30, 2019 were \$100,958.

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

At June 30, 2019, the Employer reported a liability of \$832,835 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018, and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Town of Haynesville's proportion of the Net Pension Liability was based on a projection of the Town of Haynesville's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Town of Haynesville's proportion was 0.201135%, which was an increase of 0.005170% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the Town of Haynesville recognized pension expense of \$130,269 plus employer's amortization of change in proportionate share, differences between employer contributions and proportionate share of contributions, and contributions made after the measurement date, which was \$18,960. Total pension expense was \$149,229.

Town of Haynesville
Haynesville, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

At June 30, 2019, the Town of Haynesville reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 29,611
Changes in assumption	25,070	-
Net difference between projected and actual earnings on pension plan	127,626	-
Changes in employer's proportion of beginning net pension liability	26,029	-
Differences between employer and proportionate share of contributions	-	-
Contributions after the measurement period	<u>100,958</u>	<u>-</u>
Total	<u>\$ 279,683</u>	<u>\$ 29,611</u>

The \$100,958 reported as deferred outflows of resources related to pensions resulting from Town of Haynesville contributions subsequent to the measurement date will be recognized as an increase of Net Pension Liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year Ended June 30:		
2020	\$	28,665
2021		17,592
2022		11,257
2023		3,647

Town of Haynesville
Haynesville, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

Actuarial Assumptions

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

Valuation Date	June 30, 2018
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	7.275%
Inflation Rate	2.600%
Salary increases, including inflation and merit increases	5.000%
Annuitant and beneficiary mortality	RP-2000 Healthy Annuitant Sex Distinct Mortality Tables set forward 2 years for males and set forward 1 year for females projected to 2028 using scale AA.
Employee mortality	RP-2000 Employees Sex Distinct Table set back 2 years for both males and females.
Disabled lives mortality	RP-2000 Disables Lives Mortality Table set back 5 years for males and set back 3 years for females.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses 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. Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Public equity	50%	2.20%
Public fixed income	35%	1.50%
Alternatives	15%	0.60%
Totals	<u>100%</u>	<u>4.30%</u>
Inflation		<u>2.70%</u>
Expected arithmetic nominal return		<u>7.00%</u>

Town of Haynesville
Haynesville, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

Discount Rate

The discount rate used to measure the total pension liability was 7.275%. 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 Town of Haynesville's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town of Haynesville's proportionate share of the net pension liability calculated using the discount rate of 7.275%, as well as what the Town of Haynesville's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.275%) or one percentage-point higher (8.275%) than the current rate:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Employer's proportionate share of net pension liability	\$ 1,069,853	\$ 819,804	\$ 630,532

Plan Fiduciary Net Position

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

B. Municipal Police Employees' Retirement System of Louisiana (System)

Plan Description

The Town of Haynesville contributes to the Municipal Police Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. Membership in the System is mandatory for all full-time police officers employed by a municipality of the State of Louisiana and engaged in law enforcement, empowered to make arrests, providing he or she does not have to pay social security and providing he or she meets the statutory criteria.

Any member of the Plan who was hired before January 1, 2013, can retire providing the member meets one of the following criteria:

1. Any age with 25 years of creditable service.
2. Age 50 with a minimum of twenty or more years of creditable service.
3. Age 55 with a minimum of twelve years of creditable service.
4. After 20 years of creditable service at any age, with actuarially reduced benefit from age 55.

Town of Haynesville
Haynesville, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

The monthly amount of benefits are 3 1/3% of their average final compensation (employee's average monthly earnings during the highest 36 consecutive or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary.

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

Hazardous Duty

1. Any age with 25 years of creditable service.
2. Age 55 with twelve or more years of creditable service.
3. After 20 years of creditable service at any age, with actuarially reduced benefit from age 55.

Non Hazardous Duty

1. Any age with 30 years of creditable service.
2. Age 55 with twenty-five or more years of creditable service.
3. Age 60 with ten or more years of creditable service.
4. After 20 years of creditable service at any age, with actuarially reduced benefit from age 55.

The benefit rates are three percent and two and a half percent, respectively, of average final compensation (average monthly earnings during the highest 60 consecutive months or joined months if service was interrupted) per number of years of creditable service not to exceed 100% of final salary.

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

For the year ended June 30, 2019, the Town of Haynesville's total payroll for all employees was \$794,511. Total covered payroll was \$259,997. Covered payroll refers to all compensation paid by the Town of Haynesville 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 Municipal Employees Retirement System of Louisiana, 7722 Office Park Boulevard, Suite 200, Baton Rouge, Louisiana 70809, or by calling (225) 929-7411, or by visiting the System's website www.lampers.org.

Contributions

According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended June 30, 2019, the actual employer contribution rate was 32.25%, 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.

Town of Haynesville
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Notes to the Financial Statements
As of and for the year ended June 30, 2019

Members are required by state statute to contribute 10.00% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Town of Haynesville to the System monthly. The Town of Haynesville's contributions to the System for the year ended June 30, 2019 were \$81,834.

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

At June 30, 2019, the Employer reported a liability of \$710,505 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018, and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The Town of Haynesville's proportion of the Net Pension Liability was based on a projection of the Town of Haynesville's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Town of Haynesville's proportion was 0.084043%, which was an increase of 0.007057% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the Town of Haynesville recognized pension expense of \$105,807 plus employer's amortization of change in proportionate share, differences between employer contributions and proportionate share of contributions, contributions made after the measurement date, which was \$85,833. Total pension expense was \$191,640.

At June 30, 2019, the Town of Haynesville reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	3,203	36,308
Changes in assumptions	34,060	-
Net difference between projected and actual earnings on pension plan	46,431	-
Changes in employer's proportion of beginning net pension liability	106,409	-
Differences between employer and proportionate share of contributions	-	107,435
Contributions after the measurement period	81,834	-
Total	<u>\$ 271,937</u>	<u>\$ 143,743</u>

Town of Haynesville
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Notes to the Financial Statements
As of and for the year ended June 30, 2019

The \$81,834 reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year Ended June 30:	
2020	\$ 48,768
2021	21,132
2022	(24,776)
2023	1,237

Actuarial Assumptions

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

Valuation Date	June 30, 2018	
Actuarial Cost Method	Entry Age Normal Cost	
Actuarial Assumptions:		
Investment Rate of Return	7.20%, net of investment expense	
Inflation Rate	2.60%	
Mortality	RP-2000 Combined Healthy with Blue Collar Adjustment Sex Distinct Tables projected to 2029 by Scale AA (set back 1 year for females) for healthy annuitants and beneficiaries. RP-2000 Disabled Lives Table set back 5 years for males and set back 3 years for females for disabled annuitants. RP-2000 Employee Table set back 4 years for males and 3 years for females for active members.	
Projected Salary Increases	Years of Service	Salary Growth Rate
	1-2	9.75%
	3-23	4.75%
	Above 23	4.25%
Expected Remaining Service Lives	4 years	
Cost-of-Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.	

Town of Haynesville
Haynesville, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

The mortality rate assumption used was set based upon an experience study performed by the prior actuary on plan data for the period of July 1, 2009 through June 30, 2014, and review of similar law enforcement mortality. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. This mortality was then projected forward to a period equivalent to the estimated duration of the System's liabilities. Annuity values calculated based on this mortality were compared to those produced by using a set-back of standard tables. The result of the procedure indicated that the tables used would produce liability values approximating the appropriate generational mortality tables. The best estimates of the arithmetic nominal rates of return for each major asset class included in the System's target allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Equity	52%	3.58%
Fixed income	22%	0.46%
Alternatives	20%	1.07%
Other	6%	0.17%
Totals	<u>100%</u>	<u>5.28%</u>
Inflation		<u>2.75%</u>
Expected arithmetic nominal return		<u>8.03%</u>

Discount Rate

The discount rate used to measure the total pension liability was 7.20%. 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 Town of Haynesville's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town of Haynesville's proportionate share of the net pension liability calculated using the discount rate of 7.20%, as well as what the Town of Haynesville's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.20%) or one percentage-point higher (8.20%) than the current rate:

	1.0% Decrease	Current Discount Rate	1.0% Increase
Employer's proportionate share of net pension liability	\$ 998,456	\$ 672,120	\$ 468,925

Town of Haynesville
Haynesville, Louisiana

Notes to the Financial Statements
As of and for the year ended June 30, 2019

Plan Fiduciary Net Position

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

9. Long-Term Obligations

The following is a summary of the long-term obligation transactions for the year ended June 30, 2019:

Long-term obligation	Balance, July 01, 2018	Additions	Deletions	Balance, June 30, 2019
Net pension liability	1,491,924 \$	51,416 \$	- \$	1,543,340
Compensated absences	24,770	-	2,830 \$	21,940
Total	<u>\$ 1,516,694 \$</u>	<u>51,416 \$</u>	<u>2,830 \$</u>	<u>1,565,280</u>

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of June 30, 2019:

Long-term obligation	Current portion	Long-term portion	Total
Net pension liability	\$ -	1,543,340 \$	1,543,340
Compensated absences	-	21,940	21,940
Total	<u>\$ -</u>	<u>1,565,280 \$</u>	<u>1,565,280</u>

10. Grants

During the year ended June 30, 2019, the Town of Haynesville received grant funds of \$4,474 from the FHWA Recreation Trails and \$126,920 from the Land & Water Conservation Fund. Both of these amounts were used in the Recreation Department park improvements. This project is in-progress as of the end of the audit period. The Town received \$31,250 from the Clean Water Enrichment Fund to install a water pump and pipes. The Town received \$2,030 in grants and contributions from other sources.

11. Risk Management

The Town is exposed to various risk of loss related to torts, thefts of, damage to, and destruction of assets, errors and omissions, and injuries to employees. To handle such risk of loss, the Town maintains commercial insurance policies covering automobile liability and uninsured motorist, surety bond coverage, flood insurance, and property insurance. In addition to the above policies, the Town maintains a general liability policy and an errors and omissions policy. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amount.

12. Litigation and Claims

At June 30, 2019, the Town was not involved in any lawsuits nor is aware of any outstanding claims, which are not covered by insurance.

Town of Haynesville
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Notes to the Financial Statements
As of and for the year ended June 30, 2019

13. Deficit Net Position

At June 30, 2019, a net position deficit of \$513,986 exists in the Governmental Activities and a deficit of \$118,488 exists in the Utility Fund (Enterprise Fund) resulting from the net pension liability that was accounted for according to GASB Statement 68. The liability is an estimate of the Town's proportionate share of the cost-sharing retirement plan for municipal employees and municipal police employees. Please refer to Note 8 for a detailed explanation on the retirement plan.

14. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 31, 2019, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

REQUIRED SUPPLEMENTARY
INFORMATION

Town of Haynesville
Haynesville, Louisiana

Budgetary Comparison Schedule - General Fund
For the Year Ended June 30, 2019

	Budget - Original	Budget - Final	Actual	Variance Favorable (Unfavorable)
Revenues				
Taxes:				
Ad valorem tax	\$ 124,000	\$ 115,500	\$ 120,623	\$ 5,123
Franchise tax	80,000	75,000	74,901	(99)
Other tax	2,200	2,200	2,109	(91)
Licenses and permits	76,815	76,815	91,853	15,038
Operating grant	42,000	32,250	2,030	(30,220)
Intergovernmental	9,010	32,010	65,593	33,583
Fines, forfeitures, and court costs	92,500	91,000	93,486	2,486
Rent, royalty, and commission	21,220	22,820	23,580	760
Charges for services	13,000	13,000	9,390	(3,610)
Miscellaneous	1,400	6,950	7,130	180
Total revenues	<u>462,145</u>	<u>467,545</u>	<u>490,695</u>	<u>23,150</u>
Expenditures				
Current:				
General government	322,058	252,725	243,348	9,377
Public safety				
Police	420,300	448,600	467,974	(19,374)
Streets	118,000	130,000	130,918	(918)
Other departments	16,100	23,600	25,496	(1,896)
Capital outlay	152,000	100,000	93,309	6,691
Total expenditures	<u>1,028,458</u>	<u>954,925</u>	<u>961,045</u>	<u>(6,120)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(566,313)</u>	<u>(487,380)</u>	<u>(470,350)</u>	<u>17,030</u>
Other financing sources (uses)				
Interest earnings	910	1,500	2,029	529
Proceeds from the sale of fixed assets	16,000	-	-	-
Operating transfers in	421,050	431,500	396,146	(35,354)
Operating transfers out	-	-	26,250	26,250
Total other financing sources (uses)	<u>437,960</u>	<u>433,000</u>	<u>424,425</u>	<u>(8,575)</u>
Net changes in fund balances	(128,353)	(54,380)	(45,925)	8,455
Fund balances - June 30, 2018	171,679	171,679	171,679	-
Fund balances - June 30, 2019	<u>\$ 43,326</u>	<u>\$ 117,299</u>	<u>\$ 125,754</u>	<u>\$ 8,455</u>

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

Town of Haynesville
Haynesville, Louisiana

Budgetary Comparison Schedule - Sales Tax Fund
For the Year Ended June 30, 2019

	Budget - Original	Budget - Final	Actual	Variance Favorable (Unfavorable)
Revenues				
Taxes:				
Sales tax	\$ 618,000	\$ 572,200	\$ 582,661	\$ 10,461
Total revenues	<u>618,000</u>	<u>572,200</u>	<u>582,661</u>	<u>10,461</u>
Expenditures				
Current:				
General government	<u>197,300</u>	<u>169,650</u>	<u>180,024</u>	<u>(10,374)</u>
Total expenditures	<u>197,300</u>	<u>169,650</u>	<u>180,024</u>	<u>(10,374)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>420,700</u>	<u>402,550</u>	<u>402,637</u>	<u>87</u>
Other financing sources (uses)				
Interest earnings	350	200	213	13
Operating transfers in	-	-	8,078	8,078
Operating transfers out	<u>(421,050)</u>	<u>(403,000)</u>	<u>(392,500)</u>	<u>10,500</u>
Total other financing sources (uses)	<u>(420,700)</u>	<u>(402,800)</u>	<u>(384,209)</u>	<u>18,591</u>
Net changes in fund balances	-	(250)	18,428	18,678
Fund balances - June 30, 2018	<u>122,186</u>	<u>122,186</u>	<u>122,186</u>	<u>-</u>
Fund balances - June 30, 2019	<u>\$ 122,186</u>	<u>\$ 121,936</u>	<u>\$ 140,614</u>	<u>\$ 18,678</u>

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

Town of Haynesville
Haynesville, Louisiana

Budgetary Comparison Schedule - Recreation District Wards 2 and 3
For the Year Ended June 30, 2019

	Budget - Original	Budget - Final	Actual	Variance Favorable (Unfavorable)
Revenues				
Taxes:				
Ad valorem tax	\$ 175,000	\$ 167,500	\$ 166,956	\$ (544)
Capital grant	388,000	131,000	131,395	395
Charges for services	2,125	3,025	3,845	820
Miscellaneous	50	100	7,561	7,461
Total revenues	<u>565,175</u>	<u>301,625</u>	<u>309,757</u>	<u>8,132</u>
Expenditures				
Current:				
Parks and recreation	154,250	162,850	184,555	(21,705)
Capital outlay	570,000	570,000	703,861	(133,861)
Total expenditures	<u>724,250</u>	<u>732,850</u>	<u>888,416</u>	<u>(155,566)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(159,075)</u>	<u>(431,225)</u>	<u>(578,659)</u>	<u>(147,434)</u>
Other financing sources (uses)				
Interest earnings	200	1,400	1,499	99
Operating transfers in	-	-	20,058	20,058
Total other financing sources (uses)	<u>200</u>	<u>1,400</u>	<u>21,557</u>	<u>20,157</u>
Net changes in fund balances	(158,875)	(429,825)	(557,102)	(127,277)
Fund balances - June 30, 2018	<u>611,138</u>	<u>611,138</u>	<u>611,138</u>	<u>-</u>
Fund balances - June 30, 2019	<u>\$ 452,263</u>	<u>\$ 181,313</u>	<u>\$ 54,036</u>	<u>\$ (127,277)</u>

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

Town of Haynesville
Haynesville, Louisiana

Notes to the Budgetary Comparison Schedule
For the year ended June 30, 2019

NOTE 1 - BUDGETARY POLICIES

A proposed budget for the general fund of the Town of Haynesville is prepared on the modified accrual basis of accounting. The budget is legally adopted by the Town of Haynesville and then amended during the year, as necessary. The budget is established and controlled at the object level of expenditures. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. The Town of Haynesville authorizes all amendments to the budget. There were was one amendment made to the original budget.

Formal budgetary integration is employed as a management control device during the year.

Town of Haynesville
Haynesville, Louisiana

Schedule of Employer's Share of Net Pension Liability
Municipal Employees Retirement System
For the year ended June 30, 2019

	2019	2018	2017	2016	2015
Employer's proportion of the net pension liability (asset)	0.201135 %	0.195965 %	0.182297 %	0.169975 %	0.161121 %
Employer's proportionate share of the net pension liability (asset)	\$ 832,835	\$ 819,804	\$ 747,183	\$ 607,177	\$ 413,508
Employer's covered employee payroll	\$ 367,216	\$ 355,884	\$ 299,143	\$ 290,104	\$ 284,699
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	226.80 %	230.36 %	249.77 %	209.30 %	145.24 %
Employer's proportion of the net pension liability (asset)	63.94 %	62.49 %	62.11 %	66.18 %	73.99 %

The amounts presented have a measurement date of the previous fiscal year end.

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

Town of Haynesville
Haynesville, Louisiana

Schedule of Employer's Share of Net Pension Liability
Municipal Police Employees Retirement System
For the year ended June 30, 2019

	2019	2018	2017	2016	2015
Employer's proportion of the net pension liability (asset)	0.084043 %	0.076986 %	0.066098 %	0.053228 %	0.054959 %
Employer's proportionate share of the net pension liability (asset)	\$ 710,505	\$ 672,120	\$ 619,524	\$ 416,986	\$ 343,828
Employer's covered employee payroll	\$ 248,523	\$ 229,660	\$ 185,155	\$ 142,582	\$ 152,378
Employer's proportionate share of the net pension liability (asset) as a percentage of its covered employee payroll	285.89 %	292.66 %	334.60 %	292.45 %	225.64 %
Employer's proportion of the net pension liability (asset)	71.89 %	70.08 %	66.04 %	70.73 %	75.10 %

The amounts presented have a measurement date of the previous fiscal year end.

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

Town of Haynesville
Haynesville, Louisiana

Schedule of Employer Contributions
Municipal Employees Retirement System
For the year ended June 30, 2019

	2019	2018	2017	2016	2015
Contractually required contribution	\$ 100,958	\$ 90,886	\$ 80,964	\$ 59,081	\$ 57,296
Contributions in relation to contractually required contribution	100,958	90,886	80,964	59,081	57,296
Contribution deficiency (excess)	-	-	-	-	-
Employer's covered payroll	\$ 388,298	\$ 367,216	\$ 355,884	\$ 299,142	\$ 290,104
Contributions as a percentage of covered employee payroll	26.00 %	24.75 %	22.75 %	19.75 %	19.75 %

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

Town of Haynesville
Haynesville, Louisiana

Schedule of Employer Contributions
Municipal Police Employees Retirement System
For the year ended June 30, 2019

	2019	2018	2017	2016	2015
Contractually required contribution	\$ 81,834	\$ 76,420	\$ 72,917	\$ 54,621	\$ 44,913
Contributions in relation to contractually required contribution	81,834	76,420	72,917	54,621	44,913
Contribution deficiency (excess)	-	-	-	-	-
Employer's covered payroll	\$ 259,997	\$ 248,523	\$ 229,660	\$ 185,155	\$ 142,582
Contributions as a percentage of covered employee payroll	31.47 %	30.75 %	31.75 %	29.50 %	31.50 %

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

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Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Town of Haynesville
Haynesville, Louisiana

We have audited the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Haynesville, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town of Haynesville's basic financial statements and have issued our report thereon dated December 31, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Town of Haynesville's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Kenneth D. Felden & Co., CPAs

Jonesboro, Louisiana
December 31, 2019

SUPPLEMENTAL INFORMATION

Town of Haynesville
Haynesville, Louisiana

Schedule of Findings and Questioned Costs
For the year ended June 30, 2019

We have audited the basic financial statements of the Town of Haynesville as of and for the year ended June 30, 2019 and have issued our report thereon dated December 31, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2019 resulted in an unqualified opinion.

A. Summary of Auditor's Report

Report on Internal Control and Compliance Material to Financial Statements

Internal Control

Material Weakness Yes No Significant Deficiencies Yes No

Compliance

Compliance Material to Financial Statements Yes No

B. Findings - Financial Statements Audit

Current Year

No current year findings.

Prior Year

No prior year findings.

Town of Haynesville
Haynesville, LouisianaSchedule of Compensation Paid Councilpersons
For the year ended June 30, 2019

	2019
Linda Beene	\$ 2,400
Joyce Major	2,400
Dewatha Malone	4,800
Betty Richardson	4,800
Carla Smith	4,800
Valinda Webb	4,800
	\$ 24,000

Town of Haynesville
Haynesville, LouisianaSchedule of Compensation, Benefits and Other Payments to Agency Head
For the year ended June 30, 2019

Beverlee Killgore Mayor		
Salary	\$	32,896
Benefits - Retirement		8,553
Benefits - Insurance		12,793
Training and conferences		844
Reimbursements		781
	\$	<u>55,868</u>

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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Town Council of Town of Haynesville
Haynesville, Louisiana
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Town of Haynesville and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 01, 2018 through June 30, 2019. The Town's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
 - a. Budgeting, including preparing, adopting, monitoring, and amending the budget,
 - b. Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c. Disbursements, including processing, reviewing, and approving,
 - d. Receipts, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions.
 - e. Payroll/Personnel, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked,
 - f. Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process,
 - g. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage,
 - h. Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers,

i. Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy, and

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

k. Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Exception: The Town has a purchasing policy but it does not address adding vendors to the vendor list. The Town does not have a receipts policy or procedures. The Town does not have a disaster recover/business continuity policy.

Management's Response: The Town will amend its purchasing policy to address adding vendors to the vendor list. The Town will adopt a receipts policy and procedures. The Town will adopt a disaster recovery/business continuity policy.

Board

2. Obtain and review the board/committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

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

Response: The Town Council met monthly with a quorum.

b. For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.

Response: The meeting minutes referenced monthly budget-to-actual comparisons for all funds.

c. For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

Response: The Town did not have a negative ending unrestricted fund balance.

Exception: None.

Management's Response: None.

Bank Reconciliations

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

Response: Management provided us with a list of bank accounts and representation that the list is complete.

a. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

Response: Reconciliations were completed within 2 months of statement closing date.

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

Response: Out of 10 ten accounts reviewed, one account did not include evidence that it had been reviewed. Reconciliations were reviewed by Mayor and the Town Council; the Mayor has signatory authority.

c. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Response: Out of 10 ten accounts reviewed, one account had reconciling items that were outstanding for more than 12 months.

Exception: See above responses.

Management's Response: The Town will be sure that bank reconciliations are reviewed by the Mayor. The Town Clerk will research the transactions over 12 months old, and the Town Clerk will monitor the reconciliation each month for any items that become more than 12 months old.

Collections

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

Response: Management provided us with a list of deposit sites and representation that the list is complete.

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

Response: Management provided us with a list of collection locations and representation that the list is complete. There were no written employee job duties, but we inquired of employees their job duties. Job duties are properly segregated.

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

Response: At Town Hall, two assistant clerks share two cash drawers. Drawers are divided based on the type of revenue received. At the Police Station, there is no cash drawer as no cash is taken in that location.

b. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

Response: At Town Hall, the deputy clerk prepares deposits and very rarely takes cash from customers. Another assistant clerk takes the deposit to the bank. At the Police Station, the employee collects checks/money orders, prepares summary sheet of deposit amount, and the funds are delivered to Town Hall where Deputy Clerk prepares deposit.

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

Response: At Town Hall, the Town Clerk posts collections to accounting system, and she very rarely takes cash from customers. At the Police Station, the employee is not responsible for posting collection entries to accounting system.

d. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

Response: At Town Hall, the Town Clerk completes bank reconciliations, the mayor reviews the bank statements before giving them to the Town Clerk, and Town Council reviews the bank reconciliations after they are completed. At the Police Station, the Town Clerk is responsible for reconciling cash collections to accounting system.

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

Response: Each employee who has access to cash is covered by a bond.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

a. Observe that receipts are sequentially pre-numbered.

Response: Out of ten deposits traced, 10 had no sequentially numbered receipts, but they used system reports as receipts.

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

Response: All ten collections reviewed were traced to a deposit slip.

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

Response: All ten deposits were traced to the bank statements.

d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

Response: Out of ten deposits traced, 8 eight were made within one business day of receipt.

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

Response: All ten deposits were traced to the general ledger.

Exception: See above responses.

Management's Response: The Town will develop written job duties for the employees responsible for collection, depositing, and reconciling cash. The written job duties will clearly define segregation of duties to insure that cash collections are complete and accurate. The Town will make all deposits within one business day of receipt at collection site.

Disbursements - General

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

Response: Management provided a listing of locations that process payments and representation that the listing is complete.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

Response: All employees can make purchase requests/purchase orders. The Assistant Clerk reconciles the purchase orders against the statements. The Mayor and a member of the Town Council approve all purchases before payment.

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

Response: Payments to vendors are processed by the Deputy Clerk through the accounting system. The Mayor and a member of the Town Council approves the payment to vendors. The Town Council reviews and approves all payments to vendors at the monthly meetings.

c. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

Response: The Deputy Clerk adds vendors and processes payments; however, the Mayor and a member of the Town Council must approve the purchase and confirm by signature that the vendor has been approved.

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

Response: The Deputy Clerk mails payments and processes payments.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

Response: Management provided the disbursement transaction population and representation that the population is complete.

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

Response: Out of 100 disbursements tested all included and matched a related invoice or billing statement.

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

Response: Out of 100 disbursements tested all included evidence of segregation of duties tested under #9 as applicable.

Exception: See above responses.

Management's Response: The Town will modify its policies and procedures to segregate processing and mailing payments.

Credit Cards

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

Response: Management provided a listing of credit cards, bank debit cards, fuel cards, and P-cards and representation that the listing is completed.

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

- a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.

Response: Four cards were tested, for three cards the monthly statements was reviewed and approved, in writing, by someone other than the authorized card holder.

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

Response: There were finance charges and late fees on one of the four selected statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing).

- a. For each transaction, observe that it is supported by:

- i. An original itemized receipt that identifies precisely what was purchased,

Response: For three out of four of the statements, all invoices were available and identified precisely what was purchased. One statement did not have any receipts to identify what was purchased.

- ii. Written documentation of the business/public purpose, and

Response: For three out of four of the statements reviewed, all purchases had written documentation of business purpose. One statement did not have written documentation of business purpose for any purchases.

- iii. Documentation of the individuals participating in meals (for meal charges only).

Response: No transactions were for meal charges.

Exception: See above responses.

Management's Response: The Town will insure that all statements and supporting documentation are approved, in writing, by someone other than the authorized card holder, that there are no finance/late charges, that all purchases have a receipt that identifies precisely what was purchased, and that all purchases include written documentation of business purpose.

Travel and Expense Reimbursement

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

Response: Management provided a listing of travel and related expense reimbursements and representation that the listing is complete.

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

Response: All reimbursements were for per diem. The Town followed its policy for reimbursements, which was less than the rate established by the State of Louisiana or the GSA.

b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Response: No reimbursements were for actual cost.

c. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

Response: All reimbursements listed the business/public purpose. No other documentation is required.

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

Response: Reimbursements were reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Exception: See above responses.

Management's Response: None.

Contracts

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

Response: Management provided representation that no new contracts products or services paid were initiated or renewed during the fiscal period.

a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

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

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

Exception: None.

Management's Response: None.

Payroll and Personnel

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

Response: Management provided a listing of employees/elected officials and representation that the listing is complete.

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

a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Response: All employees documented their daily attendance and leave.

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

Response: All employees had their daily attendance and leave documentation approved by supervisors.

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

Response: Leave taken during the pay period was reflected in the cumulative leave records.

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

Response: One employee of the two selected terminated employees accumulated leave. This employee's leave balance agreed with the amount paid upon termination.

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

Response: Management provided representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed by required deadlines.

Exception: See above responses.

Management's Response: None.

Ethics

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

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

Response: Out of five employees reviewed, all employees have documentation of completed ethics training.

b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Response: Out of five employees reviewed, all had documentation of employee signature verification that he or she has read the entity's ethics policy.

Exception: See above responses.

Management's Response: None.

Debt Service

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

Response: None.

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

Response: None.

Other

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

Response: Management has provided representation that there were no misappropriations of public funds and assets during the fiscal period.

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

Response: We observed the notice posted in the Town Hall.

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

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

Kenneth D. Folden & Co., CPAs

Jonesboro, Louisiana
December 31, 2019



TOWN OF HAYNESVILLE

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haynesvillemayor@ymail.com

December 31, 2019

Kenneth D. Folden & Co., CPAs
302 Eighth Street
Jonesboro, Louisiana

In connection with your engagement to apply agreed-upon procedures to certain control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period July 1, 2018 through June 30, 2019, we confirm to the best of our knowledge and belief, the following representations made to you during your engagement.

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

Yes No
2. For the fiscal period July 1, 2018 through June 30, 2019, the C/C areas were administered in accordance with the best practice criteria presented in the SAUPs.

Yes No
3. We are responsible for selecting the criteria and procedures and for determining that such criteria and procedures are appropriate for our purposes.

Yes No
4. We have disclosed to you all known matters contradicting the results of the procedures performed in C/C areas.

Yes No
5. We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others affecting the C/C areas, including communications received between June 30, 2019, and December 31, 2019.

Yes No

6. We have provided you with access to all records that we believe are relevant to the C/C areas and the agreed-upon procedures.
Yes No
7. We represent that the listing of bank accounts provided to you is complete.
Yes No
8. We represent that the listing of cash/check/money order (cash) collection locations provided to you is complete.
Yes No
9. We represent that the listing of entity disbursements or the general ledger population of entity disbursements provided to you is complete.
Yes No
10. We represent that the listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards, provided to you is complete.
Yes No
11. We represent that the listing of all travel and related expense reimbursements, by person, during the fiscal period or the general ledger population of travel and related expense reimbursements provided to you is complete.
Yes No
12. We represent that the listing of all contracts in effect during the fiscal period or the general ledger population of contract payments provided to you is complete.
Yes No
13. We represent that the listing of employees (and elected officials, if applicable) with their related salaries provided to you is complete.
Yes No
14. We represent that the listing of employees (and elected officials, if applicable) that terminated during the fiscal period provided to you is complete.
Yes No
15. We have disclosed to you other data you deemed necessary to complete SAUPs.
Yes No
16. We have responded fully to all inquiries made by you during the engagement.

Yes No

17. We are not aware of any events that have occurred subsequent to June 30, 2019, that would require adjustment to or modification of the results of the agreed-upon procedures.

Yes No

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

Signature Beverly Killgore Date December 31, 2019

Title Mayor

Signature Penny Fields Date December 31, 2019

Title Clerk