

**CALDWELL PARISH LIBRARY
Columbia, Louisiana**

**Basic Financial Statements
With Accountant's Review Report
and Agreed-Upon Procedures Report
As of and for the Year Ended
December 31, 2019**

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Basic Financial Statements
With Accountant's Review Report
and Agreed-Upon Procedures Report
As of and for the Year Ended
December 31, 2019

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Practice Limited to
Governmental Accounting,
Auditing and
Financial Reporting

Independent Accountant's Review Report

CALDWELL PARISH LIBRARY
Columbia, Louisiana

I have reviewed the accompanying financial statements of the governmental activities and the major fund of the Caldwell Parish Library, a component unit of the Caldwell Parish Police Jury, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Caldwell Parish Library's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

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

Accountant's Conclusion

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

CALDWELL PARISH LIBRARY
Columbia, Louisiana
Independent Accountants Review Report
December 31, 2019

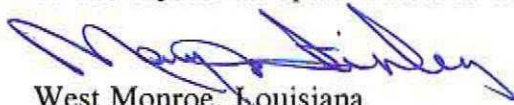
Other Matters

Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to agency head on page 38 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion, analysis, budgetary comparison information, the schedule of the Librarys' proportionate share of the net pension liability, and the schedule of employer contributions, as listed in the table of contents, are presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the information, and accordingly, do not express an opinion on such information.



West Monroe, Louisiana
February 28, 2020

REQUIRED SUPPLEMENTARY INFORMATION
PART I

CALDWELL PARISH LIBRARY
Columbia, Louisiana
Management's Discussion and Analysis
December 31, 2019

As management of the Caldwell Parish Library, we offer readers of the Caldwell Parish Library's financial statements this narrative overview and analysis of the financial activities of the Caldwell Parish Library for the fiscal year ended December 31, 2019. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Overview of the Financial Statements

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

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

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

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Caldwell Parish Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Caldwell Parish Library are governmental funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

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

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

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

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Caldwell Parish Library exceeded liabilities by \$1,841,368. Approximately 13% of the Caldwell Parish Library's net assets reflects its investment in capital assets (e.g., equipment), less any related debt used to acquire those assets that is still outstanding. These assets are not available for future spending.

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

STATEMENT OF NET POSITION		
ASSETS	2019	2018
Cash and cash equivalents	\$1,201,253	\$1,103,694
Receivables	443,729	413,576
Net pension asset		14,226
Capital assets (net of accumulated depreciation)	231,616	250,435
TOTAL ASSETS	1,876,598	1,781,931
DEFERRED OUTFLOW OF RESOURCES - Pension related	70,623	30,584
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$1,947,221</u>	<u>\$1,812,515</u>
LIABILITIES		
Accounts payable	\$17,280	\$16,611

Payroll taxes payable	\$3,475	\$9,377
Net pension liability	<u>79,225</u>	<u></u>
TOTAL LIABILITIES	<u>99,980</u>	<u>25,988</u>
DEFERRED INFLOWS OF RESOURCES - Pension related	5,873	30,584
NET POSITION		
Invested in capital assets, net of related debt	231,616	250,435
Unrestricted	<u>1,609,752</u>	<u>1,483,188</u>
TOTAL NET POSITION	<u><u>\$1,841,368</u></u>	<u><u>\$1,733,623</u></u>

STATEMENT OF ACTIVITIES

Culture and recreation:	<u>2019</u>	<u>2018</u>
Personal services	\$181,141	\$165,165
Operating services	108,407	104,632
Materials and supplies	10,967	8,781
Travel	16,620	16,424
Depreciation expense	<u>43,562</u>	<u>44,823</u>
Total Program Expenses	<u>360,697</u>	<u>339,825</u>
Program revenues:		
Fines and forfeitures	<u>4,548</u>	<u>4,363</u>
Net Program Expenses	<u>(356,149)</u>	<u>(335,462)</u>
General revenues		
Taxes - ad valorem	438,358	418,345
Intergovernmental:		
State revenue sharing	10,866	10,779
Interest earned	11,938	6,037
Other revenue	<u>2,732</u>	<u>6,694</u>
Total general revenues	<u>463,894</u>	<u>441,855</u>
Change in Net Position	<u>107,745</u>	<u>106,393</u>
Net Position - Beginning of the year	<u>1,733,623</u>	<u>1,627,230</u>
Net Position - End of year	<u><u>\$1,841,368</u></u>	<u><u>\$1,733,623</u></u>

Financial Analysis of the Government's Funds

As noted earlier, the Caldwell Parish Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2019, the general fund's governmental fund balances of \$1,624,227 showed an increase of \$132,945 over December 31, 2018.

General Fund Budgetary Highlights

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

Capital Asset and Debt Administration

Capital assets. The Caldwell Parish Library's investment in capital assets for its governmental activities as of December 31, 2019, amounts to \$231,616 (net of accumulated depreciation). This investment includes furniture and equipment, automation and library materials. The increase in capital assets for the year was \$24,743, and there was a decrease of \$12,923.

Long-term debt. As of December 31, 2019 the library has a pension liability of \$79,225.

Requests for Information

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

February 28, 2020

BASIC FINANCIAL STATEMENTS

CALDWELL PARISH LIBRARY
Columbia, Louisiana

STATEMENT OF NET ASSETS
December 31, 2019

ASSETS

Cash and cash equivalents	\$1,201,253
Receivables - ad valorem taxes	443,729
Capital assets (net of accumulated depreciation)	<u>231,616</u>
TOTAL ASSETS	<u>1,876,598</u>

DEFERRED OUTFLOW OF RESOURCES

Pension related	<u>70,623</u>
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	<u>\$1,947,221</u>

LIABILITIES

Accounts payable	\$17,280
Withholdings payable	3,475
Net pension liability	<u>79,225</u>
TOTAL LIABILITIES	<u>99,980</u>

DEFERRED INFLOWS OF RESOURCES

Pension related	5,873
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NET ASSETS

Invested in capital assets, net of related debt	231,616
Unrestricted	<u>1,609,752</u>
TOTAL NET ASSETS	1,841,368

**TOTAL LIABILITIES, DEFERRED INFLOWS OF
RESOURCES AND NET POSITION**

\$1,947,221

See accompanying notes and independent accountant's report.

Statement B**CALDWELL PARISH LIBRARY**
Columbia, Louisiana**STATEMENT OF ACTIVITIES**
December 31, 2019

Culture and recreation:	
Personal services	\$181,141
Operating services	108,407
Materials and supplies	10,967
Travel and other charges	16,620
Depreciation expense	43,562
Total Program Expenses	<u>360,697</u>
Program revenues -	
Fines and forfeitures	<u>4,548</u>
Total program revenues	<u>4,548</u>
Net Program Expenses	<u>(356,149)</u>
General revenues:	
Taxes - ad valorem	438,358
Intergovernmental - state revenue sharing	10,866
Interest earned	11,938
Other revenue	<u>2,732</u>
Change in Net Assets	107,745
Net Assets - Beginning of year	<u>1,733,623</u>
Net Assets - End of year	<u>\$1,841,368</u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana
GOVERNMENTAL FUNDS

Balance Sheet, December 31, 2019

ASSETS

Cash and cash equivalents	\$1,201,253
Receivables - ad valorem taxes	<u>443,729</u>
TOTAL ASSETS	<u><u>\$1,644,982</u></u>

LIABILITIES AND FUND EQUITY

Liabilities -	
Accounts payable	\$17,280
Withholdings payable	<u>3,475</u>
Total liabilities	20,755
Fund Equity - fund balances - unassigned	<u>1,624,227</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>\$1,644,982</u></u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

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

For the Year Ended December 31, 2019

Total Fund Balances at December 31, 2019 - Governmental Funds (Statement C)		<u>\$1,624,227</u>
Deferred outflows of resources		70,623
Cost of capital assets at December 31, 2019	\$1,120,582	
Less: Accumulated depreciation as of December 31, 2019	<u>(888,966)</u>	<u>231,616</u>
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		
Deferred outflows of resources		(79,225)
Deferred inflows of resources		<u>(5,873)</u>
Net Assets at December 31, 2019 (Statement A)		<u><u>\$1,841,368</u></u>

See accompanying notes and independent accountant's report.

Statement D

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

Statement of Revenues, Expenditures,
and Changes in Fund Balance
For the Year Ended December 31, 2019

REVENUES

Ad valorem taxes	\$438,358
Intergovernmental revenues - state revenue sharing	10,866
Fines and forfeitures	4,548
Use of money and property	11,938
Other revenue	1,369
Total revenues	<u>467,079</u>

EXPENDITURES

Culture and recreation:

Current:

Personal services	173,397
Operating services	108,407
Materials and supplies	10,967
Travel and other charges	16,620
Capital outlay	24,743
Total expenditures	<u>334,134</u>

EXCESS OF REVENUES OVER EXPENDITURES132,945**FUND BALANCE AT BEGINNING OF YEAR**1,491,282**FUND BALANCE AT END OF YEAR**\$1,624,227

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

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

For the Year Ended December 31, 2019

Total net change in fund balances - governmental funds (Statement D)	\$132,945
Amounts reported for governmental activities in the Statement of Activities are different because:	
Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period.	(18,819)
Non-employer contributions to cost-sharing pension plan	1,363
Pension expense	<u>(7,744)</u>
Change in net assets of governmental activities (Statement B)	<u><u>\$107,745</u></u>

See accompanying notes and independent accountant's report.

CALDWELL PARISH LIBRARY
Columbia, Louisiana
Notes to the Financial Statements
As of and for the Year Ended December 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

A. REPORTING ENTITY

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

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

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.

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

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

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

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

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

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

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

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

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

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

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

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

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

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

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

Governmental Fund Type

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

D. BASIS OF ACCOUNTING

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

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

1. Accrual:

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

2. Modified Accrual:

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

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

Revenues

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

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

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

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

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

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

Expenditures

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

E. CASH AND CASH EQUIVALENTS

Under state law, the library may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2019, the library has cash and cash equivalents (book balances) totaling \$1,201,253.

Petty cash	\$50
Demand deposits	554,913
Time deposits	646,290
Total	<u>\$1,201,253</u>

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, the 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 or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Library that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Library's name.

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

Cash and cash equivalents (bank balances) at December 31, 2019, are secured as follows:

Bank balances	<u>\$1,211,529</u>
Federal deposit insurance	\$753,258
Pledged securities (uncollateralized)	<u>815,708</u>
Total	<u>\$1,568,966</u>

F. CAPITAL ASSETS

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

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

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

G. ANNUAL AND SICK LEAVE

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

H. RISK MANAGEMENT

The library is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; and injuries to employees. To handle such risk of loss, the library maintains a commercial insurance policy covering property, general liability, employee fidelity, and workmen's compensation. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2019.

I. PENSION PLANS

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

J. EQUITY CLASSIFICATIONS

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - 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 borrowing that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

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

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. 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.

In the fund financial statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable - represents amounts that are not expected to be converted to cash because they are either not in spendable form or legally or contractually required to be maintained intact.

Restricted - represents balances where constraints have been established by parties outside the Library's office or imposed by law through constitutional provisions or enabling legislation.

Committed - represents balances that can only be used for specific purposes pursuant to constraints imposed by formal action of the Library's highest level of decision-making authority.

Assigned - represents balances that are constrained by the government's intent to be used for specific purposes, but are not restricted nor committed.

Unassigned - represents balances that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the general fund.

The General Fund has an unassigned fund balance of \$1,624,227. If applicable, the Library would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

K. 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

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

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. LEVIED TAXES

The ad valorem tax millage levied by the library was 6.95 mills for the year ended December 31, 2019. The authorized millage for the is 7.13 mills. The current tax expires in 2022. The difference between authorized and levied millages is the result of reassessments of taxable property within the parish as required by Article 7, Section 18 of the Louisiana Constitution of 1974. The following are the principal taxpayers for the parish and their 2019 assessed valuation:

	2019 Assessed Valuation	% of Total Assessed Valuation
Regency Intrastate	\$19,657,058	25.08%
Texas Gas Transmission Corp.	6,551,470	8.36%
Entergy Transfer Crude Oil Company, LLC	3,946,320	5.03%
Union Pacific Railroad Company	3,233,590	4.13%
Entergy Louisiana, LLC	2,402,000	3.06%
Homeland Federal Savings Bank	1,507,729	1.92%
Weyerhaeuser Company	1,296,829	1.65%
Caldwell Bank & Trust Company	1,033,939	1.32%
Bellsouth Telecommunications	880,650	1.12%
Citizens Progressive Bank	724,061	0.92%
Total	<u>\$41,233,646</u>	<u>52.61%</u>

3. RECEIVABLES

The General Fund receivables of \$443,729 at December 31, 2019, are as follows:

Class of receivables:

Taxes - ad valorem	\$432,863
Intergovernmental revenues -	
State revenue sharing (net)	10,866
Total	<u>\$443,729</u>

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

4. CHANGES IN CAPITAL ASSETS

A summary of changes in capital assets for the year ended December 31, 2019, follows:

	Balance at January 1,	Additions	Deletions	Balance at December 31,
Land	\$115,000			\$115,000
Buildings	260,765			260,765
Furniture	27,178			27,178
Equipment	137,802			137,802
Books	568,017	\$24,743	(\$12,923)	579,837
Total	1,108,762	24,743	(12,923)	1,120,582
Less accumulated depreciation	(858,327)	(43,562)	12,924	(888,966)
Net capital assets	\$250,435	(\$18,819)	NONE	\$231,616

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

The Parochial Employees' Retirement System of Louisiana (System) is a cost-sharing multiple-employer defined benefit pension plan established by Act 205 of the 1952 regular session of the Legislature of the State of Louisiana to provide retirement benefits to all employees of any parish in the state of Louisiana or any governing body or a parish which employs and pays persons serving the parish.

Substantially all employees of the Caldwell Parish Library are members of the Parochial Employees' Retirement System of Louisiana (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. This system is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Library are members of Plan A.

Summary of Significant Accounting Policies.

The Parochial Employees' Retirement System of Louisiana prepares its employer pension schedules in accordance with Governmental Accounting Statement No. 68 - *Accounting and Financial Reporting for Pensions - an amendment of GASB Statement No. 27*. GASB Statement No. 68 established standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expenses/expenditures. It provides methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service. It also provides methods to calculate participating employer's proportionate share of net pension liability, deferred inflows, deferred outflows, pension expense and amortization periods for deferred inflows and deferred outflows.

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

The System's employer pension schedules were prepared using the accrual basis of accounting. Members' earnable compensation, for which the employer allocations are based, is recognized in the period in which the employee is compensated for services performed. The member's earnable compensation is attributed to the employer for which the member is employed as of December 31, 2018.

The System complies with the provisions of GASB Statement No. 67, *Financial Reporting for Pension Plans*, which included specifying the approach of contributing entities to measure pension liabilities for benefits provided through the pension plan.

Plan Fiduciary Net Position

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues, and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts.

Plan Description.

The Parochial Employees' Retirement System of Louisiana is the administrator of a cost sharing multiple employer defined benefit pension plan. The System was established and provided for by R.S. Title 11:1901 of the Louisiana Revised Statute (LRS).

The System provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the state which does not have their own retirement system and which elects to become members of the System.

All permanent parish government employees (except those employed by Orleans, Lafourche and East Baton Rouge Parishes) who work at least 28 hours a week shall become members on the date of employment. New employees meeting the age and social Security criteria have up to 90 days from the date of hire to elect to participate.

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

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service.
2. Age 55 with twenty-five (25) years of creditable service.
3. Age 60 with a minimum of ten (10) years of creditable service.

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

4. Age 65 with a minimum of seven (7) years of creditable service.

For employees hired after January 1, 2007:

1. Age 55 with 30 years of service.
2. Age 62 with 10 years of service.
3. Age 67 with 7 years of service.

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the member's final average compensation multiplied by his/her years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts.

The Parochial Employees' Retirement System of Louisiana issued a stand-alone audit report on its financial statements for the year ended December 31, 2018. Access to the report can be found on the System's website: www.persla.org or on the Office of Louisiana Legislative Auditor's website, www.lla.state.la.us.

The process of preparing the schedule of employer allocations and schedule of pension amounts in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Accordingly, actual result may differ from estimated amounts.

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

At December 31, 2019, the Library reported a liability of \$79,225 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Library's proportion of the net pension liability was based on a projection of the Library's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers', actuarially determined. At December, 31, 2018, the Library's proportion was .0179 percent, which was an increase of .00132 from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the Library recognized pension expense of \$20,417. At December 31, 2019, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

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

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience		\$4,827
Changes in assumptions	\$19,809	
Net differences between projected and actual earnings on pension plan	37,925	
Changes in employers proportion of beginning NPL	216	1,012
Differences between employer and proportionate share of contributions		34
Subsequent measurement contributions	12,673	
Total	\$70,623	\$5,873

\$12,673 reported as deferred outflows of resources related to pensions resulting from the Library's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended December 31:	
2019	\$17,594
2020	9,829
2021	7,899
2022	16,755
Total	\$52,077

Actuarial assumptions. The total pension asset in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases	4.75%
Investment rate of return	6.50%, net of investment expense

Pub-2010 Public Retirement Plans Mortality Table for Health Retirees multiplied by 130% for males and 125% for females using MP2018 scale for annuitant and beneficiary mortality. For employees, the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females using MP2018 scale. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP2018 scale for disabled annuitants.

The discounted rate used to measure the total pension liability was 6.50%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current

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

contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up) and an equity building-block model (bottom-up).

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2018 are summarized in the following table:

Asset Class	Expected Rate of Return	
	Target Asset Allocation	Long-term Expected Portfolio Real Rate of Return
Fixed Income	35%	1.22%
Equity	52%	3.45%
Alternative Investments	11%	0.65%
Real assets	2%	0.11%
Totals	100%	5.43%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.43%

Sensitivity of the Libraries' proportionate share of the net pension liability to changes in the discount rate. The following presents the net pension asset of the participating employers calculated using the discount rate of 6.50%, as well as what the employers' net pension liability as of December 31, 2018, would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate.

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Libraries' proportionate share of the net pension liability	\$168,252	\$79,225	\$4,806

CALDWELL PARISH LIBRARY

Columbia, Louisiana

Notes to the Financial Statements (Continued)

6. LITIGATION AND CLAIMS

The Caldwell Parish Library is not involved in any litigation at December 31, 2019, nor is it aware of any unasserted claims.

**REQUIRED SUPPLEMENTARY INFORMATION
PART II**

CALDWELL PARISH LIBRARY
Columbia, Louisiana
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended December 31, 2019

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
Taxes - ad valorem	\$390,000	\$390,000	\$438,358	\$48,358
Intergovernmental revenues -				
State revenue sharing	7,500	10,500	10,866	366
Fines and forfeitures	5,300	4,600	4,548	(52)
Use of money and property	5,500	12,000	11,938	(62)
Other revenue			1,369	1,369
Total revenues	<u>408,300</u>	<u>417,100</u>	<u>467,079</u>	<u>49,979</u>
EXPENDITURES				
Current:				
Culture and recreation:				
Personal services	163,015	173,515	173,397	118
Operating services	125,650	110,500	108,407	2,093
Materials and supplies	15,000	9,250	10,967	(1,717)
Travel and other charges	2,000	900	16,620	(15,720)
Capital outlay	285,200	25,198	24,743	455
Total expenditures	<u>590,865</u>	<u>319,363</u>	<u>334,134</u>	<u>(14,771)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(182,565)	97,737	132,945	35,208
FUND BALANCE AT BEGINNING OF YEAR	<u>572,795</u>	<u>572,795</u>	<u>1,491,282</u>	<u>918,487</u>
FUND BALANCE AT END OF YEAR	<u>\$390,230</u>	<u>\$670,532</u>	<u>\$1,624,227</u>	<u>\$953,695</u>

See accompanying note to budgetary comparison schedule.

Caldwell Parish Library
Columbia, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE

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

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

Caldwell Parish Library
Schedule of Employer's Share of Net Pension Liability
December 31, 2019

Fiscal Year*	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.013913%	\$3,804	\$92,269	4.12%	87.34%
2015	0.054363%	\$143,099	\$107,715	132.85%	92.23%
2016	0.018163%	\$37,407	\$117,964	31.71%	82.10%
2017	0.018163%	(\$14,226)	\$106,998	(13.30)%	101.98%
2018	0.017850%	\$79,225	\$110,198	71.89%	88.86%

* Amounts presented were determined as of the measurement date (previous fiscal year end).

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

Caldwell Parish Library
Schedule of Employer Contributions
December 31, 2019

Fiscal Year*	Contractually Required Contribution	Contributions in Relations to Contractual Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Employee Payroll	Contributions as a Percentage of Covered Payroll
2014	\$13,379	\$13,379	\$0	\$92,269	14.50%
2015	\$14,003	\$14,003	\$0	\$107,715	13.00%
2016	\$14,746	\$14,746	\$0	\$117,964	12.50%
2017	\$12,305	\$12,305	\$0	\$106,998	11.50%
2018	\$12,673	\$12,673	\$0	\$110,198	11.50%

* Amounts presented were determined as of the measurement date (previous fiscal year end).

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

OTHER SUPPLEMENTARY INFORMATION

PART III

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2019

TAMMI HARTSFIELD, DIRECTOR

<u>PURPOSE</u>	<u>AMOUNT</u>
Salary	\$65,770
Benefits - retirement	7,563
Benefits - insurance	9,996
Medicare	954
Travel - mileage reimbursement	693
Registration fees	140
Association dues	35

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

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

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

CALDWELL PARISH LIBRARY
Columbia, Louisiana

I have performed the procedures enumerated below, which were agreed to by Caldwell Parish Library and the Louisiana Legislative Auditor, on the Library's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2019, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. Management of the Caldwell Parish Library is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, I make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Public Bid Law

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

There were no purchases for materials and supplies and public works made during the year within the above scope.

Code of Ethics for Public Officials and Public Employees

2. Obtain a list of the immediate family members of the Library as defined by LSA-RS 42:1101-1124 (the ethics law).

Management provided me with the requested information.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

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

Management provided me with the requested information.

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

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

5. Obtain a list of all disbursements made during the year, and a list of outside business interest of elected official, employees and elected officials' and employees' immediate families. Report whether vendors appear on both lists.

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

Budgeting

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

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

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

I traced the adoption of the original budget to documentation of the library on December 12, 2018.
I traced the adoption of the amended budget to documentation of the library on November 14, 2019.

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

CALDWELL PARISH LIBRARY
Columbia, Louisiana

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Budgeted revenues for the year did not exceed actual revenues by more than 5%. Actual expenditures did not exceed budgeted expenditures by more than 5%.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select 6 disbursements and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- (a) report whether the 6 disbursements agree to the amount and payee in the supporting documentation;

Each of the 6 selected disbursements agreed with the amount and payee in the supporting documentation.

- (b) report whether the 6 disbursements are coded to the correct fund and general ledger account, and;

All of the 6 disbursements were properly coded to the correct fund and general ledger account.

- (c) report whether the 6 disbursements were approved in accordance with management's policies and procedures.

All 6 disbursements were approved in accordance with managements policies and procedures.

Meetings

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

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

CALDWELL PARISH LIBRARY
Columbia, Louisiana

Debt

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

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

Advances and Bonuses

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

I scanned payroll disbursements for the fiscal year. I found no payments or approval for payments to employees that would constitute bonuses, advances or gifts.

State Audit Law

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

The library's report was due by June 30, 2020, and was submitted February 28, 2020.

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

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

Prior Year Comments

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

My prior year report, dated June 22, 2019, did not include any suggestions, exceptions, recommendations, or comments.

CALDWELL PARISH LIBRARY
Columbia, Louisiana

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

The purpose of this report is solely to describe the scope of testing performed on the library's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



West Monroe, Louisiana
February 28, 2020

Caldwell Parish Library

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

Mary Jo Finley, CPA, Inc.,

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2019 and the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

These representations are based on information available to us as of February 28, 2020.

PUBLIC BID LAW

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

Yes ☒ No ☐ N/A ☐

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

BUDGETING

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

Yes ☒ No ☐ N/A ☐

ACCOUNTING AND REPORTING

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

MEETINGS

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

Yes ☒ No ☐ N/A ☐

DEBT

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

Yes ☒ No ☐ N/A ☐

ADVANCES AND BONUSES

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

Yes ☒ No ☐ N/A ☐

PRIOR-YEAR COMMENTS

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

Yes ☒ No ☐ N/A ☐

GENERAL

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

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

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

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

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

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

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

Charles Heane

February 28, 2020