

**SABINE PARISH LIBRARY
MANY, LOUISIANA**

**ANNUAL FINANCIAL REPORT
DECEMBER 31, 2021**

Sabine Parish Library
Many, Louisiana

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Sabine Parish Library

705 Main Street
Many, LA 71449

MANAGEMENT'S DISCUSSION AND ANALYSIS for the Year Ended December 31, 2021

The Management's Discussion and Analysis of the Sabine Parish Library provides an overview and overall review of the Library's financial activities for the year ended December 31, 2021. The intent of the MD&A is to look at the Library's financial performance as a whole. It should, therefore be read in conjunction with this report.

Financial Highlights

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending. Certain comparative information is presented to provide an overview of the Library's operations.

Government-Wide Financial Statements

- The Statement of Net Position presents all of the Library's assets, deferred outflows, and liabilities, deferred inflows with the difference between the two reported as "net position". Over time, increases or decreases in the Library's net position may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.
- The Statement of Activities presents information showing how the Library's net position changed during the current year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Therefore, some revenues and some expenses that are reported in this statement will not result in cash flows until future years.

Fund Financial Statements

- The services provided by the Library are financed through a governmental fund. 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 Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Library's governmental fund is the General Fund (primary operating fund). These statements provide a short-term view of the Library's finances and assists in determining whether there will be adequate financial resources available to meet the current needs of the Library.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Position

	<u>2021</u>	<u>2020</u>
ASSETS:		
Current Assets-		
Cash & Cash Equivalents	\$4,422,832	\$3,792,173
Prepaid Expenses	9,851	9,851
Revenue Receivable	<u>1,515,938</u>	<u>1,167,848</u>
Total Current Assets	<u>\$5,948,621</u>	<u>\$4,969,872</u>
Noncurrent Assets-		
Capital Assets (Net)	\$ 269,603	\$ 291,631
Net Pension Asset	<u>58,850</u>	<u>0</u>
Total Noncurrent Assets	<u>\$ 328,453</u>	<u>\$ 291,631</u>
Total Assets	<u>\$6,277,074</u>	<u>\$5,261,503</u>
DEFERRED OUTFLOWS OF RESOURCES:	<u>\$ 64,227</u>	<u>\$ 52,333</u>
LIABILITIES:		
Current Liabilities-		
Accounts Payable	\$ 2,699	\$ 2,637
Long-Term Liabilities		
Compensated Absences	25,636	13,464
Net Pension Liability	<u>0</u>	<u>1,613</u>
Total Liabilities	<u>\$ 28,335</u>	<u>\$ 17,714</u>
DEFERRED INFLOWS OF RESOURCES:	<u>\$ 122,742</u>	<u>\$ 74,941</u>
NET POSITION:		
Net Investment in Capital Assets	\$ 269,603	\$ 291,631
Unrestricted	<u>5,920,621</u>	<u>4,929,550</u>
Total Net Position	<u>\$6,190,224</u>	<u>\$5,221,181</u>

Summary of Statement of Activities

	<u>2021</u>	<u>2020</u>
REVENUES:		
Charges for Services	\$ 7,393	\$ 4,191
Intergovernmental Grants	21,781	50,588
General Revenues-		
Taxes	1,672,918	1,125,018
Interest	3,511	7,215
Other	3,725	280
Non-employer Pension Revenue	<u>2,822</u>	<u>2,774</u>
Total Revenues	\$1,712,150	\$1,190,066
EXPENDITURES:		
Culture & Recreation	<u>743,107</u>	<u>677,836</u>
Change in Net Position	\$ 969,043	\$ 512,230
Beginning Net Position	<u>5,221,181</u>	<u>4,708,951</u>
Ending Net Position	<u>\$6,190,224</u>	<u>\$5,221,181</u>

- The Library's assets exceeded its liabilities by \$6,190,224 (Net Position) for the year. For the prior year, assets exceeded liabilities by \$5,221,181.
- Unrestricted Net Position of \$5,920,621 represents the portion available to maintain the Library's obligation to both citizens and creditors. This is an increase of \$991,071 from the prior year.

General Fund Budgetary Highlights

The Library continues to receive sufficient revenue to provide services to the citizens of the parish. Actual revenues and expenditures varied from budgeted amounts by less than the 5% variance allowed by the Local Government Budget Act.

Economic Factors and Next Year's Budget

The Library has prepared its 2022 budget for the General Fund, taking into consideration the revenues and expenditures from prior year and any projected change in services and costs that may occur in 2022.

Contacting the Library

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Library's finances and to show the Library's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the Library Director at 705 Main Street, Many, Louisiana.

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

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INDEPENDENT AUDITORS' REPORT

Sabine Parish Library
Many, LA

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and major fund of the Sabine Parish Library (Library), a component unit of the Sabine Parish Police Jury, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Library as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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 and the *Louisiana Governmental Audit Guide*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management 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, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Library's ability to continue as a going concern for twelve months beyond the financial statements date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedule, Schedule of Employer's Share of Net Pension Liability, and Schedule of Employer Contributions on pages 1 through 3 and 33 through 35 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is 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. The 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 or Chief Executive Officer is fairly stated, in all material respects, in relation to the 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 June 15, 2022, on our consideration of the Library'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 solely 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 the effectiveness of the Library's 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 Library's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated June 15, 2022, on the results of our state wide agreed-upon procedures performed 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*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier, CPA's
Natchitoches, Louisiana

June 15, 2022

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS

Sabine Parish Library
Statement of Net Position
December 31, 2021

	<u>Governmental Activities</u>
ASSETS:	
Current Assets-	
Cash & Cash Equivalents	\$4,422,832
Prepaid Expenses	9,851
Revenue Receivable	<u>1,515,938</u>
Total Current Assets	<u>\$5,948,621</u>
Noncurrent Assets-	
Capital Assets, Net	\$ 269,603
Net Pension Asset	<u>58,850</u>
Total Noncurrent Assets	<u>\$ 328,453</u>
Total Assets	<u>\$6,277,074</u>
DEFERRED OUTFLOWS OF RESOURCES:	<u>\$ 64,227</u>
LIABILITIES:	
Current Liabilities-	
Accounts Payable	<u>\$ 2,699</u>
Noncurrent Liabilities-	
Compensated Absences	<u>\$ 25,636</u>
Total Liabilities	<u>\$ 28,335</u>
DEFERRED INFLOWS OF RESOURCES:	<u>\$ 122,742</u>
NET POSITION:	
Net Investment in Capital Assets	\$ 269,603
Unrestricted	<u>5,920,621</u>
Total Net Position	<u>\$6,190,224</u>

See independent auditors' report and notes to financial statements.

Sabine Parish Library
Statement of Activities
December 31, 2021

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net Expense and Changes in Net Position Governmental Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental Activities:					
Culture and Recreation-					
Personnel	\$477,975	\$ 0	\$ 0	\$0	\$ (477,975)
Operations	190,926	7,393	21,781	0	(161,752)
Depreciation	<u>74,206</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(74,206)</u>
Total Governmental Activities	<u>\$743,107</u>	<u>\$7,393</u>	<u>\$21,781</u>	<u>\$0</u>	<u>\$ (713,933)</u>
		General Revenues:			
					\$1,672,918
					3,511
					2,822
					<u>3,725</u>
				Total General Revenues	<u>\$1,682,976</u>
				Change in Net Position	\$ 969,043
				Net Position January 1, 2021	<u>5,221,181</u>
				Net Position December 31, 2021	<u>\$6,190,224</u>

See independent auditors' report and notes to financial statements.

FUND FINANCIAL STATEMENTS

Sabine Parish Library
Balance Sheet-Governmental Fund
December 31, 2021

	<u>General Fund</u>
ASSETS:	
Cash & Cash Equivalents	\$4,422,832
Prepaid Expenses	9,851
Revenue Receivables	<u>1,515,938</u>
Total Assets	<u>\$5,948,621</u>
LIABILITIES:	
Accounts Payable	\$ <u>2,699</u>
FUND BALANCE:	
Nonspendable- Prepaid Expenses	\$ 9,851
Unassigned	<u>5,936,071</u>
Total Fund Balance	<u>\$5,945,922</u>
Total Liabilities & Fund Balance	<u>\$5,948,621</u>

See independent auditors' report and notes to financial statements.

Sabine Parish Library
Reconciliation of the Governmental Fund
Balance Sheet to the Statement of Net Position
December 31, 2021

Total Fund Balance for the Governmental Funds at December 31, 2021 \$ 5,945,922

Amounts reported for Governmental Activities
in the Statement of Net Position are different because:

The following used in Governmental Activities are not
current financial resources and, therefore, are not reported
in the Governmental Funds Balance Sheet:

Capital Assets	1,525,242
Less, Accumulated Depreciation	(1,255,639)
Deferred Outflows of Resources	64,227
Net Pension Asset	58,850

The following are not due and payable in the current period
and, therefore, are not reported in the Governmental
Fund Balance Sheet:

Accrued Compensated Absences	(25,636)
Deferred Inflows of Resources	<u>(122,742)</u>

Total Net Position of Governmental Activities at December 31, 2021 \$ 6,190,224

Sabine Parish Library
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund
December 31, 2021

	<u>General Fund</u>
Revenues:	
Ad Valorem Taxes	\$1,672,918
Intergovernmental	21,781
Charges for Services	7,393
Miscellaneous-	
Interest	3,511
Other	<u>3,725</u>
Total Revenues	<u>\$1,709,328</u>
Expenditures:	
Current-	
Culture & Recreation-	
Salaries & Related Expenditures	\$ 487,538
Access to Information Services	53,399
Materials & Supplies	34,494
Utilities & Telephone	40,811
Contractual Services	22,159
Insurance	17,660
Repairs & Maintenance	9,998
Legal & Professional	6,490
Other	5,914
Capital Expenditures	<u>52,178</u>
Total Expenditures	<u>\$ 730,641</u>
Excess of Revenues over Expenditures	\$ 978,687
Fund Balance-Beginning of Year	<u>4,967,235</u>
Fund Balance-End of Year	<u>\$5,945,922</u>

See independent auditors' report and notes to financial statements.

Sabine Parish Library
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
for the Year Ended December 31, 2021

Net Change in Fund Balance - Governmental Funds	\$978,687
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Amounts reported for Governmental Activities
in the Statement of Activities are different because:

Some revenues reported in the Statement of Activities do not provide current financial resources and these are not reported as revenues in governmental funds. Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. These timing differences are summarized below:

Capital Expenditures	52,178
Depreciation Expense	(74,206)
Non-Employer Pension Revenue	2,822
Pension Expense	21,734
Accrued Compensated Absences	<u>(12,172)</u>

Change in Net Position of Governmental Activities	<u>\$969,043</u>
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NOTES TO FINANCIAL STATEMENTS

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

Introduction:

The Sabine Parish Library was established by the parish governing authority 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 through a central library, several branches, and service outlets. The library is governed by a 6-member board of control that is appointed by the parish police jury in accordance with the provisions of Louisiana Revised Statute 25:214. The members of the board serve without pay.

1. Summary of Significant Accounting Policies:

A. REPORTING ENTITY-

As the governing authority of the parish, for reporting purposes, the Sabine Parish Police Jury is the financial reporting entity for Sabine 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 Sabine Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. 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.
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 organization's governing body, and the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury, the Library was determined to be a component unit of the Sabine 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.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

B. BASIS OF PRESENTATION-

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Library's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (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. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

C. FUND ACCOUNTING-

The accounts of the Library are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. 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.

The Library has one fund, which is categorized as a governmental fund. The emphasis on fund financial statements is on major governmental funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity.

The major fund of the Library is described below:

Governmental Fund-

General Fund – used to account for all financial resources, except those required to be accounted for in another fund.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING-

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

Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Library as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are 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 collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred.

The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. CASH AND INTEREST-BEARING DEPOSITS-

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts and certificates of deposit of the Library.

F. CAPITAL ASSETS-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. 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.

The Library maintains a threshold level of \$100 or more for capitalizing capital assets. The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

The range of useful lives by type of asset is as follows:

Buildings and improvements	15-40 years
Furniture & Equipment	5 years
Library Collections	5 years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

G. PENSIONS-

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 the Parochial Employees' Retirement System (PERS) and additions to/deductions from PERS' fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

H. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES-

The Statement of Net Position reports a separate section for deferred outflows and (or) deferred inflows or financial resources. Deferred outflows of resources represent a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until the applicable period. Deferred inflows of resources represent an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources until that time.

I. 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 borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net position - all other resources that do 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 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 statements, governmental fund equity is classified as fund balance. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The General Fund has an unassigned fund balance of \$5,936,071 and nonspendable fund balance of \$9,851. 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.

J. ESTIMATES-

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

K. BUDGET-

Prior to the beginning of each fiscal year, the Library adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

2. Cash and Cash Equivalents:

At December 31, 2021, the Library had cash and cash equivalents (book balances) totaling \$4,422,832 as follows:

Petty Cash	\$ 80
Demand deposits	3,512,626
L.A.M.P.	10,745
Certificates of Deposits < 1 yr.	<u>899,381</u>
	<u>\$4,422,832</u>

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

Valuation: Certificates of deposit are stated at cost, which approximates market value. The investments in LAMP are stated at fair value based upon quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

The cash and cash equivalents of the Library are subject to the following risks:

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Library will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank.

The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

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 deposit 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.

At year end, the Library had collected bank balances of \$4,464,311, which were secured by \$775,629 of federal depository insurance and pledged securities with a market value of \$3,569,647 held by the custodial banks in the name of the Library, the remaining balance of \$119,035 was unsecured.

Interest Rate Risk: This is the risk that changes in market rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The Library does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, as a means of offsetting exposure to interest rate risk, the Library diversifies its investments by security type and institution.

Cash and cash equivalents held at December 31, 2021 include \$10,745 invested with the Louisiana Asset Management Pool (LAMP), a local government investment pool. The Louisiana Asset Management Pool is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

3. Receivables:

The following is a summary of receivables at December 31, 2021:

<u>Class of Receivable</u>	<u>General Fund</u>
Taxes-Ad Valorem	\$1,515,297
Accrued Interest	<u>641</u>
Total	<u>\$1,515,938</u>

Substantially all receivables are considered to be fully collectible; therefore, no allowance for uncollectible accounts is used.

4. Compensated Absences:

All full-time employees who have fulfilled the initial probationary period of six months will earn ten days of sick leave each year. All full-time employees who have fulfilled the initial probationary period of six months earn annual leave at rates varying from ten to twenty days each year depending upon length of service, as shown in the table below. Upon separation from the Library, employees shall be paid for all accrued but unused annual leave.

Anniversary of Service	Days per Year
1 st -5 th	10
6 th	11
7 th	12
8 th	13
9 th	14
10 - 11 th	15
12 - 13 th	16
14 - 15 th	17
16 - 17 th	18
18 - 19 th	19
20 th	20

Professional staff members earn twenty paid work days per year and administrative staff members earn thirty paid work days per year.

The following is a summary of the accrual of compensated absences for the year ended December 31, 2021:

<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
<u>\$13,464</u>	<u>\$12,172</u>	<u>\$0</u>	<u>\$25,636</u>

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

5. Ad Valorem Taxes:

The Library levies taxes on real and business personal property located within the boundaries of Sabine Parish. Property taxes are levied by the Library on property values assessed by the Assessor and approved by the State of Louisiana Tax Commission. The Sabine Parish Sheriff's office bills and collects property taxes for the Library. Collections are remitted to the Library monthly. The Library recognizes property tax revenues when levied.

<u>Property Tax Calendar</u>	
Assessment date	January 1
Levy date	November 15
Total taxes due	December 31
Penalties and interest added	January 31
Lien date	January 31
Tax sale	May 16

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2019. Total assessed value was \$308,376,520 in 2021. Louisiana state law exempts the first \$7,500 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was a total of \$40,146,923 of the assessed value in 2021. For the year ended December 31, 2021, taxes of 5.27 mils were levied on the property and taxes collected totaled \$1,672,918.

The following are the principal taxpayers for the parish:

<u>Taxpayer</u>	<u>Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Indigo Minerals, LLC	\$23,089,610	7.5%
DTE Leap Gas Gathering, LLC	20,006,330	6.5%
DTE Louisiana Gathering, LLC	18,620,548	6.0%
Chesapeake Operating, LLC	13,721,300	4.4%
GEP Haynesville, LLC	8,364,330	2.7%

6. Litigation and Claims:

Management has advised that there is no litigation pending against the Library at December 31, 2021.

7. Risk Management:

The Sabine Parish Library is exposed to various risks of loss related to torts; thefts of, damage to, and/or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Library has obtained commercial insurance for these risks.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

8. Capital Assets:

Capital asset balances and activity for the year ended December 31, 2021, is as follows:

<u>Governmental Activities</u>	<u>Balance 01-01-21</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12-31-21</u>
Capital Assets Not Depreciated:				
Land	\$ <u>28,600</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>28,600</u>
Capital Assets Depreciated:				
Buildings	\$ 192,821	\$ 0	\$ 0	\$ 192,821
Furniture & Equipment	462,215	1,830	0	464,045
Library Collection	<u>880,775</u>	<u>50,348</u>	<u>(91,347)</u>	<u>839,776</u>
Total Assets Depreciated	<u>\$1,535,811</u>	<u>\$ 52,178</u>	<u>\$(91,347)</u>	<u>\$1,496,642</u>
Total Assets	<u>\$1,564,411</u>	<u>\$ 52,178</u>	<u>\$(91,347)</u>	<u>\$1,525,242</u>
Less, Accumulated Depreciation:				
Buildings	\$ 74,102	\$ 5,706	\$ 0	\$ 79,808
Furniture & Equipment	428,578	12,633	0	441,211
Library Collection	<u>770,100</u>	<u>55,867</u>	<u>(91,347)</u>	<u>734,620</u>
Total Depreciation	<u>\$1,272,780</u>	<u>\$ 74,206</u>	<u>\$(91,347)</u>	<u>\$1,255,639</u>
Net Capital Assets	<u>\$ 291,631</u>	<u>\$(22,028)</u>	<u>\$ 0</u>	<u>\$ 269,603</u>

Depreciation expense of \$74,206 was charged to the culture & recreation function.

9. Post-Employment Benefits:

The Library does not provide any post-employment benefits; therefore, no disclosure for GASB 45 is required.

10. Pension Plan:

Plan Description

The Library contributes to Parochial Employees' Retirement System of Louisiana (System), Plan A, which 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. Act 765 of the year 1979, established by the Legislature of the State of Louisiana, revised the System to create Plan A and Plan B to replace the "regular plan" and the "supplemental plan". Plan A was designated for employers out of Social Security. Plan B was designated for those employers that remained in Social Security on the revision date. The System is governed by Louisiana Revised Statutes, Title 11, Section 1901 through 2025, specifically, and other general laws of the State of Louisiana. The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System, which can be obtained at www.persla.org.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

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.

Benefits Provided

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Retirement

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

For employees hired prior to January 1, 2007:

- At any age after 30 or more years of creditable service
- At age 55 after 25 years of creditable service
- At age 60 after 10 years of creditable service
- At age 65 after 7 years of creditable service

For employees hired after January 1, 2007:

- At age 55 after 30 years of creditable service
- At age 62 after 10 years of creditable service
- At age 67 after 7 years of creditable service

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

For employees hired prior to January 1, 2007:

- At age 55 after 30 years of creditable service
- At age 60 after 10 years of creditable service
- At age 65 after 7 years of creditable service

For employees hired after January 1, 2007:

- At age 55 after 30 years of creditable service
- At age 62 after 10 years of creditable service
- At age 67 after 7 years of creditable service

Generally, the monthly amount of the retirement allowance of any member of Plan A shall consist of an amount equal to three percent of the 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.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

Survivor's Benefits

Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for retirement, the plan provides for benefits for the surviving spouse and minor children, as outlined in the statutes.

Any member of Plan A, who is eligible for normal retirement at time of death, the surviving spouse shall receive an automatic Option 2 benefit, as outlined in the statutes.

A surviving spouse who is not eligible for Social Security survivorship or retirement benefits, and married no less than twelve (12) months immediately preceding death of the member, shall be paid an Option 2 benefit beginning at age 50.

Deferred Retirement Option Plan

Act 338 of 1990 established the Deferred Retirement Option Plan (DROP) for the System. DROP is an option for that member who is eligible for normal retirement.

In lieu of terminating employment and accepting a service retirement, any member of Plan A or B who is eligible to retire may elect to participate in DROP in which they enrolled for three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his/her option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or roll over the fund to an Individual Retirement Account.

Interest is accrued on the DROP benefits for the period between the end of DROP participation and the member's retirement date.

For individuals who become eligible to participate in DROP on or after January 1, 2004, all amounts which remain credited to the individual's subaccount after termination in the Plan will be placed in liquid asset money market investments at the discretion of the board of trustees. These subaccounts may be credited with interest based on money market rates of return or, at the option of the System, the funds may be credited to self-directed subaccounts. The participant in the self-directed portion of DROP must agree that the benefits payable to the participant are not the obligations of the state or the System, and that any returns and other rights of DROP are the sole liability and responsibility of the participant and the designated provider to which contributions have been made.

Disability Benefits

For Plan A, a member shall be eligible to retire and receive a disability benefit if they were hired prior to January 1, 2007, and have at least five years of creditable service or if hired after January 1, 2007, have seven years of creditable service, and are not eligible for normal retirement and have been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of an amount equal to three percent of the member's final average compensation multiplied by his years of service, not to be less than fifteen, or three percent multiplied by years of service assuming continued service to age sixty.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

Cost-of-Living Increases

The Board is authorized to provide a cost-of-living allowance for those retirees who retired prior to July 1973. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. In addition, the Board may provide an additional cost of living increase to all retirees and beneficiaries who are over age sixty-five equal to 2% of the member's benefit paid on October 1, 1977, (or the member's retirement date, if later). Also, the Board may provide a cost of living increase up to 2.5% for retirees 62 and older. (LA R.S. 11:1937). Lastly, Act 270 of 2009 provided for further reduced actuarial payments to provide an annual 2.5% cost of living adjustment commencing at age 55.

Contributions

According to state statute, contributions for all employers are actuarially determined each year. For the year ended December 31, 2020, the actuarially determined contribution rate was 11.11% of member's compensation for Plan A and 7.39% of member's compensation for Plan B. However, the actual rate for the fiscal year ending December 31, 2019 was 12.25% for Plan A and 7.50% for Plan B.

According to state statute, the System also receives $\frac{1}{4}$ of 1% of ad valorem taxes collected within the respective parishes, except for Orleans and East Baton Rouge parishes. The System also receives revenue sharing funds each year as appropriated by the Legislature. Tax monies and revenue sharing monies are apportioned between Plan A and Plan B in proportion to the member's compensation. 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. The non-employer contribution is \$2,822.

The Library's contractually required composite contribution rate for the year ended December 31, 2021 was 12.25% of annual payroll, 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 Actuarial Accrued Liability. Contributions to the pension plan from the Library were \$29,260 for the year ended December 31, 2021.

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

At December 31, 2021, the Library reported an asset of \$58,850 for its proportionate share of the Net Pension Liability (Asset). The Net Pension Liability (Asset) was measured as of December 31, 2020 and the total pension liability used to calculate the Net Pension Liability (Asset) was determined by an actuarial valuation as of that date. The Library's proportion of the Net Pension Liability (Asset) 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, 2021, the Library's proportion was .03356%, which was a decrease of .00071% from its proportion measured as of December 31, 2020.

For the year ended December 31, 2021, the Library recognized pension expense of \$6,862 minus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$664.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

At December 31, 2021, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$14,328	\$ 7,024
Changes in assumption	19,254	0
Net difference between projected and actual earnings on pension plan investments	0	114,858
Changes in employer's proportion of beginning net pension liability	1,254	840
Differences between employer contributions and proportionate share of employer contributions	131	20
Subsequent Period Contributions	29,260	0
Total	\$64,227	\$122,742

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year ended December 31:	
2021	\$(24,099)
2022	(8,102)
2023	(36,813)
2024	(18,761)
Total	\$(87,775)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Parochial Employees' Retirement System of Louisiana Annual Financial Report at www.persla.org.

Payables to the Pension Plan

There was no payable to the pension plan due at December 31, 2021.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability as of December 31, 2020 is as follows:

Valuation Date	December 31, 2020
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Expected Remaining Service Lives	4 years
Investment Rate of Return	6.40%, net of investment expense, including inflation
Inflation Rate	2.30% per annum
Mortality	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. Experience study performed on plan data for the period January 1, 2013 through December 31, 2017.
Salary Increases	4.75% (2.40% Inflation, 2.35% Merit)
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The discount rate used to measure the total pension liability was 6.40% for Plans A and B. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current 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.

Sabine Parish Library
Notes to Financial Statements
December 31, 2021

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). Risk return and correlations are projected on a forward-looking basis in equilibrium, in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates 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 of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.00% for the year ended December 31, 2020. The 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, 2020 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	33%	0.86%
Equity	51%	3.36%
Alternatives	14%	0.67%
Real Assets	2%	0.11%
Total	100%	5.00%
Inflation		2.00%
Expected Arithmetic Nominal Return		7.00%

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Library's proportionate share of the Net Pension Liability using the discount rate of 6.40%, as well as what the Library's proportionate share of the Net Pension Liability would be if it were calculated using a discount rate that is one percentage-point lower (5.40%) or one percentage-point higher (7.40%) than the current rate:

	1.0% Decrease (5.40%)	Current Discount Rate (6.40%)	1.0% Increase (7.40%)
Employer's proportionate share of net pension liability	\$123,391	\$(58,850)	\$(211,473)

11. Tax Abatement:

The Louisiana Industrial Ad Valorem Tax Exemption program (Louisiana Administrative Code, Title 13, Chapter 5) is a state incentive program which abates, up to ten years, local ad valorem taxes on a manufacturer's new investment and annual capitalized additions related to the manufacturing site. Applications to exempt qualified property for five years are approved by the Louisiana Economic Development's Board of Commerce and Industry. The exemption may be renewed for an additional five years. Under agreements entered into by the State of Louisiana, through the Louisiana Industrial Ad Valorem Tax Exemption program, the Sabine Parish Library ad valorem tax revenues were reduced by \$18,739 for the fiscal year ending December 31, 2021.

12. Subsequent Events:

Management has evaluated events through June 15, 2022, the date which the financial statements were available for issue.

OTHER REQUIRED
SUPPLEMENTARY INFORMATION

Sabine Parish Library
General Fund
Budgetary Comparison Schedule
For the Year Ended December 31, 2021

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES:			
Ad Valorem	\$ 1,130,800	\$ 1,672,918	\$ 542,118
Intergovernmental	32,000	21,781	(10,219)
Charges for Services	8,450	7,393	(1,057)
Interest	-	3,511	3,511
Miscellaneous	6,800	3,725	(3,075)
Total Revenues	<u>\$ 1,178,050</u>	<u>\$ 1,709,328</u>	<u>\$ 531,278</u>
EXPENDITURES:			
Current-			
Culture & Recreation-			
Payroll & Related Benefits	\$ 482,836	\$ 487,538	\$ (4,702)
Electronic Access	72,050	53,399	18,651
Operating Expenditures	108,500	103,032	5,468
Materials & Supplies	54,564	34,494	20,070
Travel & Training	4,500	-	4,500
Intergovernmental	1,000	-	1,000
Capital Expenditures & Collections	454,600	52,178	402,422
Total Expenditures	<u>\$ 1,178,050</u>	<u>\$ 730,641</u>	<u>\$ 447,409</u>
Excess of Revenues over Expenditures	\$ -	\$ 978,687	\$ 978,687
Fund Balance- Beginning of Year	<u>4,967,235</u>	<u>4,967,235</u>	<u>-</u>
Fund Balance- End of Year	<u>\$ 4,967,235</u>	<u>\$ 5,945,922</u>	<u>\$ 978,687</u>

See independent auditors' report and notes to financial statements.

Sabine Parish Library
Schedule of Employer's Share of Net Pension Liability
For the Year Ended December 31, 2021

<u>Year</u>	<u>Employer's Proportion of the Net Pension Liability (Asset)</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll</u>	<u>Plan Fiduciary Net Pension as a Percentage of the Total Pension Liability</u>
2015	.02929%	\$ 8,007	\$193,725	4.13%	99.15%
2016	.03379%	\$ 88,940	\$180,267	49.34%	92.23%
2017	.03093%	\$ 63,711	\$192,705	33.06%	94.15%
2018	.03131%	\$ (23,238)	\$200,468	-11.59%	101.98%
2019	.03284%	\$145,751	\$217,324	67.07%	88.86%
2020	.03427%	\$ 1,613	\$224,171	0.72%	99.89%
2021	.03356%	\$ (58,850)	\$238,859	-24.64%	104.00%

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

See independent auditors' report and notes to financial statements.

Sabine Parish Library
Schedule of Employer Contributions
For the Year Ended December 31, 2021

<u>Year</u>	<u>Contractually Required Contributions</u>	<u>Contributions in Relation to Contractually Required Contributions</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a Percentage of Covered Employee Payroll</u>
2015	\$28,087	\$28,087	\$0	\$193,725	14.50%
2016	\$23,435	\$23,435	\$0	\$180,267	13.00%
2017	\$24,343	\$24,343	\$0	\$192,705	12.63%
2018	\$23,183	\$23,183	\$0	\$200,468	11.56%
2019	\$24,992	\$24,992	\$0	\$217,324	11.50%
2020	\$27,461	\$27,461	\$0	\$224,171	12.25%
2021	\$29,260	\$29,260	\$0	\$238,859	12.25%

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

Sabine Parish Library
Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year Ended December 31, 2021

Agency Head Name: Deborah Anderson, Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$55,500
Benefits-	
Retirement	6,799
Medicare	761
Insurance	10,011
Workman's Comp.	277

OTHER REPORTS/SCHEDULES

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation
Roger M. Cunningham, CPA – A Professional Corporation
Jessica H. Broadway, CPA – A Professional Corporation
Ryan E. Todtenbier, CPA – A Professional Corporation

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INDEPENDENT AUDITORS' 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*

To the Members of the
Sabine Parish Library Board of Control
Many, LA, 71449

We have audited, in accordance with the 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 and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities and major fund as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Sabine Parish Library's (Library) basic financial statements and have issued our report thereon dated June 15, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) as a basis for designing 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 Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library'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 a 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 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. 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 or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free from 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 statements. 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 an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Audit Results as item 2021-001.

Sabine Parish Library's Response to Findings

Governmental Auditing Standards requires the auditor to perform limited procedures on the Sabine Parish Library's response to the findings identified in our audit and described in the accompanying Schedule of Findings and questioned costs. Sabine Parish Library's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 results 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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 25:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier, CPA's
Natchitoches, Louisiana

June 15, 2022

Sabine Parish Library
Schedule of Audit Results
Year Ended December 31, 2022

I. Summary of Audit Results

1. The Auditors' report expresses an unmodified opinion on the financial statements of the Sabine Parish Library.
2. There were no material weaknesses in internal control noted during the audit of the financial statements.
3. There was one instance of noncompliance material to the financial statements of the Sabine Parish Library disclosed during the audit.

II. Findings in Accordance with Governmental Auditing Standards

2021-001 Unsecured Bank Balances

Criteria – As required by Louisiana Revised Statutes 39:1211 through 39:1245, all deposits are required to be insured or collateralized. Deposits must be secured by Federal Deposit Insurance or the pledge of securities owned by the financial institution where the deposits are maintained.

Condition – For the year ended December 31, 2021, deposits held at one bank were not fully insured by Federal Deposit Insurance and were not properly collateralized.

Effect – The Library is not in compliance with Louisiana Revised Statutes 39:1211 through 39:1245. The Library is exposed to risk of loss up to \$119,035.

Cause – Management improperly calculated total pledged securities across financial institutions as providing sufficient collateralization and did not notify one institution of the coming shortfall of collateral due to increased ad valorem receipts at year-end.

Recommendation – We recommend that management properly calculate collateralization per financial institution and institute procedures with the financial institution to ensure compliance and remediation when needed.

Management's Response – Management will review bank balances, federal deposit insurance, and pledged securities per bank and coordinate with our financial institutions to ensure that all balances are fully secured.

III. Prior Year Findings

None identified.

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

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**INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING
STATEWIDE AGREED-UPON PROCEDURES**

To the Sabine Parish Library and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The Sabine Parish Library’s (Library) management is responsible for those C/C areas identified in the SAUPs.

The Library has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA’s SAUPs for the fiscal period January 1, 2021 through December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user for this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. We obtained and inspected the entity’s written policies and procedures and observed that they address each of the following categories and subcategories (or noted that the entity does not have any written policies and procedures), as applicable:
 - ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - ***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.
 - ***Disbursements***, including processing, reviewing, and approving.
 - ***Receipts/Collections***, 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.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation.)

- **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedule.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **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 of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **Information Technology 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.
- **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.
 - a) Procedure Results - We noted three exceptions. The written policies and procedures do not address (1) Credit Cards, (2) Disaster recovery or business continuity, or (3) Sexual Harassment.

Board or Finance Committee

2. We obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
 - Observed 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.
 - Observed that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.

- Obtained the prior year audit report and observed the unassigned fund balance in the General Fund. If the General Fund had a negative ending unrestricted fund balance in the prior year audit report, observed that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the General Fund.
- a) Procedure Results – No exceptions were noted.

Bank Reconciliations

3. We obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. We selected the entity's main operating account and randomly selected 4 additional accounts (or all if less than 5). We randomly selected one month from the fiscal period, and obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:
- Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
 - 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
 - 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.
- a) Procedure Results – (1) Bank reconciliations were not prepared within 2 months of closing date, (2) bank reconciliations do not include evidence of review by uninvolved management members or board members, and (3) management does not have documentation related to researching outstanding items greater than 12 months.

Collections (excluding electronic funds transfers)

4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, inquired of employees about their job duties) at each collection location, and observed that job duties were properly segregated at each collection location such that:
- Employees that are responsible for cash collections do not share cash drawers/registers.
 - 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.
 - 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.

- 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/official verifies the reconciliation.
6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed that the bond or insurance policy for theft was enforced during the fiscal period.
 7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under “Bank Reconciliations” above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits were made on the same day). We obtained supporting documentation for each of the deposits selected and:
 - We observed that receipts are sequentially pre-numbered.
 - We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - We traced the deposit slip total to the actual deposit per the bank statement.
 - We observed 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 and the cash is stored securely in a locked safe or drawer).
 - We traced the actual deposit per the bank statement to the general ledger.
- a) Procedure Results – No exceptions were noted.

Non-Payroll Disbursements – General (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. We obtained a listing of locations that process payments for the fiscal period and management’s representation that the listing is complete. We randomly selected the required amount of disbursement locations (up to five).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. We obtained 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 we observed that job duties are properly segregated such that:
 - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - At least two employees are involved in processing and approving payments to vendors.
 - 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.
 - 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.

10. For each location selected under #8 above, we obtained the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. We randomly selected 5 disbursements for each location, and obtained supporting documentation for each transaction and:
- We observed that the disbursement matched the related original itemized invoice and that documentation indicates that deliverables included on the invoice were received by the entity.
 - We observed that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
- a) Procedure Results – No exceptions were noted.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. We obtained 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. We obtained management's representation that the listing is complete.
12. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly selected one monthly bank statement), and obtained supporting documentation, and:
- We observed 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 (or electronically approved), by someone other than the authorized card holder.
 - We observed that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (1) an original itemized receipt that identified precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.
- a) Procedure Results – No exceptions were noted.

Travel and Expense Reimbursement

14. We obtained 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. We randomly selected five reimbursements, and obtained the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:
- If reimbursed using a per diem, we observed that the approved reimbursement rate is no more than those rates established by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

- If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- We observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
 - a) Procedure Results – No exceptions were noted.

Contracts

15. We obtained 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. We obtained management's representation that the listing is complete. We randomly selected the required amount of contracts (up to five) from the listing, excluding our contract, and:
- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - We observed that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
 - If the contract was amended (e.g. change order), we observed that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g. if approval is required for any amendment was approval documented).
 - We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.
- a) Procedure Results – No exceptions were noted.

Payroll and Personnel

16. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected five employees/officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
17. We randomly selected one pay period during the fiscal period. For the five employees/officials selected under #16 above, we obtained attendance and leave documentation for the pay period, and:
- We observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - We observed that supervisors approved the attendance and leave of the selected employees/officials.
 - We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

- We observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found with the personnel file.
18. We obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected two employees or officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. If applicable, we agreed the hours to the employees or officials' cumulative leave records, and the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and the termination payment to entity policy.
19. We obtained management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, workers' compensation premiums, etc.) have been paid, and associated forms have been filed, by required deadlines.
- a) Procedure Results – Daily attendance is not documented for salaried employees.

Ethics

20. Using the five randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, we obtained ethics compliance documentation from management, and:
- We observed that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - We observed that the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- a) Procedure Results – (1) Evidence of required annual ethics training was not available and (2) documentation demonstrating each employee is aware of ethics policy is not available.

Debt Service

21. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each bond/note issued.
22. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).
- a) Procedure Results – Not applicable; the Library has not issued or incurred any debt.

Fraud Notice

23. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation(s) to the legislative auditor and the Library attorney of the parish in which the entity is domiciled.
24. We observed whether 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.
 - a) Procedure Results – No exceptions were noted.

Information Technology Disaster Recovery/Business Continuity

25. We performed the following procedures:
 - We obtained and inspected the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquired of personnel responsible for backing up critical data) and observed that such backup occurred within the past week. If backups are stored on the physical medium (e.g., tapes, CDs), we observed that backups are encrypted before being transported.
 - We obtained and inspected the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquired of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
 - We obtained a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. We randomly selected the required number of computers (at least 5) and observed while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
 - a) Procedure Results – We performed the procedure and discussed the results with management.

Sexual Harassment

26. We randomly selected the employees/officials from procedure #16 under "Payroll and Personnel" above, obtained sexual harassment training documentation from management, and observed that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
27. We observed that the entity has posted its sexual harassment policy and complaint procedures on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
28. We obtained the entity's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that it includes the applicable requirements of R.S. 42:344:
 - Number and percentage of public servants in the agency who have completed the training requirements;
 - Number of sexual harassment complaints received by the agency;

- Number of complaints which resulted in a finding that sexual harassment occurred;
 - Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - Amount of time it took to resolve each complaint.
- a) Procedure Results – The Library did not complete a sexual harassment report as required by LA R.S. 42:344.

We were engaged by the Library to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, 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.

We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended 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.

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier, CPA's
Natchitoches, Louisiana

June 15, 2022

MANAGEMENT'S RESPONSE TO EXCEPTIONS:

- a) Item 1: The written policies and procedures do not address (1) Credit Cards, (2) Disaster Recovery and Business Continuity, or (3) Sexual Harassment.

Response – We will update our written policies and procedures to address the credit cards, disaster recovery and business continuity, and sexual harassment.

- b) Item 3: (1) Bank reconciliations were not prepared within 2 months of closing date, (2) bank reconciliations do not include evidence of review by uninvolved persons, and (3) management does not have documentation related to researching outstanding items greater than 12 months.

Response – We will ensure that bank reconciliations are prepared timely and include evidence of management approval. We will also review aged outstanding checks and retain documentation of handling of these items.

- c) Item 16: Daily attendance is not documented for salaried employees.

Response – Management will require all employees to track and record work schedules.

- d) Item 20: (1) Evidence of annual ethics training requirements was not available and (2) documentation demonstrating each employee is aware of ethics policy is not available.

Response – Management will ensure that all employees receive annual ethics training and maintain documentation in personnel files. Management will also institute procedures to document employee awareness of the Library's ethics policy.

- e) Item 28: The Library did not produce a sexual harassment report as required by LA R.S. 42:344.

Response – The Library will ensure that all employees receive annual sexual harassment training and create a report by February 1 each year in accordance with LA R.S. 42:344.