

✦ St. James Parish ✦
December 31, 2019



ST. JAMES PARISH State of Louisiana

Financial Statements
As of and for the Year
Ended December 31, 2019



Prepared by:
Department of Finance

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INTRODUCTORY SECTION



St. James Parish Government

P. O. Box 106
Convent, Louisiana 70723-0106
(225) 562-2260
FAX (225) 562-2279
TDD: (225) 562-8500

Peter A. Dufresne
Parish President

July 17, 2020

Office of the Louisiana Legislative Auditor
1600 Riverside North
PO Box 94397
Baton Rouge, LA 70804-9397

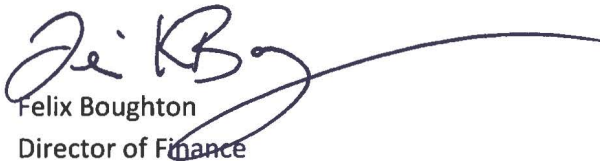
Dear Office of the Louisiana Legislative Auditor:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for St. James Parish as of and for the fiscal year ended December 31, 2019. The report includes all funds under the control and oversight of the Parish. The following component unit of the Parish has been included within the accompanying report:

St. James Parish Hospital

The accompanying financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,


Felix Boughton
Director of Finance

Enclosures

FINANCIAL SECTION

Independent Auditors' Report

To the President and Members
St. James Parish Council
Convent, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of St. James Parish, State of Louisiana, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise St. James Parish's basic financial statements as listed in the table of contents. We did not audit the financial statements of the discretely presented component unit, St. James Parish Hospital, which reflects 100 percent of the assets, net position, and revenues of the discretely presented component units' activities.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of St. James Parish Hospital, which represents 100 percent of the assets, net position, and revenues of the discretely presented component units. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for St. James Parish Hospital, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of St. James Parish, State of Louisiana, as of December 31, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 16, the budgetary comparison information on pages 81 through 82, the Schedule of Changes in Total Other Postemployment Benefits Liability and Related Ratios on page 83, the Schedule of Proportionate Share of the Net Pension Liability for the Retirement Systems on page 84, the Schedule of Contributions to Each Retirement System Defined Benefit Cost Sharing Plans Only on page 85, and the Notes to Required Supplementary Information on pages 86 through 88 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise St. James Parish's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, the schedule of compensation, benefits, and other payments to agency head, the schedule of compensation paid to parish council members, the schedule of program revenues, expenditures and changes in fund balance – contracts and grants provided through the Louisiana Governor's Office of Elderly Affairs (GOEA), the schedule of program expenditures – budget vs. actual – contracts and grants provided through the Louisiana Governor's Office of Elderly Affairs (GOEA) are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements of St. James Parish, State of Louisiana.

The combining and individual nonmajor fund financial statements, the schedule of compensation, benefits, and other payments to agency head, the schedule of compensation paid to parish council members, the schedule of program revenues, expenditures and changes in fund balance – contracts and grants provided through the Louisiana Governor’s Office of Elderly Affairs (GOEA), the schedule of program expenditures – budget vs. actual – contracts and grants provided through the Louisiana Governor’s Office of Elderly Affairs (GOEA), and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, based on our audit, the procedures performed as described above, the combining and individual nonmajor fund financial statements, the schedule of compensation, benefits and other payments to agency head, the schedule of compensation paid to parish council members, the schedule of program revenues, expenditures and changes in fund balance – contracts and grants provided through the Louisiana Governor’s Office of Elderly Affairs (GOEA), the schedule of program expenditures – budget vs. actual – contracts and grants provided through the Louisiana Governor’s Office of Elderly Affairs (GOEA), and the schedule of expenditures of federal awards are fairly stated in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 17, 2020, on our consideration of St. James Parish, State of Louisiana’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 St. James Parish, State of Louisiana’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 St. James Parish, State of Louisiana’s internal control over financial reporting and compliance.



Donaldsonville, Louisiana
July 17, 2020

Management's Discussion and Analysis

As management of St. James Parish primary government (Parish) we offer readers of the Parish's financial statements this narrative overview and analysis of the financial activities of the Parish government for the fiscal year ended December 31, 2019.

Financial Highlights

- ◆ The Parish's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at December 31, 2019, by \$164,580,533 (net position). Unrestricted net position is \$15,627,055.
- ◆ The Parish's total net position increased \$8,692,679 over the previous year's net position with \$8,594,031 of the increase resulting from governmental activities and an increase in net position of \$98,648 for Business-type activities.
- ◆ At December 31, 2019, the Parish's governmental fund statements reported combined ending fund balances of \$91,006,794, an increase of \$18,397,481. Of this amount, \$6,599,544 remains in the General Fund of the Parish as unassigned.
- ◆ The General Fund, the Parish's primary operating fund, reported a total ending fund balance of \$14,656,210, an increase in total fund balance from the last fiscal year of \$1,412,887.
- ◆ Total capital assets decreased from the prior year by \$2,311,242 as a result of depreciation totaling approximately \$4.8 million and the current year additions of capital assets totaled approximately \$2.5 million to offset this decrease.
- ◆ Total debt increased from the prior year by \$16,444,140 mostly due to the addition of the GOMESA bond liability of \$8,000,000, the increase in pension liability of \$6,775,565 and total other postemployment benefits liability of \$2,518,918. The increase was offset by a decrease in bonds, certificates of indebtedness, limited tax bonds, and capital lease liabilities of \$745,531; and a decrease in compensated absences of \$104,812.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to St. James Parish's basic financial statements. The Parish's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. There is additional supplementary information following the financial statements that may be of interest to the reader.

Government-wide financial statements

Government-wide financial statements are designed to provide the reader with a broad overview of the Parish's financial position, in a manner similar to a private-sector business. They include a **Statement of Net Position** and a **Statement of Activities**. These statements appear on pages 17 to 19 of this report.

The **Statement of Net Position** presents the Parish's assets and deferred outflows less its liabilities and deferred inflows at year end. The difference between these assets and deferred outflows and liabilities and deferred inflows is reported as net position. Changes in net position over time may serve as a useful indicator of whether the financial position of the Parish is improving or deteriorating.

The **Statement of Activities** presents information showing how the Parish's net position changed during the fiscal 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 related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, accounts payable and earned but unused vacation leave).

Both statements attempt to distinguish functions of the Parish that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). Governmental activities include general government, public safety, highways and streets, sanitation, public housing, public transportation, health and welfare, culture and recreation, and economic development expenditures. Business-type activities include the gas and water distribution system.

The government-wide financial statements include not only St. James Parish itself (*primary government*), but also separate legal governmental entities (*component units*) to which the Parish may be obligated to provide financial assistance. Component units are presented as separate columns in fund financial statements. The component unit agencies issue separate, independently audited financial statements. Financial statements for each of the individual component units may be obtained at the component unit's administrative offices.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Parish, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the Parish's funds can be divided into two categories: governmental funds and proprietary funds.

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

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

The Parish maintains 60 individual governmental funds. Information is presented separately in the governmental funds balance sheet and in the governmental funds' statement of revenues, expenditures, and changes in fund balances for the General Fund, the Courthouse, Jail, and Public Buildings Maintenance Fund, and the GOMESA Revenue Bonds Fund, all of which are considered to be major funds. Data from the other 57 governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements as supplementary information.

The basic governmental fund financial statements can be found on pages 20 to 25 of this report.

Proprietary funds. The Parish maintains and presents two types of proprietary funds: enterprise and internal service, which can be found on pages 26 to 29 of this report.

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Parish has one enterprise fund, the St. James Parish Gas & Water Distribution System Fund, which accounts for expenses to distribute natural gas & water.

Internal service funds are an accounting tool used to accumulate and allocate costs internally among various functions. The Parish uses an internal service fund to account for its self-insured health insurance program. Because this service predominately benefits governmental rather than business-type functions, it has been included within governmental activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The St. James Parish Gas & Water Distribution System Fund is considered to be a major fund of the Parish.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the information provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 30 to 79 of this report.

Other information. The combining statements referred to earlier in connection with nonmajor governmental funds are presented as supplementary information. Combining fund statements and schedules can be found on pages 89 to 120 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of the Parish's financial position. In the case of St. James Parish, governmental activities' assets and deferred outflows exceeded liabilities and deferred inflows by \$136,479,804 at December 31, 2019.

The following table reflects the condensed Statement of Net Position for 2019 and 2018:

St. James Parish
Condensed Statement of Net Position
December 31, 2019 and 2018

	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
Current and other assets	\$ 98,328,615	\$ 77,066,109	\$ 15,966,006	\$ 18,013,080	\$ 114,294,621	\$ 95,079,189
Capital assets	63,693,392	65,427,627	14,571,303	15,148,310	78,264,695	80,575,937
Total assets	162,022,007	142,493,736	30,537,309	33,161,390	192,559,316	175,655,126
Deferred outflows of resources	6,505,642	1,949,532	1,116,481	306,962	7,622,123	2,256,494
Long term liabilities outstanding	26,803,924	12,445,834	2,489,746	1,279,669	29,293,670	13,725,503
Other liabilities	4,239,748	3,499,610	891,600	1,102,100	5,131,348	4,601,710
Total liabilities	31,043,672	15,945,444	3,381,346	2,381,769	34,425,018	18,327,213
Deferred inflows of resources	1,004,173	3,162,131	171,715	534,422	1,175,888	3,696,553
Net position:						
Net investment in capital assets	60,284,841	61,273,545	14,571,303	15,148,310	74,856,144	76,421,855
Restricted	74,097,334	63,734,142	-	-	74,097,334	63,734,142
Unrestricted	2,097,629	328,006	13,529,426	15,403,851	15,627,055	15,731,857
Total net position	\$ 136,479,804	\$ 125,335,693	\$ 28,100,729	\$ 30,552,161	\$ 164,580,533	\$155,887,854

Approximately 45.5% (\$74,856,144) of the Parish's total net position as of December 31, 2019, reflects the Parish's investment in capital assets (land, buildings, infrastructure, machinery and equipment) less any related outstanding debt used to acquire those assets. The Parish uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Another 45.0% (\$74,097,334) of the total net position is subject to external restrictions on how these assets may be used, such as property tax approved by the electorate for specific purposes. The remaining total net position of \$15,627,055 is referred to as unrestricted.

Governmental activities

Governmental activities account for 82.9% of the Parish's net position. One of the major components of general revenue collected by governmental activities is property taxes, which represents 52.4% of the Parish's total governmental revenue. In 2019, property taxes were assessed at a millage rate of 37.06 mills. In 2019, the Parish reclassified its St. James Youth Center Fund from an enterprise fund to a special revenue after the sale of its capital assets. Property tax revenue increased \$1,734,813 to \$20,816,615, a 9.1% increase from the previous year.

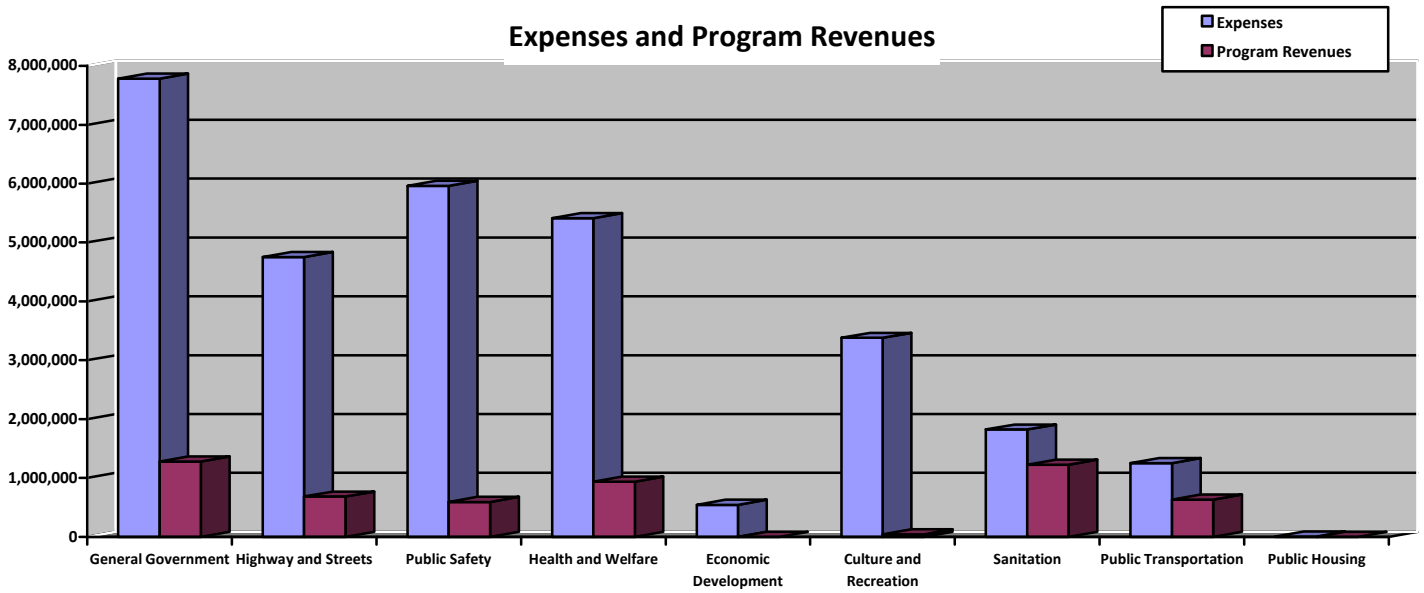
Other variances in governmental activities include:

- ◆ Sales and use tax collections increased by \$121,688, or a 1.5% increase.
- ◆ An increase in general governmental expenses by \$506,481, or 7%, from 2018.
- ◆ An increase in public safety expenses by \$1,222,270, or 26%, is mostly due to increases in expenditures in for the purchase of equipment, subcontractor fees, salaries and pension expense.
- ◆ An increase in health and welfare expenses by \$764,325, or 16%, is mostly due to increases in expenditures in other professional fees, small equipment purchases, in-kind revenues, salaries and pension expense.

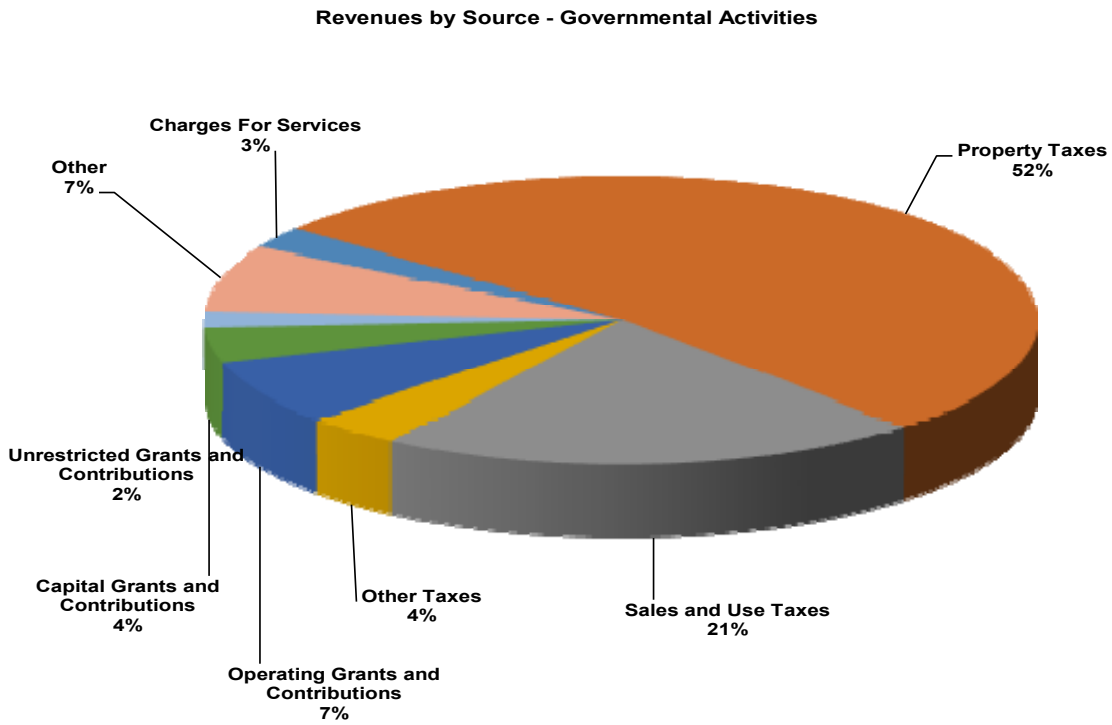
The following is a summary of activity for 2019 and 2018:

	Governmental		Business-type		Total	
	Activities		Activities		2019	2018
	2019	2018	2019	2018		
Revenues:						
Program revenues:						
Charges for services	\$ 972,127	\$ 980,841	\$ 4,868,291	\$ 5,121,068	\$ 5,840,418	\$ 6,101,909
Operating grants and contributions	2,851,589	2,855,286	84,267	277,449	2,935,856	3,132,735
Capital grants and contributions	1,562,433	489,576	-	-	1,562,433	489,576
General revenues:						
Property taxes	20,816,615	18,716,971	-	364,831	20,816,615	19,081,802
Sales and use taxes	8,351,852	8,230,164	-	-	8,351,852	8,230,164
Other taxes	550,679	509,957	-	-	550,679	509,957
Licenses and permits	929,585	1,019,000	-	-	929,585	1,019,000
Fines and forfeits	137,857	138,586	-	750	137,857	139,336
Unrestricted grants and contributions	746,581	55,379	-	-	746,581	55,379
Other general revenues	2,785,977	2,030,504	311,282	420,812	3,097,259	2,451,316
Total revenues	<u>39,705,295</u>	<u>35,026,264</u>	<u>5,263,840</u>	<u>6,184,910</u>	<u>44,969,135</u>	<u>41,211,174</u>
Expenses:						
General government	7,785,677	7,279,196	-	-	7,785,677	7,279,196
Public safety	5,963,865	4,741,595	-	-	5,963,865	4,741,595
Highways and streets	4,751,210	4,785,204	-	-	4,751,210	4,785,204
Sanitation	1,821,725	1,657,341	-	-	1,821,725	1,657,341
Public housing	1,669	1,120	-	-	1,669	1,120
Public transportation	1,251,134	1,162,070	-	-	1,251,134	1,162,070
Health and welfare	5,413,297	4,648,972	-	-	5,413,297	4,648,972
Culture and recreation	3,381,256	3,072,384	-	-	3,381,256	3,072,384
Economic development	542,190	589,186	-	-	542,190	589,186
Interest on long-term debt	181,411	150,527	-	-	181,411	150,527
Gas and water	-	-	5,183,022	4,888,504	5,183,022	4,888,504
Youth detention	-	-	-	208,116	-	208,116
Total expenses	<u>31,093,434</u>	<u>28,087,595</u>	<u>5,183,022</u>	<u>5,096,620</u>	<u>36,276,456</u>	<u>33,184,215</u>
Increase in net position before transfers	8,611,861	6,938,669	80,818	1,088,290	8,692,679	8,026,959
Transfers	(17,830)	(5,470)	17,830	5,470	-	-
Increase in net position	8,594,031	6,933,199	98,648	1,093,760	8,692,679	8,026,959
Beginning net position	127,885,773	118,402,494	28,002,081	29,458,401	155,887,854	147,860,895
Ending net position	<u>\$ 136,479,804</u>	<u>\$ 125,335,693</u>	<u>\$ 28,100,729</u>	<u>\$ 30,552,161</u>	<u>\$164,580,533</u>	<u>\$155,887,854</u>

The following graph is a comparison of program revenues and program expenses for all governmental activities. This chart is intended to give the reader an idea of the degree to which governmental activities are self-supporting:



The following pie chart illustrates the composition of governmental activities revenue and its percentage in relation to total government revenues:

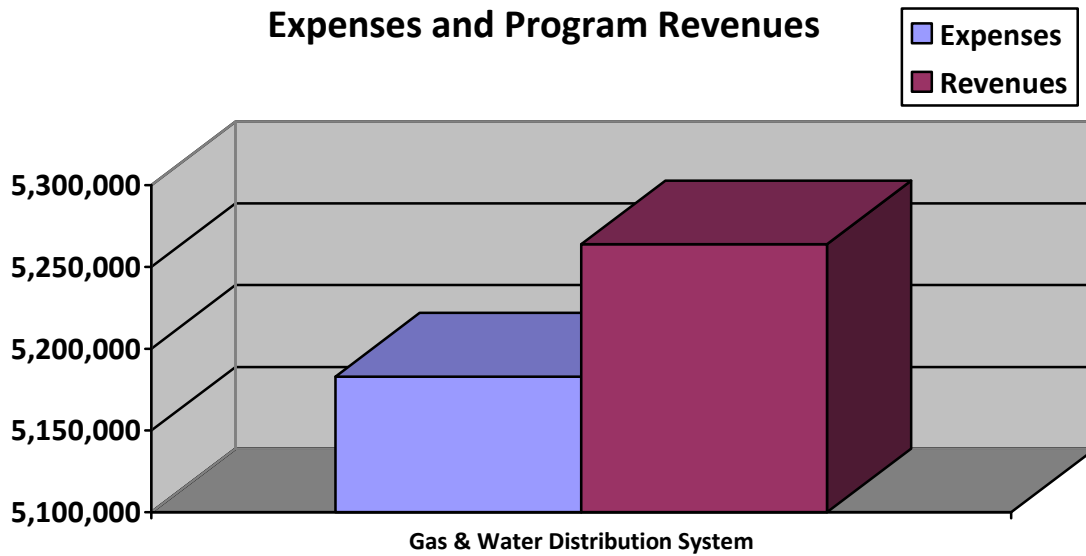


Business-type activities

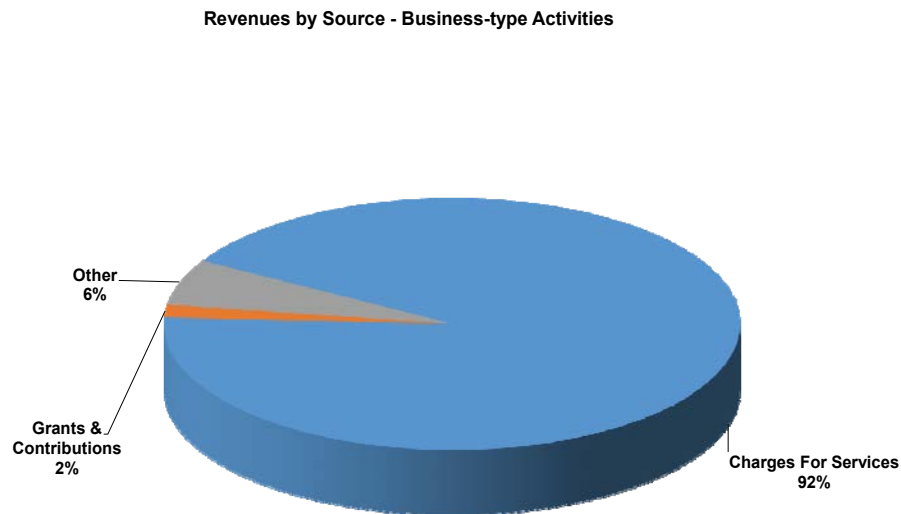
St. James Parish has one business-type activity, the St. James Parish Gas & Water Distribution System. The Gas & Water Distribution System's principal activities are the providing of gas and water services to the citizens and businesses of the Parish. In 2019, the St. James Youth Center was reclassified to governmental activities from business-type activities after the sale of its capital assets in 2018. The sale was recognized as a gain in business-type activities in 2018.

The St. James Parish Gas & Water Distribution System's net position at December 31, 2019 was \$28,100,729 compared to the net position in 2018 of \$28,002,081. The System's net position increased \$98,648 in 2019, as compared to \$709,534 increase in 2018.

The following graph is a comparison of program revenues and program expenses for business-type activities.



The following pie chart illustrates the composition of business-type activities revenue and its percentage in relation to total business-type revenues:



Financial Analysis of the Parish's Funds

As noted earlier, the Parish uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds: The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Parish's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The combined ending fund balance for all governmental funds at December 31, 2019, was \$91,006,794. Of this amount, \$6,599,544 was included in unassigned fund balance, \$98,568 in assigned fund balance, \$764,691 was included in committed fund balance, \$83,415,483 was included in restricted fund balance, and the remaining \$128,508 was in nonspendable fund balance. The combined ending fund balance at the end of the year increased \$18,397,481 from \$72,609,313 at the end of the prior year. At the beginning of 2019, the St. James Youth Center ending net position of \$2,550,080 was reclassified from an enterprise fund to a special revenue fund. The fund was reclassified due to the business-type operations ceased and the assets were liquidated during 2018.

The General Fund is the chief operating fund of the Parish and is considered a major fund under criteria set forth by GASB Statement No. 34. At the end of the current fiscal year, the General Fund's total fund balance was \$14,656,210 with an unassigned fund balance of \$6,599,544. Fund balance increased \$1,412,887 in 2019.

The Parish has two other governmental funds that are considered major funds. Those funds include the Courthouse, Jail, and Public Buildings Maintenance Fund and the GOMESA Revenue Bonds Fund. A brief discussion of these funds follows:

Courthouse, Jail, and Public Buildings Maintenance Fund: This fund manages the general operating and maintenance cost of public buildings owned by the Parish. Revenue is received from property taxes and the rental fees for parish owned public buildings. The Courthouse, Jail, and Public Buildings Maintenance Fund has a restricted fund balance of \$11,675,296 for 2019.

GOMESA Revenue Bonds Fund: This fund accounts for the revenues needed to comply with the interest and principal redemption requirements of the GOMESA Series 2019 issuance. The GOMESA Revenue Bonds Fund has a restricted fund balance of \$319,184 as of December 31, 2019.

General Fund Budgetary Highlights

Differences between the original budget and the final amended budget were \$668,800 (increase in revenues over expenditures including transfers) and can be briefly summarized as follows:

- ◆ Increase in budgeted revenues in the amount of \$668,800 was primarily due to an increase in budgeted property taxes of \$415,200, an increase in sales and use for the amount of \$92,400 and an increase in interest of \$112,500.
- ◆ Increase in budgeted expenditures by approximately \$230,658, primarily due to an increase in budgeted general government expenditures of \$565,500, decrease in budgeted health and welfare of \$27,442 and a decrease in capital outlay of \$303,700.
- ◆ Operating transfers out decreased by \$171,500.

Capital Asset and Debt Administration

Capital assets. The Parish's investment in capital assets for its governmental and business-type activities as of December 31, 2019, amounts to \$78,264,695 (net of accumulated depreciation). This investment in capital assets includes land, buildings and system improvements, machinery and equipment, roads, and drainage systems. The total decrease in capital assets for the current fiscal year was \$2,311,242 which includes a \$1,734,235 decrease for governmental activities (2.6%) and a \$577,007 decrease for business-type activities (3.8%). The major additions to the Parish's capital assets were the purchases of three pick-up trucks (\$90,050), two passenger/wheelchair vans (\$124,803), three generators (\$40,321), fire apparatus equipment (\$166,195), color printer (\$21,329), land (\$999,739), three AC units (\$22,158), mowing and heavy equipment (\$227,486), and additions to active construction projects such as Gramercy Recreation District & District 7 tennis courts (\$137,325), District V recreation building (\$62,083), Moliason Sewer Project (\$3,621), District 2 Park Renovations (\$121,816), and completion of construction projects, E911 Microwave Backhaul (\$27,642), and Highway 641 Lighting (\$50,961).

Depreciation expense for the year ended December 31, 2019 totaled \$4,759,333. Governmental activities had \$3,885,935 in depreciation expense and business-type activities' depreciation expense was \$873,398.

A summary of the Parish's capital assets (net of depreciation) follows:

	St. James Parish Capital Assets (Net of Depreciation)					
	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Land	\$ 26,484,632	\$ 25,484,893	\$ 60,000	\$ 60,000	\$ 26,544,632	\$ 25,544,893
Buildings	18,426,416	19,038,437	-	-	18,426,416	19,038,437
System improvements	-	-	12,242,579	13,068,668	12,242,579	13,068,668
Improvements other than buildings	4,293,483	4,513,192	-	-	4,293,483	4,513,192
Machinery and equipment	6,010,701	6,486,045	173,336	131,729	6,184,037	6,617,774
Library collection	54,926	57,228	-	-	54,926	57,228
Infrastructure	4,411,493	5,897,238	-	-	4,411,493	5,897,238
Construction in progress	4,011,741	3,950,594	2,095,388	1,887,913	6,107,129	5,838,507
Total	\$ 63,693,392	\$ 65,427,627	\$ 14,571,303	\$ 15,148,310	\$ 78,264,695	\$ 80,575,937

Long-term debt

At the end of the current fiscal year, the Parish had total debt outstanding of \$29,293,670. Of this amount, \$2,375,000 is general obligation bonds secured by property taxes. The outstanding debt also includes \$235,000 of certificates of indebtedness, \$700,000 of limited tax bonds secured by a 4.97 mill ad valorem tax for Road and Bridge Maintenance and \$8,000,000 GOMESA revenue bonds. A summary of the Parish's outstanding long-term obligations follows:

	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
General obligation bonds	\$ 2,375,000	\$ 2,725,000	\$ -	\$ -	\$ 2,375,000	\$ 2,725,000
Certificates of indebtedness	235,000	460,000	-	-	235,000	460,000
Limited tax bonds	700,000	775,000	-	-	700,000	775,000
GOMESA revenue bonds	8,000,000	-	-	-	8,000,000	-
Capital lease obligation	98,551	194,082	-	-	98,551	194,082
Total OPEB liability	9,590,681	7,409,944	1,459,063	1,120,882	11,049,744	8,530,826
Net Pension liability (asset)	5,018,301	(739,185)	881,291	(136,788)	5,899,592	(875,973)
Compensated absences	786,391	881,808	149,392	158,787	935,783	1,040,595
Total	\$26,803,924	\$11,706,649	\$ 2,489,746	\$ 1,142,881	\$29,293,670	\$12,849,530

Additional information on the Parish's long-term debt can be found on pages 52 to 54 of the Notes to the Financial Statements.

Economic Factors and Next Year's Budget and Rates

The following factors were considered in preparing the Parish's budget for the 2020 fiscal year:

- Revenues, not including operating transfers, are expected to be \$43,947,200, a decrease of \$2,343,800 from 2019 revised revenues.
- Expenditures, not including operating transfers, are expected to be \$53,330,300, an increase of 29.5% over 2019 revised expenditures. Capital expenditures are budgeted at \$9,425,200.
- Property tax revenues are expected to be \$19,549,800.
- Sales tax revenues are budgeted at \$8,213,600.
- Total revenues are forecasted to be \$52,628,943, which includes \$43,947,200 of operating revenue and \$8,681,743 of interfund transfers. Operating revenues are anticipated to be 5.1% less than expected revenues for 2019.

Due to the impact of COVID-19 in early 2020, the above projections for the 2020 budget may not be obtainable. The Parish has experienced a decline in sales tax revenue beginning with the April 2020 collections. If the decline continues in 2020, sales tax revenue for 2020 is projected to be \$1,385,000 below the projected 2020 budget. Property taxes for 2020 are not expected to be affected. The Parish will apply for Federal and State reimbursements for COVID-19 related expenses. The Parish has a strong fund balance and plans to implement reductions in operational costs for 2020 which will be used to offset the revenue reduction.

Requests for Information

This financial report is designed to provide a general overview of the finances of St. James Parish for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Department of Finance, P.O. Box 106, Convent, Louisiana, 70723.

St. James Parish
Convent, Louisiana
Statement of Net Position
December 31, 2019

	Primary Government			Component Unit
	Governmental Activities	Business-Type Activities	Total	St. James Parish Hospital
ASSETS				
Cash and cash equivalents	\$ 9,508,906	\$ 1,431,524	\$ 10,940,430	\$ 10,783,673
Investments	63,322,460	12,955,488	76,277,948	-
Receivables (net of allowance for uncollectibles)	22,878,143	763,457	23,641,600	2,563,892
Estimated third-party payor settlements	-	-	-	2,547,815
Internal balances	44,177	(44,177)	-	-
Inventories	1,450	287,028	288,478	466,192
Prepaid items	349,088	17,749	366,837	-
Restricted and internally designated assets:				
Cash and cash equivalents	1,038,940	54,911	1,093,851	-
Investments	1,185,451	500,026	1,685,477	-
Held by trustee for debt service	-	-	-	1,653,295
Internally designated for capital acquisition	-	-	-	14,924,124
Capital assets (net of accumulated depreciation)	63,693,392	14,571,303	78,264,695	17,571,301
Other assets	-	-	-	285,886
Total assets	<u>162,022,007</u>	<u>30,537,309</u>	<u>192,559,316</u>	<u>50,796,178</u>
DEFERRED OUTFLOWS OF RESOURCES				
Deferred outflows related to other postemployment benefits	1,950,146	325,567	2,275,713	-
Deferred outflows related to net pension liability	4,473,680	790,914	5,264,594	2,513,328
Deferred outflows on debt refundings	81,816	-	81,816	797,547
Total deferred outflows of resources	<u>6,505,642</u>	<u>1,116,481</u>	<u>7,622,123</u>	<u>3,310,875</u>
LIABILITIES				
Accounts payable	3,063,553	288,472	3,352,025	663,101
Accrued salaries and benefits	767,491	56,275	823,766	1,456,994
Accrued expenses	378,560	-	378,560	-
Other liabilities	30,144	-	30,144	-
Liabilities payable from restricted assets	-	546,853	546,853	-
Long-term liabilities:				
Due within one year (other postemployment benefits payable)	400,000	100,000	500,000	-
Due in more than one year (other postemployment benefits payable)	9,190,681	1,359,063	10,549,744	-
Net pension liability	5,018,301	881,291	5,899,592	2,406,711
Due within one year (bonds, notes payable, and compensated absences)	1,153,684	60,265	1,213,949	579,021
Due in more than one year (bonds, notes payable, and compensated absences)	11,041,258	89,127	11,130,385	11,483,755
Total liabilities	<u>31,043,672</u>	<u>3,381,346</u>	<u>34,425,018</u>	<u>16,589,582</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred inflows related to other postemployment liability	667,847	116,460	784,307	-
Deferred inflows related to pension liability	336,326	55,255	391,581	536,234
Total deferred inflows of resources	<u>1,004,173</u>	<u>171,715</u>	<u>1,175,888</u>	<u>536,234</u>
NET POSITION				
Net investment in capital assets, net of related debt	60,284,841	14,571,303	74,856,144	5,508,525
Restricted	74,097,334	-	74,097,334	1,653,295
Unrestricted	2,097,629	13,529,426	15,627,055	29,819,417
Total net position	<u>\$ 136,479,804</u>	<u>\$ 28,100,729</u>	<u>\$ 164,580,533</u>	<u>\$ 36,981,237</u>

The notes to the financial statements are an integral part of this statement.

Statement A

St. James Parish
Convent, Louisiana
Statement of Activities
For the Year Ended December 31, 2019

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary government:				
Governmental activities:				
General government	\$ 7,785,677	\$ -	\$ 366,059	\$ 911,529
Public safety	5,963,865	331,852	260,512	-
Highways and streets	4,751,210	-	682,124	-
Sanitation	1,821,725	574,185	(6)	650,904
Public housing	1,669	-	-	-
Public transportation	1,251,134	29,819	601,782	-
Health and welfare	5,413,297	-	937,680	-
Culture and recreation	3,381,256	36,271	3,438	-
Economic development	542,190	-	-	-
Interest on long-term debt	181,411	-	-	-
Total governmental activities	<u>31,093,434</u>	<u>972,127</u>	<u>2,851,589</u>	<u>1,562,433</u>
Business-type activities:				
Gas and water	5,183,022	4,868,291	84,267	-
Total business-type activities	<u>5,183,022</u>	<u>4,868,291</u>	<u>84,267</u>	<u>-</u>
Total primary government	<u>\$ 36,276,456</u>	<u>\$ 5,840,418</u>	<u>\$ 2,935,856</u>	<u>\$ 1,562,433</u>
Component unit:				
St. James Parish Hospital	\$ 27,262,764	\$ 27,674,369	\$ 35,480	\$ -
Total component units	<u>\$ 27,262,764</u>	<u>\$ 27,674,369</u>	<u>\$ 35,480</u>	<u>\$ -</u>

General Revenues
Taxes:
Property taxes
Voluntary payments in lieu of taxes
Sales and use taxes
Alcoholic beverages
Licenses and permits
Fines and forfeits
Unrestricted grants and contributions
Investment income (loss) on investments
Other revenue
Transfers
Total general revenues and special items

Change in net position

Net position - beginning of year,
Net position - end of year

The notes to the financial statements are an integral part of this financial statement.

Net (Expense) Revenue and Changes in Net Position			
Primary Government			Component Unit
Governmental Activities	Business-Type Activities	Total	St. James Parish Hospital
\$ (6,508,089)	\$ -	\$ (6,508,089)	
(5,371,501)	-	(5,371,501)	
(4,069,086)	-	(4,069,086)	
(596,642)	-	(596,642)	
(1,669)	-	(1,669)	
(619,533)	-	(619,533)	
(4,475,617)	-	(4,475,617)	
(3,341,547)	-	(3,341,547)	
(542,190)	-	(542,190)	
(181,411)	-	(181,411)	
<u>(25,707,285)</u>	<u>-</u>	<u>(25,707,285)</u>	
-	(230,464)	(230,464)	
<u>-</u>	<u>(230,464)</u>	<u>(230,464)</u>	
			\$ 447,085
			<u>\$ 447,085</u>
20,816,615	-	20,816,615	2,876,989
530,933	-	530,933	-
8,351,852	-	8,351,852	-
19,746	-	19,746	-
929,585	-	929,585	-
137,857	-	137,857	-
746,581	-	746,581	-
1,426,464	311,282	1,737,746	503,460
1,359,513	-	1,359,513	-
(17,830)	17,830	-	-
<u>34,301,316</u>	<u>329,112</u>	<u>34,630,428</u>	<u>3,380,449</u>
8,594,031	98,648	8,692,679	3,827,534
127,885,773	28,002,081	155,887,854	33,153,703
<u>\$ 136,479,804</u>	<u>\$ 28,100,729</u>	<u>\$ 164,580,533</u>	<u>\$ 36,981,237</u>

St. James Parish
 Convent, Louisiana
 Governmental Funds
 Balance Sheet
 December 31, 2019

	General Fund	Courthouse, Jail, and Public Buildings Maintenance Fund	GOMESA Revenue Bonds Fund
Assets			
Cash and cash equivalents	\$ 2,099,329	\$ 781,551	\$ -
Investments	7,804,985	7,949,427	323,337
Receivables	5,591,494	3,110,770	-
Due from other funds	178,760	907	-
Prepaid items	20,743	-	-
Inventories	1,450	-	-
Restricted cash	1,024,719	-	-
Restricted investments	5,746	-	-
Total assets	<u>\$ 16,727,226</u>	<u>\$ 11,842,655</u>	<u>\$ 323,337</u>
Liabilities and fund balance			
Liabilities:			
Accounts payable	\$ 1,490,976	\$ 147,441	\$ 4,153
Accrued salaries and benefits	558,244	19,918	-
Due to other funds	21,196	-	-
Other liabilities	600	-	-
Total liabilities	<u>2,071,016</u>	<u>167,359</u>	<u>4,153</u>
Fund balance:			
Nonspendable	22,193	-	-
Restricted	8,034,473	11,675,296	319,184
Committed	-	-	-
Assigned	-	-	-
Unassigned	6,599,544	-	-
Total fund balance	<u>14,656,210</u>	<u>11,675,296</u>	<u>319,184</u>
Total liabilities and fund balance	<u>\$ 16,727,226</u>	<u>\$ 11,842,655</u>	<u>\$ 323,337</u>

The notes to the financial statements are an integral part of this financial statement.

Nonmajor Governmental Funds		Total Governmental Funds	
\$	6,019,760	\$	8,900,640
	44,723,185		60,800,934
	14,059,670		22,761,934
	88,214		267,881
	106,315		127,058
	-		1,450
	14,221		1,038,940
	1,179,705		1,185,451
<u>\$</u>	<u>66,191,070</u>	<u>\$</u>	<u>95,084,288</u>
\$	1,415,557	\$	3,058,127
	187,357		765,519
	202,508		223,704
	29,544		30,144
<u>\$</u>	<u>1,834,966</u>	<u>\$</u>	<u>4,077,494</u>
	106,315		128,508
	63,386,530		83,415,483
	764,691		764,691
	98,568		98,568
	-		6,599,544
<u>\$</u>	<u>64,356,104</u>	<u>\$</u>	<u>91,006,794</u>
<u>\$</u>	<u>66,191,070</u>	<u>\$</u>	<u>95,084,288</u>

St. James Parish
 Convent, Louisiana
 Reconciliation of the Balance Sheet of
 Governmental Funds to the Statement of Net Position
 December 31, 2019

Total fund balance at December 31, 2019 - governmental funds		\$ 91,006,794
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Amounts reported for governmental activities in the statement of net position are different because:

Certain long-term assets and deferred outflows of resources are not reported in the fund financial statements because they are not available to pay current-period expenditures, but they are reported as assets and deferred outflows of resources in the statement of net position.

Ad valorem taxes receivable	92,416	
Prepaid assets	148,852	
Deferred loss on debt refunding	81,816	
Deferred outflows related to other postemployment benefits	1,950,146	
Deferred outflows related to pension liability	4,473,680	6,746,910

Capital assets are not reported in fund financial statements because they are not current financial resources, but they are reported in the statement of net position.

Cost of capital assets at December 31, 2019	147,303,890	
Less: accumulated depreciation as of December 31, 2019	(83,610,498)	63,693,392

Certain long-term liabilities and deferred inflows of resources are not reported as fund liabilities because they are not due and payable in the current period, but they are presented as liabilities and deferred inflows of resources in the statement of net position.

Accrued interest payable	(88,560)	
Bonds payable	(2,375,000)	
Certificates of indebtedness	(235,000)	
Limited tax bonds	(700,000)	
Revenue bond	(8,000,000)	
Capital leases	(98,551)	
Total other postemployment benefits liability	(9,590,681)	
Net pension liability	(5,018,301)	
Deferred inflows related to other postemployment benefits	(667,847)	
Deferred inflows related to pension liability	(336,326)	
Compensated absences	(786,391)	(27,896,657)

Assets and liabilities of the Internal Service Fund related to governmental programs are not reported in the governmental fund financial statements because they are presented on a different accounting basis, but they are presented as assets and liabilities in the statement of net position.

2,929,365

Total net position at December 31, 2019 - governmental activities		<u>\$ 136,479,804</u>
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The notes to the financial statements are an integral part of this financial statement.

St. James Parish
 Convent, Louisiana
 Statement of Revenues, Expenditures, and Changes in Fund Balances
 Governmental Funds
 For the Year Ended December 31, 2019

	General Fund	Courthouse, Jail, and Public Buildings Maintenance Fund	GOMESA Revenue Bonds Fund
Revenues:			
Taxes:			
Property	\$ 4,698,670	\$ 3,275,229	\$ -
Voluntary payments in lieu of taxes	530,933	-	-
Sales and use	2,087,963	-	-
Alcoholic beverages (beer)	19,746	-	-
Licenses and permits	929,585	-	-
Intergovernmental:			
Federal	22,934	(85,944)	-
State	641,647	47,655	-
Local	350,927	1,533	-
Fines and forfeits	-	-	-
Charges for services	-	-	-
Interest	245,405	201,686	370
In-kind contributions	-	-	-
Other	702,016	1,060	-
Total revenues	<u>10,229,826</u>	<u>3,441,219</u>	<u>370</u>
Expenditures:			
Current:			
General government	4,302,066	1,646,654	-
Public safety	747,071	219,980	-
Highway and streets	-	-	-
Sanitation	-	-	-
Public housing	1,669	-	-
Public transportation	-	-	-
Health and welfare	1,705,507	-	-
Culture and recreation	-	-	-
Economic development	522,204	-	-
In-kind expenses	-	-	-
Debt service:			
Principal	-	-	-
Interest and other costs	-	-	-
Capital outlay	46,179	26,648	-
Total expenditures	<u>7,324,696</u>	<u>1,893,282</u>	<u>-</u>
Excess of revenues over expenditures before other financing sources	<u>2,905,130</u>	<u>1,547,937</u>	<u>370</u>
Other financing sources (uses):			
Bond issuance costs	-	-	(280,753)
Proceeds from debt issuance	-	-	8,000,000
Operating transfers in	-	-	-
Operating transfers out	(1,492,243)	(94,098)	(7,400,433)
Total other financing sources (uses)	<u>(1,492,243)</u>	<u>(94,098)</u>	<u>318,814</u>
Net change in fund balance	1,412,887	1,453,839	319,184
Fund balance, beginning of year	<u>13,243,323</u>	<u>10,221,457</u>	<u>-</u>
Fund balance, end of year	<u>\$ 14,656,210</u>	<u>\$ 11,675,296</u>	<u>\$ 319,184</u>

The notes to the financial statements are an integral part of this financial statement.

Statement E

Nonmajor Governmental Funds		Total Governmental Funds	
\$	12,880,220	\$	20,854,119
	-		530,933
	6,263,889		8,351,852
	-		19,746
	-		929,585
	2,116,212		2,053,202
	1,612,581		2,301,883
	453,058		805,518
	137,857		137,857
	972,127		972,127
	923,636		1,371,097
	219,582		219,582
	338,578		1,041,654
	<u>25,917,740</u>		<u>39,589,155</u>
	1,093,040		7,041,760
	3,818,333		4,785,384
	2,958,778		2,958,778
	1,726,656		1,726,656
	-		1,669
	1,083,458		1,083,458
	3,117,695		4,823,202
	2,711,685		2,711,685
	-		522,204
	219,582		219,582
	745,531		745,531
	121,482		121,482
	2,078,873		2,151,700
	<u>19,675,113</u>		<u>28,893,091</u>
	<u>6,242,627</u>		<u>10,696,064</u>
	-		(280,753)
	-		8,000,000
	12,878,182		12,878,182
	(3,909,238)		(12,896,012)
	<u>8,968,944</u>		<u>7,701,417</u>
	15,211,571		18,397,481
	49,144,533		72,609,313
\$	<u>64,356,104</u>	\$	<u>91,006,794</u>

St. James Parish
 Convent, Louisiana
 Reconciliation of the Statement of Revenues,
 Expenditures, and Changes in Fund Balances of Governmental Funds
 to the Statement of Activities
 For the Year Ended December 31, 2019

Total net change in fund balance - governmental funds (pages 23 & 24)		\$ 18,397,481
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay capitalized	2,151,700	
Depreciation expense for the year ended December 31, 2019	(3,885,935)	(1,734,235)
<p>Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds, but rather deferred to subsequent fiscal years.</p>		
Change in ad valorem taxes	(37,504)	
Pension income	98,277	60,773
<p>Governmental funds report principal repayments on debt obligations as an expenditure. However, the repayment of principal has no effect on the net position.</p>		
Principal payments on long-term liabilities		745,531
<p>Generally expenditures recognized in the fund financial statements are limited to only those that use current financial resources but expenses and liabilities are reported in the statement of activities when they are incurred.</p>		
Bond proceeds	(8,000,000)	
Accrued compensated absences	95,417	
Accrued interest expense on bonds	(59,929)	
Prepaid insurance	(5,177)	
Other postemployment benefits	(169,875)	
Pension expense	(1,136,193)	(9,275,757)
<p>Activities of internal service fund is reported as net revenue in the governmental activities.</p>		
		400,238
Change in net position of governmental activities (pages 18 & 19)		\$ 8,594,031

The notes to the financial statements are an integral part of this financial statement.

Statement F

St. James Parish
Convent, Louisiana
Proprietary Funds
Statement of Net Position
December 31, 2019

	Enterprise Funds		Component Unit
	St. James Parish Gas & Water Distribution System	Internal Service Fund	St. James Parish Hospital
Assets			
Current assets:			
Cash and cash equivalents	\$ 1,431,524	\$ 608,266	\$ 10,783,673
Investments	12,955,488	2,521,526	-
Receivables (net of allowance for uncollectibles)	763,457	23,793	2,563,892
Estimated third-party payor settlements	-	-	2,547,815
Due from other funds	-	-	-
Inventories	287,028	-	466,192
Prepaid items	17,749	73,178	-
Other current assets	-	-	285,886
Total current assets	<u>15,455,246</u>	<u>3,226,763</u>	<u>16,647,458</u>
Noncurrent assets:			
Restricted assets:			
Cash and cash equivalents	54,911	-	-
Investments	500,026	-	-
Held by trustee for debt service	-	-	1,653,295
Internally designated for capital acquisition	-	-	14,924,124
Total restricted assets	<u>554,937</u>	<u>-</u>	<u>16,577,419</u>
Capital assets, net	14,571,303	-	17,571,301
Total noncurrent assets	<u>15,126,240</u>	<u>-</u>	<u>34,148,720</u>
Total assets	<u>30,581,486</u>	<u>3,226,763</u>	<u>50,796,178</u>
Deferred outflows of resources			
Deferred outflows related to postemployment benefits	325,567	-	-
Deferred outflows related to net pension liability	790,914	-	2,513,328
Deferred outflows on debt refundings	-	-	797,547
Total deferred outflows of resources	<u>1,116,481</u>	<u>-</u>	<u>3,310,875</u>
Liabilities			
Current liabilities (payable from current assets):			
Accounts payable	288,472	5,426	663,101
Accrued salaries and benefits	56,275	1,972	1,456,994
Liability for claims	-	290,000	-
Due to other funds	44,177	-	-
Current maturities of long term-debt	-	-	579,021
Compensated absences	60,265	-	-
Total current liabilities (payable from current assets)	<u>449,189</u>	<u>297,398</u>	<u>2,699,116</u>
Current liabilities (payable from restricted assets)	546,853	-	-
Noncurrent liabilities:			
Bonds payable	-	-	11,483,755
Compensated absences	89,127	-	-
Net pension liability	881,291	-	2,406,711
Total other postemployment benefits liability	1,459,063	-	-
Total noncurrent liabilities	<u>2,429,481</u>	<u>-</u>	<u>13,890,466</u>
Total liabilities	<u>3,425,523</u>	<u>297,398</u>	<u>16,589,582</u>
Deferred inflows of resources			
Deferred inflows related to postemployment benefits	116,460	-	-
Deferred inflows related to net pension liability	55,255	-	536,234
Total deferred inflows of resources	<u>171,715</u>	<u>-</u>	<u>536,234</u>
Net position			
Net investment in capital assets	14,571,303	-	5,508,525
Restricted	-	-	1,653,295
Unrestricted	13,529,426	2,929,365	29,819,417
Total net position	<u>\$ 28,100,729</u>	<u>\$ 2,929,365</u>	<u>\$ 36,981,237</u>

The notes to the financial statements are an integral part of this financial statement.

St. James Parish
 Convent, Louisiana
 Proprietary Funds
 Statement of Revenues, Expenses, and Changes in Net Position
 For the Year Ended December 31, 2019

	Enterprise Funds		Component Unit
	St. James Gas & Water Distribution System	Internal Service Fund	St. James Parish Hospital
Operating revenues:			
Charges for sales and services	\$ 4,703,007	\$ 3,507,285	\$ 26,895,430
Other	165,284	20	778,939
Total operating revenues	<u>4,868,291</u>	<u>3,507,305</u>	<u>27,674,369</u>
Operating expenses:			
Cost of sales and services	1,663,546	2,239,025	6,745,534
Payrolls	1,331,439	45,993	15,902,685
General and administrative	1,314,639	877,416	2,712,233
Depreciation and amortization	873,398	-	1,368,713
Total operating expenses	<u>5,183,022</u>	<u>3,162,434</u>	<u>26,729,165</u>
Operating income (loss)	<u>(314,731)</u>	<u>344,871</u>	<u>945,204</u>
Nonoperating revenues (expenses):			
Property taxes	-	-	2,876,989
Interest income	311,282	55,367	503,460
Intergovernmental:			
Federal	73,211	-	-
State	11,055	-	-
Local	1	-	-
Interest expense	-	-	(533,599)
Operating grants and contributions	-	-	35,480
Total nonoperating revenues	<u>395,549</u>	<u>55,367</u>	<u>2,882,330</u>
Income before transfers	80,818	400,238	3,827,534
Operating transfers in	<u>17,830</u>	<u>-</u>	<u>-</u>
Change in net position	98,648	400,238	3,827,534
Net position, beginning of year	28,002,081	2,529,127	33,153,703
Net position, end of year	<u>\$ 28,100,729</u>	<u>\$ 2,929,365</u>	<u>\$ 36,981,237</u>

The notes to the financial statements are an integral part of this financial statement.

Statement H

St. James Parish
Convent, Louisiana
Proprietary Funds
Statement of Cash Flows
For the Year Ended December 31, 2019

	Enterprise Funds		Component Unit
	St. James Gas & Water Distribution System	Internal Service Fund	St. James Parish Hospital
Cash flows from operating activities:			
Receipts from customers and users	\$ 5,125,313	\$ 3,515,291	\$ 26,663,840
Receipts from interfund services provided	530,796	23	-
Payments to suppliers	(3,036,831)	(3,184,699)	(9,840,367)
Payments to employees	(1,323,964)	(45,993)	(15,140,660)
Payments for interfund services used	(530,794)	-	-
Net cash provided by operating activities	<u>764,520</u>	<u>284,622</u>	<u>1,682,813</u>
Cash flows from noncapital financing activities:			
Miscellaneous receipts	11,864	-	-
Subsidy from grants	82,974	-	35,480
Property taxes	-	-	2,876,989
Advances from other funds	17,830	-	-
Payments to other funds	-	-	-
Net transfers to St. James Parish	(2,251)	-	-
Net cash provided by noncapital financing activities	<u>110,417</u>	<u>-</u>	<u>2,912,469</u>
Cash flows from capital and related financing activities:			
Acquisition and construction of capital assets	(296,391)	-	(1,070,278)
Proceeds from sales of capital assets	-	-	-
Principal paid on long-term debt	-	-	(560,245)
Interest paid on long-term debt	-	-	(533,599)
Net cash used in capital and related financing activities	<u>(296,391)</u>	<u>-</u>	<u>(2,164,122)</u>
Cash flows from investing activities:			
Maturation of investments	-	-	5,341,061
Purchase of investments	(618,310)	(112,965)	(8,009,286)
Interest received	268,564	55,367	364,202
Net cash used in investing activities	<u>(349,746)</u>	<u>(57,598)</u>	<u>(2,304,023)</u>
Net increase in cash and cash equivalents	228,800	227,024	127,137
Cash and cash equivalents, beginning of year	1,257,635	381,242	10,656,536
Cash and cash equivalents, end of year	<u>\$ 1,486,435</u>	<u>\$ 608,266</u>	<u>\$ 10,783,673</u>

The notes to the financial statements are an integral part of this financial statement.

St. James Parish
 Convent, Louisiana
 Proprietary Funds
 Statement of Cash Flows
 For the Year Ended December 31, 2019

	Enterprise Funds		Component Unit
	St. James Gas & Water Distribution System	Internal Service Fund	St. James Parish Hospital
Reconciliation of operating income to net cash provided by operating activities:			
Operating income (loss)	\$ (314,731)	\$ 344,871	\$ 945,204
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:			
Depreciation and amortization	873,398	-	1,368,713
Provision for uncollectible accounts	-	-	1,492,154
Gain on disposal of fixed assets	-	-	-
Changes in assets and liabilities:			
Accounts receivable	232,418	7,986	(1,805,108)
Contractual settlements	-	-	(697,575)
Inventory	(17,346)	-	(40,153)
Prepaid expenses and other assets	(2,023)	(73,178)	(321,761)
Deferred outflows of resources	(809,519)	-	-
Accounts payable	(213,916)	4,539	(94,314)
Due to (from) other funds	2	23	-
Accrued expenses	(1,920)	381	289,485
Other postemployment benefit liability	338,181	-	-
Deferred inflows of resources	(362,707)	-	-
Net pension liability	1,018,079	-	546,168
Customers' deposits	24,604	-	-
Net cash provided by operating activities	<u>\$ 764,520</u>	<u>\$ 284,622</u>	<u>\$ 1,682,813</u>
Cash and cash equivalents for cash flow statement include:			
Cash and cash equivalents	\$ 1,431,524	\$ 608,266	\$ 10,783,673
Restricted assets:			
Cash and cash equivalents	54,911	-	-
Total cash and cash equivalents	<u>\$ 1,486,435</u>	<u>\$ 608,266</u>	<u>\$ 10,783,673</u>
Noncash investing, capital, and financing activities:			
Increase in fair value of investments	<u>\$ 40,494</u>	<u>\$ -</u>	<u>\$ -</u>

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements

INTRODUCTION

St. James Parish (the Parish) is a political subdivision of the State of Louisiana. The Parish is governed by seven council members (the Parish Council) representing the various districts within the Parish. The Parish President, elected by the voters of the Parish, is the chief executive officer of the Parish and is responsible for carrying out the policies adopted by the Parish Council and for administration of all Parish departments, offices, and agencies. The current Parish President and seven council members serve four-year terms, which expire on January 13, 2020.

Louisiana Revised Statute 33:1236 gives the Parish various powers in regulating and directing the affairs of the Parish and its inhabitants. The more notable of these are the power to make regulations for their own government, to regulate the construction and maintenance of roads, bridges, and drainage systems, to regulate the sale of alcoholic beverages, and to provide for the health and welfare of the poor, disadvantaged, and unemployed in the Parish. Funding to accomplish these tasks is provided by property taxes, sales taxes, service charges, beer and alcoholic beverage permits, state revenue sharing, and various other state and federal grants.

To fulfill its responsibilities to the poor, disadvantaged, and unemployed in the Parish, the Parish may provide for specialized health service programs, emergency food and medical assistance, family planning assistance, recreation and service centers for the elderly, consumer education, agricultural assistance, and economic development activities. To provide funding for these activities, the Parish, in addition to local funding sources, performs the functions of a community action agency under the terms and provisions of the United States Economic Opportunity Act of 1964.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of St. James Parish have been prepared in conformity with generally accepted accounting principles (GAAP) in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

The financial reporting entity consists of (a) the primary government (the Parish), (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. 61, Section 2100, *Defining the Financial Reporting Entity*, establishes criteria for determining which component units should be considered part of the Parish for financial reporting purposes. The basic criterion 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. The criteria include:

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. REPORTING ENTITY (Continued)

1. Appointing a voting majority of an organization's governing body and,
 - a. The ability of the Parish 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 Parish.
2. Organizations for which the Parish does not appoint a voting majority but which are fiscally dependent on the Parish.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Parish has determined that the following component unit is part of the reporting entity:

Component Unit	Fiscal Year End	Criteria Used	Type of Presentation
St. James Parish Hospital	March 31	1,3	Discrete

Complete financial statements for the St. James Parish Hospital may be obtained at the component unit's administrative office at 1645 Lutcher Avenue, Lutcher, Louisiana, 70071.

The Parish's financial statements do not include the component units that are multi-parish component units. The multi-parish component units include:

Multi-Parish Component Unit	Fiscal Year End	Component Unit of
District Attorney of the Twenty-third Judicial District	December 31	Ascension Parish
Twenty-third Judicial District Indigent Defender Board	December 31	Ascension Parish

Considered in the determinations of component units of the reporting entity were the St. James Parish School Board, St. James Parish Assessor, St. James Parish Sheriff, St. James Clerk of Court, and the various municipalities in the Parish. It was determined that these governmental entities are not component units of the St. James Parish reporting entity. All are governed by independently elected officials. The Parish oversight unit neither appoints governing Boards nor designates management. Furthermore, the Parish has no ability to significantly influence operations nor does it have any accountability for fiscal matters of the entities. They are considered by the Parish to be separate autonomous governments and issue financial statements separate from those of the St. James Parish reporting entity.

The Parish is responsible for appointing the members of the board of the St. James Housing Authority. The Parish's accountability for the Housing Authority does not extend beyond making the appointments. It was determined that the St. James Housing Authority is a related organization to the Parish.

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. BASIS OF PRESENTATION

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of St. James Parish and its component units. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, St. James Parish is reported separately from certain legally separate *component units* for which St. James Parish is financially accountable.

These financial statements are presented in accordance with GASB Statement No. 34, *Basic Financial Statements, Management's Discussion and Analysis, for State and Local Governments*. Statement No. 34 established standards for financial reporting, with presentation requirements originally including a statement of net assets (or balance sheet), a statement of activities, and a statement of cash flows. The definition and composition of these statements, as originally defined in GASB Statement No. 34, are as amended by GASB Statements included in the following paragraphs. St. James Parish has also adopted the provisions of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions* that require capital contributions to St. James Parish to be presented as a change in net position.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the Parish's water and gas function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Fund Financial Statements

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Parish reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Courthouse, Jail, and Public Buildings Maintenance Fund* accounts for the operation and maintenance of the public buildings in the Parish. Financing is provided by property taxes and state revenue sharing.

The *GOMESA Revenue Bonds Fund* accounts for the revenues needed to comply with the interest and principal redemption requirements of the GOMESA Series 2019 issuance.

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. BASIS OF PRESENTATION (Continued)

Fund Financial Statements (Continued)

The Parish reports the following major proprietary fund:

The *St. James Parish Gas & Water Distribution System Fund* accounts for the sale and distribution of gas and water to the residents of St. James Parish.

Additionally, the Parish reports the following non-major governmental fund types and proprietary funds:

Special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Debt service funds account for the accumulation of resources for the payment of principal and interest on long-term obligation debt of governmental funds.

Capital projects funds account for financial resources received and used for the acquisition, construction, or improvements of capital facilities not reported in other governmental funds.

Internal service fund accounts for the provision of group health and life insurance provided to the Parish's employees.

D. MEASUREMENT FOCUS / BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS)

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses net of uncollectible amounts are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Fund Financial Statements (FFS)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when a payment is due.

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. MEASUREMENT FOCUS / BASIS OF ACCOUNTING (Continued)

Fund Financial Statements (FFS) (Continued)

Franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Property taxes that are measurable and available (receivable within the current period and collected within the current period or within 60 days thereafter) are recognized in the year of levy. Sales and use tax revenues are considered measurable when the underlying transaction occurs and are recognized as revenue if collected soon enough to meet the availability criteria. Revenue from grants are recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources can be used. All other revenue items are considered to be measurable and available only when cash is received by the government.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Parish's enterprise funds and the Parish's internal service fund are charges to customers for sales and services.

The St. James Parish Gas & Water Distribution System fund also recognizes as operating revenue the portion of tapping fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds and the internal service fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

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

E. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION

1. Cash and Cash Equivalents

For reporting purposes, cash and cash equivalents include interest-bearing demand deposits and short-term investments with a maturity of three months or less from the date of acquisition. Under state law, the Parish may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States.

2. Investments

State statutes authorize the Parish to invest in collateralized certificates of deposits, government-backed securities, commercial paper, and mutual funds consisting solely of government-backed securities. In addition, local governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (LAMP), a nonprofit organization formed by an initiative of the State Treasury and organized under the laws of the State of Louisiana, which operates a local government investment pool. Investments are stated at fair value. Fair value was determined using quoted market prices.

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION (Continued)

3. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities and any balances not eliminated due to timing differences are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable, available financial resources.

All trade and property tax receivables are shown net of allowance for uncollectibles.

Property taxes and the related state revenue sharing (which is based on population and homesteads in the Parish) are recorded in the year assessed. Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

4. Inventory and Prepaid Items

Inventory in the General Fund consists of expendable supplies held for consumption. The inventory is valued at cost (first-in, first-out method), and the cost is recorded as an expenditure at the time individual inventory items are requisitioned by the different departments.

Inventories in the St. James Parish Gas & Water Distribution System are stated at the lower of cost (first-in, first-out method) or net realizable value. Gas purchased in the system's lines and the water produced by the system is expensed when purchased or purified.

5. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Parish as assets with an initial, individual cost of more than \$5,000 (equipment), \$25,000 (land or land improvements), \$50,000 (buildings and leasehold improvements) or \$250,000 (infrastructure), and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. No interest was capitalized in 2019.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION (Continued)

5. Capital Assets (Continued)

Property, plant, and equipment of the governmental funds, as well as the St. James Youth Center, are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	40 – 60
Building Improvements	7 – 20
Infrastructure	25 – 40
Heavy Equipment	10 – 20
Vehicles	5 – 8
Furniture/Office Equipment	5
Computer Equipment	5

The St. James Parish Gas & Water Distribution System’s plant, property, and equipment are stated at cost and are depreciated using the straight-line method over the following estimated useful lives:

	Years
Utility Plant, Distribution System and Components	5 – 50
Transport Equipment	5 – 8
Office Furniture, Fixtures and Equipment	3 – 15

6. Compensated Absences

Parish employees earn from 12 to 18 days of both annual and sick leave each year, depending upon length of service. Sick leave may be accumulated without limitation; however, annual leave may not be carried forward from one year to the next unless approved by the Parish President. Upon retirement of an employee enrolled in Parochial Employees Retirement System of Louisiana or termination of the Chief Administrative Officers and Directors, unused accumulated sick leave from 15 to 60 days depending on length of service is paid to the employee at the employee’s current rate of pay. Any unused annual leave is paid to the employee upon retirement or termination.

The cost of leave privileges is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

7. Long-term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as an outflow of resources in the reporting period in which they are incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources.

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. ASSETS, LIABILITIES DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION (Continued)

7. Long-term Obligations (Continued)

Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

8. Net Position Classifications

Government-Wide Financial Statements

Government-wide and proprietary net position is divided into three components:

1. Net investment in capital assets – Consists of net capital assets reduced by the outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increase by balances of deferred outflows of resources related to those assets.
2. Restricted net position – Net position is considered restricted if their use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws or buyers of the Parish's bonds. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.
3. Unrestricted net position – All other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Fund Financial Statements

Accounting standards require governmental fund balances to be reported in as many as five classifications as listed below:

1. Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. Committed – amounts that can be used only for specific purposes determined by a formal decision of the Parish Council, which is the highest level of decision-making authority.
4. Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes.
5. Unassigned – all other spendable amounts.

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION (Continued)

8. Net Position Classifications (Continued)

Fund Financial Statements (Continued)

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the Parish reduces restricted amounts first, followed by unrestricted amounts. When expenditures are incurred for purposes for which committed, assigned, or unassigned amounts are available, the Parish reduces committed amounts first, followed by assigned amounts, and finally unassigned amounts, as needed, unless the Parish has provided otherwise in its committed or assignment actions.

9. Sales and Use Tax

On April 4, 1981, the voters of St. James Parish approved a one percent sales and use tax, which is collected by the St. James Parish School Board, and then remitted to the Parish. The proceeds of the tax, after paying reasonable and necessary costs and expenses of collecting and administering the tax, are dedicated as follows:

1. One-fourth is to provide care and assistance to the elderly of the Parish and provide ambulance services to Parish residents, including the acquisition, operation, and maintenance of necessary vehicles;
2. One-fourth is to provide solid waste management and disposal including the acquisition of land, plants, buildings, machinery, and necessary equipment;
3. One-fourth is to pay the cost of providing recreational facilities, including the acquisition of land, buildings, machinery, and equipment; and
4. One-fourth is to pay the general operation and maintenance costs of the Parish, to acquire capital improvements for the Parish, and to service bonds from time to time for the purpose of making capital improvements for the purposes listed above.

10. Estimates

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

11. Pension Plans

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

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION (Continued)

12. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Parish has deferred outflows of resources related to the net pension liability of \$5,264,594 and deferred outflows of resources related to the total OPEB liability of \$2,275,713. See Note IV C for additional information on deferred outflows of resources related to defined benefit pension plans, and Note IV E for additional information on deferred outflows of resources related to the total OPEB liability.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenues) until that time. The Parish has deferred inflows of resources related to the net pension liability in the amount of \$391,581 and deferred inflows of resources related to other postemployment benefits of \$784,307. See Note IV C for additional information on deferred inflows of resources related to defined benefit pension plans, and Note IV E for additional information on deferred inflows of resources related to total OPEB liability.

F. RECLASSIFICATIONS

St. James Youth Center was classified as an enterprise fund in 2018 and a special revenue fund in 2019. The youth center no longer charges for services since the sale of its capital assets in 2018.

G. CURRENT ACCOUNTING STANDARDS SCHEDULED TO BE IMPLEMENTED

The following is a summary of accounting standards adopted by the Governmental Accounting Standards Board (GASB) that are scheduled to be implemented in the future that may affect the Parish's financial report:

GASB Statement 83, *Certain Asset Retirement Obligations (ARO)*. This standard establishes criteria for determining the timing and pattern of recognition of an ARO liability and a corresponding deferred outflow of resources. An ARO is a legally enforceable liability associated with the sale, recycling, retirement, abandonment or disposal in some other manner of a tangible capital asset permanently removed from service. The standard is effective for annual reporting periods beginning after June 15, 2019. The Parish will include the requirements of this standard, as applicable, in its December 31, 2020 financial statement. The effect of this standard or its applicability to the Parish is unknown at this time.

GASB Statement 84, *Fiduciary Activities*. This standard defines and establishes criteria for identifying and reporting fiduciary activities. The focus of the criteria is on (1) whether the Parish controls the assets in a fiduciary activity and (2) there are separate identifiable beneficiaries with whom a fiduciary relationship exists. The standard is effective for annual reporting periods beginning after December 15, 2019. The Parish will include the requirements of this standard, as applicable, in its December 31, 2020 financial statement. The effect of this standard or its applicability to the Parish is unknown at this time.

GASB Statement 87, *Leases*. This standard will require all leases to be reported on the statement of net position under a single accounting model for both lessors and lessees. The statement will require the recognition of lease assets or liabilities for leases previously reported as operating leases. Both operating and capital leases will be reported under this single accounting method and reported by lessees as an intangible right to use asset and by lessors as a receivable with both reporting a deferred inflow of resources. The standard is effective for annual reporting periods beginning after June 15, 2021. The Parish will include the requirements of this standard, as applicable, in its December 31, 2022 financial statement. All of the Parish's lease agreements will need to be evaluated to determine the impact of implementing this standard; however, the effect of this standard or its applicability to the Parish is unknown at this time.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. CURRENT ACCOUNTING STANDARDS SCHEDULED TO BE IMPLEMENTED (Continued)

The GASB issued Statement 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements* in April 2018. This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses. The requirements of this Statement are effective for reporting periods beginning after June 15, 2019. The Parish will include the requirements of this standard, as applicable, in its December 31, 2020 financial statement. The effect of this standard or its applicability to the Parish is unknown at this time.

The GASB issued Statement 89, *Accounting for Interest Cost Incurred before the End of a Construction Period* in June 2018. This Statement establishes accounting requirements for interest cost before the end of a construction period. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged. The Parish will include the requirements of this standard, as applicable, in its December 31, 2021 financial statement. The effect of this standard or its applicability to the Parish is unknown at this time.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. BUDGETARY INFORMATION

The proposed budget for the year ended December 31, 2019, was completed and made available for public inspection at the Parish Council Office on November 14, 2018. A public hearing was held on December 12, 2018, for suggestions and comments from taxpayers. The proposed budget was formally adopted by the Parish on December 12, 2018. The 2019 budget, which included proposed expenditures and the means of financing them for the general, special revenue, debt service and capital projects funds, was published in the official journal fourteen (14) days prior to the public hearing.

All appropriations lapse at year-end, and any encumbrances outstanding at year-end are included in the next year's budget with funds appropriated in that year to finance them. The budget is prepared on a modified accrual basis. Formal budgetary accounts are integrated into the accounting system during the year as a management control device.

The Parish exercises budgetary control at the functional level. Within functions, the Director of Finance has the authority to make amendments as necessary. When actual revenues within a fund are failing to meet estimated annual budgeted revenues by five percent or more, and/or actual expenditures within a fund are exceeding estimated budgeted expenditures by five percent or more, a budget amendment to reflect such changes is adopted by the Parish in an open meeting. Budget amounts included in the financial statements include the original adopted budget amounts and the final amended budget.

B. EXPENDITURES WITH UNFAVORABLE APPROPRIATIONS

For the year ended December 31, 2019, expenditures did not meet appropriations in the following individual funds:

Fund	Budget	Actual	Unfavorable Variance
Non-major Special Revenue Funds:			
Title III E National Family Caregiver	22,000	28,023	6,023
Title V Senior Employment	95,700	96,891	1,191
Housing Preservation Grant	109,500	116,171	6,671
AAA-Parish Council on Aging	58,900	62,967	4,067
AAA-Nutritional Services Incentive	72,900	73,503	603
Public Safety Trust	2,391,000	2,473,005	82,005

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY (Continued)

C. LEVIED TAXES

The following is a summary of levied property taxes for the year 2019:

	<u>Millage Rate</u>
Parishwide taxes:	
General Fund	3.21
Library	3.00
Department of Human Resources	3.92
Courthouse, Jail, and Public Buildings Maintenance	4.97
Road and Bridge Maintenance	4.97
Parishwide Drainage	3.00
Public Safety	3.94
Enhanced 911 System Maintenance	1.25
Consolidated General Obligation Bonds	0.35
St. James Youth Center	0.60
Special district taxes:	
Consolidated Road Lighting District #3A	1.00
Gramercy Recreation District	4.61
Fire Protection District #2	0.74
Recreation District V – General Obligation Bonds	0.50
District V Recreation	1.00

The following are the principal taxpayers of the Parish:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2019 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Equilon Enterprises, LLC	Oil Refinery	\$ 176,398,893	25.25%
Mosaic Fertilizer, LLC	Chemical Manufacturer	46,656,636	6.68%
Zen-Noh Grain Corporation	Grain Export	34,355,042	4.92%
Americas Styrenics, LLC	Chemical Manufacturer	27,615,032	3.95%
LOCAP, Inc.	Pipeline	18,698,570	2.68%
Shell Trading US	Oil Refinery	15,153,207	2.17%
Raven Energy, LLC	Public Utility	14,955,516	2.14%
Louisiana Sugar Refining, LLC	Sugar Refinery	14,556,413	2.08%
Plains Marketing, L.P.	Oil Refinery	14,045,115	2.01%
Occidental Chemical Corp.	Chemical Manufacturer	14,184,044	2.03%
Total		<u>\$ 376,618,468</u>	<u>53.91%</u>

III. DETAILED NOTES ON ALL FUNDS

A. DEPOSITS AND INVESTMENTS

Deposits

At December 31, 2019, the Parish has deposits and certificates of deposit (book balances) as follows:

	<u>Primary Government</u>
Cash	\$ 10,940,430
Restricted Assets - Cash	1,093,851
	<u>\$ 12,034,281</u>

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS

A. DEPOSITS AND INVESTMENTS (Continued)

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. 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.

At December 31, 2019, the primary government has \$12,324,842 in deposits (collected bank balances). Custodial credit risk is the risk that in the event of a bank failure, the Parish's deposits may not be returned to it. All of the primary government's deposits are either insured by federal deposit insurance or collateralized with U.S. government securities held by the pledging financial institution's trust department in the name of the Parish.

Investments

State statutes authorize the Parish to invest in Louisiana Asset Management Pool (LAMP), U.S. Treasury notes and bonds, U.S. agency securities and other governmental debt obligations with limited exceptions as noted in LA-R.S. 32.2955. Investments in time certificates of deposit can be placed with state banks, national banks or federal credit unions as permitted in state statute.

As of December 31, 2019, the Parish had its assets in money market instruments, U.S. treasury notes, and U.S. agency securities managed by financial institutions. The accounts managed by the financial institutions have a fair market value of \$77,963,425 as of December 31, 2019.

The Parish's investment balance at December 31, 2019 consisted of the following:

<u>Security</u>	<u>Standard & Poors Rating</u>	<u>Percentage of Total Portfolio</u>	<u>Fair Market Value</u>	<u>Months to Maturity</u>				
				<u>0 – 6</u>	<u>7 – 12</u>	<u>13 – 24</u>	<u>25 – 36</u>	<u>37 – 60</u>
Investments at fair value								
U.S. Agencies:	Aaa	6%	\$ 1,457,738	\$ -	\$ 701,025	\$756,713	\$ -	\$ -
U.S. Treasury Note								
Federal National Mortgage Association	Aaa	16%	3,680,393	800,595	1,502,819	624,744	752,235	-
Federal Home Loan Mortgage Corporation	Aaa	20%	4,596,928	702,213	-	751,088	3,143,627	-
Federal Home Loan Bank	Aaa	27%	6,239,738	1,508,503	-	2,009,622	2,721,613	-
Federal Farm Credit Bank	Aaa	32%	<u>7,389,279</u>	<u>2,007,658</u>	<u>482,256</u>	<u>502,595</u>	<u>4,396,770</u>	<u>-</u>
		100%	<u>\$23,364,076</u>	<u>\$5,018,969</u>	<u>\$ 2,686,100</u>	<u>\$ 4,644,762</u>	<u>\$11,014,245</u>	<u>\$ -</u>
Percentage of Portfolio Value			100%	21%	12%	20%	47%	0%
Investments measured at the net asset value (NAV)								
U.S. Treasury:	AAAm							
Money Market Fund			\$ 77,660	\$ 77,660	\$ -	\$ -	\$ -	\$ -
External investment pool	AAAm		46,789,507	46,789,507	-	-	-	-
Federal Governmental Obligation Fund	AAAm		<u>7,732,182</u>	<u>7,732,182</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Investments			<u>\$77,963,425</u>	<u>\$59,618,318</u>	<u>\$ 2,686,100</u>	<u>\$ 4,644,762</u>	<u>\$ 11,014,245</u>	<u>\$ -</u>

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

A. DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

The Parish's investment policy requires all securities to be investment-grade obligations but does not address specific credit quality ratings. The Parish does not limit the amount that may be invested in securities of any one issuer. Applicable state statutes do not address credit quality ratings, concentration of credit risk by issuer, or investment maturity limitations.

As of December 31, 2019, \$46,789,507 is invested in an external investment pool, Louisiana Asset Management Pool. LAMP 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 LA-R.S. 33:2955.

LAMP is a governmental external investment pool that reports at fair value. The following facts are relevant for an investment pool:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The Parish's investment is with the pool, not the securities that make up the pool; therefore, no public disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the five percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 30 days as of December 31, 2019.
- Foreign currency risk: Not applicable.

The investments in LAMP are stated at fair value based on 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.

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.

An annual audit of LAMP is conducted by an independent certified public accountant. The Legislative Auditor of the State of Louisiana has full access to the records of LAMP.

LAMP issues financial reports which can be obtained by writing: LAMP, Inc., 650 Poydras Street, Suite 2220, New Orleans, LA 70130.

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

A. DEPOSITS AND INVESTMENTS (Continued)

Fair Value of Financial Instruments

Determination of Fair Value

The Parish categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset.

Fair Value Hierarchy

In accordance with this guidance, the Parish groups its financial assets and financial liabilities generally measured at fair value in three levels, based on the markets in which the assets and liabilities are traded and the reliability of the assumptions used to determine fair value.

- Level 1 - Valuation is based on quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. Level 1 assets and liabilities generally include debt and equity securities that are traded in an active exchange market. Valuations are obtained from readily available pricing sources for market transactions involving identical assets or liabilities.
- Level 2 - Valuation is based on inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly. The valuation may be based on quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the asset or liability.
- Level 3 - Valuation is based on unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which determination of fair value required significant management judgment or estimation.

The following methods and assumptions were used by St. James Parish in estimating fair value disclosures for financial instruments:

Securities: Where quoted prices are available in an active market, we classify the securities within level 1 of the valuation hierarchy. Securities are defined as both long and short positions. Level 1 securities include highly liquid government bonds and exchange-traded equities.

If quoted market prices are not available, we estimate fair values using pricing models and discounted cash flows that consider standard input factors such as observable market data, benchmark yields, interest rate volatilities, broker/dealer quotes, and credit spreads. Examples of such instruments, which would generally be classified within level 2 of the valuation hierarchy, include GSE (Government sponsored enterprises) obligations, (such as Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Federal Home Loan Bank, and Federal Farm Credit Bank), corporate bonds and other securities. Mortgage backed securities are included in level 2 if observable inputs are available. In certain cases, where there is limited activity or less transparency around inputs to the valuation, we classify those securities in level 3.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

A. DEPOSITS AND INVESTMENTS (Continued)

Fair Value of Assets Measured on a Recurring Basis

The following table presents for each of the fair value hierarchy level the Parish's financial assets and liabilities that are measured at fair value on a recurring basis at December 31, 2019:

	Level 1	Level 2	Level 3
U.S. Treasury Securities	\$ 77,660	\$ -	\$ -
U.S. Agency Securities	1,457,738	21,906,338	-
	<u>\$ 1,535,398</u>	<u>\$ 21,906,338</u>	<u>\$ -</u>

B. RECEIVABLES

Receivables as of year-end for the Parish's individual major funds and non-major and internal service funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	General Fund	Courthouse, Jail, and Public Buildings Maintenance	Nonmajor	Internal Service Fund	Total
Taxes					
Property	\$ 4,987,842	\$ 3,106,779	\$ 12,229,782	\$ -	\$ 20,324,403
Sales	360,717	-	1,082,151	-	1,442,868
Other governmental agencies					
Federal	5,733	-	335,245	-	340,978
State	45,364	3,037	49,806	-	98,207
Account	133,246	954	347,985	2,229	484,414
Other	<u>58,592</u>	<u>-</u>	<u>14,701</u>	<u>21,564</u>	<u>94,857</u>
Gross receivables	5,591,494	3,110,770	14,059,670	23,793	22,785,727
Less: allowance for uncollectibles	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net receivables – governmental funds	5,591,494	3,110,770	14,059,670	23,793	22,785,727
Adjustment to full accrual basis	<u>21,266</u>	<u>14,824</u>	<u>56,326</u>	<u>-</u>	<u>92,416</u>
Total receivables	<u>\$ 5,612,760</u>	<u>\$ 3,125,594</u>	<u>\$ 14,115,996</u>	<u>\$ 23,793</u>	<u>\$ 22,878,143</u>

	St. James Parish Gas & Water Distribution System
Other governmental agencies	
Federal	\$ 66,160
State	-
Account	869,969
Other	<u>20</u>
Gross receivables	936,149
Less: allowance for uncollectibles	<u>(172,692)</u>
Net receivables – business-type funds	<u>\$ 763,457</u>

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

C. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2019, was as follows:

Primary Government

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 25,484,893	\$ 999,739	\$ -	\$ 26,484,632
Construction in progress	3,950,594	404,699	(343,552)	4,011,741
Total capital assets, not being depreciated	<u>29,435,487</u>	<u>1,404,438</u>	<u>(343,552)</u>	<u>30,496,373</u>
Capital assets, being depreciated:				
Buildings	28,953,722	240,462	-	29,194,184
Improvements other than buildings	6,928,675	75,448	-	7,004,123
Machinery and equipment	19,839,474	719,982	(174,118)	20,385,338
Library collection	1,997,547	54,922	(19,860)	2,032,609
Infrastructure	58,191,263	-	-	58,191,263
Total capital assets being depreciated	115,910,681	1,090,814	(193,978)	116,807,517
Less accumulated depreciation for:				
Buildings	(9,915,285)	(852,483)	-	(10,767,768)
Improvements other than buildings	(2,415,483)	(295,157)	-	(2,710,640)
Machinery and equipment	(13,353,429)	(1,195,326)	174,118	(14,374,637)
Library collection	(1,940,319)	(57,224)	19,860	(1,977,683)
Infrastructure	(52,294,025)	(1,485,745)	-	(53,779,770)
Total accumulated depreciation	<u>(79,918,541)</u>	<u>(3,885,935)</u>	<u>193,978</u>	<u>(83,610,498)</u>
Total capital assets, being depreciated, net	<u>35,992,140</u>	<u>(2,795,121)</u>	<u>-</u>	<u>33,197,019</u>
Governmental activities capital assets, net	<u>\$ 65,427,627</u>	<u>\$ (1,390,683)</u>	<u>\$ (343,552)</u>	<u>\$ 63,693,392</u>

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

C. CAPITAL ASSETS (Continued)

Primary Government (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Business-type activities:				
Capital assets, not being depreciated:				
Land	\$ 60,000	\$ -	\$ -	\$ 60,000
Construction in progress	1,887,913	207,475	-	2,095,388
Total capital assets, not being depreciated	<u>1,947,913</u>	<u>207,475</u>	<u>-</u>	<u>2,155,388</u>
Capital assets, being depreciated:				
Gas distribution system	2,133,799	-	-	2,133,799
Water distribution system	26,588,121	-	-	26,588,121
Office furniture, fixtures, and equipment	351,479	16,415	-	367,894
Transportation equipment	446,072	72,501	-	518,573
Total capital assets, being depreciated	29,519,471	88,916	-	29,608,387
Less accumulated depreciation for:				
Gas distribution system	(1,671,663)	(25,247)	-	(1,696,910)
Water distribution system	(13,981,589)	(800,842)	-	(14,782,431)
Office furniture, fixtures, and equipment	(299,479)	(11,452)	-	(310,931)
Transportation equipment	(366,343)	(35,857)	-	(402,200)
Total accumulated depreciation	<u>(16,319,074)</u>	<u>(873,398)</u>	<u>-</u>	<u>(17,192,472)</u>
Total capital assets, being depreciated, net	<u>13,200,397</u>	<u>(784,482)</u>	<u>-</u>	<u>12,415,915</u>
Business-type activities capital assets, net	<u>\$ 15,148,310</u>	<u>\$ (577,007)</u>	<u>\$ -</u>	<u>\$ 14,571,303</u>

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

C. CAPITAL ASSETS (Continued)

Primary Government (Continued)

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General government	\$ 424,765
Public safety	984,690
Highway and streets, including depreciation of general infrastructure asset	1,715,025
Sanitation	76,452
Public transportation	82,099
Health and welfare	97,040
Culture and recreation	496,289
Economic development and assistance	<u>9,575</u>

Total depreciation expense-governmental activities \$ 3,885,935

Business-type activities:

Gas and water	<u>\$ 873,398</u>
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Total depreciation expense-business-type activities \$ 873,398

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

C. CAPITAL ASSETS (Continued)

Construction Commitments

The government has active construction contracts at December 31, 2019, totaling \$8,569,731. The remaining commitments on active construction projects at December 31, 2019, are as follows:

Project	Contract Amount	Remaining Commitment
Governmental Funds:		
GRD 2 Tennis Courts	\$ 136,500	\$ 20,475
District 7 – Tennis Court	85,200	63,900
District V Recreation Building	2,863,411	1,533,090
Westbank Wetlands Assimilation	318,489	135,310
Molaison Sewer Project	1,519,256	2,242
Highway 641 Lighting	19,000	570
District 2 – Park Renovations	675,201	554,141
2019 Asphalt Road Rehabilitation	1,018,373	649,039
Total governmental funds	6,635,430	2,958,767
Proprietary Funds/Enterprise funds:		
East Bank Intake Flow	1,806,146	4,946
West Bank Chlorination Room	128,155	24,309
Total proprietary funds/enterprise funds	1,934,301	29,255
	\$ 8,569,731	\$ 2,988,022

The Parish is involved in a dispute with a contractor and a designer over faulty construction of a building included in construction in process. Construction of that building is stopped, pending the outcome of the dispute. If the outcome for the Parish is negative and the funds dedicated for completion are not enough for the repairs, the Parish would have to identify a funding source to complete and repair the building. If the outcome is positive, the funds will be used to complete the building and do any necessary repairs.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

D. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

The composition of interfund balances as of December 31, 2019, is as follows:

<u>Due to/from other funds:</u>	<u>Receivable</u>	<u>Payable</u>
Governmental Funds:		
General Fund	\$ 178,760	\$ 21,196
Courthouse, Jail, and Public Buildings Maintenance	907	-
Nonmajor governmental funds	88,214	202,508
Total governmental funds	<u>267,881</u>	<u>223,704</u>
Proprietary Fund/Enterprise Fund:		
St. James Parish Gas & Water Distribution System	-	44,177
Total proprietary fund/enterprise fund	<u>-</u>	<u>44,177</u>
Internal Service Fund:		
Group Hospitalization Fund	-	-
Total group hospitalization fund	<u>-</u>	<u>-</u>
	<u>\$ 267,881</u>	<u>\$ 267,881</u>

Due to/from other funds are the result of transfers between funds or collections made on behalf of one fund for another which are expected to be paid within one year.

The composition of interfund transfers for the year ended December 31, 2019, is as follows:

<u>Interfund Transfers:</u>	<u>Transfers Out</u>	<u>Transfers In</u>
Governmental Funds:		
General Fund	\$ 1,492,243	\$ -
Courthouse, Jail, and Public Buildings Maintenance	94,098	-
GOMESA Revenue Bond	7,400,433	-
Nonmajor governmental funds	3,909,238	12,878,182
Total governmental funds	<u>12,896,012</u>	<u>12,878,182</u>
Proprietary Fund/Enterprise Fund:		
St. James Parish Gas and Water Distribution System	-	17,830
Total proprietary fund/enterprise fund	<u>\$ 12,896,012</u>	<u>\$ 12,896,012</u>

Interfund transfers are made on a regular basis to supplement other funds' sources and to provide internal financing for capital outlay.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

E. LEASES

Operating Leases

The Parish has several operating leases as of December 31, 2019. The minimum annual commitments under non-cancelable operating leases and/or agreements are as follows:

Year Ending	Building
2020	\$ 30,100
2021	4,900
2022	4,900
2023	4,900
2024	2,300
2025-2029	500
2030-2034	500
2035-2039	500
2040-2044	500
2045-2049	500
2050-2054	500
2055-2059	500
2060-2064	400
Total	\$ 51,000

Capital Leases

The Parish acquired equipment under a capital lease obligation in previous years. The lease payments relating to the equipment have been capitalized and included in equipment on the accompanying government-wide financial statements. The leased equipment has a cost of \$734,944 and accumulated depreciation at December 31, 2019, of \$514,461.

The following is a schedule of future minimum lease payments and the present value of the net minimum lease payments as of December 31, 2019.

Total minimum lease payments at December 31, 2019	\$ 101,665
Less: amount representing interest	(3,114)
Present value of net minimum lease payments	98,551
Less: current portion	(98,551)
	\$ -

Future maturities of capital lease obligations are as follows:

Year Ending	Amount
2020	\$ 98,551
	\$ 98,551

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

F. LONG-TERM LIABILITIES

General Obligation Bonds

The Parish issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. These bonds have been issued for governmental activities. The original amount of general obligation bonds issued in prior years was \$4,230,000. The interest rate of the general obligation bonds ranges from 2.55 – 4.65%. General obligation bonds are direct obligations and pledge the full faith and credit of the government. The outstanding balance on the general obligation bonds at December 31, 2019, is \$2,375,000.

Annual debt service requirements to maturity for general obligation bonds are as follows:

Year Ending	Governmental Activities	
	Principal	Interest
2020	\$ 370,000	\$ 73,218
2021	380,000	61,778
2022	395,000	49,898
2023	415,000	37,474
2024	430,000	24,506
2025-2029	385,000	27,551
	\$ 2,375,000	\$ 274,425

Certificates of Indebtedness

The Parish also issues certificates of indebtedness to provide funds for the purpose of purchasing capital assets. In prior years the original amount of certificates of indebtedness was \$2,000,000. The interest rate of the certificates of indebtedness is 2.85%. The outstanding balance on the issues of certificates of indebtedness at December 31, 2019, is \$235,000.

Annual debt service requirements to maturity for certificates of indebtedness are as follows:

Year Ending	Governmental Activities	
	Principal	Interest
2020	\$ 235,000	\$ 6,698
	\$ 235,000	\$ 6,698

Limited Tax Bonds

The Parish issued a limited tax bond to provide funds for the purpose of road improvements and repairs. The original amount of this limited tax bond is \$850,000. The interest rate of the limited tax bond is 2.23%. The outstanding balance on the issue of the limited tax bond at December 31, 2019, is \$700,000.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

F. LONG-TERM LIABILITIES (Continued)

Annual debt service requirements to maturity for limited tax bonds are as follows:

<u>Year Ending</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2020	\$ 80,000	\$ 15,610
2021	80,000	13,826
2022	85,000	12,042
2023	85,000	10,147
2024	90,000	8,251
2025-2029	280,000	12,600
	<u>\$ 700,000</u>	<u>\$ 72,476</u>

GOMESA Revenue Bond

The Parish issued a revenue bond to provide funds for projects and activities for the purpose of coastal protection. The original amount of this revenue bond is \$8,000,000. The interest rate of the revenue bond is 3.90%. The outstanding balance on the issue of the revenue bond at December 31, 2019, is \$8,000,000.

Annual debt service requirements to maturity for revenue bonds are as follows:

<u>Year Ending</u>	<u>Governmental Activities</u>	
	<u>Principal</u>	<u>Interest</u>
2020	\$ -	\$ 312,867
2021	205,000	312,000
2022	215,000	304,005
2023	225,000	295,620
2024	235,000	286,845
2025-2029	1,300,000	1,290,900
2030-2034	1,585,000	1,015,755
2035-2039	1,915,000	682,110
2040-2044	2,320,000	278,265
	<u>\$ 8,000,000</u>	<u>\$ 4,778,367</u>

Legal Debt Margin-General Obligation Bonds

Governing Authority: Parish of St. James

Property taxes:

Assessed valuation, 2019 tax rolls	\$ 656,930,551
Debt limit: 10% of assessed valuation (for any one purpose)	\$ 65,693,055

At December 31, 2019, the Parish has no outstanding bonds that exceed the legal debt limit.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

F. LONG-TERM LIABILITIES (Continued)

Changes in Long-Term Liabilities

Long-term liability activity for the year ended December 31, 2019, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
General obligation bonds	\$ 2,725,000	\$ -	\$ (350,000)	\$ 2,375,000	\$ 370,000
Certificates of indebtedness	460,000	-	(225,000)	235,000	235,000
Limited tax bonds	775,000	-	(75,000)	700,000	80,000
GOMESA revenue bonds	-	8,000,000	-	8,000,000	-
Capital lease obligation	194,082	-	(95,531)	98,551	98,551
Total OPEB liability	7,409,944	2,180,737	-	9,590,681	400,000
Net pension liability (asset)	(739,185)	5,757,486	-	5,018,301	-
Compensated absences	881,808	-	(95,417)	786,391	370,133
Governmental activity long-term liabilities	<u>\$11,706,649</u>	<u>\$15,938,223</u>	<u>\$ (840,948)</u>	<u>\$26,803,924</u>	<u>\$1,553,684</u>
Business-type activities:					
Total OPEB liability	\$ 1,120,882	\$ 338,181	\$ -	\$ 1,459,063	\$ 100,000
Net pension liability (asset)	(136,788)	1,018,079	-	881,291	-
Compensated absences	158,787	-	(9,395)	149,392	60,265
Business type activity long-term liabilities	<u>\$ 1,142,881</u>	<u>\$ 1,356,260</u>	<u>\$ (9,395)</u>	<u>\$ 2,489,746</u>	<u>\$ 160,265</u>

Compensated absences are generally liquidated by the fund from which the employee's salary is paid immediately prior to the date of retirement or termination.

Defeased Debt

During 2014, the Parish issued refunding bonds of \$2,530,000 to partially defease its 2005 General Obligation refunding bonds. The proceeds were deposited in an escrow account to provide for all future debt service on the 2005 series bonds until they are called on March 1, 2024. As a result, the 2005 series bonds are considered defeased, and the Parish has removed the liability from its accounts.

As of December 31, 2019, the defeased debt outstanding but removed from the government wide financial statements is \$1,430,000.

Conduit Debt

The Industrial District of St. James Parish has issued Pollution Control Revenue Bonds, Solid Waste Disposal Revenue Bonds, and Industrial Revenue Bonds. Obligations of the industrial districts are payable solely from the income and revenues derived from the industrial districts. These bonds do not constitute a debt or pledge of the full faith and credit of the Parish and accordingly have not been reported in the accompanying financial statements.

As of December 31, 2019, there were twelve series of Pollution Control Revenue Bonds, Solid Waste Disposal Revenue Bonds, or Industrial Revenue Bonds outstanding. The aggregate principal amount payable for the series could not be determined; however, the original issue amounts totaled \$1,140,350,000.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

G. RESTRICTED ASSETS

Restricted assets as of December 31, 2019 consist of the following:

<u>Restricted Assets</u>	<u>Amount</u>	<u>Purpose</u>
Cash:		
General Fund	\$ 1,024,719	Enterprise zone rebates
Library	14,221	Limited tax certificates
St. James Gas & Water Distribution	54,911	Customer deposits
Investments:		
General Fund	5,746	Natural disaster assistance
Parishwide Sewer Construction	1,179,705	Sewer construction
St. James Gas & Water Distribution	500,026	Customer deposits
Total Restricted Assets	<u>\$ 2,779,328</u>	

H. FUND BALANCES AND NET POSITION

Fund Balance

Fund Balance may be classified in the following categories: Nonspendable, Restricted, Committed, Assigned, or Unassigned. See Note I E. 8 of these financial statements for definitions of these five Fund Balance categories. The detail of the composition of Nonspendable, Restricted, Committed, Assigned, and Unassigned Fund Balance as of December 31, 2019 follows:

	General Fund	Courthouse, Jail, and Public Buildings Maintenance Fund	GOMESA Revenue Bond	Nonmajor Governmental Funds	Total
Nonspendable:					
Prepaid expenses	\$ 20,743	\$ -	\$ -	\$ 106,315	\$ 127,058
Inventory	1,450	-	-	-	1,450
	<u>22,193</u>	<u>-</u>	<u>-</u>	<u>106,315</u>	<u>128,508</u>
Restricted:					
General government	-	11,675,296	-	-	11,675,296
Health and welfare	8,034,473	-	-	2,975,206	11,009,679
Culture and recreation	-	-	-	11,604,971	11,604,971
Debt service	-	-	319,184	590,560	909,744
Capital projects	-	-	-	8,055,294	8,055,294
Highways and streets	-	-	-	10,379,881	10,379,881
Public safety	-	-	-	23,325,499	23,325,499
Sanitation	-	-	-	6,454,532	6,454,532
Other purposes	-	-	-	587	587
	<u>8,034,473</u>	<u>11,675,296</u>	<u>319,184</u>	<u>63,386,530</u>	<u>83,415,483</u>
Committed for:					
Judicial	-	-	-	705,648	705,648
Public transportation	-	-	-	13,425	13,425
Highways and streets	-	-	-	45,618	45,618
	<u>-</u>	<u>-</u>	<u>-</u>	<u>764,691</u>	<u>764,691</u>
Assigned for:					
Judicial	-	-	-	44,361	44,361
Other purposes	-	-	-	54,207	54,207
	<u>-</u>	<u>-</u>	<u>-</u>	<u>98,568</u>	<u>98,568</u>
Unassigned	6,599,544	-	-	-	6,599,544
Total fund balance	<u>\$ 14,656,210</u>	<u>\$ 11,675,296</u>	<u>\$ 319,184</u>	<u>\$ 64,356,104</u>	<u>\$ 91,006,794</u>

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

III. DETAILED NOTES ON ALL FUNDS (Continued)

H. FUND BALANCES AND NET POSITION (Continued)

Net Position

Net Position may be classified in the following categories: Net investment in capital assets, Restricted, or Unrestricted. See Note I E.8 of these financial statements for definitions of these three Net Position categories. The detail of the composition of Net investment in capital assets, Restricted, and Unrestricted net position as of December 31, 2019 follows:

	Governmental Activities	Business -Type Activities	Total
Net investment in capital assets, net of related debt	\$ 60,284,841	\$ 14,571,303	\$ 74,856,144
Restricted for			
General government	11,688,839	-	11,688,839
Culture and recreation	10,557,579	-	10,557,579
Debt service	(7,038,212)	-	(7,038,212)
Capital projects	8,055,294	-	8,055,294
Health and welfare	10,890,734	-	10,890,734
Highways and streets	10,379,319	-	10,379,319
Public safety	23,100,395	-	23,100,395
Sanitation	6,439,311	-	6,439,311
Economic development and assistance	23,488	-	23,488
Other purposes	587	-	587
Unrestricted	2,097,629	13,529,426	15,627,055
Total net position	<u>\$ 136,479,804</u>	<u>\$ 28,100,729</u>	<u>\$ 164,580,533</u>

IV. OTHER INFORMATION

A. RISK MANAGEMENT

The Parish is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Parish carries commercial insurance including: general and auto liability, errors and omissions, professional liability, law enforcement liability, workers compensation, and various property policies.

The Parish is exposed to various risks of loss related to employee health and medical claims for the employees of the Parish. The Parish established a Group Hospitalization Claims Clearing Fund (an internal service fund) to account for and finance its uninsured risks of loss. As of December 31, 2019, the Group Hospitalization Claims Clearing Fund provides coverage for up to a maximum of \$100,000 for each employee's health claims. The insurance policy will also pay aggregate claims in excess of \$6,270,270 for the policy period ending June 30, 2020. Once the aggregate claims have exceeded the aggregate amount for the policy period, the insurance policy will pay these excess claims. The maximum to be paid on these aggregate claims by the insurance company is \$1,000,000. The Parish purchases insurance for claims in excess of coverage provided by the Fund.

All funds of the Parish participate in the program and make payments to the Group Hospitalization Claims Clearing Fund based on estimates of the amounts needed to pay prior and current year claims.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

A. RISK MANAGEMENT (Continued)

The claims liability of \$290,000 reported in the Fund at December 31, 2019, is based on the requirements of Section C50 of the GASB Codification of Governmental and Financial Reporting Standards, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards.

Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claim settlement trends (including frequency and amount of pay-outs), and other economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Changes in the Fund's claims liabilities during the past two years are as follows:

	Year Ended 12/31/18	Year Ended 12/31/19
Unpaid claims, beginning of year	\$ 290,000	\$ 290,000
Incurred claims	2,371,860	2,239,025
Claim payments	(2,371,860)	(2,239,025)
Unpaid claims, end of year	\$ 290,000	\$ 290,000

B. CONTINGENT LIABILITIES

The Parish is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of legal counsel the resolution of these matters will not have a material adverse effect on the financial condition of the Parish.

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures that may be disallowed by the grantor cannot be determined at this time although the Parish expects such amounts, if any, to be immaterial.

C. DEFINED BENEFIT PENSION PLANS

The Parish is a participating employer in three cost-sharing defined benefit pension plans. These plans are administered by three public employee retirement systems, the Parochial Employees' Retirement System of Louisiana (PERS), the District Attorneys' Retirement System (DARS), and the Registrar of Voters Employees' Retirement System (ROVERS). Article X, Section 29(F) of the Louisiana Constitution of 1974 assigns the authority to establish and amend benefit provisions of these plans to the State Legislature. Each system is administered by a separate board of trustees and all Systems are component units of the State of Louisiana.

Each of the Systems issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. These reports may be obtained by writing, calling or downloading the reports as follows:

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

C. DEFINED BENEFIT PENSION PLANS (Continued)

PERS:
7905 Wrenwood Blvd.
Baton Rouge, LA 70809
(225) 928-1361
www.persla.org

DARS:
1645 Nicholson Drive
Baton Rouge, LA 70802-8143
(225) 267-4824
www.ladars.org

ROVERS:
PO Box 57
Jennings, LA 70546
(800) 510-8515
www.larovers.com

Plan Descriptions:

Parochial Employees' Retirement System of Louisiana (PERS)

The Parochial Employees' Retirement System of Louisiana (PERS) is the administrator of a cost-sharing multiple-employer defined benefit pension plan. The System was established and provided by R.S.11:1901 of the Louisiana Revised Statute (LRS). The System provides retirement benefits to employees of taxing districts of a parish or any branch or section of a parish within the State which does not have their own retirement system and which elects to become members of the System. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Parish are members of Plan A.

District Attorneys' Retirement System (DARS)

The District Attorneys' Retirement System, State of Louisiana is the administrator of a cost-sharing multiple employer defined benefit pension plan. The System was established on the first day of August, 1956 and was placed under the management of the board of trustees for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. 11, Chapter 3 for district attorneys and their assistants in each parish.

All persons who are district attorneys of the State of Louisiana, assistant district attorneys in any parish of the State of Louisiana, or employed by this retirement system and the Louisiana District Attorneys' Association except for elected or appointed officials who have retired from service under any publicly funded retirement system within the state and who are currently receiving benefits, shall become members as a condition of their employment; provided, however, that in the case of assistant district attorneys, they must be paid an amount not less than the minimum salary specified by the board for assistant district attorneys. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

Registrar of Voters Employees' Retirement System (ROVERS)

The System was established on January 1, 1955 for the purpose of providing retirement allowances and other benefits as stated under the provisions of R.S. Title 11:2032, as amended, for registrars of voters, their deputies and their permanent employees in each parish. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

C. DEFINED BENEFIT PENSION PLANS (Continued)

Funding Policy

Article X, Section 29(E)(2)(a) of the Louisiana Constitution of 1974 assigns the Legislature the authority to determine employee contributions. Employer contributions are actuarially determined using statutorily established methods on an annual basis and are constitutionally required to cover the employer's portion of the normal cost and provide for the amortization of the unfunded accrued liability. Employer contributions are adopted by the Legislature annually upon recommendation of the Public Retirement Systems' Actuarial Committee (PRSAC).

Contributions to the plans are required and determined by State statute (which may be amended) and are expressed as a percentage of covered payroll. The contribution rates in effect for the year ended December 31, 2019, for the Government and covered employees were as follows:

	Government	Employees
Parochial Employees' Retirement System of Louisiana:		
Plan A	11.50%	9.50%
District Attorneys' Retirement System	4.00%	8.00%
Registrar of Voters Employees' Retirement System	18.00%	7.00%

The contributions made to the Systems for the past three fiscal years, which equaled the required contributions for each of these years, were as follows:

	December 31,		
	2019	2018	2017
Parochial Employees' Retirement System of Louisiana:			
Plan A	\$ 953,019	\$ 929,856	\$ 981,613
District Attorneys' Retirement System	1,103	262	-
Registrar of Voters Employees' Retirement System	5,019	4,876	5,551

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

The following schedule lists the Government's proportionate share of the Net Pension Liability allocated by each of the pension plans based on measurement dates of December 31, 2018 for PERS Plan A, and June 30, 2019 for DARS and ROVERS. The Government uses these measurements to record its Net Pension Liability and associated amounts as of December 31, 2019 in accordance with GASB Statement 68. The schedule also includes the proportionate share allocation rate used at December 31, 2018 along with the change compared to the December 31, 2017 rate for PERS Plan A, and at June 30, 2019 along with the change compared to the June 30, 2018 rate for DARS and ROVERS. The Government's proportion of the Net Pension Liability was based on the Agency's contributions to the pension plan relative to the contributions of all participating employers.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

C. DEFINED BENEFIT PENSION PLANS (Continued)

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

	Net Pension Liability at Measurement Date	Rate at Measurement Date	Increase (Decrease) to Prior Year Measurement Date
Governmental Activities:			
Parochial Employees' Retirement System of Louisiana:			
Plan A	\$ 4,956,314	1.315262%	(0.039440)%
District Attorneys' Retirement System	22,936	0.071296%	(0.002300)%
Registrar of Voters Employees' Retirement System	39,051	0.020883%	(0.021000)%
	\$ 5,018,301		
Business-type Activities:			
Parochial Employees' Retirement System of Louisiana:			
Plan A	\$ 881,291	1.315262%	(0.039440)%

The following schedule lists each pension plan's recognized pension expense plus employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions by the Government for the year ended December 31, 2019:

	Pension Expense
Parochial Employees' Retirement System of Louisiana:	
Plan A	\$ 2,270,019
District Attorneys' Retirement System	13,331
Registrar of Voters Employees' Retirement System	9,166
	\$ 2,292,516

At December 31, 2019, the Government 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	\$ 99	\$ (372,434)
Changes of assumptions	1,475,820	(756)
Net difference between projected and actual earnings on pension plan investments	2,797,698	(2,229)
Changes in proportion and differences between Employer contributions and proportionate share of contributions	34,537	(16,162)
Employer contributions subsequent to the measurement date	956,440	-
Total	\$ 5,264,594	\$ (391,581)

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

C. DEFINED BENEFIT PENSION PLANS (Continued)

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

Summary totals of deferred outflows of resources and deferred inflows of resources by pension plan:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Parochial Employees' Retirement System of Louisiana:		
Plan A	\$ 5,238,952	\$ (366,005)
District Attorneys' Retirement System	16,495	(12,108)
Registrar of Voters Employees' Retirement System	9,147	(13,468)
	\$ 5,264,594	\$ (391,581)

The Parish reported a total of \$956,440 as a deferred outflow of resources related to pension contributions made subsequent to each plan's respective measurement period which will be recognized as a reduction in net pension liability in the year ended December 31, 2020. The following schedule lists the pension contributions made subsequent to the measurement period for each pension plan:

	Subsequent Contributions
Parochial Employees' Retirement System of Louisiana:	
Plan A	\$ 953,019
District Attorneys' Retirement System	840
Registrar of Voters Employees' Retirement System	2,581
	\$ 956,440

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

Year	PERS A	DARS	ROVERS	Total
2020	\$ 1,344,003	\$ 3,024	\$ (768)	\$ 1,346,259
2021	736,055	(225)	(3,393)	732,437
2022	605,410	129	(1,224)	604,315
2023	1,234,460	1,673	(1,517)	1,234,616
2024	-	(1,054)	-	(1,054)
	\$ 3,919,928	\$ 3,547	\$ (6,902)	\$ 3,916,573

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

C. DEFINED BENEFIT PENSION PLANS (Continued)

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the total pension liability for each pension plan as of December 31, 2018 for PERS and June 30, 2019 for both DARS and ROVERS is as follows:

	<u>PERS</u>	<u>DARS</u>	<u>ROVERS</u>
Valuation Date	December 31, 2018	June 30, 2019	June 30, 2019
Actuarial Cost Method	Entry Age Normal	Entry Age Normal	Entry Age Normal
Actuarial Assumptions:			
Expected Remaining			
Service Lives	4 years	6 years	5 years
Investment Rate of Return	6.50% net of investment expenses	6.50% net of investment expenses	6.50% net of investment expenses
Inflation Rate	2.40% per annum	2.40% per annum	2.40% 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.	RP-2000 Combined Healthy with White Collar Adjustment Sex Distinct Tables (set back 1 year for females) projected to 2032 using Scale AA for employees, annuitants, and beneficiaries mortality. The RP-2000 Disabled Lives Mortality Table (set back 5 years for males and set back 3 years for females) was selected for disabled annuitants.	RP-2000 Combined Healthy Mortality Table for active members, healthy annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table for disabled annuitants.
Salary Increases	4.75% - Plan A, and 4.25% - Plan B	5.50% (2.4% Inflation, 3.10% Merit)	6.00% (2.4% Inflation, 3.6% 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.	Only those previously granted.	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 as they were deemed not to be substantively automatic.

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

C. DEFINED BENEFIT PENSION PLANS (Continued)

Actuarial Assumptions (Continued)

The following schedule list the methods used by each of the retirement systems in determining the long term rate of return on pension plan investments:

<u>PERS</u>	<u>DARS</u>	<u>ROVERS</u>
<p>The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the capital asset 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 7.43% for the year ended December 31, 2018.</p>	<p>The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 7.56% for the year ended June 30, 2019.</p>	<p>The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The resulting long-term rate of return is 8.83% for the year ended June 30, 2019.</p>

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

C. DEFINED BENEFIT PENSION PLANS (Continued)

Actuarial Assumptions (Continued)

The following table provides a summary of the best estimates of arithmetic/geometric real rates of return for each major asset class included in each of the Retirement Systems target asset allocations as of December 31, 2018 for PERS and as of June 30, 2019 for both DARS and ROVERS:

Asset Class	Target Allocation			Long-Term Expected Real Rate of Return		
	PERS	DARS	ROVERS	PERS	DARS	ROVERS
Equities	52.0%	48.4%	60.0%	3.45%	5.13%	4.70%
Fixed income	35.0%	40.1%	22.5%	1.22%	1.65%	0.66%
Alternatives	11.0%	11.0%	10.0%	0.65%	0.78%	0.63%
Real assets	2.0%	-	7.5%	0.11%	-	0.34%
Cash	-	0.5%	-	-	-	-
Total	<u>100%</u>	<u>100%</u>	<u>100%</u>	5.43%	5.07%	6.33%
Inflation				<u>2.00%</u>	<u>2.49%</u>	<u>2.50%</u>
Expected Arithmetic Nominal Return				<u>7.43%</u>	<u>7.56%</u>	<u>8.83%</u>

Discount Rate

The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that sponsor contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, each of the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount rate used to measure the total pension liability for PERS was 6.50% for the year ended December 31, 2018. The discount rate used to measure the total pension liability for DARS and ROVERS was 6.50% and 6.50%, respectively for the year ended June 30, 2019.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

C. DEFINED BENEFIT PENSION PLANS (Continued)

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

The following table presents the Government's proportionate share of the Net Pension (NP) Liability (Asset) using the discount rate of each Retirement System as well as what the Government's proportionate share of the NP Liability (Asset) would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate used by each of the Retirement Systems:

	<u>1.0% Decrease</u>	<u>Current Discount Rate</u>	<u>1.0% Increase</u>
PERS A			
Rates	5.50%	6.50%	7.50%
Parish's Share of NP Liability (Asset)	\$ 12,397,506	\$ 5,837,605	\$ 354,096
DARS			
Rates	5.50%	6.50%	7.50%
Parish's Share of NP Liability (Asset)	\$ 62,476	\$ 22,936	\$ (10,732)
ROVERS			
Rates	5.50%	6.50%	7.50%
Parish's Share of NP Liability (Asset)	\$ 65,878	\$ 39,051	\$ 16,026

Payables to the Pension Plan

The Government recorded accrued liabilities to each of the Retirement Systems for the years ended December 31, 2019 and 2018 mainly due to the accrual for payroll at the end of each of the fiscal years. The amounts due are included in liabilities under the amounts reported as accounts, salaries and other payables. The balance due to each for the retirement systems at December 31 is as follows:

	<u>2019</u>
Governmental Activities:	
Parochial Employees' Retirement System of Louisiana:	
Plan A	\$ 377,457
District Attorneys' Retirement System	420
Registrar of Voters Employees' Retirement System	478
	<u>\$ 378,355</u>
Business-type Activities:	
Parochial Employees' Retirement System of Louisiana:	
Plan A	<u>\$ 71,149</u>

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

D. DEFERRED COMPENSATION PLAN

The Parish offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Parish employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, or unforeseeable emergency.

Effective January 3, 2000, all permanent, full-time employees of the Parish are eligible to participate in the voluntary matching deferred compensation program offered by the Parish. The program provides a yearly matching contribution, based on the employee's length of service. The maximum yearly matching contribution by the Parish is \$2,000 per employee. The Parish's contribution to the plan for the year ended December 31, 2019, 2018, and 2017 were \$164,177, \$156,236, and \$164,643, respectively.

E. POSTEMPLOYMENT HEALTH CARE BENEFITS (OPEB)

General Information about the OPEB Plan

Plan Description - The Parish provides certain continuing health care benefits for its retired employees. The Parish's OPEB Plan is a single-employer defined benefit OPEB plan administered by the Parish. The authority to establish and/or amend the obligation of the employer, employees and retirees rests with the Parish. No assets are accumulated in a trust that meets the criteria in Government Accounting Standards Board Codification Section P52 *Postemployment Benefits Other Than Pensions – Reporting for Benefits Not Provided Through Trusts That Meet Specified Criteria – Defined Benefit*.

Benefits Provided - Medical/dental benefits are provided through a self-insured comprehensive health benefit program. Full details are contained in the official plan documents. Medical benefits are provided to employees upon retirement according to the retirement eligibility provisions are as follows: 30 years of service at any age; age 55 and 25 years of service; age 60 and 10 years of service; or, age 65 and 7 years of service. Employees hired on or after January 1, 2007, have the following retirement eligibility provisions: 30 years of service at any age; age 62 and 10 years of service; or age 67 and 7 years of service.

Employees covered by benefit terms – At December 31, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	36
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	<u>168</u>
	<u><u>204</u></u>

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

E. POSTEMPLOYMENT HEALTH CARE BENEFITS (OPEB) (Continued)

Total OPEB Liability

The Parish's total OPEB liability of \$11,049,744 was measured as of December 31, 2019 and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and other inputs – The total OPEB liability in the December 31, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases	4.0%, including inflation
Discount rate	4.10% annually (beginning of year to determine ADC)
	2.74% annually (as of end of year measurement date)
Healthcare cost trend rates	5.50% annually

The discount rate was based on the Bond Buyers' 20 Year General Obligation municipal bond index as of December 31, 2019, the end of the applicable measurement period.

Mortality rates were based on the RP-2000 Table Employee/Healthy Annuitant without projection.

The actuarial assumptions used in the January 1, 2018 valuation were based on the results of ongoing evaluations of the assumptions from January 1, 2009 to December 31, 2018.

Changes in the Total OPEB Liability

Balance at December 31, 2018	\$ 8,530,826
Changes for the year:	
Service cost	164,616
Interest	339,745
Differences between expected and actual experience	411,959
Changes in assumptions	2,091,326
Benefit payments and net transfers	(488,728)
Net changes	<u>2,518,918</u>
Balance at December 31, 2019	<u>\$ 11,049,744</u>

The amount due within one year for the total OPEB liability is estimated to be \$500,000.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

E. POSTEMPLOYMENT HEALTH CARE BENEFITS (OPEB) (Continued)

Changes in the Total OPEB Liability (continued)

Sensitivity of the total OPEB liability to changes in the discount rate – The following presents the total OPEB liability of the Parish, as well as what the Parish's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.74%) or 1-percentage-point higher (3.74%) than the current discount rate:

	1.0% Decrease (1.74%)	Current Discount Rate (2.74%)	1.0% Increase (3.74%)
<u>Total OPEB liability</u>	\$ 13,069,017	\$ 11,049,744	\$ 9,458,385

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates – The following presents the total OPEB liability of the Parish, as well as what the Parish's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.5%) or 1-percentage-point higher (6.5%) than the current healthcare trend rates:

	1.0% Decrease (4.5%)	Current Trend (5.5%)	1.0% Increase (6.5%)
<u>Total OPEB liability</u>	\$ 9,969,985	\$ 11,049,744	\$ 13,487,090

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2019, the Parish recognized OPEB expense of \$660,632. At December 31, 2019, the Parish reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 374,508	\$ (26,616)
Changes in assumptions	1,901,205	(757,691)
Total	\$ 2,275,713	\$ (784,307)

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

Years Ending December 31:	
2020	\$ 156,271
2021	156,271
2022	156,271
2023	156,271
2024	156,271
Thereafter	710,051
	\$ 1,491,406

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

F. PROPERTY TAX ABATEMENT

The local government is subject to certain property tax abatements granted by the Louisiana State Board of Commerce and Industry (the "State Board"), a state entity governed by board members representing major economic groups and gubernatorial appointees. Abatements to which the government may be subject include those issued for property taxes under the Industrial Tax Exemption Program ("ITEP") and the Restoration Tax Abatement Program ("RTAP"). In addition, the local government has the authority to grant sales tax rebates to taxpayers pursuant to the Enterprise Zone Tax Rebate Program ("EZ Program"). For the year ending December 31, 2019, the government participated in the Industrial Tax Exemption Program and the Enterprise Zone Tax Rebate Program.

Under the ITEP, as authorized by *Article 7, Section 21(F) of the Louisiana Constitution and Executive Order Number JBE 2016-73*, companies that qualify as manufacturers can apply to the State Board for a property tax exemption on all new property, as defined, used in the manufacturing process. Under the ITEP, companies are required to promise to expand or build manufacturing facilities in Louisiana, with a minimum investment of \$5 million. The exemptions are granted for a 5-year term and are renewable for an additional 5-year term upon approval by the State Board. In the case of the local government, these state-granted abatements have resulted in reductions of property taxes, which the tax assessor administers as a temporary reduction in the assessed value of the property involved. The abatement agreements stipulate a percentage reduction of property taxes, which can be as much as 100 percent. The local government may recapture abated taxes if a company fails to expand facilities or otherwise fails to fulfill its commitments under the agreement.

Under the EZ Program, as authorized by Louisiana Revised Statute 51:1787, companies can apply for a state or local sales tax refund on eligible spending related to a project that creates a minimum number of permanent full-time jobs within certain specified geographic areas or certain targeted groups. To qualify, a company must either create a minimum of 5 net new full-time jobs within 24 months of the project start date or increase their current nationwide workforce by 10% within the first 12 months. These new employees must be from one of four targeted groups: i) residents living within certain geographic areas; ii) people receiving an approved form of public assistance; iii) people lacking basic skills – a person performing below a ninth grade proficiency in reading, writing and math; or iv) people unemployable by traditional standards. The company must certify that their new employees fall into one of the four targeted groups. Companies accepted into the EZ Program must document the sales taxes paid on qualifying purchases during the project. Upon completion of the project, the company must submit a request to receive a rebate of those sales taxes paid on qualifying purchases. The local government is authorized to establish the percent of the sales tax subject to the rebate. A local government is strictly prohibited from rebating any sales tax that is dedicated to the repayment of bonded indebtedness or dedicated to schools.

Taxes abated for the fiscal year ended December 31, 2019 were as follows:

Tax Abatement/Refund Program	Amount of Taxes Abated During the Fiscal Year
Industrial Tax Exemption Program	\$ 19,239,763
Enterprise Zone Tax Rebate Program	335,245

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

G. SUBSEQUENT EVENT

The world-wide pandemic associated with COVID-19 has spread across the state of Louisiana, including St. James Parish. COVID-19 has had a minimal impact on the operations of the Parish, but has a bigger impact on certain businesses within the Parish. The stay-at-home and social distancing orders of Federal, State and Local government authorities will have a negative impact on the economy of St James Parish and its revenues. The first decline in sales tax revenue occurred with April collections. If that decline continues, with respect to the 2020 fiscal year, actual sales tax for the 2020 fiscal year will be \$1,385,000 below the budget and \$1,800,000 below the collections for 2019. According to the Assessor, St James Parish can expect a 10% reduction in property taxes for the 2021 fiscal year or an overall reduction of \$2.3 million. Property taxes for the 2020 fiscal year should not be affected. The Parish will apply for Federal and State reimbursements for COVID-19 expenses. Strong fund balances and reductions of operational costs for 2020 will be used to offset the revenue reduction. The parish expects to reduce expenses for the 2021 budget.

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS

Financial reporting standards require footnote disclosures on discretely presented component units considering both the units' significance relative to the total discretely component units and the nature and significance of the units' relationship to the primary government (the Parish). As such, the following disclosures are presented:

1. St. James Parish Hospital

Deposits

State law requires collateralization of all deposits with federal depository insurance and other acceptable collateral in specific amounts. The Hospital's deposit policy for custodial credit risk requires compliance with the provisions of state law, which are to be insured or collateralized by U.S. government securities held by the pledging financial institution's trust department in the name of the Hospital.

Custodial Credit Risk - Custodial credit risk is the risk that in the event of a bank failure, the Hospital's deposits may not be returned to them. As of March 31, 2019, \$7,117,043 of the Hospital's bank balance totaling \$7,867,043 was exposed to custodial credit risk. \$250,000 of deposits, at each institution, was secured by federal deposit insurance coverage, which was not exposed to custodial credit risk. The remaining deposits, which were exposed to custodial credit risk, were secured by the pledge of securities owned by the fiscal agent bank.

Investments

The Hospital's investments generally are reported at fair value. The Hospital categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Investments (Continued)

The Hospital had the following recurring fair value measurements as of March 31, 2019.

Investments by Fair Value Level	3/31/2019	Level 1	Level 2	Level 3
U.S Agencies	\$ 14,924,124	\$ 5,477,070	\$ 9,447,054	\$ -
Total	<u>\$ 14,924,124</u>	<u>\$ 5,477,070</u>	<u>\$ 9,447,054</u>	<u>\$ -</u>

The Hospital had the following investment maturities as of March 31, 2019.

Investment Type	Carrying Amount	Investment Maturities (in Years)			
		Less than 1	1-5	6-10	More than 10
U.S Agencies	\$ 14,924,124	\$ 6,159,116	\$ 8,765,008	\$ -	\$ -
Total	<u>\$ 14,924,124</u>	<u>\$ 6,159,116</u>	<u>\$ 8,765,008</u>	<u>\$ -</u>	<u>\$ -</u>

Interest Rate Risk – The Hospital's investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from changing interest rates.

Credit Risk – The Hospital's investment policy, in compliance with Louisiana Revised Statute 33:2955, allows the Hospital to invest in United States Treasuries, United States Agency securities, and certificates of deposit. As of March 31, 2019, the Hospital's investment in U.S. Agencies were rated Aaa by Moody's Investors Service and AA+ by Standard & Poor's.

Concentration of Credit Risk – The Hospital's investment policy does not limit the amount the Hospital may invest in any one issuer. More than 5 percent of the Hospital's investments are in the Federal Credit Bank, the Federal Home Loan Bank, the Federal Home Loan Mortgage Corporation, the Federal Agricultural Mortgage Corporation, the Federal National Mortgage Association, and U.S. Treasury Notes or Bonds. These investments are 18 percent, 25 percent, 11 percent, 7 percent, 14 percent and 27 percent of total investments, respectively at March 31, 2019.

Patient Accounts Receivable

Patient accounts receivable for the Hospital at March 31, 2019 consist of the following:

Gross patient receivables	\$ 6,282,586
Less: allowance for contractual adjustments and doubtful accounts	<u>(3,718,694)</u>
Net patient receivables	<u>\$ 2,563,892</u>

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Restricted Assets and Internally Designated Assets

The amounts reported as restricted assets for St. James Parish Hospital are comprised of cash held by the trustee bank for debt service on behalf of the Hospital related to their required long-term debt. In addition, internally designated funds for capital acquisitions are set aside under the control of the board of commissioners and may, at its discretion, use these funds for other purposes.

The restricted assets and internally designated assets, which consist of cash, certificates of deposits, and U.S. Agencies, as of March 31, 2019, are as follows:

Held by trustee for debt service		
Sinking fund	\$	133
Reserve fund-rural development		988,332
Contingency fund		600,445
Rural development transfer account		64,385
Internally designated for capital acquisitions		<u>14,924,124</u>
Total restricted assets and internally designated assets	\$	<u>16,577,419</u>

Capital Assets

Activity for St. James Parish Hospital for the year ended March 31, 2019, was as follows:

	March 31, 2018	Additions	Disposals	March 31, 2019
Capital assets not being depreciated:				
Land	\$ 1,227,036	\$ -	\$ -	\$ 1,227,036
Construction in progress	<u>-</u>	<u>92,939</u>	<u>-</u>	<u>92,939</u>
Total capital assets not being depreciated	<u>1,227,036</u>	<u>92,939</u>	<u>-</u>	<u>1,319,975</u>
Capital assets being depreciated:				
Building and improvements	24,635,682	66,846	-	24,702,529
Equipment	<u>9,558,499</u>	<u>910,493</u>	<u>(213,635)</u>	<u>10,255,357</u>
Total capital assets being depreciated	<u>34,194,181</u>	<u>977,339</u>	<u>(213,635)</u>	<u>34,957,886</u>
Less: Total accumulated depreciation	<u>(17,551,481)</u>	<u>(1,368,713)</u>	<u>213,635</u>	<u>(18,706,560)</u>
Total capital assets being depreciated, net	<u>16,642,700</u>	<u>(391,374)</u>	<u>-</u>	<u>16,251,326</u>
Business-type activities capital assets, net	<u>\$ 17,869,736</u>	<u>\$ (298,435)</u>	<u>\$ -</u>	<u>\$ 17,571,301</u>

Depreciation expense of \$1,368,713 was charged to operating expenses.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Long-Term Liabilities

Long-term liability activity for St. James Parish Hospital for the year ended March 31, 2019, was as follows:

	Balance March 31, 2018	Additions	Retirements	Balance March 31, 2019	Due Within One Year
Revenue Bonds					
Series 2008 R-1	\$ 6,710,872	\$ -	\$ (113,825)	\$ 6,597,047	\$ 118,610
Series 2014	5,912,149	-	(446,420)	5,465,729	460,411
Total Debt	<u>\$ 12,623,021</u>	<u>\$ -</u>	<u>\$ (560,245)</u>	<u>\$ 12,062,776</u>	<u>\$ 579,021</u>

On July 2, 2008, the Hospital issued \$7,600,000 of Revenue Bonds, Series 2008 R-1, as a single, fully-registered bond issue, payable through July 2, 2048, at an interest rate of 4.125%.

On June 4, 2014, the Hospital issued \$7,470,000 of Hospital Revenue Refunding Bonds, Series 2014, as a single, fully-registered bond issue, payable through June 2, 2029, at an interest rate of 3.09% to current refund \$8,185,000 of outstanding 2008 Series A-D bonds with an average interest rate of 7.80%. The proceeds of \$7,470,000, together with internal funds of \$1,856,370 (which includes monies in the existing sinking fund, a call premium, a forward fee, and accrued interest), were used to secure the repayment of the outstanding 2008 Series bonds. As a result, the 2008 Series bonds are considered to be defeased and the liability for those bonds has been removed from the general long-term debt account group.

The current refunding resulted in a difference between the reacquisition price and the net carrying amount of the old debt of \$1,176,708. This difference, reported in the accompanying financial statements as a deferred outflow of resources, is being charged to operations through the year 2030 using the straight-line method. For the year ended March 31, 2018, the deferred amount on refunding totaled \$797,547.

The bonds are collateralized by a pledge of the Hospital Service District's revenue, land, building and improvements, and personal property thereon. Under the terms of the revenue note indenture, the Hospital is required to maintain certain deposits with a trustee. Such deposits are included in restricted and internally designated assets in the statements of net position. These funds are maintained at the Trustee and require monthly funding by the Hospital Service District. The revenue note indenture also requires that the Hospital satisfy certain measures of financial performance as long as the notes are outstanding. The Hospital was in compliance with all covenants of its outstanding bond issues at March 31, 2019.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Long-Term Liabilities (Continued)

Scheduled interest and principal payments on long-term debt at March 31, 2019 are as follows:

FYE March 31	Revenue Bonds	
	Principal	Interest
2020	\$ 579,021	\$ 432,309
2021	598,437	412,893
2022	618,516	392,815
2023	639,278	372,052
2024	660,750	350,581
2025-2029	3,652,399	1,404,252
2030-2034	1,128,624	969,641
2035-2039	1,196,335	746,225
2040-2044	1,469,848	472,712
2045-2049	1,519,568	140,459
	\$12,062,776	\$ 5,693,939

Pension Plan

Plan Description

The Hospital is a member of the Parochial Employees' Retirement System of Louisiana ("PERS" or the "System"), a cost-sharing multiple-employer defined benefit pension plan. All full-time, permanent employees working at least 28 hours per week who are paid wholly or in part from the Hospital's funds are eligible to participate in PERS Plan B ("Plan B").

Under PERS Plan B, any member can retire providing he/she meets one of the following:

For employees hired prior to January 1, 2007:

1. Age 55 with thirty (30) years of creditable service
2. Age 60 with a minimum of ten (10) years of creditable service
3. Age 65 with a minimum of seven (7) years of creditable service

For employees hired after January 1, 2007:

1. Age 55 with thirty (30) years of service
2. Age 62 with ten (10) years of service
3. Age 67 with seven (7) years of service

Generally, the monthly amount of the retirement allowance for any member of Plan B shall consist of an amount equal to two (2) percent of the member's final average compensation multiplied by his years of creditable service. However, under certain conditions, as outlined in the statutes, the benefits are limited to specified amounts. The System also provides death and disability benefits. Benefits are established by state statute.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Pension Plan (Continued)

Plan Description (Continued)

The System issues a publicly available financial report that includes financial statements and required supplementary information.

That report may be obtained by writing to the Parochial Employees' Retirement System, Post Office Box 14619, Baton Rouge, Louisiana 70898-4619, accessed via internet at www.persla.gov, or calling (225) 928-1361.

Contributions

Contributions to Plan B include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish except Orleans and East Baton Rouge parishes. Plan B members are required to contribute 3 percent of their annual covered salary. The Hospital is required to contribute at an actuarially determined rate. The current rate is 7.5 percent of annual covered salary for the year ended March 31, 2019. As provided by LRS 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation of the prior year. The Hospital's contributions to Plan B for the years ended March 31, 2019, 2018 and 2017 were \$698,961, 692,169 and 673,259, respectively, which is equal to the required contribution.

Net Pension Liability

At March 31, 2019, the Hospital reported a liability of \$2,406,711 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and was determined by actuarial valuation as of that date. The Hospital's proportion of the net pension liability was based on a projection of the Hospital's long-term share of contributions to the pension plan relative to the projected contributions of all municipalities, actuarially determined. At December 31, 2018, the Hospital's proportion was 8.908301%.

For the year ended March 31, 2019, the Hospital recognized pension expense of \$1,181,763. At March 31, 2019, the Hospital reported deferred outflows of resources and deferred inflows of resources related to its pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 536,234
Net difference between projected and actual earnings on pension plan investments	1,648,024	-
Changes in assumptions	668,739	-
Changes in proportion and differences between Hospital change in proportion	5,817	-
Pension contributions subsequent to measurement date	190,748	-
	\$ 2,513,328	\$ 536,234

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Pension Plan (Continued)

Net Pension Liability (Continued)

In the year ended March 31, 2019, \$190,748 reported as deferred outflows of resources related to pensions resulting from the Hospital's contributions subsequent to the measurement date will be recognized as an addition (reduction) of the net pension liability.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as an expense in pension expense/(benefit) as follows:

<u>Year Ending</u>	<u>Amount</u>
2020	\$ 568,886
2021	258,714
2022	237,424
2023	721,322
Total	<u>\$ 1,786,346</u>

Actuarial Assumptions

A summary of the actuarial methods and assumptions used in determining the net position liability as of March 31, 2019, is as follows:

Valuation Date	December 31, 2018
Actuarial Cost Method	Entry Age Normal
Investment Return	6.50% (net of Investment Expense including inflation)
Expected Remain Service Life	4 Years
Projected Salary Increase	4.25% (1.85% Merit / 2.40% Inflation)
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.
Mortality	PUB--2010 Public Retirement Plans Mortality Table for General Employees selected for employees. Pub-2010 Public Retirement Plans Mortality Table for Healthy Retirees were selected for annuitants and beneficiaries. PUB--2010 Public Retirement Plans Mortality Table for General Disabled Retirees was selected for disabled annuitants.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Pension Plan (Continued)

Actuarial Assumptions (Continued)

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

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Portfolio Real Rate of Return</u>
Fixed Income	35%	1.22%
Equity	52%	3.45%
Alternatives	11%	0.65%
Real Assets	2%	0.11%
	<u>100%</u>	<u>5.43%</u>
Inflation		<u>2.00%</u>
Expected Arithmetic Normal Return		<u>7.43%</u>

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 7.43%, for the year ended December 31, 2018.

The discount rate used to measure the total pension liability was 6.50% for Plan 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 System's 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.

ST. JAMES PARISH
 Convent, Louisiana
 Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Pension Plan (Continued)

Sensitivity of the Hospital's Proportionate Share of the Net Pension Asset (Liability) to Changes in the Discount Rate

The following presents the net pension asset (liability) of the Hospital as of March 31, 2019 using the discount rate of 6.50%:

	1% Decrease (5.50%)	Current Discount Rate (6.50%)	1% Increase (7.50%)
Hospital's proportionate share of the net pension asset (liability)	\$ (6,331,885)	\$ (2,406,711)	\$ 872,538

Patient Service Revenue

The Hospital has agreements with third-party payors providing payments to the Hospital at amounts different from the Hospital's established rates. A summary of the payment arrangements with major third-party payors follows:

Medicare – Since obtaining critical access designation, inpatient and outpatient services rendered to Medicare program beneficiaries are reimbursed under cost reimbursement methodologies. The Hospital is reimbursed by the Medicare fiscal intermediary at a tentative interim rate with final settlement determined with the submission of annual cost reports and audits. The Hospital's Medicare cost reports have been filed with the Medicare fiscal intermediary through March 31, 2019. Desk reviews have been performed on reports issued through March 31, 2017.

Medicaid – Inpatient and outpatient services rendered to Medicaid program beneficiaries are reimbursed under a cost reimbursement methodology. The Hospital is reimbursed at a tentative rate with final settlement determined after submission of annual cost reports by the Hospital and audits thereof by the Medicaid fiscal intermediary. The Hospital's Medicaid cost reports have been filed with the fiscal intermediary through March 31, 2019. A desk review has been performed on Medicaid reports issued through March 31, 2017.

The Hospital has also entered into payment agreements with certain commercial insurance carriers, health management organizations, and preferred provider organizations. The basis for payment to the Hospital under these agreements includes prospectively determined rates per discharge, discounts from established charges, prospectively determined daily rates, and Medicare fee schedules.

The Hospital is located in Litcher, Louisiana and grants credits without personal collateral to its patients and their insurance companies, most of whom are residents in the area. The mix of patient service revenues as of March 31, 2019 is as follows:

Medicare	18%
Medicare Advantage	24
Medicaid	27
Commercial Providers	27
Self pay	4
	100%

ST. JAMES PARISH
Convent, Louisiana
Notes to the Financial Statements (Continued)

IV. OTHER INFORMATION (Continued)

H. SELECTED DISCLOSURES FOR DISCRETELY PRESENTED COMPONENT UNITS (Continued)

1. St. James Parish Hospital (Continued)

Insurance Programs

Risk Management

The Hospital is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Hospital is a member of two separate trust funds established by the Louisiana Hospital Association that encompasses self-insurance of (1) hospital professional liability and comprehensive general liability, and (2) statutory workers' compensation. The Hospital carries commercial insurance for all other risk of loss.

The trust funds for professional liability/comprehensive general liability and statutory workers compensation are pooling arrangements whereby there is a sharing of risk among the participants of the trust funds. The Hospital reports its premiums as insurance expenditures and expenses these premiums over the pro rata periods involved.

REQUIRED SUPPLEMENTARY INFORMATION

MAJOR GOVERNMENTAL FUNDS

General Fund

The General Fund is the principal fund of the Parish and is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

Courthouse, Jail, and Public Buildings Maintenance Fund

The Courthouse, Jail, and Public Buildings Maintenance Fund accounts for the operation and maintenance of the public buildings in the Parish. Financing is provided by property taxes and state revenue sharing.

GOMESA Revenue Bonds Fund

The GOMESA Revenue Bonds Fund accounts for the revenues needed to comply with the interest and principal redemption requirements of the GOMESA Series 2019 issuance. The Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual is not presented for the GOMESA Revenue Bonds Fund.

St. James Parish
Convent, Louisiana
General Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual
For the Year Ended December 31, 2019

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Taxes:				
Property	\$ 4,023,400	\$ 4,438,600	\$ 4,698,670	\$ 260,070
Voluntary payments in lieu of taxes	490,000	490,000	530,933	40,933
Sales and use	1,845,400	1,937,800	2,087,963	150,163
Alcoholic beverages (beer)	20,700	19,300	19,746	446
Licenses and permits	935,300	920,800	929,585	8,785
Intergovernmental:				
Federal	22,900	22,900	22,934	34
State	562,100	650,000	641,647	(8,353)
Local	395,600	370,200	350,927	(19,273)
Interest	74,000	186,500	245,405	58,905
Other	665,900	668,000	702,016	34,016
Total revenues	<u>\$ 9,035,300</u>	<u>\$ 9,704,100</u>	<u>\$ 10,229,826</u>	<u>\$ 525,726</u>
Expenditures:				
Current:				
General government	4,410,400	4,975,900	4,302,066	673,834
Public safety	820,900	835,000	747,071	87,929
Public housing	2,400	1,700	1,669	31
Health and welfare	1,795,400	1,767,958	1,705,507	62,451
Economic development	634,300	617,200	522,204	94,996
Capital outlay	350,000	46,300	46,179	121
Total expenditures	<u>8,013,400</u>	<u>8,244,058</u>	<u>7,324,696</u>	<u>919,362</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>1,021,900</u>	<u>1,460,042</u>	<u>2,905,130</u>	<u>1,445,088</u>
Other financing sources (uses):				
Operating transfers in	-	-	-	-
Operating transfers out	(1,696,500)	(1,525,000)	(1,492,243)	32,757
Total other financing sources (uses)	<u>(1,696,500)</u>	<u>(1,525,000)</u>	<u>(1,492,243)</u>	<u>32,757</u>
Net change in fund balance	(674,600)	(64,958)	1,412,887	1,477,845
Fund balance, beginning of year	<u>12,286,481</u>	<u>13,243,321</u>	<u>13,243,323</u>	<u>2</u>
Fund balance, end of year	<u>\$ 11,611,881</u>	<u>\$ 13,178,363</u>	<u>\$ 14,656,210</u>	<u>\$ 1,477,847</u>

St. James Parish
 Convent, Louisiana
 Courthouse, Jail, and Public Buildings Maintenance Fund
 Schedule of Revenues, Expenditures, and Changes in Fund Balances
 Budget and Actual
 For the Year Ended December 31, 2019

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Taxes:				
Property	\$ 2,804,500	\$ 3,094,000	\$ 3,275,229	\$ 181,229
Intergovernmental:				
Federal	-	(86,000)	(85,944)	56
State	14,000	47,800	47,655	(145)
Local	-	1,500	1,533	33
Interest	55,000	161,200	201,686	40,486
Other	300	400	1,060	660
Total revenues	<u>2,873,800</u>	<u>3,218,900</u>	<u>3,441,219</u>	<u>222,319</u>
Expenditures:				
Current:				
General government	2,158,700	1,862,900	1,646,654	216,246
Public safety	128,500	250,700	219,980	30,720
Capital outlay	320,000	101,700	26,648	75,052
Total expenditures	<u>2,607,200</u>	<u>2,215,300</u>	<u>1,893,282</u>	<u>322,018</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>266,600</u>	<u>1,003,600</u>	<u>1,547,937</u>	<u>544,337</u>
Other financing sources (uses):				
Operating transfers in	-	-	-	-
Operating transfers out	-	(94,100)	(94,098)	2
Total other financing sources (uses)	<u>-</u>	<u>(94,100)</u>	<u>(94,098)</u>	<u>2</u>
Net change in fund balance	266,600	909,500	1,453,839	544,339
Fund balance, beginning of year	9,732,587	10,221,457	10,221,457	-
Fund balance, end of year	<u>\$ 9,999,187</u>	<u>\$ 11,130,957</u>	<u>\$ 11,675,296</u>	<u>\$ 544,339</u>

St. James Parish
 Convent, Louisiana
 Schedule of Changes in Total Other Postemployment Benefits Liability and Related Ratios
 December 31, 2019

Financial statement reporting date	December 31, 2018	December 31, 2019
Measurement date	December 31, 2018	December 31, 2019
Total OPEB Liability		
Service cost	\$ 191,373	\$ 164,616
Interest	315,976	339,745
Difference between expected and actual experience	(31,457)	411,959
Changes of assumptions	(895,456)	2,091,326
Benefit payments	(469,893)	(488,728)
Net change in total OPEB liability	<u>(889,457)</u>	<u>2,518,918</u>
Total OPEB liability - beginning	<u>9,420,283</u>	<u>8,530,826</u>
Total OPEB liability - ending	<u><u>\$ 8,530,826</u></u>	<u><u>\$ 11,049,744</u></u>
Covered payroll	\$ 6,683,335	\$ 6,950,668
Net OPEB liability as a percentage of covered payroll	127.64%	158.97%

This schedule is intended to report information for 10 years. Additional years will be displayed as they become available.

St. James Parish
 Convent, Louisiana
 Schedule of Proportionate Share of the Net Pension Liability for the Retirement Systems
 For the Year Ended December 31, 2019 (*)

Pension Plan	Year (*)	Employer's Proportionate Share of the Net Pension Liability (Asset)			Employer's Covered Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Employer's Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
		Employer's Proportion of the Net Pension Liability (Asset)	Governmental Activities	Business Activities			
Parochial Employees' Retirement System of Louisiana Plan A							
	2019	1.3153%	4,956,314	881,291	8,085,694	72.1967%	88.86%
	2018	1.2758%	(810,186)	(136,788)	7,852,894	-12.0589%	101.98%
	2017	1.3102%	2,341,423	356,891	7,770,042	34.7271%	94.15%
	2016	1.4037%	3,219,285	475,649	8,048,241	45.9098%	92.23%
	2015	1.3896%	333,995	45,934	7,792,033	4.8759%	99.15%
District Attorneys' Retirement System							
	2019	0.0713%	22,936	-	42,001	54.6082%	93.13%
	2018	0.0690%	22,204	-	42,915	51.7395%	92.92%
	2017	0.0741%	19,990	-	45,044	44.3788%	93.57%
	2016	0.1190%	22,783	-	72,047	31.6224%	95.09%
	2015	0.1247%	6,714	-	73,088	9.1862%	98.56%
	2014	0.2205%	1,724	-	65,974	2.6132%	99.45%
Registrar of Voters Employees' Retirement System of Louisiana							
	2019	0.2088%	39,051	-	28,681	136.1563%	84.83%
	2018	0.2067%	48,797	-	28,681	170.1370%	80.57%
	2017	0.2184%	47,938	-	29,908	160.2849%	80.51%
	2016	0.2168%	61,522	-	29,784	206.5606%	73.98%
	2015	0.2114%	51,779	-	28,681	180.5342%	76.86%
	2014	0.2205%	50,967	-	28,681	177.7030%	77.68%

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

(*) The amounts presented have a liability measurement date as follows:

Measurement Date	Pension Plan
December 31 of the prior year	Parochial Employees' Retirement System of Louisiana Plan A
June 30 of the year ended	District Attorneys' Retirement System
June 30 of the year ended	Registrar of Voters Employees' Retirement System of Louisiana

St. James Parish
Schedule of Contributions to Each Retirement System
Defined Benefit Cost Sharing Plans Only
For the Year Ended December 31, 2019

Pension Plan	Year	Contractually Required Contribution ¹	Contributions in Relation to Contractually Required Contribution ²	Contribution Deficiency (Excess)	Employer's Covered Payroll ³	Contributions as a % of Employer's Covered Payroll
Parochial Employees' Retirement System of Louisiana Plan A						
	2019	\$ 953,019	\$ 953,019	\$ -	\$ 8,287,107	11.5000%
	2018	929,856	929,856	-	8,085,694	11.5000%
	2017	981,613	981,613	-	7,852,894	12.5000%
	2016	1,010,105	1,010,105	-	7,770,042	13.0000%
	2015	1,166,995	1,166,995	-	8,048,241	14.5000%
	2014	1,246,726	1,246,726	-	7,792,033	16.0000%
District Attorneys' Retirement System						
	2019	1,103	1,103	-	42,001	2.6261% (1.25% for 6 months & 4% for 6 months)
	2018	262	262	-	42,001	0.6238% (0.0% for 6 months & 1.25% for 6 months)
	2017	-	-	-	43,791	0.0000%
	2016	1,187	1,187	-	57,101	2.0788% (3.5% for 6 months & 0% for 6 months)
	2015	4,056	4,056	-	77,001	5.2675% (7% for 6 months & 3.5% for 6 months)
	2014	5,738	5,738	-	68,492	8.3776% (9.75% for 6 months & 7.0% for 6 months)
Registrar of Voters Employees' Retirement System of Louisiana						
	2019	5,019	5,019	-	28,681	17.4994% (17% for 6 months & 18% for 6 months)
	2018	4,876	4,876	-	28,681	17.0000%
	2017	5,551	5,551	-	29,908	18.5603% (20.0% for 6 months & 17.0% for 6 months)
	2016	6,095	6,095	-	28,681	21.2510% (22.5% for 6 months & 20.0% for 6 months)
	2015	6,955	6,955	-	29,784	23.3515% (24.25% for 6 months & 22.5% for 6 months)
	2014	6,955	6,955	-	28,681	24.2495%

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

For reference only:

¹ Employer contribution rate multiplied by employer's covered payroll

² Actual employer contributions remitted to Retirement Systems

³ Employer's covered payroll amount for each of the year ended December 31

St. James Parish
Convent, Louisiana
Notes to Required Supplementary Information
For the Year Ended December 31, 2019

CHANGES IN BENEFIT TERMS RELATED TO DEFINED PENSION PLANS

Parochial Employees' Retirement System of Louisiana Plan A

There were no changes of benefit terms for the years presented.

District Attorneys' Retirement System

There were no changes of benefit terms for the years presented.

Registrar of Voters Employees' Retirement System of Louisiana

There were no changes of benefit terms for the years presented.

CHANGES IN ASSUMPTIONS RELATED TO DEFINED PENSION PLANS

Parochial Employees' Retirement System of Louisiana Plan A

The following changes in actuarial assumptions for each year are as follows:

Discount Rate:

Measurement			
Year End	date	Rate	Change
12/31/2019	12/31/2018	6.50%	-0.25%
12/31/2018	12/31/2017	6.75%	-0.25%
12/31/2017	12/31/2016	7.00%	0.00%
12/31/2016	12/31/2015	7.00%	-0.25%
12/31/2015	12/31/2014	7.25%	0.00%
12/31/2014	12/31/2013	7.25%	

Merit:

Measurement			
Year End	date	Rate	Change
12/31/2019	12/31/2018	2.35%	-0.40%
12/31/2018	12/31/2017	2.75%	0.00%
12/31/2017	12/31/2016	2.75%	0.00%
12/31/2016	12/31/2015	2.75%	0.00%
12/31/2015	12/31/2014	2.75%	0.25%
12/31/2014	12/31/2013	2.50%	

Inflation Rate:

Measurement			
Year End	date	Rate	Change
12/31/2019	12/31/2018	2.40%	-0.10%
12/31/2018	12/31/2017	2.50%	0.00%
12/31/2017	12/31/2016	2.50%	0.00%
12/31/2016	12/31/2015	2.50%	-0.50%
12/31/2015	12/31/2014	3.00%	-0.25%
12/31/2014	12/31/2013	3.25%	

Investment rate of return:

Measurement			
Year End	date	Rate	Change
12/31/2019	12/31/2018	6.50%	-0.25%
12/31/2018	12/31/2017	6.75%	-0.25%
12/31/2017	12/31/2016	7.00%	0.00%
12/31/2016	12/31/2015	7.00%	-0.25%
12/31/2015	12/31/2014	7.25%	0.00%
12/31/2014	12/31/2013	7.25%	

Salary Increases:

Measurement			
Year End	date	Rate	Change
12/31/2019	12/31/2018	4.75%	-0.50%
12/31/2018	12/31/2017	5.25%	0.00%
12/31/2017	12/31/2016	5.25%	0.00%
12/31/2016	12/31/2015	5.25%	-0.50%
12/31/2015	12/31/2014	5.75%	0.00%
12/31/2014	12/31/2013	5.75%	

St. James Parish
 Convent, Louisiana
 Notes to Required Supplementary Information
 For the Year Ended December 31, 2019

CHANGES IN ASSUMPTIONS RELATED TO DEFINED PENSION PLANS (Continued)

District Attorneys' Retirement System

The following changes in actuarial assumptions for each year are as follows:

Discount Rate:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	6.50%	0.00%
12/31/2018	6/30/2018	6.50%	-0.25%
12/31/2017	6/30/2017	6.75%	-0.25%
12/31/2016	6/30/2016	7.00%	0.00%
12/31/2015	6/30/2015	7.00%	-0.25%
12/31/2014	6/30/2014	7.25%	

Merit:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	3.10%	0.00%
12/31/2018	6/30/2018	3.10%	0.10%
12/31/2017	6/30/2017	3.00%	0.00%
12/31/2016	6/30/2016	3.00%	0.00%
12/31/2015	6/30/2015	3.00%	-0.50%
12/31/2014	6/30/2014	3.50%	

Inflation Rate:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	2.40%	0.00%
12/31/2018	6/30/2018	2.40%	-0.10%
12/31/2017	6/30/2017	2.50%	0.00%
12/31/2016	6/30/2016	2.50%	0.00%
12/31/2015	6/30/2015	2.50%	-0.25%
12/31/2014	6/30/2014	2.75%	

Investment rate of return:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	6.50%	0.00%
12/31/2018	6/30/2018	6.50%	-0.25%
12/31/2017	6/30/2017	6.75%	-0.25%
12/31/2016	6/30/2016	7.00%	0.00%
12/31/2015	6/30/2015	7.00%	-0.25%
12/31/2014	6/30/2014	7.25%	

Salary Increases:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	5.50%	0.00%
12/31/2018	6/30/2018	5.50%	0.00%
12/31/2017	6/30/2017	5.50%	0.00%
12/31/2016	6/30/2016	5.50%	0.00%
12/31/2015	6/30/2015	5.50%	-0.75%
12/31/2014	6/30/2014	6.25%	

St. James Parish
Convent, Louisiana
Notes to Required Supplementary Information
For the Year Ended December 31, 2019

CHANGES IN ASSUMPTIONS RELATED TO DEFINED PENSION PLANS (Continued)

Registrar of Voters Employees' Retirement System of Louisiana

The following changes in actuarial assumptions for each year are as follows:

Discount Rate:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	6.50%	0.00%
12/31/2018	6/30/2018	6.50%	-0.25%
12/31/2017	6/30/2017	6.75%	-0.25%
12/31/2016	6/30/2016	7.00%	0.00%
12/31/2015	6/30/2015	7.00%	0.00%
12/31/2014	6/30/2014	7.00%	

Merit:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	3.60%	0.00%
12/31/2018	6/30/2018	3.60%	0.10%
12/31/2017	6/30/2017	3.50%	0.00%
12/31/2016	6/30/2016	3.50%	0.00%
12/31/2015	6/30/2015	3.50%	0.25%
12/31/2014	6/30/2014	3.25%	

Inflation Rate:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	2.40%	0.00%
12/31/2018	6/30/2018	2.40%	-0.10%
12/31/2017	6/30/2017	2.50%	0.00%
12/31/2016	6/30/2016	2.50%	0.00%
12/31/2015	6/30/2015	2.50%	-0.25%
12/31/2014	6/30/2014	2.75%	

Investment rate of return:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	6.50%	0.00%
12/31/2018	6/30/2018	6.50%	-0.25%
12/31/2017	6/30/2017	6.75%	-0.25%
12/31/2016	6/30/2016	7.00%	0.00%
12/31/2015	6/30/2015	7.00%	0.00%
12/31/2014	6/30/2014	7.00%	

Salary Increases:

Measurement			
Year End	date	Rate	Change
12/31/2019	6/30/2019	6.00%	0.00%
12/31/2018	6/30/2018	6.00%	0.00%
12/31/2017	6/30/2017	6.00%	0.00%
12/31/2016	6/30/2016	6.00%	0.00%
12/31/2015	6/30/2015	6.00%	0.00%
12/31/2014	6/30/2014	6.00%	

CHANGES IN BENEFIT TERMS AND ASSUMPTIONS RELATED TO TOTAL OTHER POSTEMPLOYMENT BENEFITS LIABILITY

No assets are accumulated in a trust that meet the criteria of paragraph 4 of GASB 75 to pay related benefits.

Changes in benefit terms:

There were no changes in benefit terms for the year ended December 31, 2019.

Changes in assumptions:

The changes in assumptions balance was a result of changes in the discount rate. The following are the discount rates used in each measurement of total OPEB liability:

<u>Measurement Date</u>	<u>Discount Rate</u>
12/31/2019	2.74%
12/31/2018	4.10%

SUPPLEMENTARY INFORMATION

St. James Parish
 Convent, Louisiana
 Nonmajor Governmental Funds
 Combining Balance Sheet
 December 31, 2019

	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total Nonmajor Governmental Funds
Assets				
Cash and cash equivalents	\$ 4,389,301	\$ 35,134	\$ 1,595,325	\$ 6,019,760
Investments	36,484,918	225,817	8,012,450	44,723,185
Receivables	13,537,804	326,428	195,438	14,059,670
Due from other funds	88,214	-	-	88,214
Prepaid items	106,315	-	-	106,315
Restricted cash	14,221	-	-	14,221
Restricted investments	-	-	1,179,705	1,179,705
Total assets	<u>\$ 54,620,773</u>	<u>\$ 587,379</u>	<u>\$ 10,982,918</u>	<u>\$ 66,191,070</u>
Liabilities and fund balance				
Liabilities:				
Accounts payable	\$ 1,168,326	\$ 11,040	\$ 236,191	\$ 1,415,557
Accrued salaries and benefits	187,357	-	-	187,357
Due to other funds	199,508	-	3,000	202,508
Other liabilities	29,544	-	-	29,544
Total liabilities	<u>1,584,735</u>	<u>11,040</u>	<u>239,191</u>	<u>1,834,966</u>
Fund balance:				
Nonspendable	106,315	-	-	106,315
Restricted	52,112,082	576,339	10,698,109	63,386,530
Committed	719,073	-	45,618	764,691
Assigned	98,568	-	-	98,568
Total fund balance	<u>53,036,038</u>	<u>576,339</u>	<u>10,743,727</u>	<u>64,356,104</u>
Total liabilities and fund balance	<u>\$ 54,620,773</u>	<u>\$ 587,379</u>	<u>\$ 10,982,918</u>	<u>\$ 66,191,070</u>

St. James Parish
Convent, Louisiana
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended December 31, 2019

	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total Nonmajor Governmental Funds
Revenues:				
Taxes:				
Property	\$ 12,539,952	\$ 340,268	\$ -	\$ 12,880,220
Sales and use	6,263,889	-	-	6,263,889
Intergovernmental:				
Federal	1,546,748	-	569,464	2,116,212
State	1,612,581	-	-	1,612,581
Local	130,058	-	323,000	453,058
Fines and forfeits	137,857	-	-	137,857
Charges for services	972,127	-	-	972,127
Interest	880,021	6,707	36,908	923,636
In-kind contributions	219,582	-	-	219,582
Other	338,578	-	-	338,578
Total revenues	<u>24,641,393</u>	<u>346,975</u>	<u>929,372</u>	<u>25,917,740</u>
Expenditures:				
Current:				
General government	1,081,178	11,862	-	1,093,040
Public safety	3,818,333	-	-	3,818,333
Highway and streets	2,395,967	-	562,811	2,958,778
Sanitation	1,726,656	-	-	1,726,656
Public transportation	1,083,458	-	-	1,083,458
Health and welfare	3,117,695	-	-	3,117,695
Culture and recreation	2,682,490	-	29,195	2,711,685
In-kind expenses	219,582	-	-	219,582
Debt service:				
Principal	95,531	650,000	-	745,531
Interest and other costs	6,133	115,349	-	121,482
Capital outlay	2,013,169	-	65,704	2,078,873
Total expenditures	<u>18,240,192</u>	<u>777,211</u>	<u>657,710</u>	<u>19,675,113</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>6,401,201</u>	<u>(430,236)</u>	<u>271,662</u>	<u>6,242,627</u>
Other financing sources (uses):				
Operating transfers in	4,053,734	330,793	8,493,655	12,878,182
Operating transfers out	(3,776,041)	-	(133,197)	(3,909,238)
Total other financing sources	<u>277,693</u>	<u>330,793</u>	<u>8,360,458</u>	<u>8,968,944</u>
Net change in fund balance	6,678,894	(99,443)	8,632,120	15,211,571
Fund balance, beginning of year	46,357,144	675,782	2,111,607	49,144,533
Fund balance, end of year	<u>\$ 53,036,038</u>	<u>\$ 576,339</u>	<u>\$10,743,727</u>	<u>\$ 64,356,104</u>

NONMAJOR SPECIAL REVENUE FUNDS

Special revenue funds are used to account for specific revenues derived from taxes or other dedicated revenue sources. They are usually required by statute, charter provision, or local ordinance to finance particular functions or activities of government. The Parish maintains the following special revenue funds:

Solid Waste Disposal Fund

The Solid Waste Disposal Fund accounts for the operation of solid waste management and disposal. Financing is provided by one quarter of one percent sales tax imposed parishwide and user fees charged to the Parish residents.

Fire Protection District No. 2 Maintenance Fund

The Fire Protection District No. 2 Maintenance Fund accounts for the operation, maintenance and/or construction of the water distribution system within the district. Financing is provided by property taxes.

Parishwide Drainage Maintenance Fund

The Parishwide Drainage Maintenance Fund accounts for the operations and maintenance of all Parish drainage projects. Major means of financing is provided by property taxes and state revenue sharing.

Road and Bridge Maintenance Fund

The Road and Bridge Maintenance Fund accounts for the maintenance of existing roads and bridges. Major means of financing is provided by property taxes, state revenue sharing, the State of Louisiana Parish Transportation Fund, and the Parish Royalty Fund. Use of these funds is restricted by Louisiana Revised Statute 43:753.

St. James Parish Library Fund

The St. James Parish Library Fund accounts for the operation and maintenance of the St. James Parish Library. Financing is provided by property taxes, federal grants, and state revenue sharing funds.

Consolidated Road Lighting District No. 3A Fund

The Consolidated Road Lighting District No. 3A Fund accounts for the operations and maintenance of lighting in public places. Financing is primarily provided by property taxes.

Wetlands Mitigation Grant Fund

The Wetlands Mitigation Fund is used to provide for the purchase, maintenance, and restoration of wetlands for future use as mitigation areas. Funding is from the Louisiana Capital Outlay Program.

Coastal Impact Assistance Program Fund

The Coastal Impact Assistance Program Fund received funding from the U.S. Department of the Interior, U.S. Fish and Wildlife Service, for the purchase of existing wetlands. The wetlands will be used in a Wetlands Conservation and Preservation project to protect habitat, prohibit wetlands destruction, and aid in the restoration of the Parish's and State's coastal wetlands area.

St. James Transit System Fund

The St. James Transit System Fund accounts for the operation and maintenance of the parishwide transportation program. Financing is provided by federal grants, state grants, bus fares, and transfers from other funds.

Enhanced 911 System Maintenance Fund

The Enhanced 911 System Maintenance Fund accounts for the operation and maintenance of an enhanced 911 emergency telephone system. Financing is provided by property taxes and emergency telephone service charges.

NONMAJOR SPECIAL REVENUE FUNDS

(Continued)

Emergency Communication Fund

The Emergency Communication Fund accounts for the collection of all revenue of landline, wireless, and prepaid revenues. Pursuant to Acts 590 and 665 of the 2016 Regular Session of the Louisiana Legislature, 911 fees generated from these surcharges are to be used for the sole purpose of providing 911 emergency response communications service and operations.

Elderly and Emergency Medical Services Fund

The Elderly and Emergency Medical Services Fund accounts for the cost of providing care and assistance to the elderly persons of the Parish and the cost of providing health services to the residents of the Parish. Financing is provided by one quarter of one percent sales tax imposed parishwide and transfers from other funds.

Energy Assistance Fund

The Energy Assistance Fund is used to help subsidize utility bills for low income residents within the Parish. The program is funded through the Louisiana Housing Corporation.

Parks and Recreation Fund

The Parks and Recreation Fund accounts for the cost of providing recreational facilities throughout the Parish. Financing is provided by one quarter of one percent sales tax imposed parishwide.

Gramercy Recreation District Fund

The Gramercy Recreation District Fund accounts for the costs incurred by the district for providing recreational facilities within the corporate limits of the Town of Gramercy. Financing is provided by property taxes, state revenue sharing, and self-generated revenues.

District V Recreation Fund

The District V Recreation Fund accounts for the costs incurred by the district for providing recreational facilities within District 5 of St. James Parish. Financing is provided by property taxes, state revenue sharing, and self-generated revenues.

Public Safety Trust Fund

The Public Safety Trust Fund provides funds to assist in paying for the cost of providing ambulance services to the residents of the parish. Financing is provided by property taxes.

St. James Volunteer Fire Department Fund

The St. James Volunteer Fire Department Fund accounts for the payment of expenditures and capital outlays for the stations that fall under its jurisdiction. Financing is provided by a property tax and emergency telephone service charges.

Gramercy Volunteer Fire Department Restricted Fund

The Gramercy Volunteer Fire Department Restricted accounts for the payment of expenditures and capital outlay activity for the protection improvements within its jurisdiction. Financing is provided by a property tax millage that is partially dedicated to each fire department.

Union-Convent Volunteer Fire Department Fund

The Union-Convent Volunteer Fire Department Fund accounts for the payment of expenditures and capital outlay activity for the stations that fall under its jurisdiction. Financing is provided by a property tax millage that is partially dedicated to each fire department.

NONMAJOR SPECIAL REVENUE FUNDS

(Continued)

North Vacherie Volunteer Fire Department Fund

The North Vacherie Volunteer Fire Department Fund accounts for the payment of expenditures and capital outlay activity for the stations that fall under its jurisdiction. Financing is provided by a property tax millage that is partially dedicated to each fire department.

South Vacherie Volunteer Fire Department Fund

The South Vacherie Volunteer Fire Department Fund accounts for the payment of expenditures and capital outlay activity for the stations that fall under its jurisdiction. Financing is provided by a property tax millage that is partially dedicated to each fire department.

Criminal Court Fund

The Criminal Court Fund accounts for the expenditures attributable to the Twenty-Third Judicial District Court. Financing is provided by fines and forfeitures imposed by the district courts. The district is comprised of the parishes of St. James, Ascension, and Assumption. Only St. James Parish is reported in these statements.

Criminal Court: Juror Compensation Fees

The Criminal Court: Juror Compensation Fees Fund accounts for the juror-related expenditures attributable to the Twenty-Third Judicial District Court. Financing is provided by fines and forfeitures imposed by the district courts. The district is comprised of the parishes of St. James, Ascension, and Assumption. Only St. James Parish is reported in these statements.

Criminal Court: Law Enforcement Officer Witness Fees

The Criminal Court: Law Enforcement Officer Witness Fees Fund accounts for the witness-related expenditures attributable to the Twenty-Third Judicial District Court. Financing is provided by fines and forfeitures imposed by the district courts. The district is comprised of the parishes of St. James, Ascension, and Assumption. Only St. James Parish is reported in these statements.

Community Services Block Grant Fund

The Community Services Block Grant (CSBG) Fund accounts for the outreach and housing programs administered by the Parish Department of Human Resources. Funding is provided by the United States Department of Health and Human Services and is passed through the Louisiana Department of Labor.

Emergency Food and Shelter Fund

The Emergency Food and Shelter Fund is used to provide emergency food vouchers to the needy families in the Parish. United Way provides the funding.

Title III-C-2 Home Delivered Meals Fund

The Title III-C-2 Home Delivered Meals Fund accounts for the expenditures to deliver meals to those citizens who are unable to attend any one of the senior citizens' centers. Funding is provided by the United States Department of Health and Human Services and is passed through the Governor's Office of Elderly Affairs and from contributions received on the meals.

Title III-C-1 Congregate Meals Fund

The Title III-C-1 Congregate Meals Fund represents cost associated with feeding the elderly citizens at the four senior citizens' centers located throughout the Parish. Funding is provided by the United States Department of Health and Human Services and is passed through the Governor's Office of Elderly Affairs and from contributions received on the meals.

NONMAJOR SPECIAL REVENUE FUNDS

(Continued)

Title III-B Supportive Services Fund

The Title III-B Supportive Services Fund is used to pay for the administration of programs for the elderly. Funding is provided by the United States Department of Health and Human Services and is passed through the Governor's Office of Elderly Affairs.

Title III-C-1 Area Agency Administration Fund

The Title III-C-1 Area Agency Administration Fund is used to account for a portion of the costs of administering the Parish's special programs for the aging. The Governor's Office of Elderly Affairs provides the Parish with funds to help pay for the costs of administering these programs.

Title III-D Preventive Health Fund

The Title III-D Fund accounts for funds used for wellness, which include disease prevention and health promotion activities.

Title III-E NFCSP Fund (Caregiver)

The Title III-E Fund accounts for funds relating to the National Family Caregiver Support program. The program is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers. The program targets older, low-income individuals. Specific types of services that can be provided by this program include: Adult Day Care, Adult Health Care, Material Aid, Case Management, Personal Care, Counseling, Support Groups, Respite Care, Sitter Service, Information, and Assistance. Eligible participants include (1) adult family members, or another adult person, who provides uncompensated in-home and community care to an older person, who needs supportive services or (2) grandparents, or a person 60 years of age or older, who is related to a child by blood or marriage and (1) lives with the child, (2) is the primary caregiver, and (3) has a legal relationship to the child or is raising the child informally.

Senior Center Fund

The Senior Center Fund is used to help subsidize the cost for meals at the senior citizens' centers. Funding is provided by the Governor's Office of Elderly Affairs.

GOEA Supplemental Senior Center Fund

The Louisiana Legislature appropriated additional money to be used to supplement the primary state grant for senior centers. The funds are distributed by the Governor's Office of Elderly Affairs. The money received is used to supplement the cost of meals for the elderly.

Senior Center Additional Appropriation Fund

The Senior Center Additional Appropriation Fund accounts for additional funding for the Senior Center provided by the Governor's Office of Elderly Affairs.

Title V Senior Employment Fund

The Title V Senior Employment Fund accounts for funds used for the Senior Community Service Employment Program. This program provides part-time work opportunities in the community service employment activities for low-income persons who are 55 years of age and older. The Governor's Office of Elderly Affairs provides the parish with funds to help pay for the cost of administering this program.

Senior Citizens Activities Fund

The Senior Citizens Activities Fund accounts for the operation of the elderly handicrafts projects. Funds are generated from the sales of handicrafts.

NONMAJOR SPECIAL REVENUE FUNDS

(Concluded)

Title III-B Medicare Improvement for Patients and Providers Act (MIPPA)

The MIPPA supports outreach and directs assistance towards Medicare beneficiaries. Funding is provided by the United States Department of Health and Human Services and is passed through the Governor's Office of Elderly Affairs.

Area Agency on Aging – Parish Council on Aging Fund

The Area Agency on Aging - Parish Council on Aging Fund accounts for any expenditure associated with the feeding program for the elderly. Funding is provided by the Governor's Office of Elderly Affairs.

Area Agency on Aging – Nutritional Services Incentive Program Fund

The Nutritional Services Incentive Program Fund is used to account for the administration of NSIP funds provided by the Administration on Aging, U.S. Department of Health and Human Services. The funds are passed through to the Parish by the Governor's Office of Elderly Affairs. The funds are distributed to the Parish based on how many elderly meals were served in the previous year in relation to the total meals served statewide. The Parish uses the funds to supplement the cost of providing congregate and home-delivered meals to the elderly in the Parish.

River Parish Youth Build Fund

The River Parish Youth Build helps low-income youth and young adults ages 16 – 24 work toward their GED or high school diploma while learning job skills by repairing and building affordable housing for homeless and low-income people. Funds are provided by the United States Department of Labor's National Emergency Grant and the Louisiana Department of Labor, Office of Workforce Development.

YouthBuild AmeriCorps Fund

The YouthBuild AmeriCorps fund is a comprehensive youth and community development program allowing unemployed and underappreciated youths to work toward a GED or high-school diploma while learning construction skills by building affordable housing for low-income families. This program is funded by the Corporation for National and Community Services.

Housing Preservation Grant

Housing Preservation Grant Fund provides assistance for the repair or rehabilitation of housing owned or occupied by low and very low-income rural citizens.

St. James Youth Center

The St. James Parish Youth Center's principal activity is to provide juvenile detention.

St. James Parish
 Convent, Louisiana
 Nonmajor Special Revenue Funds
 Combining Balance Sheet
 December 31, 2019

	Solid Waste Disposal	Fire Protection District No. 2 Maintenance	Parishwide Drainage	Road & Bridge Maintenance	St. James Parish Library
Assets					
Cash and cash equivalents	\$ 1,121,762	\$ 118,870	\$ 113,605	\$ 281,630	\$ 80,249
Investments	3,742,802	441,772	5,929,371	4,272,487	3,311,927
Receivables	361,251	433,640	1,953,653	3,178,245	1,877,772
Due from other funds	44,177	-	-	21,260	-
Prepaid items	-	-	-	-	-
Restricted cash	-	-	-	-	14,221
Total assets	<u>\$ 5,269,992</u>	<u>\$ 994,282</u>	<u>\$ 7,996,629</u>	<u>\$ 7,753,622</u>	<u>\$ 5,284,169</u>
Liabilities and fund balance					
Liabilities:					
Accounts payable	\$ 198,324	\$ 15,705	\$ 345,283	\$ 121,550	\$ 76,209
Accrued salaries and benefits	8,546	9,514	16,374	25,765	19,743
Due to other funds	12,097	-	-	-	-
Other liabilities	-	-	-	-	-
Total liabilities	<u>218,967</u>	<u>25,219</u>	<u>361,657</u>	<u>147,315</u>	<u>95,952</u>
Fund balance:					
Nonspendable	-	-	-	-	-
Restricted	5,051,025	969,063	7,634,972	7,606,307	5,188,217
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Total fund balance	<u>5,051,025</u>	<u>969,063</u>	<u>7,634,972</u>	<u>7,606,307</u>	<u>5,188,217</u>
Total liabilities and fund balance	<u>\$ 5,269,992</u>	<u>\$ 994,282</u>	<u>\$ 7,996,629</u>	<u>\$ 7,753,622</u>	<u>\$ 5,284,169</u>

Consolidated Road Lighting District No. 3A	Wetlands Mitigation	Coastal Impact Assistance Program	St. James Transit System	Enhanced 911 System Maintenance	Emergency Communication
\$ 66,952	\$ 587	\$ 54,207	\$ -	\$ 236,788	\$ 36,888
924,166	-	-	-	1,935,037	-
587,540	-	-	121,472	819,320	65,011
-	-	-	-	-	-
-	-	-	4,651	101,664	-
-	-	-	-	-	-
<u>\$ 1,578,658</u>	<u>\$ 587</u>	<u>\$ 54,207</u>	<u>\$ 126,123</u>	<u>\$ 3,092,809</u>	<u>\$ 101,899</u>
\$ 41,898	\$ -	\$ -	\$ 12,365	\$ 49,841	\$ 5,266
2,494	-	-	25,266	719	10,567
-	-	-	70,416	-	-
-	-	-	-	-	-
<u>44,392</u>	<u>-</u>	<u>-</u>	<u>108,047</u>	<u>50,560</u>	<u>15,833</u>
-	-	-	4,651	101,664	-
1,534,266	587	-	-	2,940,585	86,066
-	-	-	13,425	-	-
-	-	54,207	-	-	-
<u>1,534,266</u>	<u>587</u>	<u>54,207</u>	<u>18,076</u>	<u>3,042,249</u>	<u>86,066</u>
<u>\$ 1,578,658</u>	<u>\$ 587</u>	<u>\$ 54,207</u>	<u>\$ 126,123</u>	<u>\$ 3,092,809</u>	<u>\$ 101,899</u>

Schedule 6 (Continued)

St. James Parish
 Convent, Louisiana
 Nonmajor Special Revenue Funds
 Combining Balance Sheet
 December 31, 2019

	Elderly & Emergency Medical Services	Energy Assistance	Parks and Recreation	Gramercy Recreation District	District V Recreation
Assets					
Cash and cash equivalents	\$ 282,370	\$ 746	\$ 343,691	\$ 217,778	\$ 266,271
Investments	2,387,654	-	4,222,818	-	674,347
Receivables	360,717	8,902	362,727	227,338	215,299
Due from other funds	5,060	-	-	-	-
Prepaid items	-	-	-	-	-
Restricted cash	-	-	-	-	-
Total assets	<u>\$ 3,035,801</u>	<u>\$ 9,648</u>	<u>\$ 4,929,236</u>	<u>\$ 445,116</u>	<u>\$ 1,155,917</u>
Liabilities and fund balance					
Liabilities:					
Accounts payable	\$ 15,385	\$ 1,859	\$ 41,869	\$ 12,082	\$ 7,641
Accrued salaries and benefits	33,113	-	20,420	516	300
Due to other funds	12,097	7,789	12,166	-	-
Other liabilities	-	-	3,800	500	-
Total liabilities	<u>60,595</u>	<u>9,648</u>	<u>78,255</u>	<u>13,098</u>	<u>7,941</u>
Fund balance:					
Nonspendable	-	-	-	-	-
Restricted	2,975,206	-	4,850,981	432,018	1,147,976
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Total fund balance	<u>2,975,206</u>	<u>-</u>	<u>4,850,981</u>	<u>432,018</u>	<u>1,147,976</u>
Total liabilities and fund balance	<u>\$ 3,035,801</u>	<u>\$ 9,648</u>	<u>\$ 4,929,236</u>	<u>\$ 445,116</u>	<u>\$ 1,155,917</u>

Public Safety Trust	St. James Volunteer Fire Department	Gramercy Volunteer Fire Department Restricted	Union-Convent Volunteer Fire Department	North Vacherie Volunteer Fire Department	South Vacherie Volunteer Fire Department
\$ 37,264	\$ 189,864	\$ 177,243	\$ 14,327	\$ 124,610	\$ 100,676
826,439	1,733,807	-	742,716	1,215,941	1,329,583
2,465,956	1,986	-	-	-	1,994
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<u>\$ 3,329,659</u>	<u>\$ 1,925,657</u>	<u>\$ 177,243</u>	<u>\$ 757,043</u>	<u>\$ 1,340,551</u>	<u>\$ 1,432,253</u>
\$ 100,330	\$ 2,998	\$ -	\$ 5,726	\$ 1,301	\$ 175
1,213	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<u>101,543</u>	<u>2,998</u>	<u>-</u>	<u>5,726</u>	<u>1,301</u>	<u>175</u>
-	-	-	-	-	-
3,228,116	1,922,659	177,243	751,317	1,339,250	1,432,078
-	-	-	-	-	-
-	-	-	-	-	-
<u>3,228,116</u>	<u>1,922,659</u>	<u>177,243</u>	<u>751,317</u>	<u>1,339,250</u>	<u>1,432,078</u>
<u>\$ 3,329,659</u>	<u>\$ 1,925,657</u>	<u>\$ 177,243</u>	<u>\$ 757,043</u>	<u>\$ 1,340,551</u>	<u>\$ 1,432,253</u>

Schedule 6 (Continued)

St. James Parish
 Convent, Louisiana
 Nonmajor Special Revenue Funds
 Combining Balance Sheet
 December 31, 2019

	Criminal Court	CC-Juror Compensation Fees	CC-Law Enforcement Officer Witness Fees	Community Services Block Grant	Emergency Food and Shelter
Assets					
Cash and cash equivalents	\$ 58,479	\$ 181,462	\$ 44,376	\$ -	\$ 3,920
Investments	-	475,489	-	-	-
Receivables	39,086	3,681	2,940	6,828	-
Due from other funds	-	-	-	-	-
Prepaid items	-	-	-	-	-
Restricted cash	-	-	-	-	-
Total assets	<u>\$ 97,565</u>	<u>\$ 660,632</u>	<u>\$ 47,316</u>	<u>\$ 6,828</u>	<u>\$ 3,920</u>
Liabilities and fund balance					
Liabilities:					
Accounts payable	\$ 40,511	\$ -	\$ 2,300	\$ 125	\$ 300
Accrued salaries and benefits	344	-	-	-	-
Due to other funds	12,349	-	-	6,703	-
Other liabilities	-	-	-	-	3,620
Total liabilities	<u>53,204</u>	<u>-</u>	<u>2,300</u>	<u>6,828</u>	<u>3,920</u>
Fund balance:					
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	-	660,632	45,016	-	-
Assigned	44,361	-	-	-	-
Total fund balance	<u>44,361</u>	<u>660,632</u>	<u>45,016</u>	<u>-</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 97,565</u>	<u>\$ 660,632</u>	<u>\$ 47,316</u>	<u>\$ 6,828</u>	<u>\$ 3,920</u>

Title III						
C-2 Home Delivered Meals	C-1 Congregate Meals	B Supportive Services	C-1 Area Agency Administration	D Preventive Health	E NFCSP (Caregiver)	Senior Center
\$ 15,179	\$ 6,147	\$ 685	\$ 360	\$ 1,465	\$ 3,021	\$ -
-	-	-	-	-	-	-
9	-	-	624	-	108	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<u>\$ 15,188</u>	<u>\$ 6,147</u>	<u>\$ 685</u>	<u>\$ 984</u>	<u>\$ 1,465</u>	<u>\$ 3,129</u>	<u>\$ -</u>
\$ 15,188	\$ 6,100	\$ 132	\$ -	\$ -	\$ 3,129	\$ -
-	-	-	-	-	-	-
-	-	12	984	-	-	-
-	47	541	-	1,465	-	-
<u>15,188</u>	<u>6,147</u>	<u>685</u>	<u>984</u>	<u>1,465</u>	<u>3,129</u>	<u>-</u>
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
<u>\$ 15,188</u>	<u>\$ 6,147</u>	<u>\$ 685</u>	<u>\$ 984</u>	<u>\$ 1,465</u>	<u>\$ 3,129</u>	<u>\$ -</u>

St. James Parish
 Convent, Louisiana
 Nonmajor Special Revenue Funds
 Combining Balance Sheet
 December 31, 2019

	GOEA				
	Supplemental Senior Center	Senior Center Additional Appropriation	Title V Senior Employment	Senior Citizens Activities	MIPPA
Assets					
Cash and cash equivalents	\$ -	\$ 3,906	\$ 587	\$ -	\$ -
Investments	-	-	-	-	-
Receivables	-	-	6,009	-	-
Due from other funds	-	-	-	-	-
Prepaid items	-	-	-	-	-
Restricted cash	-	-	-	-	-
Total assets	<u>\$ -</u>	<u>\$ 3,906</u>	<u>\$ 6,596</u>	<u>\$ -</u>	<u>\$ -</u>
Liabilities and fund balance					
Liabilities:					
Accounts payable	\$ -	\$ -	\$ 2,013	\$ -	\$ -
Accrued salaries and benefits	-	-	1	-	-
Due to other funds	-	-	4,525	-	-
Other liabilities	-	3,906	57	-	-
Total liabilities	<u>-</u>	<u>3,906</u>	<u>6,596</u>	<u>-</u>	<u>-</u>
Fund balance:					
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	-	-	-	-	-
Assigned	-	-	-	-	-
Total fund balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ -</u>	<u>\$ 3,906</u>	<u>\$ 6,596</u>	<u>\$ -</u>	<u>\$ -</u>

Area Agency on Aging							
Parish Council on Aging	Nutritional Services Incentive Program	River Parish Youth Build	Youth Build AmeriCorps	Housing Preservation Grant	St. James Youth Center		Total
\$ 15,608	\$ -	\$ -	\$ 6,726	\$ -	\$ 181,002		\$ 4,389,301
-	-	-	-	-	2,318,562		36,484,918
-	-	33,431	18,907	3,956	379,402		13,537,804
-	-	16,918	799	-	-		88,214
-	-	-	-	-	-		106,315
-	-	-	-	-	-		14,221
<u>\$ 15,608</u>	<u>\$ -</u>	<u>\$ 50,349</u>	<u>\$ 26,432</u>	<u>\$ 3,956</u>	<u>\$ 2,878,966</u>		<u>\$ 54,620,773</u>
\$ -	\$ -	\$ 7,763	\$ -	\$ 142	\$ 34,816		\$ 1,168,326
-	-	12,462	-	-	-		187,357
-	-	30,124	26,432	3,814	-		199,508
15,608	-	-	-	-	-		29,544
<u>15,608</u>	<u>-</u>	<u>50,349</u>	<u>26,432</u>	<u>3,956</u>	<u>34,816</u>		<u>1,584,735</u>
-	-	-	-	-	-		106,315
-	-	-	-	-	2,844,150		52,112,082
-	-	-	-	-	-		719,073
-	-	-	-	-	-		98,568
-	-	-	-	-	2,844,150		53,036,038
<u>\$ 15,608</u>	<u>\$ -</u>	<u>\$ 50,349</u>	<u>\$ 26,432</u>	<u>\$ 3,956</u>	<u>\$ 2,878,966</u>		<u>\$ 54,620,773</u>

Schedule 6 (Concluded)

St. James Parish
 Convent, Louisiana
 Nonmajor Special Revenue Funds
 Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2019

	Solid Waste Disposal	Fire Protection District No. 2 Maintenance	Parishwide Drainage	Road & Bridge Maintenance	St. James Parish Library
Revenues:					
Taxes:					
Property	\$ -	\$ 438,516	\$ 1,977,005	\$ 3,275,229	\$ 1,977,005
Sales and use	2,087,963	-	-	-	-
Intergovernmental:					
Federal	(6)	-	78,316	16,017	2,125
State	-	-	17,116	318,360	22,479
Local	-	-	56	8,175	-
Fines and forfeits	-	-	-	-	1,504
Charges for services	574,185	-	-	-	16,481
Interest	84,095	13,864	155,552	122,172	85,197
In-kind contributions	-	-	-	-	-
Other revenues	20,748	-	8,736	4,873	13,927
Total revenues	<u>2,766,985</u>	<u>452,380</u>	<u>2,236,781</u>	<u>3,744,826</u>	<u>2,118,718</u>
Expenditures:					
Current:					
General government	-	-	-	-	-
Public safety	152,985	339,570	1,547,572	-	-
Highways and streets	-	-	-	1,897,703	-
Sanitation	1,726,656	-	-	-	-
Public transportation	-	-	-	-	-
Health and welfare	-	-	-	-	-
Culture and recreation	-	-	-	-	1,158,267
Economic development	-	-	-	-	-
In-kind expenses	-	-	-	-	-
Debt Service:					
Principal	-	-	-	-	-
Interest and other costs	-	-	-	-	-
Capital outlay	-	-	214,128	35,520	54,921
Total expenditures	<u>1,879,641</u>	<u>339,570</u>	<u>1,761,700</u>	<u>1,933,223</u>	<u>1,213,188</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>887,344</u>	<u>112,810</u>	<u>475,081</u>	<u>1,811,603</u>	<u>905,530</u>
Other financing sources (uses):					
Operating transfers in	-	-	-	131,700	-
Operating transfers out	(5,000)	(20,000)	(7,730)	(1,086,177)	(238,510)
Total other financing sources (uses)	<u>(5,000)</u>	<u>(20,000)</u>	<u>(7,730)</u>	<u>(954,477)</u>	<u>(238,510)</u>
Net change in fund balance	882,344	92,810	467,351	857,126	667,020
Fund balance, beginning of year	4,168,681	876,253	7,167,621	6,749,181	4,521,197
Fund balance, end of year	<u>\$ 5,051,025</u>	<u>\$ 969,063</u>	<u>\$ 7,634,972</u>	<u>\$ 7,606,307</u>	<u>\$ 5,188,217</u>

Schedule 7

Consolidated Road Lighting District No. 3A	Wetlands Mitigation	Coastal Impact Assistance Program	St. James Transit System	Enhanced 911 System Maintenance	Emergency Communication
\$ 592,587	\$ -	\$ -	\$ -	\$ 823,754	\$ -
-	-	-	-	-	-
(1)	-	-	599,910	63,277	-
3,864	992,739	-	1,872	-	-
23,500	-	-	-	731	6,118
-	-	-	-	-	-
-	-	-	29,819	-	331,852
28,389	-	-	-	42,684	-
-	-	-	-	-	-
-	-	-	2,183	134,225	-
<u>648,339</u>	<u>992,739</u>	<u>-</u>	<u>633,784</u>	<u>1,064,671</u>	<u>337,970</u>
-	1,497	-	-	-	-
-	-	-	-	377,839	333,807
498,264	-	-	-	-	-
-	-	-	-	-	-
-	-	-	1,083,458	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	95,531	-
-	-	-	-	6,133	-
50,962	999,739	-	124,802	27,642	-
<u>549,226</u>	<u>1,001,236</u>	<u>-</u>	<u>1,208,260</u>	<u>507,145</u>	<u>333,807</u>
<u>99,113</u>	<u>(8,497)</u>	<u>-</u>	<u>(574,476)</u>	<u>557,526</u>	<u>4,163</u>
-	8,997	-	547,153	80,000	7,912
-	-	-	-	(7,912)	-
<u>-</u>	<u>8,997</u>	<u>-</u>	<u>547,153</u>	<u>72,088</u>	<u>7,912</u>
99,113	500	-	(27,323)	629,614	12,075
1,435,153	87	54,207	45,399	2,412,635	73,991
<u>\$ 1,534,266</u>	<u>\$ 587</u>	<u>\$ 54,207</u>	<u>\$ 18,076</u>	<u>\$ 3,042,249</u>	<u>\$ 86,066</u>

Schedule 7 (Continued)

St. James Parish
 Convent, Louisiana
 Nonmajor Special Revenue Funds
 Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2019

	Elderly & Emergency Medical Services	Energy Assistance	Parks and Recreation	Gramercy Recreation District	District V Recreation
Revenues:					
Taxes:					
Property	\$ -	\$ -	\$ -	\$ 242,099	\$ 221,880
Sales and use	2,087,963	-	2,087,963	-	-
Intergovernmental:					
Federal	-	137,629	-	-	-
State	730	-	-	6,673	-
Local	119	-	-	-	-
Fines and forfeits	-	-	-	-	-
Charges for services	-	-	19,790	-	-
Interest	52,179	-	89,475	-	14,927
In-kind contributions	-	-	-	-	-
Other revenues	1,185	6,238	26,432	8,421	-
Total revenues	<u>2,142,176</u>	<u>143,867</u>	<u>2,223,660</u>	<u>257,193</u>	<u>236,807</u>
Expenditures:					
Current:					
General government	-	-	-	-	-
Public safety	-	-	-	-	-
Highways and streets	-	-	-	-	-
Sanitation	-	-	-	-	-
Public transportation	-	-	-	-	-
Health and welfare	2,070,896	145,726	-	-	-
Culture and recreation	-	-	1,237,550	179,548	107,125
Economic development	-	-	-	-	-
In-kind expenses	-	-	-	-	-
Debt Service:					
Principal	-	-	-	-	-
Interest and other costs	-	-	-	-	-
Capital outlay	-	-	175,156	128,274	-
Total expenditures	<u>2,070,896</u>	<u>145,726</u>	<u>1,412,706</u>	<u>307,822</u>	<u>107,125</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>71,280</u>	<u>(1,859)</u>	<u>810,954</u>	<u>(50,629)</u>	<u>129,682</u>
Other financing sources (uses):					
Operating transfers in	583,442	1,859	-	172,000	-
Operating transfers out	(59,339)	-	(172,000)	-	-
Total other financing sources (uses)	<u>524,103</u>	<u>1,859</u>	<u>(172,000)</u>	<u>172,000</u>	<u>-</u>
Net change in fund balance	595,383	-	638,954	121,371	129,682
Fund balance, beginning of year	2,379,823	-	4,212,027	310,647	1,018,294
Fund balance, end of year	<u>\$ 2,975,206</u>	<u>\$ -</u>	<u>\$ 4,850,981</u>	<u>\$ 432,018</u>	<u>\$ 1,147,976</u>

Public Safety Trust	St. James Volunteer Fire Department	Gramercy Volunteer Fire Department Restricted	Union Convent Volunteer Fire Department	North Vacherie Volunteer Fire Department	South Vacherie Volunteer Fire Department
\$ 2,596,467	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-
-	43,916	-	7,188	18,595	13,530
-	-	-	-	-	-
-	-	-	-	-	-
17,219	41,989	-	17,350	27,702	30,981
-	-	-	-	-	-
-	2,661	-	2,610	-	1,994
<u>2,613,686</u>	<u>88,566</u>	<u>-</u>	<u>27,148</u>	<u>46,297</u>	<u>46,505</u>
-	-	-	-	-	-
471,542	119,339	-	115,762	114,418	93,208
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	158,524	35,831	7,670
<u>471,542</u>	<u>119,339</u>	<u>-</u>	<u>274,286</u>	<u>150,249</u>	<u>100,878</u>
2,142,144	(30,773)	-	(247,138)	(103,952)	(54,373)
-	479,532	-	266,980	385,017	288,683
(2,001,463)	-	-	-	-	-
<u>(2,001,463)</u>	<u>479,532</u>	<u>-</u>	<u>266,980</u>	<u>385,017</u>	<u>288,683</u>
140,681	448,759	-	19,842	281,065	234,310
3,087,435	1,473,900	177,243	731,475	1,058,185	1,197,768
<u>\$ 3,228,116</u>	<u>\$ 1,922,659</u>	<u>\$ 177,243</u>	<u>\$ 751,317</u>	<u>\$ 1,339,250</u>	<u>\$ 1,432,078</u>

Schedule 7 (Continued)

St. James Parish
 Convent, Louisiana
 Nonmajor Special Revenue Funds
 Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2019

	Criminal Court	CC - Juror Compensation Fees	CC -Law Enforcement Officer Witness Fees	Community Services Block Grant	Emergency Food and Shelter
Revenues:					
Taxes:					
Property	\$ -	\$ -	\$ -	\$ -	\$ -
Sales and use	-	-	-	-	-
Intergovernmental:					
Federal	-	-	-	64,431	11,453
State	15,798	-	-	-	-
Local	91,359	-	-	-	-
Fines and forfeits	134,975	-	-	-	-
Charges for services	-	-	-	-	-
Interest	-	6,673	-	-	-
In-kind contributions	-	-	-	-	-
Other revenues	-	36,142	28,902	-	(3,084)
Total revenues	<u>242,132</u>	<u>42,815</u>	<u>28,902</u>	<u>64,431</u>	<u>8,369</u>
Expenditures:					
Current:					
General government	1,057,771	11,510	10,400	-	-
Public safety	-	-	-	-	-
Highways and streets	-	-	-	-	-
Sanitation	-	-	-	-	-
Public transportation	-	-	-	-	-
Health and welfare	-	-	-	64,431	8,369
Culture and recreation	-	-	-	-	-
Economic development	-	-	-	-	-
In-kind expenses	-	-	-	-	-
Debt Service:					
Principal	-	-	-	-	-
Interest and other costs	-	-	-	-	-
Capital outlay	-	-	-	-	-
Total expenditures	<u>1,057,771</u>	<u>11,510</u>	<u>10,400</u>	<u>64,431</u>	<u>8,369</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>(815,639)</u>	<u>31,305</u>	<u>18,502</u>	<u>-</u>	<u>-</u>
Other financing sources (uses):					
Operating transfers in	860,000	-	-	-	-
Operating transfers out	-	-	-	-	-
Total other financing sources (uses)	<u>860,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	44,361	31,305	18,502	-	-
Fund balance, beginning of year	-	629,327	26,514	-	-
Fund balance, end of year	<u>\$ 44,361</u>	<u>\$ 660,632</u>	<u>\$ 45,016</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule 7

Title III						
C-2 Home Delivered Meals	C-1 Congregate Meals	B Supportive Services	C-1 Area Agency Administration	D Preventive Health	E NFCSP (Caregiver)	Senior Center
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-
14,652	21,520	19,664	9,103	3,439	8,259	-
18,027	8,513	2,213	3,036	-	2,750	30,506
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
10,403	8,390	(1,974)	624	(1,537)	(4,361)	-
43,082	38,423	19,903	12,763	1,902	6,648	30,506
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
194,654	81,831	33,970	12,763	1,902	28,023	6,698
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
194,654	81,831	33,970	12,763	1,902	28,023	6,698
(151,572)	(43,408)	(14,067)	-	-	(21,375)	23,808
151,572	43,408	14,067	-	-	21,375	6,698
-	-	-	-	-	-	(30,506)
151,572	43,408	14,067	-	-	21,375	(23,808)
-	-	-	-	-	-	-
-	-	-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Schedule 7 (Continued)

St. James Parish
 Convent, Louisiana
 Nonmajor Special Revenue Funds
 Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2019

	GOEA Supplemental Senior Center	Senior Center Additional Appropriation	Title V Senior Employment	Senior Citizens Activities	MIPPA
Revenues:					
Taxes:					
Property	\$ -	\$ -	\$ -	\$ -	\$ -
Sales and use	-	-	-	-	-
Intergovernmental:					
Federal	-	-	82,362	-	-
State	3,100	7,813	5,013	-	-
Local	-	-	-	-	-
Fines and forfeits	-	-	-	-	-
Charges for services	-	-	-	-	-
Interest	-	-	-	-	-
In-kind contributions	-	-	-	-	-
Other revenues	-	-	9,408	-	-
Total revenues	<u>3,100</u>	<u>7,813</u>	<u>96,783</u>	<u>-</u>	<u>-</u>
Expenditures:					
Current:					
General government	-	-	-	-	-
Public safety	-	-	-	-	-
Highways and streets	-	-	-	-	-
Sanitation	-	-	-	-	-
Public transportation	-	-	-	-	-
Health and welfare	-	-	96,891	-	-
Culture and recreation	-	-	-	-	-
Economic development	-	-	-	-	-
In-kind expenses	-	-	-	-	-
Debt Service:					
Principal	-	-	-	-	-
Interest and other costs	-	-	-	-	-
Capital outlay	-	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>96,891</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>3,100</u>	<u>7,813</u>	<u>(108)</u>	<u>-</u>	<u>-</u>
Other financing sources (uses):					
Operating transfers in	-	-	108	-	-
Operating transfers out	(3,100)	(7,813)	-	(21)	-
Total other financing sources (uses)	<u>(3,100)</u>	<u>(7,813)</u>	<u>108</u>	<u>(21)</u>	<u>-</u>
Net change in fund balance	-	-	-	(21)	-
Fund balance, beginning of year	-	-	-	21	-
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Schedule 7

Area Agency on Aging							
Parish Council on Aging	Nutritional Services Incentive Program	River Parish Youth Build	Youth Build AmeriCorps	Housing Preservation Grant	St. James Youth Center		Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,410	\$ -	\$ 12,539,952
-	-	-	-	-	-	-	6,263,889
-	73,503	317,331	6,957	16,807	-	-	1,546,748
68,750	-	-	-	-	-	-	1,612,581
-	-	-	-	-	-	-	130,058
-	-	-	-	-	1,378	-	137,857
-	-	-	-	-	-	-	972,127
-	-	-	-	-	49,573	-	880,021
-	-	94,204	26,014	99,364	-	-	219,582
(5,783)	-	9,139	18,076	-	-	-	338,578
<u>62,967</u>	<u>73,503</u>	<u>420,674</u>	<u>51,047</u>	<u>116,171</u>	<u>446,361</u>	<u>-</u>	<u>24,641,393</u>
-	-	-	-	-	-	-	1,081,178
-	-	-	-	-	152,291	-	3,818,333
-	-	-	-	-	-	-	2,395,967
-	-	-	-	-	-	-	1,726,656
-	-	-	-	-	-	-	1,083,458
-	-	327,571	27,163	16,807	-	-	3,117,695
-	-	-	-	-	-	-	2,682,490
-	-	-	-	-	-	-	-
-	-	94,204	26,014	99,364	-	-	219,582
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	95,531
-	-	-	-	-	-	-	6,133
-	-	-	-	-	-	-	2,013,169
<u>-</u>	<u>-</u>	<u>421,775</u>	<u>53,177</u>	<u>116,171</u>	<u>152,291</u>	<u>-</u>	<u>18,240,192</u>
<u>62,967</u>	<u>73,503</u>	<u>(1,101)</u>	<u>(2,130)</u>	<u>-</u>	<u>294,070</u>	<u>-</u>	<u>6,401,201</u>
-	-	1,101	2,130	-	-	-	4,053,734
(62,967)	(73,503)	-	-	-	-	-	(3,776,041)
<u>(62,967)</u>	<u>(73,503)</u>	<u>1,101</u>	<u>2,130</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>277,693</u>
-	-	-	-	-	294,070	-	6,678,894
-	-	-	-	-	2,550,080	-	46,357,144
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,844,150</u>	<u>\$ -</u>	<u>\$ 53,036,038</u>

Schedule 7 (Concluded)

NONMAJOR DEBT SERVICE FUNDS

The debt service funds are used to account for the accumulation of general obligation bonds principal and interest from governmental resources. Revenues for the debt service funds are provided by property taxes, sales taxes, and interest on investments. The Parish maintains the following debt service funds:

Certificates of Indebtedness Fund

The Certificates of Indebtedness Fund accounts for the retirement certificates of indebtedness. In 2010 the Parish issued certificates of indebtedness totaling \$2,000,000 for the purpose of renovating, improving, equipping, and expanding the library facilities on the East Bank. Limited Tax Certificates, Series 2011, in the amount of \$2,500,000 were issued for the purpose of renovating, improving and expanding St. James Parish Hospital. In 2012, the Parish issued Limited Tax Certificates, Series 2012, in the amount of \$180,000 for the purpose of purchasing a fire truck and other fire equipment.

Consolidated General Obligation Bonds Fund

The Consolidated General Obligation Bonds Fund accounts for the property tax levies needed to comply with the interest and principal redemption requirements of the General Obligation Refunding Bonds, Series 2005 issue, the General Obligation Bonds, Series 2007 issue, and the General Obligation Bonds, Series 2014 issue.

Limited Tax Bonds Fund

The Limited Tax Bonds fund accounts for the sale of \$850,000 in Limited Tax Bonds, Series 2017, for the payment of the pre-construction design and engineering costs in connection with the widening of Louisiana Highway 20.

St. James Parish
 Convent, Louisiana
 Nonmajor Debt Service Funds
 Combining Balance Sheet
 December 31, 2019

	Certificates of Indebtedness	Consolidated General Obligation Bonds	Limited Tax Bonds	Total
Assets				
Cash and cash equivalents	\$ 6,166	\$ 21,124	\$ 7,844	\$ 35,134
Investments	-	225,817	-	225,817
Receivables	-	326,428	-	326,428
Due from other funds	-	-	-	-
Total assets	\$ 6,166	\$ 573,369	\$ 7,844	\$ 587,379
Liabilities and fund balance				
Liabilities:				
Accounts payable	\$ -	\$ 11,040	\$ -	\$ 11,040
Total liabilities	-	11,040	-	11,040
Fund balance:				
Restricted	6,166	562,329	7,844	576,339
Total fund balance	6,166	562,329	7,844	576,339
Total liabilities and fund balance	\$ 6,166	\$ 573,369	\$ 7,844	\$ 587,379

St. James Parish
 Convent, Louisiana
 Nonmajor Debt Service Funds
 Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2019

	Certificates of Indebtedness	Consolidated General Obligation Bonds	Limited Tax Bonds	Total
Revenues:				
Taxes:				
Property	\$ -	\$ 340,268	\$ -	\$ 340,268
Interest	-	6,707	-	6,707
Total revenues	<u>-</u>	<u>346,975</u>	<u>-</u>	<u>346,975</u>
Expenditures:				
Current:				
General government:				
Financial administration	-	11,862	-	11,862
Debt Service:				
Principal	225,000	350,000	75,000	650,000
Interest and other costs	13,510	84,556	17,283	115,349
Total expenditures	<u>238,510</u>	<u>446,418</u>	<u>92,283</u>	<u>777,211</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>(238,510)</u>	<u>(99,443)</u>	<u>(92,283)</u>	<u>(430,236)</u>
Other financing sources (uses):				
Operating transfers in	238,510	-	92,283	330,793
Total other financing sources (uses)	<u>238,510</u>	<u>-</u>	<u>92,283</u>	<u>330,793</u>
Net change in fund balance	-	(99,443)	-	(99,443)
Fund balance, beginning of year	6,166	661,772	7,844	675,782
Fund balance, end of year	<u>\$ 6,166</u>	<u>\$ 562,329</u>	<u>\$ 7,844</u>	<u>\$ 576,339</u>

NONMAJOR CAPITAL PROJECTS FUNDS

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds. The following are the Parish's capital projects funds:

Parishwide Road Improvement Fund

The Parishwide Road Improvement Fund accounts for parishwide road improvements which includes the construction of new roads and bridges. This fund is supported by transfers from the Road and Bridge Maintenance Fund.

Parishwide Sewer Construction Fund

The Parishwide Sewer Construction Fund accounts for expenditures associated with the proposed construction of a parishwide sewer system. The program was financed by the United States Environmental Protection Agency (75%) and the St. James Parish Council (25%) through the sale of general obligation bonds. The program consisted of three phases of which two phases have been completed. Actual construction on the third phase has not yet begun.

LCDBG Road Improvement Fund

The LCDBG Road Improvement Fund accounts for parishwide road improvements funded with a Louisiana Community Development Block Grant. Funding is provided from the State of Louisiana, Division of Administration, Office of Community Development.

LCDBG Sewer Construction Fund

The LCDBG Sewer Construction Fund is used to account for expenditures associated with the development and construction of a community sewerage treatment and disposal system funded with a Louisiana Community Development Block Grant. Funding is provided from the State of Louisiana, Division of Administration, Office of Community Development.

District V Recreation Construction Fund

The District V Recreation Construction Fund accounts for the construction of a multi-purpose building for the District V Recreation District. Funding was provided by the sale of general obligation bonds in the amount of \$1,700,000.

Hazard Mitigation Grant Fund

The Hazard Mitigation Grant Fund accounts for projects that help localized drainage improvements, and building retrofitting and hardening. Funding is provided by FEMA through the State of Louisiana, Governor's Office of Homeland Security and Emergency Preparedness.

Highway 20 Widening Project Fund

The Highway 20 Widening Project Fund accounts for the expenditures of the pre-construction design and engineering fees for the widening of Louisiana Highway 20.

CDBG Disaster Recovery Projects Fund

The CDBG Disaster Recovery Projects Fund accounts for projects relating to hurricane disaster recovery. Funding is provided from the State of Louisiana, Division of Administration, Office of Community Development.

NONMAJOR CAPITAL PROJECTS FUNDS

(Concluded)

GOMESA Series 2019 Construction

The GOMESA Construction Fund accounts for the revenues to be spent on projects and activities for the purposes of coastal protection, including conservation, coastal restoration, hurricane protection, and infrastructure directly affected by coastal wetland losses; mitigation of damage to fish, wildlife or natural resources; implementation of a federally-approved marine, coastal or comprehensive conservation management plan; mitigation of the impact of outer Continental Shelf activities through the funding of onshore infrastructure projects; and associated planning and administrative costs.

St. James Parish
 Convent, Louisiana
 Nonmajor Capital Projects Funds
 Combining Balance Sheet
 December 31, 2019

	Parishwide Road Improvement	Parishwide Sewer Construction	LCDBG Road Improvement	LCDBG Sewer Construction
Assets				
Cash and cash equivalents	\$ 458,703	\$ 201,720	\$ 45,618	\$ 69,222
Investments	-	20,703	-	-
Receivables	-	-	-	-
Due from other funds	-	-	-	-
Restricted investments	-	1,179,705	-	-
Total assets	<u>\$ 458,703</u>	<u>\$ 1,402,128</u>	<u>\$ 45,618</u>	<u>\$ 69,222</u>
Liabilities and fund balance				
Liabilities:				
Accounts payable	\$ 27,620	\$ -	\$ -	\$ 67,843
Due to other funds	-	-	-	-
Total liabilities	<u>27,620</u>	<u>-</u>	<u>-</u>	<u>67,843</u>
Fund balance:				
Restricted	431,083	1,402,128	-	1,379
Committed	-	-	45,618	-
Total fund balance	<u>431,083</u>	<u>1,402,128</u>	<u>45,618</u>	<u>1,379</u>
Total liabilities and fund balance	<u>\$ 458,703</u>	<u>\$ 1,402,128</u>	<u>\$ 45,618</u>	<u>\$ 69,222</u>

District V Recreation Construction	Hazard Mitigation Grant Program	Highway 20 Widening Project	CDBG Disaster Recovery Projects Fund	GOMESA Series 2019 Construction	Total
\$ 154,992	\$ 3,000	\$ 647,225	\$ 14,845	\$ -	\$ 1,595,325
582,902	-	-	-	7,408,845	8,012,450
34,438	-	161,000	-	-	195,438
-	-	-	-	-	-
-	-	-	-	-	1,179,705
<u>\$ 772,332</u>	<u>\$ 3,000</u>	<u>\$ 808,225</u>	<u>\$ 14,845</u>	<u>\$ 7,408,845</u>	<u>\$10,982,918</u>
\$ 140,728	\$ -	\$ -	\$ -	\$ -	\$ 236,191
-	3,000	-	-	-	3,000
<u>140,728</u>	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>239,191</u>
631,604	-	808,225	14,845	7,408,845	10,698,109
-	-	-	-	-	45,618
<u>631,604</u>	<u>-</u>	<u>808,225</u>	<u>14,845</u>	<u>7,408,845</u>	<u>10,743,727</u>
<u>\$ 772,332</u>	<u>\$ 3,000</u>	<u>\$ 808,225</u>	<u>\$ 14,845</u>	<u>\$ 7,408,845</u>	<u>\$10,982,918</u>

St. James Parish
 Convent, Louisiana
 Nonmajor Capital Projects Funds
 Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 For the Year Ended December 31, 2019

	Parishwide Road Improvement	Parishwide Sewer Construction	LCDBG Road Improvement	LCDBG Sewer Construction
Revenues:				
Intergovernmental:				
Federal	\$ -	\$ 650,904	\$ -	\$ -
Local	-	-	-	-
Interest	-	15,247	-	-
Total revenues	<u>-</u>	<u>666,151</u>	<u>-</u>	<u>-</u>
Expenditures:				
Current:				
Highways and streets	562,811	-	-	-
Culture and recreation	-	-	-	-
Capital outlay	-	-	-	3,621
Total expenditures	<u>562,811</u>	<u>-</u>	<u>-</u>	<u>3,621</u>
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)	<u>(562,811)</u>	<u>666,151</u>	<u>-</u>	<u>(3,621)</u>
Other financing sources (uses):				
Operating transfers in	993,894	-	-	5,000
Operating transfers out	-	(1,497)	-	-
Total other financing sources (uses)	<u>993,894</u>	<u>(1,497)</u>	<u>-</u>	<u>5,000</u>
Net change in fund balance	431,083	664,654	-	1,379
Fund balance, beginning of year	-	737,474	45,618	-
Fund balance, end of year	<u>\$ 431,083</u>	<u>\$ 1,402,128</u>	<u>\$ 45,618</u>	<u>\$ 1,379</u>

District V Recreation Construction	Hazard Mitigation Grant Program	Highway 20 Widening Project	CDBG Disaster Recovery Projects Fund	GOMESA Series 2019 Construction	Total
\$ -	\$ (230)	\$ -	\$ (81,210)	\$ -	\$ 569,464
-	-	323,000	-	-	323,000
13,249	-	-	-	8,412	36,908
<u>13,249</u>	<u>(230)</u>	<u>323,000</u>	<u>(81,210)</u>	<u>8,412</u>	<u>929,372</u>
-	-	-	-	-	562,811
29,195	-	-	-	-	29,195
62,083	-	-	-	-	65,704
<u>91,278</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>657,710</u>
<u>(78,029)</u>	<u>(230)</u>	<u>323,000</u>	<u>(81,210)</u>	<u>8,412</u>	<u>271,662</u>
-	230	-	94,098	7,400,433	8,493,655
-	-	(131,700)	-	-	(133,197)
-	<u>230</u>	<u>(131,700)</u>	<u>94,098</u>	<u>7,400,433</u>	<u>8,360,458</u>
(78,029)	-	191,300	12,888	7,408,845	8,632,120
709,633	-	616,925	1,957	-	2,111,607
<u>\$ 631,604</u>	<u>\$ -</u>	<u>\$ 808,225</u>	<u>\$ 14,845</u>	<u>\$ 7,408,845</u>	<u>\$ 10,743,727</u>

St. James Parish
 Convent, Louisiana
 Schedule of Compensation, Benefits, and Other
 Payments to Agency Head
 For the Year Ended December 31, 2019

Agency Head Name: Timothy P. Roussel, Parish President

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 152,154
Benefits - insurance	17,002
Benefits - retirement	17,528
Benefits - deferred compensation	1,599
Benefits - long term disability	278
Benefits - life insurance	218
Benefits - workers compensation	705
Cell phone / I pad	1,003
Car allowance	2,213
Vehicle - repairs & maintenance	222
Vehicle - insurance	457
Vehicle - fuel	1,235
Per diem	-
Reimbursements	-
Travel	-
Membership dues	68
Registration fees	1,303
Conference travel	5,762
Conference meals	706
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	864
Miscellaneous	-
	<u>\$ 203,317</u>

St. James Parish
Convent, Louisiana
Schedule of Compensation Paid to
Parish Council Members
For the Year Ended December 31, 2019

<u>Parish Council</u>	<u>Amount</u>
Bradley Ryan Louque, Chairman	\$ 15,600
Alvin St. Pierre	14,400
Jason Amato	14,400
Ralph A. Patin	13,200
Clyde M. Cooper, Sr.	14,400
Vondra Etienne-Steib	14,400
Eddie Kraemer	13,200
	<u>\$ 99,600</u>

St. James Parish
Convent, Louisiana
Schedule of Program Revenues, Expenditures, and Changes in Fund Balance
Contracts and Grants Provided Through the Louisiana Governor's Office of Elderly Affairs (GOEA)
For the Year Ended December 31, 2019

	C-2 Home Delivered Meals			C-1 Congregate Meals		
	For the 6 months ended			For the 6 months ended		
	06/30/19	12/31/19	Total	06/30/19	12/31/19	Total
Revenues:						
Intergovernmental:						
GOEA:						
Federal	\$ 8,016	\$ 6,636	\$ 14,652	\$ 11,880	\$ 9,640	\$ 21,520
State	10,755	7,272	18,027	4,389	4,124	8,513
Other revenues:						
Sale of meals	5,576	4,827	10,403	4,244	4,181	8,425
Other	-	-	-	-	(35)	(35)
Total other revenues	5,576	4,827	10,403	4,244	4,146	8,390
Total revenues	24,347	18,735	43,082	20,513	17,910	38,423
Expenditures:						
Meals	95,487	97,702	193,189	39,229	41,138	80,367
Distributed administrative costs	-	-	-	-	-	-
Program support	-	-	-	-	-	-
Information and assistance	-	-	-	-	-	-
Outreach	-	-	-	-	-	-
Other priority services	-	-	-	-	-	-
Med alert	-	-	-	-	-	-
Wellness	-	-	-	-	-	-
Public education	-	-	-	-	-	-
Support groups	-	-	-	-	-	-
Legal assistance	-	-	-	-	-	-
Salaries and fringe benefits	-	-	-	-	-	-
Telephone and internet	-	-	-	-	-	-
Other costs	840	625	1,465	840	624	1,464
Total expenditures	96,327	98,327	194,654	40,069	41,762	81,831
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)						
	(71,980)	(79,592)	(151,572)	(19,556)	(23,852)	(43,408)
Other financing sources (uses):						
Operating transfers in	71,980	79,592	151,572	19,556	23,852	43,408
Operating transfers out	-	-	-	-	-	-
Total other financing sources (uses)	71,980	79,592	151,572	19,556	23,852	43,408
Net change in fund balance						
	-	-	-	-	-	-
Fund balance, beginning of period						
	-	-	-	-	-	-
Fund balance, end of period						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Title III-B			Senior Center			Parish Council on Aging		
For the 6 months ended		Total	For the 6 months ended		Total	For the 6 months ended		Total
06/30/19	12/31/19		06/30/19	12/31/19		06/30/19	12/31/19	
\$ 10,908	\$ 8,756	\$ 19,664	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1,677	536	2,213	15,253	15,253	30,506	18,750	50,000	68,750
-	-	-	-	-	-	-	-	-
(1,974)	-	(1,974)	-	-	-	(5,783)	-	(5,783)
(1,974)	-	(1,974)	-	-	-	(5,783)	-	(5,783)
10,611	9,292	19,903	15,253	15,253	30,506	12,967	50,000	62,967
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
3,776	4,808	8,584	-	-	-	-	-	-
629	639	1,268	-	-	-	-	-	-
4,405	4,472	8,877	-	-	-	-	-	-
431	470	901	-	-	-	-	-	-
3,219	3,209	6,428	-	-	-	-	-	-
3,776	3,867	7,643	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
239	30	269	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	6,698	-	6,698	-	-	-
16,475	17,495	33,970	6,698	-	6,698	-	-	-
(5,864)	(8,203)	(14,067)	8,555	15,253	23,808	12,967	50,000	62,967
5,864	8,203	14,067	6,698	-	6,698	-	-	-
-	-	-	(15,253)	(15,253)	(30,506)	(18,751)	(44,216)	(62,967)
5,864	8,203	14,067	(8,555)	(15,253)	(23,808)	(18,751)	(44,216)	(62,967)
-	-	-	-	-	-	(5,784)	5,784	-
-	-	-	-	-	-	-	(5,784)	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,784)	\$ -	\$ -

Schedule 14 (Continued)

St. James Parish
 Convent, Louisiana
 Schedule of Program Revenues, Expenditures, and Changes in Fund Balance
 Contracts and Grants Provided Through the Louisiana Governor's Office of Elderly Affairs (GOEA)
 For the Year Ended December 31, 2019

	Nutritional Services Incentive Program			Title IIC-1 Area Agency Administration		
	For the 6 months ended			For the 6 months ended		
	06/30/19	12/31/19	Total	06/30/19	12/31/19	Total
Revenues:						
Intergovernmental:						
GOEA:						
Federal	\$ 43,163	\$ 30,340	\$ 73,503	\$ 4,427	\$ 4,676	\$ 9,103
State	-	-	-	1,476	1,560	3,036
Other revenues:						
Sale of meals	-	-	-	-	-	-
Other	-	-	-	-	624	624
Total other revenues	-	-	-	-	624	624
Total revenues	<u>43,163</u>	<u>30,340</u>	<u>73,503</u>	<u>5,903</u>	<u>6,860</u>	<u>12,763</u>
Expenditures:						
Meals	-	-	-	-	-	-
Distributed administrative costs	-	-	-	5,903	6,860	12,763
Program support	-	-	-	-	-	-
Information and assistance	-	-	-	-	-	-
Outreach	-	-	-	-	-	-
Other priority services	-	-	-	-	-	-
Med alert	-	-	-	-	-	-
Wellness	-	-	-	-	-	-
Public education	-	-	-	-	-	-
Support groups	-	-	-	-	-	-
Legal assistance	-	-	-	-	-	-
Salaries and fringe benefits	-	-	-	-	-	-
Telephone and internet	-	-	-	-	-	-
Other costs	-	-	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,903</u>	<u>6,860</u>	<u>12,763</u>
Excess (deficiency) of revenues over (under)						
expenditures before other financing						
sources (uses)	<u>43,163</u>	<u>30,340</u>	<u>73,503</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other financing sources (uses):						
Operating transfers in	-	-	-	-	-	-
Operating transfers out	<u>(43,163)</u>	<u>(30,340)</u>	<u>(73,503)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>(43,163)</u>	<u>(30,340)</u>	<u>(73,503)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance						
	-	-	-	-	-	-
Fund balance, beginning of period						
	-	-	-	-	-	-
Fund balance, end of period						
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Title IIID Preventive Health			Title IIIE National FmlyCaregiverSupport			GOEA Supplemental Senior Center		
For the 6 months ended			For the 6 months ended			For the 6 months ended		
06/30/19	12/31/19	Total	06/30/19	12/31/19	Total	06/30/19	12/31/19	Total
\$ 1,974	\$ 1,465	\$ 3,439	\$ 4,355	\$ 3,904	\$ 8,259	\$ -	\$ -	\$ -
-	-	-	1,450	1,300	2,750	1,550	1,550	3,100
-	-	-	-	-	-	-	-	-
(1,537)	-	(1,537)	(4,361)	-	(4,361)	-	-	-
(1,537)	-	(1,537)	(4,361)	-	(4,361)	-	-	-
437	1,465	1,902	1,444	5,204	6,648	1,550	1,550	3,100
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	10,542	13,036	23,578	-	-	-
-	-	-	500	-	500	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
1,902	-	1,902	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	500	-	500	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	3,445	3,445	-	-	-
1,902	-	1,902	11,542	16,481	28,023	-	-	-
(1,465)	1,465	-	(10,098)	(11,277)	(21,375)	1,550	1,550	3,100
-	-	-	10,206	11,169	21,375	-	-	-
-	-	-	-	-	-	(1,550)	(1,550)	(3,100)
-	-	-	10,206	11,169	21,375	(1,550)	(1,550)	(3,100)
(1,465)	1,465	-	108	(108)	-	-	-	-
-	(1,465)	-	-	108	-	-	-	-
\$ (1,465)	\$ -	\$ -	\$ 108	\$ -	\$ -	\$ -	\$ -	\$ -

Schedule 14 (Continued)

St. James Parish
Convent, Louisiana
Schedule of Program Revenues, Expenditures, and Changes in Fund Balance
Contracts and Grants Provided Through the Louisiana Governor's Office of Elderly Affairs (GOEA)
For the Year Ended December 31, 2019

	Title V Senior Community Service Employment Program			MIPPA-Medicare Improvements for Patients & Providers		
	For the 6 months ended			For the 6 months ended		
	06/30/19	12/31/19	Total	06/30/19	12/31/19	Total
Revenues:						
Intergovernmental:						
GOEA:						
Federal	\$ 44,467	\$ 37,895	\$ 82,362	\$ -	\$ -	\$ -
State	803	4,210	5,013	-	-	-
Other revenues:						
Sale of meals	-	-	-	-	-	-
Other	9,408	-	9,408	-	-	-
Total other revenues	9,408	-	9,408	-	-	-
Total revenues	54,678	42,105	96,783	-	-	-
Expenditures:						
Meals	-	-	-	-	-	-
Distributed administrative costs	12,897	15,372	28,269	-	-	-
Program support	453	-	453	-	-	-
Information and assistance	-	-	-	-	-	-
Outreach	-	-	-	-	-	-
Other priority services	-	-	-	-	-	-
Med alert	-	-	-	-	-	-
Wellness	-	-	-	-	-	-
Public education	-	-	-	-	-	-
Support groups	-	-	-	-	-	-
Legal assistance	-	-	-	-	-	-
Salaries and fringe benefits	41,006	26,733	67,739	-	-	-
Telephone and internet	68	-	68	-	-	-
Other costs	362	-	362	-	-	-
Total expenditures	54,786	42,105	96,891	-	-	-
Excess (deficiency) of revenues over (under) expenditures before other financing sources (uses)						
	(108)	-	(108)	-	-	-
Other financing sources (uses):						
Operating transfers in	108	-	108	-	-	-
Operating transfers out	-	-	-	-	-	-
Total other financing sources (uses)	108	-	108	-	-	-
Net change in fund balance						
	-	-	-	-	-	-
Fund balance, beginning of period						
	-	-	-	-	-	-
Fund balance, end of period						
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SrCenter Additional Appropriation Fund			
For the 6 months ended			
06/30/19	12/31/19	Total	Totals
\$ -	\$ -	\$ -	\$ 232,502
3,907	3,906	7,813	149,721
-	-	-	18,828
-	-	-	(3,658)
-	-	-	15,170
<u>3,907</u>	<u>3,906</u>	<u>7,813</u>	<u>397,393</u>
-	-	-	273,556
-	-	-	41,032
-	-	-	24,031
-	-	-	9,084
-	-	-	1,268
-	-	-	8,877
-	-	-	901
-	-	-	8,330
-	-	-	7,643
-	-	-	500
-	-	-	269
-	-	-	67,739
-	-	-	68
-	-	-	13,434
<u>-</u>	<u>-</u>	<u>-</u>	<u>456,732</u>
<u>3,907</u>	<u>3,906</u>	<u>7,813</u>	<u>(59,339)</u>
-	-	-	237,228
<u>(7,813)</u>	<u>-</u>	<u>(7,813)</u>	<u>(177,889)</u>
<u>(7,813)</u>	<u>-</u>	<u>(7,813)</u>	<u>59,339</u>
(3,906)	3,906	-	-
-	(3,906)	-	-
<u>\$ (3,906)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. James Parish
 Convent, Louisiana
 Schedule of Program Expenditures - Budget vs. Actual
 Contracts and Grants Provided Through the Louisiana Governor's Office of Elderly Affairs (GOEA)
 For the Year Ended December 31, 2019

	Budget	Actual	Variance Favorable (Unfavorable)
Title III C-2 Home Delivered Meals			
Home delivered meals	\$ 200,500	\$ 193,189	\$ 7,311
Nutritional education	1,800	1,465	335
Total	<u>\$ 202,300</u>	<u>\$ 194,654</u>	<u>\$ 7,646</u>
Title III C-1 Congregate Meals			
Congregate meals	\$ 89,000	\$ 80,367	\$ 8,633
Nutritional education	1,800	1,464	336
Total	<u>\$ 90,800</u>	<u>\$ 81,831</u>	<u>\$ 8,969</u>
Title III B - Supportive Services			
Information and assistance	\$ 8,500	\$ 8,584	\$ (84)
Legal assistance	1,100	269	831
Outreach	1,200	1,268	(68)
Other priority services	8,900	8,877	23
Med Alert	1,500	901	599
Wellness	7,700	6,428	1,272
Public education	7,600	7,643	(43)
Total	<u>\$ 36,500</u>	<u>\$ 33,970</u>	<u>\$ 2,530</u>
Senior Center			
Non-Capital Office Furniture & Equipment	\$ 10,600	\$ 6,698	\$ 3,902
Congregate meals transfers	30,600	30,506	94
Total	<u>\$ 41,200</u>	<u>\$ 37,204</u>	<u>\$ 3,996</u>
Parish Council on Aging			
Home delivered meals transfers	\$ 26,500	\$ 26,774	\$ (274)
Congregate Meals transfers	3,000	751	2,249
IIIB Social Services transfers	12,700	14,067	(1,367)
IIIE Caregivers transfers	16,700	21,375	(4,675)
Total	<u>\$ 58,900</u>	<u>\$ 62,967</u>	<u>\$ (4,067)</u>
Nutritional Services Incentive Program			
Home delivered meals transfers	\$ 72,900	\$ 73,503	\$ (603)
	<u>\$ 72,900</u>	<u>\$ 73,503</u>	<u>\$ (603)</u>
Title III C - Area Agency Administration			
Distributed administrative costs	\$ 12,800	\$ 12,763	\$ 37
Total	<u>\$ 12,800</u>	<u>\$ 12,763</u>	<u>\$ 37</u>

St. James Parish
 Convent, Louisiana
 Schedule of Program Expenditures - Budget vs. Actual
 Contracts and Grants Provided Through the Louisiana Governor's Office of Elderly Affairs (GOEA)
 For the Year Ended December 31, 2019

	Budget	Actual	Variance Favorable (Unfavorable)
Title III D - Preventive Health			
Wellness	\$ 3,400	\$ 1,902	\$ 1,498
Total	<u>\$ 3,400</u>	<u>\$ 1,902</u>	<u>\$ 1,498</u>
Title III E - Caregiver			
Information and assistance	\$ 500	\$ 500	\$ -
Support groups	500	500	-
Material aid	3,000	3,445	(445)
Program support	18,000	23,578	(5,578)
Total	<u>\$ 22,000</u>	<u>\$ 28,023</u>	<u>\$ (6,023)</u>
GOEA Supplemental Senior Center			
Congregate meals transfers	\$ 3,200	\$ 3,100	\$ 100
Total	<u>\$ 3,200</u>	<u>\$ 3,100</u>	<u>\$ 100</u>
Title V - Senior Community Service Employment Program			
Salaries and fringe benefits	\$ 69,700	\$ 67,739	\$ 1,961
Program support	500	453	47
Distributed administrative cost	24,800	28,269	(3,469)
Telephone and internet	100	68	32
Other costs	600	362	238
Total	<u>\$ 95,700</u>	<u>\$ 96,891</u>	<u>\$ (1,191)</u>
Sr Center Additional Appropriation			
Senior Center Fund transfers	\$ 10,600	\$ 6,698	\$ 3,902
Congregate meals transfers	1,100	1,115	(15)
Total	<u>\$ 11,700</u>	<u>\$ 7,813</u>	<u>\$ 3,887</u>

SPECIAL REPORTS OF CERTIFIED PUBLIC
ACCOUNTANTS AND OTHER SCHEDULES REQUIRED
BY *GOVERNMENT AUDITING STANDARDS* AND
UNIFORM GUIDANCE

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 President and Members
St. James Parish Council
Convent, Louisiana

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, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of St. James Parish, State of Louisiana, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise St. James Parish's basic financial statements, and have issued our report thereon dated July 17, 2020. Our report includes a reference to other auditors who audited the financial statements of the aggregate discretely presented component unit, St. James Parish Hospital, as described in our report on St. James Parish, State of Louisiana's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered St. James Parish, State of Louisiana's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. James Parish, State of Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of St. James Parish, State of Louisiana'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 may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether St. James Parish, State of Louisiana'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 statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed two instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2019-001, and 2019-002.

St. James Parish's Response to Findings

St. James Parish's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. St. James Parish's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.



Donaldsonville, Louisiana
July 17, 2020



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the President and Members
St. James Parish Council
Convent, Louisiana

Report on Compliance for Each Major Federal Program

We have audited St. James Parish, State of Louisiana's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of St. James Parish, State of Louisiana's major federal programs for the year ended December 31, 2019. St. James Parish, State of Louisiana's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of St. James Parish, State of Louisiana's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about St. James Parish, State of Louisiana's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of St. James Parish, State of Louisiana's compliance.

Opinion on Each Major Federal Program

In our opinion, St. James Parish, State of Louisiana, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2019.



Report on Internal Control Over Compliance

Management of St. James Parish, State of Louisiana, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered St. James Parish, State of Louisiana's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of St. James Parish, State of Louisiana's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads 'Postlethwaite & Netterville'.

Donaldsonville, Louisiana
July 17, 2020

St. James Parish
Convent, Louisiana
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2019

Federal Grantor/Pass-Through Grantor Name/Program Title	Federal CFDA Number	Agency or Pass-Through Entity Identifying Number	Federal Expenditures
TRANSIT SERVICES PROGRAM CLUSTER			
UNITED STATES DEPARTMENT OF TRANSPORTATION			
Passes through Louisiana Department of Transportation and Development - Federal Transit Administration			
Job Access and Reverse Commute Operating Assistance Program	20.516	JA37-47-19	\$ 125,939
Job Access and Reverse Commute Operating Assistance Program	20.516	JA37-47-20	110,303
Total Transit Services Program Cluster			<u>236,242</u>
FEDERAL TRANSIT CLUSTER			
UNITED STATES DEPARTMENT OF TRANSPORTATION			
Passed through Louisiana Department of Transportation and Development - Federal Transit Administration			
Bus and Bus Facilities Formula and Discretionary Programs	20.526	BF39-99-19	106,082
Total Federal Transit Cluster			<u>106,082</u>
AGING CLUSTER			
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES			
Passed through Louisiana Governor's Office of Elderly Affairs - Special Programs for the Aging			
Title III - Part B Grant for Supportive Services and Senior Centers	93.044	4400014266	10,908
Title III - Part B Grant for Supportive Services and Senior Centers	93.044	4400016659	8,756
Title III - Part C for Nutrition Services (Area Agency Administration)	93.045	4400014266	4,428
Title III - Part C for Nutrition Services (Area Agency Administration)	93.045	4400016659	4,675
Title III-C-1	93.045	4400014266	11,880
Title III-C-1	93.045	4400016659	9,640
Title III-C-2	93.045	4400014266	8,016
Title III-C-2	93.045	4400016659	6,636
Nutrition Services Incentive Program	93.053	4400014003	43,163
Nutrition Services Incentive Program	93.053	4400016699	30,340
Total Aging Cluster			<u>138,442</u>
OTHER PROGRAMS			
UNITED STATES DEPARTMENT OF AGRICULTURE			
Direct Program - Rural Development - Rural Housing Preservation			
Total United States Department of Agriculture	10.433	RD-1944-N	<u>16,807</u>
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE			
Subrecipient of Youth Build USA			
AmeriCorps Grant	94.006	16NDHMA0010015	6,957
Direct Program			
2019 Martin Luther King Jr. Day of Service	94.014	19MKHLA001	2,125
Total Corporation for National and Community Service			<u>9,082</u>
UNITED STATES DEPARTMENT OF COMMERCE			
Passed through Louisiana Department of Natural Resources			
Coastal Zone Management	11.419	2000358005	11,467
Coastal Zone Management	11.419	2000426716	11,467
Total United States Department of Commerce			<u>22,934</u>

St. James Parish
Convent, Louisiana
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2019

Federal Grantor/Pass-Through Grantor Name/Program Title	Federal CFDA Number	Agency or Pass-Through Entity Identifying Number	Federal Expenditures
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY			
Subrecipient of the University of New Orleans Research and Technology Foundation - Lake Pontchartrain Basin Restoration Program -Grand Point Sewer Lines - Plans & Specs	66.125	BR-00F92401 , No. 58557B	68,790
Total United States Environmental Protection Agency			<u>68,790</u>
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES			
Passed through Louisiana Governor's Office of Elderly Affairs - Special Programs for the Aging			
Title III-D	93.043	4400014266	1,974
Title III-E	93.052	4400014266	4,355
Title III-E	93.052	4400016659	3,904
Subrecipient of Louisiana Housing Corporation			
Low Income Home Energy Assistance Program	93.568	None	26,914
Low Income Home Energy Assistance Program	93.568	None	106,926
Low Income Home Energy Assistance Program -Client Education, FY19	93.568	None	3,789
Passes through Louisiana Department of Health and Hospitals - OPH Center for Community Preparedness			
Cities Readiness Initiative Program	93.074	2000372438	15,560
Passed through Louisiana Department of Labor			
Community Services Block Grant, FY18	93.569	2000376292	54,748
Community Services Block Grant, FY19	93.569	2000376292	9,683
Total United States Department of Health and Human Services			<u>227,853</u>
UNITED STATES DEPARTMENT OF HOMELAND SECURITY			
Passed through United Way of America			
Emergency Food and Shelter National Board Program - Phase 35	97.024	35-3684-00	4,954
Emergency Food and Shelter National Board Program - Phase 36	97.024	36-3684-00	3,217
Passed through Louisiana Governor's Office of Homeland Security and Emergency Preparedness			
Hurricane Isaac 2012	97.036	FEMA-4080-P-LA	16,080
Passed through Louisiana Governor's Office of Homeland Security and Emergency Preparedness			
Subrecipient of South Central Planning & Development Commission Homeland Security Grant Program FY 2018	97.067	EMW-2018-00016-S01	21,053
Passed through Louisiana Governor's Office of Homeland Security and Emergency Preparedness			
Hazard Mitigation Grant Program - Hazard Mitigation 2019	97.039	FEMA-1786-DR-LA	78,329
Passed through Louisiana Governor's Office of Homeland Security and Emergency Preparedness			
Emergency Management Performance Grant FY 2018	97.042	EMT-2018-EP-00003-S01	26,664
Total United States Department of Homeland Security			<u>150,297</u>

St. James Parish
Convent, Louisiana
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2019

Federal Grantor/Pass-Through Grantor Name/Program Title	Federal CFDA Number	Agency or Pass-Through Entity Identifying Number	Federal Expenditures
UNITED STATES DEPARTMENT OF LABOR			
Direct Program - Employment and Training Administration YouthBuild Grant	17.274	YB-31094-17-60-A-22	317,331
Passed through Louisiana Governor's Office of Elderly Affairs - Special Programs for the Aging			
Senior Community Service Employment Program Title V	17.235	4400014996	44,467
Senior Community Service Employment Program Title V	17.235	4400017245	37,895
Total United States Department of Labor			<u>399,693</u>
UNITED STATES DEPARTMENT OF TRANSPORTATION			
Passed through Louisiana Department of Transportation and Development - Federal Transit Administration Nonurbanized Formula Grants, Section 5311			
FTA Grant LA-2017-013-00	20.509	RU-18-47-19	127,025
FTA Grant LA-18-X031/LA-2019-011	20.509	RU-18-47-20	127,645
Rural Transit Assistance Program-CTAA Scholarship 2019	20.509	None	2,432
Rural Transit Assistance Program-PASS Scholarship 2019	20.509	None	418
Total United States Department of Transportation			<u>257,520</u>
VARIOUS AGENCIES			
Direct Program - Delta Regional Authority State Economic Development Assistance Program - WB Chlorination Room	90.200	LA-50773	73,212
Total Various Agencies			<u>73,212</u>
TOTAL OTHER PROGRAMS			<u>1,226,188</u>
TOTAL FEDERAL ASSISTANCE EXPENDED			<u>\$ 1,706,954</u>

St. James Parish
 Convent, Louisiana
 Schedule of Expenditures of Federal Awards
 For the Year Ended December 31, 2019

NOTES TO THE SCHEDULE

(1) Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of St. James Parish under programs of the federal government for the year ended December 31, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operation of St. James Parish, it is not intended to and does not present the financial position, changes in net assets, or cash flows of St. James Parish.

(2) Indirect Cost Rate

St. James Parish has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

(3) Reconciliation of Federal Expenditures

Federal assistance expended as reported on Schedule of Expenditures of Federal Awards	\$ 1,706,954
Add: current year revenues received and not utilized in current year	587,073
Add: revenue received in current year for prior year federal expenditures	12,888
Less: revenues accrued in previous years for expenditures not reimbursed by grantor	(180,359)
Less: revenues received in the prior year but expenditures incurred in the current year	<u>(143)</u>
Federal grant revenues	<u>\$ 2,126,413</u>
Federal grant revenues as reported on:	
Statement E - All Governmental Fund Types - Statement of Revenues, Expenditures, and Changes in Fund Balance	\$ 2,053,202
Statement H - Proprietary Funds - Statement of Revenues, Expenses, and Changes in Net Position	<u>73,211</u>
	<u>\$ 2,126,413</u>

ST. JAMES PARISH
 CONVENT, LOUISIANA
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 For the Year Ended December 31, 2019

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified _____ Yes X No
- Significant deficiency(ies) identified _____ Yes X None reported

Noncompliance material to financial statements noted _____ Yes X No

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified _____ Yes X No
- Significant deficiency(ies) identified _____ Yes X None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a) _____ Yes X No

Identification of major federal programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
20.509	Formula Grants for Rural Areas
20.526	Federal Transit Cluster Bus and Bus Facilities Formula & Discretionary Programs

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee X Yes _____ No

ST. JAMES PARISH
CONVENT, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2019

SECTION II – FINANCIAL STATEMENT FINDINGS

COMPLIANCE WITH LAWS AND REGULATIONS

2019-001 COMPLIANCE – STATE LAW – VACHERIE VOLUNTEER FIRE DEPARTMENT NO. 1

Criteria: **Louisiana Revised Statute La. R.S. 42:1461 (A)** states that, “Officials, whether elected or appointed and whether compensated or not, and employees of any “public entity,” which, for purposes of this Section shall mean and include any department, division, office, board, agency, commission, or other organizational unit of any of the three branches of state government or of any parish, municipality, school board or district, court of limited jurisdiction, or other political subdivision or district, or the office of any sheriff, district attorney, coroner, or clerk of court, by the act of accepting such office or employment assume a personal obligation not to misappropriate, misapply, convert, misuse, or otherwise wrongfully take any funds, property, or other thing of value belonging to or under the custody or control of the public entity in which they hold office or are employed.”. Additional state constitutions and laws that may have been violated can be found in the LLA’s Investigative Audit of the Vacherie Volunteer Fire Department No.1 issued August 7, 2019.

Condition: The Vacherie Volunteer Fire Department No.1 is a Louisiana nonprofit corporation and is governed by a Board of Directors. The Parish collects ad valorem taxes dedicated to public safety and pays certain operating costs of fire departments in the parish. The Parish does not administer the private funds of the fire departments generated by fund raisers and private donations. LLA’s Investigative Audit of the Vacherie Volunteer Fire Department No. 1 issued August 7, 2019, noted there were unauthorized charges by a volunteer fireman for personal use. From February 22, 2017 to January 23, 2019 it appears that \$56,500 in Department funds were used for personal use. The volunteer fireman has been terminated.

Cause: The Fire Department failed to establish an effective internal control over private funds collected in various fund raisers and private donations to ensure compliance with state law. The lack of controls was conducive to the Fire Department’s ability to use funding for unauthorized purposes.

Effect: The Vacherie Volunteer Fire Department is in violation of Louisiana Constitution Article VII, Section 14(A) and additional Louisiana Revised Statutes referenced in the LLA’s Investigative Audit of the Vacherie Volunteer Fire Department No. 1 issued August 7, 2019.

Recommendation: See the LLA Investigative Audit for the LLA’s recommendations.

We further recommend that the Parish consider best practices to further delineate restricted ad valorem taxes, subject to internal controls of the Parish, used for operating expenses of the fire department from private funds of the fire departments from fund raisers and private donations that are not subject to the Parish’s internal controls.

View of Responsible Official: The Parish will continue to utilize internal controls over restricted ad valorem taxes dedicated to public safety. The violations referred to in the LLA’s Investigative Audit pertain to private funds collected from fund raisers and donations by the Fire Department, and the Parish has no control over or access to these funds. The Parish has emphasized the need for the Department to implement the recommendations noted in the LLA Investigative Audit. The Fire Department terminated the employee related to this investigation. No reparations have been paid that we are aware of, but the State of Louisiana is pursuing charges against the individual.

ST. JAMES PARISH
CONVENT, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2019

COMPLIANCE WITH LAWS AND REGULATIONS (Continued)

2019-002 COMPLIANCE – STATE LAW – TRANSIT DEPARTMENT

Criteria: Compliance with **Louisiana Revised Statute La. R.S. 42:1461(A)** provides that, “Officials, whether elected or appointed and whether compensated or not, and employees of any “public entity”, which, for purposes of this Section shall mean and include any department, division, office, board, agency, commission, or other organizational unit of any of the three branches of state government or of any parish, municipality, school board or district, court of limited jurisdiction, or other political subdivision or district, or the office of any sheriff, district attorney, coroner, or clerk of court, by the act of accepting such office or employment assume a personal obligation not to misappropriate, misapply, convert, misuse, or otherwise wrongfully take any funds, property, or other thing of value belonging to or under the custody or control of the public entity in which they hold office or are employed.” Additional state laws that may have been violated can be found in the LLA’s Investigative Audit of the St. James Parish Government Transportation Department issued August 14, 2019.

Condition: LLA’s Investigative Audit of the St. James Parish Government Transportation Department issued August 14, 2019, noted there were multiple purchases made for auto parts by an employee that were not related to the transit fleet. It appears that \$11,053 in automobile and boat (vehicle) parts were purchased that did not fit Parish-owned vehicles. These purchases were made from March 2016 to February 2019. The employee was terminated and repaid \$2,181.42, which was withheld from his last paycheck.

Cause: The Parish failed to establish an effective internal control to ensure compliance with state law. The lack of controls over this compliance requirement caused the Parish to use funding for its unintended use.

Effect: The Parish is in violation of the above referenced statutes and the unauthorized use of public funds occurred.

Recommendation: We recommend that Parish management continue to develop and implement policies and procedures to ensure parts and supplies are purchased and used according to program regulations and state law, including, but not limited to, ensuring:

- (1) inventory received is matched to the requisition/purchase order;
- (2) inventory usage is tracked to determine who used what and when;
- (3) periodic spot checks of inventory are conducted in between annual physical inventory counts; and
- (4) purchase requisitions, purchase orders, and invoices are reviewed and scrutinized more closely prior to approval.

See prior year finding 2018-002 for current status.

View of Responsible Official: The Transportation Department now performs a periodic parts inventory and compares parts to a current vehicle listing. Also, requisitions for parts require approval from the supervisor before a purchase order is issued. The Parish terminated the employee related to this investigation and the employee forfeited their last paycheck in order to reimburse the misused funds. The State of Louisiana is pursuing charges against the individual.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None noted.

ST. JAMES PARISH
CONVENT, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
For the Year Ended December 31, 2019

I. FINDINGS - FINANCIAL STATEMENT AUDIT

None.

II. FINDINGS – COMPLIANCE WITH LAWS AND REGULATIONS

III. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

2018-001 INTERNAL CONTROL – ALLOWABLE/ALLOCABLE COSTS

See compliance finding 2018-002.

2018-002 COMPLIANCE – ALLOWABLE/ALLOCABLE COSTS

Condition: During our Single Audit testing, there were multiple purchases made for auto parts that were not related to the transit fleet.

Current status: Resolved.



St. James Parish Government

P. O. Box 106
Convent, Louisiana 70723-0106
(225) 562-2260
FAX (225) 562-2279
TDD: (225) 562-8500

Peter A. Dufresne
Parish President

July 17, 2020

Postlethwaite and Netterville
PO Box 1190
Donaldsonville, LA 70390

The purpose of the letter is to respond to the findings that have been identified in the St. James Parish Government financial statements for the year ended December 31, 2019.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

2019-001 COMPLIANCE – STATE LAW- VACHERIE FIRE DEPARTMENT NO. 1

This is not a finding against St. James Parish. The recommendations presented by the LLA are being utilized in developing proper internal controls. The Fire Department terminated the employee related to this investigation. The State of Louisiana is pursuing charges against the individual.

2019-002 COMPLIANCE – STATE LAW – TRANSIT DEPARTMENT

The recommendations presented by the LLA are being utilized in developing proper internal controls. The Parish terminated the employee related to this investigation and the employee forfeited their last paycheck in order to reimburse the misused funds. The State of Louisiana is pursuing charges against the individual.

Sincerely,

Felix Boughton
Director of Finance

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Richard Webre
Director of
Operations

Felix K. Boughton
Director of
Finance

Ingrid Bergeron-LeBlanc
Director of
Human Resources

Eric S. Deroche
Director of
Emergency Preparedness

Schedule 19

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Mr. Pete Dufresne
Parish President
St. James Parish
P.O. Box 106
Convent, Louisiana 70723-0106

We have audited the financial statements of the St. James Parish (the Parish) for the year ended December 31, 2019, and have issued our report thereon dated July 17, 2020. As part of our audit, we made a study and evaluation of internal accounting control to the extent we considered necessary to evaluate the system as required by auditing standards generally accepted in the United States of America. Under these standards, the purposes of such evaluation are to establish a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Parish's internal control.

The objective of internal control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of the financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

No matter how good a system, there are inherent limitations that should be recognized in considering the potential effectiveness of internal accounting. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management either with respect to the execution and recording of transactions or with respect to the estimates and judgments required in the preparation of financial statements. Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the degree of compliance with the procedures may deteriorate. We say this simply to suggest that any system needs to be constantly reviewed and improved where necessary.

This letter does not affect our reports dated July 17, 2020, on the financial statements or the Parish's internal control over financial reporting.



Current Year Management Letter Comments

None.

Status of Prior Year Management Letter Comments

ML 2018-001 Reconciliation of Accounts Receivable

Condition:

There were multiple receivables for the Parish recorded in the prior year that remained uncollected and on the books at the current year-end. The Parish failed to monitor these receivables during the year in order to ensure payment was received and/or written off for uncollectability.

Recommendation:

The Parish should monitor accounts receivable balances throughout the year to determine collectability of accounts and any additional steps necessary to ensure payment is received.

Current Status:

The finding was resolved in the current year.

This information is intended solely for the use of St. James Parish and should not be used for any other purpose. However, under Louisiana Revised Statute 24:313, this report is distributed by the Legislative Auditor as a public document.

Postlethwaite & Netterville

Donaldsonville, Louisiana

July 17, 2020

ST. JAMES PARISH GOVERNMENT

REPORT ON STATEWIDE

AGREED-UPON PROCEDURES on COMPLIANCE and CONTROL

AREAS

FOR THE YEAR ENDED DECEMBER 31, 2019

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**Independent Accountant’s Report
On Applying Agreed-Upon Procedures
For the Year Ended 2019**

To the Parish President and the Council of St. James Parish and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by St. James Parish (Entity) and the Louisiana Legislative Auditor (LLA) (specified users) on the control and compliance (C/C) areas identified in the LLA’s Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2019 through December 31, 2019. The Entity’s management is responsible for those C/C areas identified in the SAUPs.

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

The procedures performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read “*no exception noted*”. If not, then a description of the exception ensues. Additionally, certain procedures listed below may not have been performed in accordance with guidance provided by the Louisiana Legislative Auditor, the specified user of the report. For those procedures, “*procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity*” is indicated.



Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

- a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- c) **Disbursements**, including processing, reviewing, and approving

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- d) **Receipts**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

The Entity does not have written policies for Disaster Recovery/ Business Continuity to address the attributes (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.



Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

Bank Reconciliations

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

Collections

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

A listing of deposit sites was provided and included a total of 8 deposit sites. No exceptions were noted as a result of performing this procedure.

From the listing provided, we randomly selected 5 deposit sites and performed the procedures below.

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

A listing of collection locations for each deposit site selected in procedure #4 was provided and included a total of 20 collection locations. No exceptions were noted as a result of performing this procedure.

From each of the listings provided, we randomly selected one collection location for each deposit site. Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.

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

No exception noted.



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

No exception noted.

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

No exception noted.

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

No exception noted.

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

The Entity stated that all employees who have access to cash are bonded and/or covered under the Entity's insurance policy.

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

We randomly selected two deposit dates for each of the 5 bank accounts selected in procedure #3. We obtained supporting documentation for each of the 10 deposits and performed the procedures below.

- a) Observe that receipts are sequentially pre-numbered.

Pre-numbered receipts are not utilized for all deposits. During testing it was noted that a pre-numbered receipt will not be provided for permit applications, Parks and Recreation rental deposits, and transactions that are not made directly between a Parish staff member and customer (i.e. ACH payments). P&N noted 9 collections did not have pre-numbered receipts.

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

No exceptions noted.



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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

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

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.



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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- 13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies 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).

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

Contracts

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

No exceptions were noted as a result of performing this procedure.

From the listing provided, we randomly selected 5 contracts and performed the procedures below.

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

Of the 5 contracts selected for our procedures, 2 were subject to Louisiana Public Bid Law no exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

Payroll and Personnel

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.



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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

Ethics

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

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

Debt Service

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.



Other

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

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

Procedure was not performed due to no exceptions occurring for this procedure in the prior year or the existence of mitigating internal controls as asserted by the entity.

Corrective Action

25. Obtain management's response and corrective action plan for any exceptions noted in the above agreed-upon procedures.

See attached Corrective Action Plan.

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

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

Sincerely,

A handwritten signature in cursive script that reads 'Postlethwaite & Netterville'.

Donaldsonville, LA
July 17, 2020



St. James Parish Government

P. O. Box 106
Convent, Louisiana 70723-0106
(225) 562-2260
FAX (225) 562-2279
TDD: (225) 562-8500

Peter A. Dufresne
Parish President

July 17, 2020

Postlethwaite and Netterville
PO Box 1190
Donaldsonville, LA 70390

The purpose of this letter is to respond to the findings that have been identified in the State Wide Agreed Upon Procedures Report

ITEM K – Adequate backups and safeguards are in place, but it is not documented. The Finance department and the Information Technology department will jointly prepare a written procedure.

ITEM 7(a) – Permits are prenumbered. The permits have sequential numbers and a prenumbered receipt is provided to the customer. Facility rentals from Parks and Recreation did not utilize prenumbered receipts. Parks and Recreation will start using prenumbered receipts. Customers using ACH for bill payment has their invoice as a receipt. Each invoice has a unique invoice number on it.

Sincerely,



Felix Boughton
Director of Finance

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Richard Webre
Director of
Operations

Felix K. Boughton
Director of
Finance

Ingrid Bergeron-LeBlanc
Director of
Human Resources

Eric S. Deroche
Director of
Emergency Preparedness

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