

*Concordia Parish
Communications District*

*Reviewed Financial Statements
December 31, 2017*

**CONCORDIA PARISH COMMUNICATIONS DISTRICT
(A COMPONENT UNIT OF CONCORDIA PARISH POLICE JURY)**

**REVIEWED FINANCIAL STATEMENTS,
MANAGEMENT'S DISCUSSION AND ANALYSIS, OTHER
REQUIRED SUPPLEMENTAL INFORMATION,
AND AGREED UPON PROCEDURES REPORT**

DECEMBER 31, 2017

CONCORDIA PARISH COMMUNICATIONS DISTRICT

REVIEWED FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2017

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Commissioners
Concordia Parish Communications District

We have reviewed the accompanying financial statements of the governmental activities of the Concordia Parish Communications District, as of and for the year ended December 31, 2017, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Concordia Parish Communications District. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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.

Accountant's Responsibility

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

Accountant's Conclusion

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the management's discussion and analysis and budgetary comparison information on pages 4 through 8 and 17 be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The supplementary information was not audited, reviewed, or compiled by us and we do not express an opinion or provide any assurance on it.

The Gillon Group, PLLC

May 10, 2018
Natchez, Mississippi

CONCORDIA PARISH COMMUNICATIONS DISTRICT MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A) YEAR ENDED DECEMBER 31, 2017

As management of the Concordia Parish Communications District, Vidalia, Louisiana, (the District) we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the years ended December 31, 2017. We encourage readers to consider the information presented here in conjunction with additional information found within the body of the financial statements.

FINANCIAL HIGHLIGHTS

The financial statements included in this report provide insight into the financial status for the year. Based upon the operations of 2017, the District's net assets increased in 2017, which resulted in ending net assets of \$572,523 as of December 31, 2017. This is an increase from the prior year of \$68,423.

1. The beginning cash balance at January 1, 2017 for the District was \$459,576. The ending cash balance was \$540,566 as of December 31, 2017.
2. The governmental activities had \$237,266 in revenue in 2017, which primarily consisted of tariffs from wireline and wireless telephone users. There was \$168,363 in operating governmental expenses in 2017. This is compared to \$204,304 and \$153,748, respectively, in the prior year.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Concordia Parish Communications District's basic financial statements. The District's basic financial statements comprise two components: 1) combined government-wide and fund financial statements and 2) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

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

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

The statement of activities presents information showing how the District's net position changed during the most recent fiscal year.

Fund Financial Statement Column. A fund is an accountability unit to maintain control over resources segregated for specific activities or objectives. The District uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the District's most significant funds rather than the District as a whole.

Governmental funds are reported in the fund financial statements and encompass the same function reported as governmental activities in the government-wide financial statements. However, the focus is

very different with fund statements providing a distinctive view of the District's governmental funds, including object classifications. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental fund balance sheet and the governmental fund operating statement provide a reconciliation to assist in understanding the difference between these two perspectives. The basic governmental fund financial statements are presented on pages 9 – 10 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 11 – 16 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net assets may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$610,280 as of December 31, 2017.

Net Position for the period ending December 31, 2017

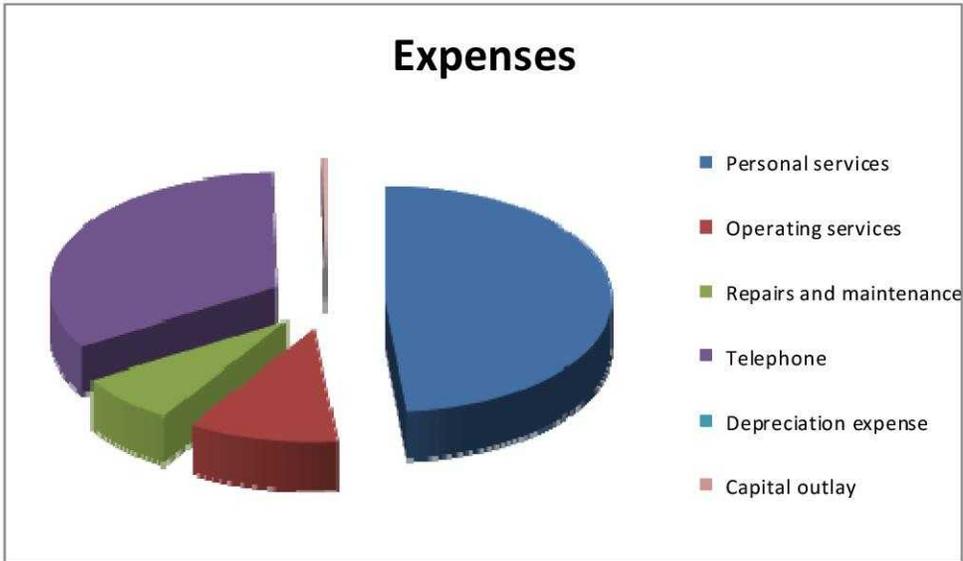
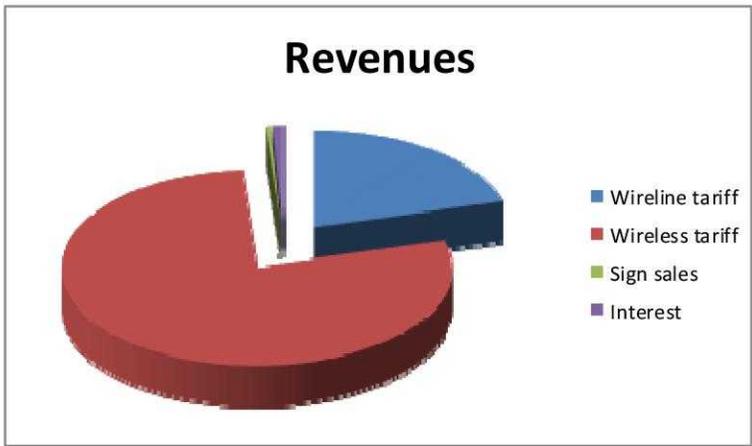
A comparative statement of net position for the current year and the prior year is presented below:

	December 31, 2017	December 31 2016
	<u>Total</u>	<u>Total</u>
Current Assets	\$ 572,523	\$ 485,455
Noncurrent Assets	<u>37,757</u>	<u>54,945</u>
Total Assets	<u>610,280</u>	<u>540,400</u>
Current Liabilities	<u>18,545</u>	<u>-</u>
Total Liabilities	<u>18,545</u>	<u>-</u>
Net Position		
Investment in capital assets, net of related debt	37,757	54,945
Unrestricted	<u>553,978</u>	<u>485,455</u>
Total Net Position	<u>\$ 591,735</u>	<u>\$ 540,400</u>

The following is a summary of the statement of activities:

	Year ended December 31,	
	2017	2016
	<u>Total</u>	<u>Total</u>
Revenues		
Wireless tariffs	\$ 185,142	\$ 147,153
Wireline tariffs	49,202	54,538
Other income	<u>2,922</u>	<u>2,613</u>
Total revenues and transfers	<u>237,266</u>	<u>204,304</u>
Expenses		
General Government	<u>168,843</u>	<u>165,498</u>
Increase in net position	51,235	38,806
Net position, January 1	<u>540,500</u>	<u>501,694</u>
Net position, December 31	<u><u>\$ 591,735</u></u>	<u><u>\$ 540,500</u></u>

The following are a graphical representation of information presented in the Statement of Activities for Governmental Activities.



The notes to the financial statements have additional information presented that is essential to a full understanding of the data provided in the government-wide financial statements.

Comments on General Fund Comparisons

The District’s budget was amended once during last year. The final budgeted expenditures were \$162,230 and revenues were budgeted at \$235,935.

Actual expenditures were less than the budgeted amounts by \$12,032. Revenues were less than budgeted amounts by \$4,747

CAPITAL ASSETS

As of December 31, 2017, the District had \$37,757 in net investment in capital assets in the general fund. The additions during the year ended December 31, 2017 for fixed assets were \$480.

MANAGEMENT COMMENTS

Concordia Parish Communications District is in the process of getting bids from contractors to go forward with the implementation of Phase II services for the Parish. This will allow the District and emergency personnel to more accurately determine the location of a wireless caller requesting services. The District plans to add this service while keeping sufficient funds set aside for emergency purposes.

REQUEST FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. Any questions about this report or request for additional information may be directed to Vernon Stevens at (318) 336-5231.

BASIC FINANCIAL STATEMENTS

CONCORDIA PARISH COMMUNICATIONS DISTRICT

STATEMENT OF NET POSITION AND
GOVERNMENTAL FUND BALANCE SHEET

DECEMBER 31, 2017

	<u>GENERAL FUND</u>	<u>ADJUSTMENTS</u>	<u>STATEMENT OF NET POSITION</u>
ASSETS			
Cash	\$ 540,566	\$ -	\$ 540,566
Receivable	31,608	-	31,608
Interest receivable	<u>349</u>	<u>-</u>	<u>349</u>
TOTAL CURRENT ASSETS	572,523	-	572,523
PROPERTY, PLANT AND EQUIPMENT:			
Property, plant and equipment - net	<u>-</u>	<u>37,757</u>	<u>37,757</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	-	37,757	37,757
 TOTAL ASSETS	 <u>\$ 572,523</u>	 37,757	 610,280
LIABILITIES AND FUND BALANCE			
CURRENT LIABILITIES:			
Accounts payable	<u>18,545</u>	<u>-</u>	<u>18,545</u>
TOTAL CURRENT LIABILITIES	<u>18,545</u>	<u>-</u>	<u>18,545</u>
TOTAL CURRENT LIABILITIES	<u>18,545</u>	<u>-</u>	<u>18,545</u>
FUND BALANCE/NET POSITION			
Fund balance:			
Unassigned	<u>553,978</u>		
TOTAL FUND BALANCE	<u>553,978</u>		
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 572,523</u>		
Net Position:			
Net investment in capital assets		37,757	37,757
Unrestricted		<u>-</u>	<u>553,978</u>
TOTAL NET POSITION		<u>\$ 37,757</u>	<u>\$ 591,735</u>

See accompanying Notes and Independent Accountant's Review Report.

CONCORDIA PARISH COMMUNICATIONS DISTRICT

STATEMENT OF ACTIVITIES AND
GOVERNMENTAL FUND REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
YEAR ENDED DECEMBER 31, 2017

	<u>GENERAL FUND</u>	<u>ADJUSTMENTS</u>	<u>STATEMENT OF ACTIVITIES</u>
EXPENDITURES/EXPENSES:			
Communication Services			
Personal services	\$ 81,695	\$ -	\$ 81,695
Operating services	17,855	-	17,855
Repairs and maintenance	12,179	-	12,179
Telephone	56,634	-	56,634
Depreciation expense	-	<u>17,668</u>	<u>17,668</u>
Capital outlay	<u>480</u>	<u>(480)</u>	<u>-</u>
TOTAL EXPENDITURES/EXPENSES	168,843	17,188	186,031
GENERAL REVENUES:			
Wireline tariff	49,202	-	49,202
Wireless tariff	185,142	-	185,142
Sign sales	939	-	939
Interest	<u>1,983</u>	<u>-</u>	<u>1,983</u>
TOTAL GENERAL REVENUES	<u>237,266</u>	<u>-</u>	<u>237,266</u>
CHANGE IN NET POSITION	68,423	(17,188)	51,235
FUND BALANCE/NET POSITION:			
Beginning of the year	<u>485,555</u>	<u>54,945</u>	<u>540,500</u>
FUND BALANCE/NET POSITION:			
End of year	<u>\$ 553,978</u>	<u>\$ 37,757</u>	<u>\$ 591,735</u>

See accompanying Notes and Independent Accountant's Review Report.

CONCORDIA PARISH COMMUNICATIONS DISTRICT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2017

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Introduction

Concordia Parish Communications District (the District) was created by an ordinance of the Concordia Parish Police Jury on August 12, 1991, in accordance with Louisiana Revised Statute 31:9101. The District is governed by a board of seven commissioners who are qualified voters and residents of the District. The commissioners are jointly referred to as the Board of Commissioners and appointed by the Concordia Parish Police Jury. The commissioners serve terms of four years, which expire on a rotating basis. The District was created for the purpose of owning and operating facilities to establish and operate a uniform emergency number to simplify the notification of public service personnel in the case of an emergency. The commissioners do not receive any compensation. The District employs one full-time employee and part-time employees as needed through the Concordia Parish Sheriff's Department.

Basis of Presentation

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units.

Fund Accounting

The District uses a fund and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliances and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

The General Fund of the District is classified as a governmental fund. The General Fund accounts for the District's general activities including the collection and disbursement of specific or legally restricted monies and the acquisition or construction of general fixed assets.

CONCORDIA PARISH COMMUNICATIONS DISTRICT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2017

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Financial Report Entity

As the governing authority of the parish, for reporting purposes, the Concordia Parish Police Jury is the financial reporting entity for Concordia Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which 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 Statement No. 14 established criteria for determining which component units should be considered part of the Concordia Parish Police Jury 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. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if the data of the organization is not included because of nature and significance of the relationship.

Because the police jury appoints a voting majority of the District's board and said board is fiscally dependent on the police jury, the District was determined to be a component unit of the Concordia Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District and do not present information of the police jury, the government services provided by that governmental unit, or the other governmental units that comprise the governmental reporting entity.

CONCORDIA PARISH COMMUNICATIONS DISTRICT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2017

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Governmental fund financial statements are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Revenues – A tariff based on telephone service is levied based on the monthly base rate. It is due monthly and remitted to the District the next month. It is recorded in the month due.

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

Fund Balance/Net Position

In governmental fund financial statements, fund balance is reported in classifications that comprise a hierarchy based primarily on the extent to which the District is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five (5) components: nonspendable, restricted, committed, assigned and unassigned. All of the District's fund balance is unassigned.

The District's net position is divided into the following categories: Net investment in capital assets; restricted; and unrestricted. Net investments in capital assets, consist of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets. Restricted net assets are those that have constraints placed on them either externally, such as by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. Unrestricted net assets are those net assets that do not meet the above definitions and are considered available for general operations.

CONCORDIA PARISH COMMUNICATIONS DISTRICT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2017

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Budgets

The District's budget is prepared on a cash basis of accounting. Unexpended appropriations lapse at year end, and the district does not employ encumbrance accounting.

Cash and Cash Equivalents

Cash includes amounts in demand deposits and certificates of deposit. Under state law, the District may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Fixed Assets

For fund accounting, fixed assets are recorded as expenditures at the time purchased or constructed. In accordance with governmental accounting standards, for the government-wide statements related assets are capitalized and depreciated over their useful lives. Office furniture and equipment are depreciated over 5 years; band radios and antennae over 10. Fixed assets are valued at historical cost or estimated historical cost, using the current cost for like items, if historical cost is not available.

NOTE 2 – CASH

At December 31, 2017, the District had cash totaling \$540,566. These deposits are stated at cost, which approximated market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. At December 31, 2017, the District's cash was deposited in three banks in the Parish. These deposits are secured from risk by federal deposit insurance.

NOTE 3 – RECEIVABLES

At December 31, 2017, the receivables are as follows:

Tariffs receivable	\$ 31,608
Accrued interest	349
Less allowance for doubtful accounts	<u>-</u>
Total receivables	<u>\$ 31,957</u>

CONCORDIA PARISH COMMUNICATIONS DISTRICT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2017

NOTE 4 – CHANGES IN CAPITAL ASSETS

A summary of changes in general fixed assets for the year ended December 31, 2017, follows:

	<u>Balance</u> <u>1/1/17</u>	<u>Additions</u>	<u>Retirements</u>	<u>Balance</u> <u>12/31/17</u>
Capital assets, being depreciated:				
Furniture and equipment	\$ 283,788	\$ 480	\$ -	\$ 284,268
Less accumulated depreciation for:				
Furniture and equipment	<u>(228,843)</u>	<u>(17,688)</u>	<u>-</u>	<u>(246,531)</u>
Governmental activities net investment in capital assets	<u>\$ 54,945</u>	<u>\$ (17,188)</u>	<u>\$ -</u>	<u>\$ 37,757</u>

NOTE 5 - COMMITMENT

On October 18, 2017, the District entered into an agreement with AT&T for the lease of a VESTA 911 System at a cost of \$135,467. The lease includes hardware, installation and five years maintenance. The estimated commencement date for payments to begin is January 1, 2018.

NOTE 6—RECONCILIATION OF REVENUES AND EXPENDITURES WITH RECEIPTS AND DISBURSEMENTS

The budget comparison presented in the accompanying required supplemental information includes the original adopted and final revised budgets. The following is a reconciliation of the excess of revenues over expenses on the statement on page 9 to the supplemental information on page 16:

Excess of revenues over expenses	\$ 80,890
Adjustments for:	
Current year change in accruals	<u>(12,467)</u>
Excess of receipts over disbursements	<u>\$ 68,423</u>

NOTE 7 – LEVIED TARIFFS

The District is authorized to and has levied a 5 percent tariff on the basic rate for local telephone service for the operation of the District and the purchase of necessary equipment. In June 2016, the Louisiana Legislature passed House Bill 805, which revises RS 33:9106, et seq., to raise the wireless 9-1-1 service charge to a rate not to exceed \$1.25 per month per CMRS connection. On July 14, 2016, the board approved a resolution to raise the wireless 9-1-1 service charge by a rate not to exceed \$1.25 per month per CMRS connection.

CONCORDIA PARISH COMMUNICATIONS DISTRICT

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2017

NOTE 8 – RISK MANAGEMENT

The District is exposed to certain risks of losses as property damage, liability issues and other potential losses that may occur. The District minimizes its losses by purchase of commercial insurance. The District's exposure over the amount of insurance is considered immaterial.

NOTE 9 – RETIREMENT

The District does not participate in a retirement plan other than that provided by Social Security at December 31, 2017.

NOTE 10 – LITIGATION AND CLAIMS

The District is not involved in any litigation at December 31, 2017, or is aware of any unassured claims.

NOTE 11 – WIRELESS SERVICE

The District has completed Phase 1 required for wireless identification. The District has acquired the necessary equipment for Phase 2 and has notified wireless carriers of their obligations under Phase 2. The District has contracted with AT&T and Alltel for Phase 2 implementations. The District has purchased mapping software and equipment to continue to enhance its Phase 2 abilities and is in the process of locating and entering the parish location data into the system. The District is not required to implement Phase 2 for Concordia Parish.

REQUIRED SUPPLEMENTAL INFORMATION

CONCORDIA PARISH COMMUNICATION DISTRICT

BUDGET TO ACTUAL COMPARISON

DECEMBER 31, 2017

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Variance (Favorable) Unfavorable
GENERAL REVENUES				
Wireline tariff	\$ 55,000	\$ 53,050	49,275	\$ 3,775
Wireless tariff	144,440	180,505	179,083	1,422
Sign sales	800	880	939	(59)
Interest	<u>1,400</u>	<u>1,500</u>	<u>1,891</u>	<u>(391)</u>
TOTAL GENERAL REVENUES	201,640	235,935	231,188	\$ 4,747
EXPENDITURES/EXPENSES				
Payroll and benefits	67,500	75,675	63,150	(12,525)
AT&T (equipment, lines and service)	56,184	56,525	56,634	109
Auto expense/maintenance fees	1,500	950	-	(950)
D&O insurance	7,450	7,480	7,414	(66)
Community support	4,400	3,900	2,670	(1,230)
Operating expenses	12,500	12,500	6,816	(5,684)
Maintenance and repairs	2,500	3,800	12,179	8,379
Major equipment	<u>10,000</u>	<u>1,500</u>	<u>1,435</u>	<u>(65)</u>
TOTAL EXPENDITURES/EXPENSES	<u>162,034</u>	<u>162,330</u>	<u>150,298</u>	<u>(12,032)</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 39,606</u>	<u>\$ 73,605</u>	<u>\$ 80,890</u>	<u>\$ (7,285)</u>

See accompanying Independent Accountant's Review Report.

AGREED UPON PROCEDURES REPORT



**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Commissioners
Concordia Parish Communications District

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of Concordia Parish Communications District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Concordia Parish Communications District compliance with certain laws and regulations during the year ended December 31, 2017 included in the accompanying Louisiana Attestation Questionnaire. Management of Concordia Parish Communications District is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed 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.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with R.S. 38:2211-2296 (the public bid law) or R.S. 39:1551-39:1775 (the state procurement code), whichever is applicable.

No items were noted.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list. There are no employees paid directly from the Commission.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon Procedure 3 were also included on the listing obtained from management in agreed-upon Procedure 2 as immediate family members.

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

Budgeting

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

Management provided us with a copy of the original budget. There was one amendment to the budget during the year.

6. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original budget to the minutes of a meeting which indicated that the budget had been adopted by the commissioners of Concordia Parish Communications District. There was one amendment made to the budget during the year and it was properly noted in the minutes.

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

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Wireline tariff revenues were 7% below the budget. Repairs and maintenance expenses exceeded their budget by 221%.

Accounting and Reporting

8. Randomly select six disbursements made during the period under examination and:

(a) Trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

(b) Determine if payments were properly coded to the correct fund and general ledger account; and

We examined supporting documentation for each of the six selected disbursements and found that payment was paid from the correct fund and general ledger account.

(c) Determine whether payments received approval from proper authorities.

We examined supporting documentation for each of the six selected disbursements and found that payment was properly approved.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law).

Our review of the minutes supported the District's assertion that it complied with the open meeting laws.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees that may constitute bonuses, advance, or gifts.

A reading of the minutes of the district for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Prior Comments and Recommendations

We obtained the prior year review report, dated May 23, 2017, which included one finding, which has been resolved.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Concordia Parish Communications District and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

The Millon Group, PLLC

May 10, 2018
Natchez, Mississippi

**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)**

May 8, 2018

The Gillon Group, PLLC
522 Main Street
Natchez, MS 39121-1103

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2017, and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Federal, State, and Local Awards

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes [X] No []

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and local grantor officials.

Yes [X] No []

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes [X] No []

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes [X] No []

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication “Open Meeting FAQs,” available on the Legislative Auditor’s website at <http://app1.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

Yes [X] No []

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes [X] No []

Reporting

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

Prior-Year Comments

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

Yes [X] No []

General

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

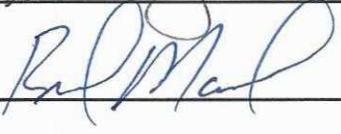
We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period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

Yes No

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

Yes No

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

<u>5/8/18</u>	Secretary	
Date		
<u>5/8/18</u>	Treasurer	
Date		
<u>5/8/18</u>	President	
Date		

**CONCORDIA PARISH COMMUNICATIONS DISTRICT
SCHEDULE OF FINDINGS AND CORRECTIVE ACTION PLAN
DECEMBER 31, 2017**

2017-1 BUDGET TO ACTUAL COMPARISON

CRITERIA: The agreed upon procedure number 7 above asked us to compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more, or if actual expenditures exceed budgeted amounts by 5% or more.

CONDITION: We compared the revenues and expenditures of the final budget to actual revenues and expenditures. We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Wireline tariff revenues were 7% below the budget. Repairs and maintenance expenses exceeded their budget by 221%.

CAUSE: The budget amendment did not take into consideration the cost of maintenance and repairs and payroll and benefits expended during the year. More should have been reallocated out of expense accounts that were under budget and into maintenance and repairs and payroll and benefits line items. Revenues are outside the control of management and the actual revenues at the time of the budget amendment were greater than actually budgeted.

RECOMMENDATION: Management should be careful when amending the budget, and consider a subsequent amendment closer to the end of the fiscal year if revenues are exceeding the amount predicted, or if expenditures are greater for some line items than others.

MANAGEMENT'S RESPONSE: Consideration will be given to the budget amendment process. As a corrective action plan, we will consider revising our budget more than once if we see revenues are exceeding the budget as originally planned, or that expenditures are varying from the amount budgeted in each line item.

CURRENT CONDITION: Item has been resolved.

**CONCORDIA PARISH COMMUNICATIONS DISTRICT
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
DECEMBER 31, 2017**

2016-1 BUDGET TO ACTUAL COMPARISON

CRITERIA: The agreed upon procedure number 7 above asked us to compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more, or if actual expenditures exceed budgeted amounts by 5% or more.

CONDITION: We compared the revenues and expenditures of the final budget to actual revenues and expenditures. We noted that tariff revenues and interest income fell below the budget by 7% and 8%, respectively. We also noted that maintenance and repairs and major equipment purchases were over the budgeted amounts by 27% and 117%, respectively.

CAUSE: The budget amendment did not take into consideration all the computer and radio equipment purchased during the year as major equipment. More should have been reallocated out of expense accounts that were under budget and into maintenance and repairs and major equipment line items. Revenues are outside the control of management and the projected revenues at the time of the budget amendment were greater than actually realized.

RECOMMENDATION: Management should be careful when amending the budget, and consider a subsequent amendment closer to the end of the fiscal year if revenues are not coming in as predicted, or if expenditures are greater for some line items than others.

MANAGEMENT'S RESPONSE: Consideration will be given to the budget amendment process. As a corrective action plan, we will consider revising our budget more than once if we see revenues are not being generated as originally planned, or that expenditures are varying from the amount budgeted in each line item.

CURRENT CONDITION: Item has been resolved.

**CONCORDIA PARISH COMMUNICATIONS DISTRICT
 SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO
 AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
 DECEMBER 31, 2017**

Agency Head Name: Vernon Stevens

Purpose	Amount
Salary	0
Benefits-insurance	0
Benefits-retirement	0
Benefits-<list any other here>	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	0
Travel	0
Registration fees	0
Conference travel	0
Continuing professional education fees	0
Housing	0
Unvouchered expenses	0
Special meals	0

This entity pays no individual directly.