

**CADDO-BOSSIER PORT COMMISSION**

**SHREVEPORT, LOUISIANA**

**DECEMBER 31, 2021 AND 2020**

**CADDO-BOSSIER PORT COMMISSION**

**SHREVEPORT, LOUISIANA**

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**CADDO-BOSSIER PORT COMMISSION**

**SHREVEPORT, LOUISIANA**

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**REQUIRED SUPPLEMENTARY INFORMATION (PART I)**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**CADDO-BOSSIER PORT COMMISSION**  
**SHREVEPORT, LOUISIANA**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

This section of the Port's annual financial report presents a discussion and analysis of the Port's financial performance for the year ended December 31, 2021. Please read it in conjunction with the Port's financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

The Port's equity decreased \$0.6 million primarily from an increase in maintenance of the Port complex. The Port generates revenue from Port operations and receives funds from the State of Louisiana, ad valorem taxes and various agencies for the development of the Port complex. Ordinary business activity resulted in a decrease in net position of \$0.8 million.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This financial report consists of three parts: management's discussion and analysis (this section), the basic financial statements, and the notes to the financial statements.

The Port's financial statements are prepared on the accrual basis in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. Under this basis of accounting, revenues are recognized in the period in which they are earned, expenses are recognized in the period in which they are incurred, and depreciation of assets is recognized in the Statements of Revenues and Expenses. All assets and liabilities associated with the operation of the Port are included in the Statements of Net Position.

The financial statements provide both long-term and short-term information about the Port's overall financial status. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

**FINANCIAL ANALYSIS**

***Equity***

The Port's total assets and deferred outflows at December 31, 2021 increased to \$253.2 million. This represents an increase of \$5.9 million or 2.4% from the prior year. Total liabilities and deferred inflows increased \$6.5 million to \$76.0 million and total net position is \$177.2 million, for a decrease of \$0.6 million or 0.3% (See Table 1).

**Table 1 – Net Position**

	<u>2021</u>	<u>2020</u>	Percentage Change
Current assets	43,480,860	39,150,502	11.1%
Restricted assets	9,007,398	13,101,340	-31.2%
Property-net	198,044,823	192,835,130	2.7%
Other non-current assets	2,082,934	1,668,605	24.8%
Deferred outflow of resources	630,129	600,874	4.9%
Total assets and deferred outflows	<u>253,246,144</u>	<u>247,356,451</u>	<u>2.4%</u>

**Table 1 (Continued)  
Net Position**

	2021	2020	Percentage Change
Current liabilities	12,734,404	11,709,122	8.8%
Non-current liabilities	62,164,994	57,264,130	8.6%
Deferred inflow of resources	1,097,248	554,350	97.9%
Total liabilities and deferred inflows	<u>75,996,646</u>	<u>69,527,602</u>	<u>9.3%</u>
Net position:			
Invested in capital assets, net of debt	131,617,477	132,394,814	-0.6%
Restricted	9,007,398	13,101,340	-31.2%
Unrestricted	36,624,623	32,332,695	13.3%
Total net position	<u>177,249,498</u>	<u>177,828,849</u>	<u>-0.3%</u>
 Total liabilities, deferred inflows and net position	 <u>253,246,144</u>	 <u>247,356,451</u>	 <u>2.4%</u>

***Changes in Net Position***

The change in total net position for 2021 was a decrease of \$0.6 million or 0.3%. The Port's total operating revenues increased \$0.8 million or 5.3%. Total operating expenses increased \$1.4 million and or 9.7%. The changes in net position for operations are detailed in Table 2 and operating expenses are detailed in Table 3.

**Table 2 – Changes in Net Position**

	2021	2020	Percentage Change
Operating revenues:			
Ad valorem taxes	7,063,083	6,754,656	4.6%
Lease rentals	5,221,643	4,486,400	16.4%
Port operations	1,693,514	1,735,559	-2.4%
Water and sewer	1,530,338	1,262,622	21.2%
Miscellaneous	190,986	669,574	-71.5%
Total operating revenues	<u>15,699,564</u>	<u>14,908,811</u>	<u>5.3%</u>
Operating expenses:			
Operating expenses	7,215,032	6,830,653	5.6%
Depreciation and amortization	8,057,644	7,087,793	13.7%
Total operating expenses	<u>15,272,676</u>	<u>13,918,446</u>	<u>9.7%</u>
Operating income	<u>426,888</u>	<u>990,365</u>	<u>-56.9%</u>
Non-operating revenues (expenses)	<u>(1,193,588)</u>	<u>(1,065,301)</u>	<u>12.0%</u>
Net income (loss)	<u>(766,700)</u>	<u>(74,936)</u>	<u>923.1%</u>

Operating revenues increased by \$0.8 million or 5.3%, with increases among various revenue streams such as ad valorem taxes, leases, and water/sewer revenue.

Operating expenses decreased by \$1.4 million or 9.7%, with largest change from increase in depreciation of capital asset projects.

**Table 3  
Operating Expenses**

	2021	2020	Percentage Change
General and administrative expenses:			
Salaries and employee benefits	3,193,878	3,301,529	-3.3%
Contract labor	-	-	
Dues and subscriptions	46,747	45,144	3.6%
Office maintenance, supplies and postage	266,586	220,695	20.8%
Fuel and lubes	14,654	10,919	34.2%
Telephone	127,092	164,375	-22.7%
Utilities	178,344	174,088	2.4%
Insurance	739,230	686,494	7.7%
Rentals	5,805	-	
Training and safety	6,531	118	5434.7%
Supplies and materials	25,102	27,668	-9.3%
Maintenance and repairs	58,117	39,074	48.7%
Gear and equipment	15,808	10,517	50.3%
Miscellaneous	14,964	13,063	14.6%
Total general and administrative expenses	<u>4,692,858</u>	<u>4,693,684</u>	<u>0.0%</u>
Fire station operations	552,099	575,362	-4.0%
Port maintenance	1,203,088	728,532	65.1%
Legal	110,645	109,325	1.2%
Travel, promotional and marketing	95,396	48,091	98.4%
Professional services	560,946	675,659	-17.0%
	<u><u>7,215,032</u></u>	<u><u>6,830,653</u></u>	<u><u>5.6%</u></u>

## **CAPITAL ASSET AND DEBT ADMINISTRATION**

### ***Capital Assets***

As of December 31, 2021, the Port had invested \$198.0 million in capital assets net of accumulated depreciation. As compared to the prior year, this amount represents a net increase of \$5.2 million. Gross additions are primarily attributed to land purchases, warehouse expansions, slack water harbor hardstand, and various other projects. Total additions amounted to \$13.1 million less depreciation of \$7.9 million.

Additional information on the Caddo-Bossier Port Commission's capital assets can be found in Note 5 on Page 11 of this report.



### ***Long-Term Debt***

The Port issued limited tax revenue bonds of \$8,095,000 during June 2021 for the purposes of providing funds to finance site acquisition for development within the Port Area; and construct, acquire, improve and/or equip facilities thereon.

The Port has made its regularly scheduled payments on all of its long-term debt. During 2021, \$2.4 million in principal payments and \$1.7 million in interest payments were made. All bond debt covenants have been met. Additional information on the Caddo-Bossier Port Commission's debt can be found in Note 10 on Pages 16 through 19 of this report.

### **CONTACTING THE PORT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our bondholders, patrons, and other interested parties with a general overview of the Port's finances and to demonstrate the Port's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Port at (318) 524-2272.

**AUDITED FINANCIAL STATEMENTS**



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The Board of Commissioners  
Caddo-Bossier Port Commission  
Shreveport, Louisiana

### **Independent Auditor's Report**

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities and the major fund of the Caddo-Bossier Port Commission, as of and for the years ended December 31, 2021 and 2020, and the related notes to the financial statements, which collectively comprise the Caddo-Bossier Port Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and the major fund of the Caddo-Bossier Port Commission as of December 31, 2021 and 2020, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Caddo-Bossier Port Commission and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

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

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

#### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but it is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing

standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Caddo-Bossier Port Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Caddo-Bossier Port Commission's ability to continue as a going concern for a reasonable period of time.

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

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on Pages i through iv, Schedule of Employer's Share of Net Pension Liability on Page 23, and Schedule of Employer Contributions on Page 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Caddo-Bossier Port Commission’s basic financial statements. The supplementary information included on Page 25 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements 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.

**Other Information**

Management is responsible for the other information included in the schedules on pages 30-33 in the report. The other information comprises, but does not include the basic financial statements and our auditor’s report thereon. Our opinion on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2022, on our consideration of the Caddo-Bossier Port Commission’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Port’s internal control over financial reporting and compliance.

HEARD, McELROY & VESTAL, L.L.C.

Shreveport, Louisiana

June 29, 2022

**CADDO-BOSSIER PORT COMMISSION**

**STATEMENTS OF NET POSITION**

**DECEMBER 31, 2021 AND 2020**

<b><u>ASSETS</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
<b><u>Current assets:</u></b>		
Cash and interest-bearing deposits-Note 2	8,974,193	10,127,751
Investments-Note 3	27,435,094	22,090,615
Accounts receivable - ad valorem taxes, net of allowance for uncollectibles of \$404,815 and \$393,177, respectively-Note 7	6,342,097	6,301,429
Accounts receivable-other	363,693	520,027
Capital lease receivable	115,190	110,680
Prepaid expenses	250,593	-
Total current assets	<u>43,480,860</u>	<u>39,150,502</u>
<b><u>Non-current assets:</u></b>		
Cash - restricted-Notes 2 and 10	7,814,488	10,802,256
Investments-restricted-Notes 3 and 10	1,192,910	2,299,084
Capital lease receivable-noncurrent	1,553,415	1,668,605
Net pension asset	529,519	-
Land, buildings, and equipment (net of accumulated depreciation)-Note 5	198,044,823	192,835,130
Total non-current assets	<u>209,135,155</u>	<u>207,605,075</u>
<b><u>Deferred outflows of resources:</u></b>		
Deferral on bond refundings	-	170,359
Deferred pension outflow	630,129	430,515
Total deferred outflows of resources	<u>630,129</u>	<u>600,874</u>
<b>Total assets and deferred outflows</b>	<b><u>253,246,144</u></b>	<b><u>247,356,451</u></b>

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

<b><u>LIABILITIES</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
<b><u>Current liabilities:</u></b>		
Accounts payable	2,063,747	1,939,884
Accrued liabilities payable	943,182	861,431
Unearned revenues-Notes 7 and 11	6,575,475	6,534,807
Current portion-long-term debt-Note 10	<u>3,152,000</u>	<u>2,373,000</u>
Total current liabilities	12,734,404	11,709,122
<b><u>Non-current liabilities:</u></b>		
Unearned revenues-Notes 7 and 11	811,994	842,247
Long-term debt, net of current portion-Note 10	61,353,000	56,410,000
Net pension liability	<u>-</u>	<u>11,883</u>
Total non-current liabilities	62,164,994	57,264,130
<b><u>Deferred inflow of resources:</u></b>		
Deferred pension inflow	<u>1,097,248</u>	<u>554,350</u>
Total liabilities and deferred outflows	75,996,646	69,527,602
<b><u>NET POSITION</u></b>		
<b><u>Net position:</u></b>		
Invested in capital assets, net of related debt	131,617,477	132,394,814
Restricted	9,007,398	13,101,340
Unrestricted	<u>36,624,623</u>	<u>32,332,695</u>
Total net position	<u>177,249,498</u>	<u>177,828,849</u>
<b>Total liabilities and net position</b>	<b><u><u>253,246,144</u></u></b>	<b><u><u>247,356,451</u></u></b>

**CADDO-BOSSIER PORT COMMISSION**

**STATEMENTS OF REVENUE AND EXPENSES**

**FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
<b><u>Operating revenues:</u></b>		
Ad valorem taxes-Note 7	7,063,083	6,754,656
Lease rentals and oil and gas royalty income-Note 13	5,221,643	4,486,400
Safety tariff revenue-Note 15	308,449	307,499
Water and sewer revenue-Note 14	1,530,338	1,262,622
Port operations revenue	1,693,514	1,735,559
Gain/(loss) on investments	(499,867)	233,956
Miscellaneous income	<u>382,404</u>	<u>128,119</u>
Total operating revenues	15,699,564	14,908,811
<b><u>Operating expenses:</u></b>		
General and administrative	4,692,858	4,693,684
Port maintenance	1,203,088	728,532
Fire station operations	552,099	575,362
Legal and accounting	110,645	109,325
Travel, promotional, and marketing	95,396	48,091
Professional services	<u>560,946</u>	<u>675,659</u>
Total operating expenses before depreciation and amortization	<u>7,215,032</u>	<u>6,830,653</u>
<b><u>Operating income before depreciation and amortization</u></b>	8,484,532	8,078,158
<b><u>Depreciation and amortization expense</u></b>	<u>8,057,644</u>	<u>7,087,793</u>
<b><u>Operating income</u></b>	426,888	990,365
<b><u>Nonoperating revenues (expenses):</u></b>		
Interest and dividend income	565,170	732,735
Interest expense	<u>(1,758,758)</u>	<u>(1,798,036)</u>
Total nonoperating revenues (expenses)	<u>(1,193,588)</u>	<u>(1,065,301)</u>
<b><u>Net income (loss)</u></b>	<u>(766,700)</u>	<u>(74,936)</u>

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



**CADDO-BOSSIER PORT COMMISSION**  
**STATEMENTS OF CHANGES IN NET POSITION**  
**FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

<b><u>Ending balance-December 31, 2019</u></b>	175,986,737
Net income	(74,936)
Contributed capital-Note 4	<u>1,917,048</u>
<b><u>Ending balance-December 31, 2020</u></b>	177,828,849
Net income (loss)	(766,700)
Contributed capital-Note 4	<u>187,349</u>
<b><u>Ending balance-December 31, 2021</u></b>	<u><u>177,249,498</u></u>

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

**CADDO-BOSSIER PORT COMMISSION**

**STATEMENTS OF CASH FLOWS**

**FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
<b><u>Cash flows from operating activities:</u></b>		
Net income (loss)	(766,700)	(74,936)
Adjustments to reconcile net income (loss) to net cash provided by operating activities:		
Depreciation and amortization	8,057,644	7,087,793
(Gain) loss on investments	499,867	(233,956)
Changes in assets and liabilities relating to operating activities:		
Accounts receivable	226,346	5,127
Prepaid expenses	(250,593)	107,482
Accounts payable and accrued liabilities	205,614	(376,550)
Unearned revenue	10,415	111,403
Deferred outflow of resources	(199,614)	649,942
Deferred inflow of resources	542,898	485,835
Net pension liability / asset	(541,402)	(1,038,295)
Net cash provided by operating activities	<u>7,784,475</u>	<u>6,723,845</u>
<b><u>Cash flows from capital and related financing activities:</u></b>		
Contributed capital from other governments	187,349	1,917,048
Expenditures for acquisition and construction of capital assets	(13,096,978)	(24,939,441)
Proceeds from issuance of bonds	8,095,000	15,070,000
Repayments of principal borrowed for finance acquisition and construction of capital assets	(2,373,000)	(4,047,100)
Sales (purchases) of investments - net	(4,738,172)	(1,421,835)
Net cash provided by (used for) capital and related financing activities	<u>(11,925,801)</u>	<u>(13,421,328)</u>
<b><u>Net increase (decrease) in cash and cash equivalents</u></b>	<u>(4,141,326)</u>	<u>(6,697,483)</u>
<b><u>Cash and cash equivalents at beginning of year</u></b>	<u>20,930,007</u>	<u>27,627,490</u>
<b><u>Cash and cash equivalents at end of year</u></b>	<u>16,788,681</u>	<u>20,930,007</u>
<b><u>Interest paid</u></b>	<u>1,665,664</u>	<u>1,631,915</u>
<b><u>Unrestricted cash and cash equivalents, end of year</u></b>	8,974,193	10,127,751
<b><u>Restricted cash and cash equivalents, end of year</u></b>	<u>7,814,488</u>	<u>10,802,256</u>
<b><u>Total cash and cash equivalents, end of year</u></b>	<u>16,788,681</u>	<u>20,930,007</u>

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

**CADDO-BOSSIER PORT COMMISSION**

**NOTES TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2021 AND 2020**

**1. Organization and Significant Accounting Policies**

**Organization**

The Caddo-Bossier Parishes Port Commission ("Port") is a political subdivision of the State of Louisiana created by Acts 1962, No. 504 as Article VI, Section 32, an amendment to the Louisiana Constitution of 1921 approved November 6, 1962 and carried forward as R.S. 34:3158-3165 pursuant to Article 14, Section 16(A)(3) of the Louisiana Constitution of 1974 and Acts 1975, No. 66. The Port has all the powers and privileges granted to it by the constitution and statutes of the State of Louisiana including, but not limited to, the authority to incur debt, to issue bonds, to construct and maintain facilities and to regulate the commerce and traffic within the Caddo-Bossier Port area.

The Port is governed by a Board of nine Commissioners; one is appointed by the Bossier Parish Police Jury, two by the Caddo Parish Commission, four are appointed by the governing authority of the City of Shreveport, and two are appointed by the City of Bossier City. The Commissioners are not compensated for their services. They are, however, reimbursed in full for travel expenditures.

Title to all property and improvements operated by the Port is held for the public and vests in the Port for public administration, subject to the right of the Port to lease, sell or otherwise dispose of the property with proper public notice.

**Significant Accounting Policies**

The accounting and reporting policies of the Port conform to generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**(a) Basis of Presentation - Fund Accounting**

The Port's operations are accounted for in a proprietary fund type--the enterprise fund. The proprietary fund type is accounted for using the flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operations are included on the statement of net position. Fund equity is segregated into contributed capital and retained earnings. The operating statement presents increases (revenues) and decreases (expenses) in net total position.

The Port's operations are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs (expenses, including depreciation) of providing services on a continuing basis be financed or recovered primarily through user charges. The measurement focus emphasizes the determination of net income. The Port follows the accrual basis of accounting for its proprietary fund. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

**1. Organization and Significant Accounting Policies (Continued)**

The content and certain titles of the financial statements were changed upon the adoption by the Port in 2012 of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This statement provides reporting guidance for deferred outflows of resources and deferred inflows of resources, and adds them, when applicable, as elements of the financial statements, because they are distinct from assets and liabilities. In addition, because these additional elements may affect the residual amount of all of the elements presented in a statement of financial position, GASB 63 renames that measure as net position rather than net assets. The Port had deferred outflows and inflows of resources at December 31, 2021 and 2020, related to pensions as shown on the statement of net position.

Accordingly, the statement of net position presents information on all of the Port'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 Port is improving or deteriorating.

**(b) Property, Plant and Equipment**

Prior to January 1, 2000, fixed assets used in governmental fund type operations were accounted for in the general fixed assets account group. All fixed assets were valued at historical cost or estimated historical cost if actual historical cost was not available. No depreciation was provided on general fixed assets through December 31, 1999. Effective January 1, 2000, the fixed assets recorded in the General Fixed Assets Group of Accounts were transferred to the Enterprise Fund. These assets are in service and the majority of resources generated by them are obtained from fees charged to those entities that utilize these fixed assets.

Additions are recorded at cost or, if contributed property, at their estimated fair value at time of contribution. Repairs and maintenance are recorded as expenses; renewals and betterments are capitalized. The sale or disposal of fixed assets is recorded by removing cost and accumulated depreciation from the accounts and charging the resulting gain or loss to income. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Water and Sewer Facility	50 years
Port Facility	40 years
Intermodal Container Facility	30 years
Access Roads	25 years
Railroads	20 years
Intermodal Equipment	10 years
Furniture and Fixtures	7 years

**(c) Statement of Cash Flows**

For the purposes of the Statement of Cash Flows, the Port considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

**(d) Estimates**

Management uses estimates and assumptions in preparing financial statements in accordance with accounting principles generally accepted in the United States of America. Such estimates and assumptions affect the reported amounts of assets, liabilities, revenues and expenses, and the disclosure of contingencies and litigation arising in the ordinary course of business. It is possible that management's estimates will change in the near term.

**(e) Reclassifications**

Certain prior year amounts have been reclassified to conform to current year presentation.

**2. Cash and Interest-Bearing Deposits**

Deposits of the Port are held at various financial institutions. At December 31, 2021 and 2020, the carrying amounts of the Port cash demand deposits were \$16,788,681 and \$20,930,007 and the bank balance was \$16,894,646 and \$21,094,312, respectively. This difference is due to deposits in transit and outstanding checks. At year end, all deposits were entirely covered by federal depository insurance, U. S. Government Securities, and/or collateralized with securities, as required by state law.

Included in cash and interest-bearing deposits is \$628,151 and \$627,861 at December 31, 2021 and 2020, respectively, in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a nonprofit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA – R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP’s investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in “Investment grade (A-1/P-1) commercial paper of domestic United States corporations.” Effective October 1, 2001, LAMP’s Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. 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. LAMP is rated AAAM by Standard & Poor’s.

**3. Investments**

At December 31, 2021 and 2020, investments consisted of the following:

	<u>2021</u>		<u>2020</u>	
	<u>Cost</u>	<u>Market Value</u>	<u>Cost</u>	<u>Market Value</u>
Bonds:				
U.S. Government and agency securities	<u>28,692,866</u>	<u>28,628,004</u>	<u>23,950,121</u>	<u>24,389,699</u>

Fair values for long-term investments are determined by reference to quoted market prices and other relevant information generated by market transactions.

#### 4. **Contributed Capital**

State grants are made available to the Port for the acquisition, improvement or construction of property and equipment and planning studies. Unrestricted operating grants and grants restricted as to purpose, but not contingent on the actual expenditures of funds, are recognized at that point in time when the right to the funds becomes irrevocable. Where the expenditure of funds is the prime factor for determining the eligibility for the grant proceeds, the grant is recognized at the time when the expense is incurred. Operating grants are credited to income, and capital grants are credited to contributed capital.

The following governmental entities provided funding for the Port during the years ended December 31, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Louisiana DOTD	-	884,673
Red River Waterway Commission	187,349	947,375
Public Service Commission	-	85,000
	<u>187,349</u>	<u>1,917,048</u>

These funds were provided specifically for capital projects and are shown as a direct contribution to net position.

#### 5. **Property, Plant and Equipment**

Effective January 1, 2000, the general fixed asset account group assets were transferred to the Enterprise Fund as these assets were substantially complete and in operation. These fixed assets consist of Port facilities including land, buildings, wharfs, docks, rail, switchyard, access roads, tank and storage facilities, water and sewer facilities, and a fire station.

During the year ended December 31, 2021, capital expenditures consisted mainly of additions related to land purchases, warehouse expansions, security upgrades, and various equipment purchases. During the year ended December 31, 2020, capital expenditures consisted mainly of additions related to railway expansion and storage, warehouse expansions, security upgrades, and various equipment purchases. Depreciation expense totaled \$7,887,285 and \$6,956,971 for the years ended December 31, 2021 and 2020, respectively. Commitments for construction projects started but not yet complete total approximately \$4,290,000 at December 31, 2021. These projects will primarily be funded through various state agencies, as well as Port operations.

The following is a summary of Port fixed assets at December 31, 2021 and 2020:

	<u>2021</u>	<u>2020</u>
Land, including acquisition costs	38,105,378	31,102,405
Buildings and operating facilities	254,502,768	248,646,154
Equipment, furniture and fixtures	<u>6,996,366</u>	<u>6,758,975</u>
	299,604,512	286,507,534
<u>Less-accumulated depreciation</u>	<u>101,599,689</u>	<u>(93,672,404)</u>
Net property, plant and equipment	<u>198,044,823</u>	<u>192,835,130</u>

**6. Compensated Absences**

The Port has the following policy relating to vacation leave.

Vacation Leave – Full time employees, after a ninety day introductory period, will accrue vacation at the following rates:

1) 1 - 3 years of employment	Twelve hours per month
2) 4 - 5 years of employment	Fourteen hours per month
3) 6 - 10 years of employment	Sixteen hours per month
4) 11 - 20 years of employment	Eighteen hours per month
5) 21+ years of employment	Twenty hours per month

Part time employees accrue vacation on a pro rata basis. Employee accrued vacation will be paid upon termination. Commencing in fiscal year 2021, employees were allowed to retain a maximum of five hundred twenty (520) hours.

The balance of compensated absences as of December 31, 2021 and 2020 amounted to \$373,350 and \$384,770, respectively.

**7. Property Taxes**

On April 3, 1993, the voters of Caddo and Bossier parishes approved a special tax of 2 ½ mills to be levied on the property subject to taxation in the port area consisting of Caddo and Bossier Parishes for a period of twenty-five years, commencing with the year 1993, for the purpose of site acquisition and for constructing, acquiring, improving and equipping docks and wharves, transfer and storage facilities, commercial and industrial facilities and other port, transportation and infrastructure facilities and improvements within the Port area, and for paying the commission’s expenses of administering, maintaining, operating and marketing its facilities in the Port area. On April 9, 2016, the special tax of 2 ½ mills was renewed for an additional twenty-five years commencing with the year 2018. Anticipated revenues from the 2020 assessment have been recorded as unearned revenue at December 31, 2021 in the amount of \$6,342,097 as these taxes relate to 2021. Unearned revenue at December 31, 2020 amounted to \$6,301,429. See Note 11 for an explanation of other unearned revenue.

Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on January 1 of the following year. An allowance is established for delinquent taxes to the extent that their collectibility is estimated to be improbable.

**8. Leases**

The Port leased equipment during the year, under operating leases. Rental expense was \$15,708 in 2021 and \$16,108 in 2020. Future minimum lease payments under these operating leases are as follows:

2022	15,708
2023	9,588
2024	9,588
2025	<u>6,392</u>
	<u>41,276</u>

**9. Profit-Sharing Plan and Retirement System**

Beginning January 1, 2000, the Port adopted and initiated a Qualified 401(a) Retirement Program for all eligible employees who are 21 years of age, completed 12 months of service, and are credited with 1,000 hours of service. Beginning January 2007, no new employees were eligible to participate in this plan. Under this plan, the Board of Commissioners may determine a discretionary contribution percent of gross salary for each budget year. It is set at a contribution of 7.4% percent of gross salary for 2021 and 2020. Contributions to the Plan totaled \$24,523 and \$23,809 for the years ended December 31, 2021 and 2020, respectively.

## 9. Profit-Sharing Plan and Retirement System (Continued)

The Port also adopted a plan under Code Section 457, Salary Deferral Plan, for employee contribution, effective January 1, 2000. The Port does not contribute to this plan.

### **Parochial Employees' Retirement System of Louisiana (System)**

#### *Plan Description*

The Port contributes to the Parochial Employees' Retirement System of Louisiana (System) which is a cost sharing multiple employer defined benefit pension plan. All permanent employees working at least 28 hours per week are eligible to participate in the System. As of January 1997, elected officials, except coroners, justices of the peace, and parish presidents may no longer join PERS. Section 1901 through 2025 of Title II of the Louisiana Revised Statutes (La. R.S. 11:1901-2025) and other general laws of the State of Louisiana govern PERS.

The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All participating employees of the Port are members of Plan A.

Any member of Plan A who was hired prior to January 1, 2007, can retire providing he/she meets one of the following criteria:

1. Any age after 30 years of creditable service.
2. Age 55 after 25 years of creditable service.
3. Age 60 after 10 years of creditable service.
4. Age 65 after seven years creditable service.

Eligibility for retirement for Plan A members hired on or after January 1, 2007 is as follows:

1. Age 55 after 30 years of creditable service.
2. Age 62 after 10 years of creditable service.
3. Age 67 after seven years of creditable service.

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

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

For the years ended December 31, 2021 and 2020, the Port's total payroll for all employees was \$2,457,062 and \$2,404,671, respectively. Total covered payroll was \$2,103,949 and \$2,016,901 respectively. Covered payroll refers to all compensation paid by the Port to active employees covered by the Plan.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. The report may be obtained by writing to the Parochial Employees Retirement System of Louisiana, 7509 Wrenwood Boulevard, Baton Rouge, Louisiana 70809, or by calling (225) 928-1361, or by visiting the System's website [www.persla.org](http://www.persla.org).



9. Profit-Sharing Plan and Retirement System (Continued)

*Contributions*

According to state statute, contribution requirements for all employers are actuarially determined each year. For the years ended December 31, 2021 and 2020, the actual employer contribution rate was 12.25%, for Plan A, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In accordance with state statute, the System receives ad valorem taxes and state revenue sharing funds. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities, but are not considered special funding situations. Under Plan A, members are required by state statute to contribute 9.50% of their annual covered salary. The contributions are deducted from the employee's wages or salary and remitted by the Port to the System monthly. The Port's contributions to the System under Plan A for the years ending December 31, 2021 and 2020 were \$257,734 and \$247,085.

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

At December 31, 2021 and 2020, the Port reported a liability of \$(529,519) and \$11,883 for its proportionate share of the Net Pension (Asset) Liability. The Net Pension (Asset) Liability was measured as of December 31, 2020 and 2019 and the total pension (asset) liability used to calculate the Net Pension (Asset) Liability was determined by an actuarial valuation as of that date. The Port's proportion of the Net Pension (Asset) Liability was based on a projection of the Port's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At December 31, 2020 and 2019, the Port's proportion was 0.301993% and 0.252419%.

The Port recognized plan pension expense of \$85,116 and \$234,317 for the years ended December 31, 2021 and 2020.

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

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	128,920	63,201
Changes in assumption	173,242	-
Net difference between projected and actual earnings on pension plan investments	-	1,033,467
Changes in proportion and differences between employer contributions and proportionate share of contributions	70,233	580
Employer contributions subsequent to the measurement date	<u>257,734</u>	<u>-</u>
Total	<u>630,129</u>	<u>1,097,248</u>

**9. Profit-Sharing Plan and Retirement System (Continued)**

The \$247,085 reported as deferred outflows of resources related to pensions resulting from the Port's contributions subsequent to the measurement date will be recognized as a reduction of Net Pension Liability in the year ended December 31, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year Ended December 31,	
2022	(197,157)
2023	(49,705)
2024	(309,160)
2025	<u>(168,831)</u>
	<u>(724,853)</u>

*Actuarial Assumptions*

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

Valuation Date	December 31, 2020
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	6.40% per annum, net of investment expense, including inflation
Salary increases	4.75% (4% merit, 3% inflation)
Inflation rate	2.30%, per annum
Mortality rates	Pub-2010 Employee Table for active members Pub-2010 Healthy Annuitant Table for healthy annuitants and beneficiaries Pub-2010 Disabled Lives Mortality Tables for disabled annuitants
Expected remaining service lives	4 years for Plan A
Cost of Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.

The 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 corrections 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 ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification. The target allocation and best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2020 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed income	33%	0.86%
Equity	51%	3.36%
Alternatives	14%	0.67%
Real assets	<u>2%</u>	<u>0.11%</u>
Totals	100%	5.00%
Inflation		<u>2.00%</u>
Expected arithmetic nominal return		7.00%

**9. Profit-Sharing Plan and Retirement System (Continued)**

*Discount Rate*

The discount rate used to measure the total pension liability was 6.40%. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on those assumptions, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payment to determine the total pension liability.

*Sensitivity of the Port’s Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate*

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

	<u>1.0% Decrease</u> <u>(5.40%)</u>	<u>Current Discount</u> <u>Rate (6.40%)</u>	<u>1.0% Increase</u> <u>(7.40%)</u>
Employer’s proportionate share of net pension liability (asset)	1,110,246	(529,519)	(1,902,787)

*Plan Fiduciary Net Position*

Detailed information about the Plan’s fiduciary net position is available in the separately issued Parochial Employees’ Retirement System of Louisiana Audit Report at [www.persla.org](http://www.persla.org).

**10. Long-Term Debt**

Following is a summary of bonds payable:

<u>Description</u>	<u>2021</u>				
	<u>Amount of</u> <u>Original Issue</u> <u>(Bonds Only)</u>	<u>Balance</u> <u>January</u> <u>1, 2021</u>	<u>Principal</u> <u>Payments</u>	<u>Issued</u> <u>2021</u>	<u>Balance</u> <u>December</u> <u>31, 2021</u>
Utility Revenue Bonds, Series 2015, principal and interest payments begin October 2015, interest rate 3.75%; final maturity April 1, 2035.	3,100,000	2,565,000	125,000	-	2,440,000
Utility Revenue Bonds, Series 2016, principal and interest payments begin October 2016, interest rate 3.95%; final maturity April 1, 2035.	2,260,000	1,900,000	95,000	-	1,805,000

10. Long-Term Debt (Continued)

Description	2021				Balance December 31, 2021
	Amount of Original Issue (Bonds Only)	Balance January 1, 2021	Principal Payments	Issued 2021	
Utility Systems Revenue Refunding Bonds, Series 2017, principal and interest payments begin October 2017, interest rate 3.15%; final maturity April 1, 2037.	8,949,000	8,724,000	80,000	-	8,644,000
Louisiana Local Government Environmental Facilities and Community Development Authority Revenue Refunding Bond, principal and interest payments begin October 2017, interest rate 3.02%; final maturity April 1, 2037.	16,917,000	13,884,000	621,000	-	13,263,000
Limited Tax Revenue Bonds, Series 2019, principal and interest payments begin September 2019, interest rate 3.43%, final maturity September 2039.	17,250,000	16,640,000	630,000	-	16,010,000
Limited Tax Revenue Bonds; Series 2020, interest payments begin September 2020 and principal payments begin March 2021; interest rate 1.56%, final maturity March 2030.	5,135,000	5,135,000	480,000	-	4,655,000
Refunding Water Revenue Bonds; Series 2020, interest payments begin October 2020 and principal payments begin April 2021; interest rate 2.40%, final maturity April 2040.	2,460,000	2,460,000	82,000	-	2,378,000
Limited Tax Revenue Bonds; Series 2020A, principal and interest payments begin March 2021; interest rate 2.34%, final maturity March 2040.	7,475,000	7,475,000	260,000	-	7,215,000
Limited Tax Revenue Bonds; Series 2021, principal and interest payments begin March 2022; interest rate 2.17%, final maturity March.	8,095,000	-	-	8,095,000	8,095,000
Total long-term debt		<u>58,783,000</u>	<u>2,373,000</u>	<u>8,095,000</u>	64,505,000
			Less current portion		(3,152,000)
			Long-term debt noncurrent		<u>61,353,000</u>

**10. Long-Term Debt (Continued)**

<u>Description</u>	2020				
	<u>Amount of Original Issue (Bonds Only)</u>	<u>Balance January 1, 2020</u>	<u>Principal Payments</u>	<u>Issued 2020</u>	<u>Balance December 31, 2020</u>
Water Revenue Bonds Series 2003, principal payments begin July 2005, interest payments begin June 2005, interest rate 4.375% for 40 years.	3,200,000	2,548,100	2,548,100	-	-
Utility Revenue Bonds, Series 2015, principal and interest payments begin October 2015, interest rate 3.75%; final maturity April 1, 2035.	3,100,000	2,680,000	115,000	-	2,565,000
Utility Revenue Bonds, Series 2016, principal and interest payments begin October 2016, interest rate 3.95%; final maturity April 1, 2035.	2,260,000	1,995,000	95,000	-	1,900,000
Utility Systems Revenue Refunding Bonds, Series 2017, principal and interest payments begin October 2017, interest rate 3.15%; final maturity April 1, 2037.	8,949,000	8,801,000	77,000	-	8,724,000
Louisiana Local Government Environmental Facilities and Community Development Authority Revenue Refunding Bond, principal and interest payments begin October 2017, interest rate 3.02%; final maturity April 1, 2037.	16,917,000	14,486,000	602,000	-	13,884,000
Limited Tax Revenue Bonds, Series 2019, principal and interest payments begin September 2019, interest rate 3.43%, final maturity September 2039.	17,250,000	17,250,000	610,000	-	16,640,000
Limited Tax Revenue Bonds; Series 2020, interest payments begin September 2020 and principal payments begin March 2021; interest rate 1.56%, final maturity March 2030.	5,135,000	-	-	5,135,000	5,135,000
Refunding Water Revenue Bonds; Series 2020, interest payments begin October 2020 and principal payments begin April 2021; interest rate 2.40%, final maturity April 2040.	2,460,000	-	-	2,460,000	2,460,000

**10. Long-Term Debt (Continued)**

<u>Description</u>	2020				<u>Balance December 31, 2020</u>
	<u>Amount of Original Issue (Bonds Only)</u>	<u>Balance January 1, 2020</u>	<u>Principal Payments</u>	<u>Issued 2020</u>	
Limited Tax Revenue Bonds; Series 2020A, principal and interest payments begin March 2021; interest rate 2.34%, final maturity March 2040.	7,475,000	-	-	7,475,000	7,475,000
Total long-term debt		<u>47,760,100</u>	<u>4,047,100</u>	<u>15,070,000</u>	58,783,000
					<u>(2,373,000)</u>
					<u>56,410,000</u>

The annual debt service requirements to maturity, including principal, interest, and bond amortization for long-term debt as of December 31, 2021 are as follows:

<u>Year Ending December 31</u>	<u>Long-Term Debt</u>	<u>Interest</u>	<u>Total</u>
2022	3,152,000	1,853,555	5,005,555
2023	3,278,000	1,727,092	5,005,092
2024	3,373,000	1,635,060	5,008,060
2025	3,478,000	1,538,003	5,016,003
2026	3,584,000	1,438,852	5,022,852
2027-2031	18,962,000	5,602,451	24,564,451
2032-2036	19,263,000	2,782,520	22,045,520
2037-2041	9,415,000	444,937	9,859,937
Total	<u>64,505,000</u>	<u>17,022,470</u>	<u>81,527,470</u>

There are a number of limitations and restrictions contained in the bond indentures. The Port is in compliance with all significant limitations and restrictions.

Certain cash and investments are restricted for the repayment of bond principal and interest as well as future capital expenditures and investments. Restricted funds related to debt totaled \$7,931,653 and \$12,028,635 at December 31, 2021 and 2020, respectively.

**Prior Year Defeasance of Long-Term Debt**

In 2017, the Port defeased the Series 2010 LCDA Revenue Refunding Bonds by placing the balance of sinking fund account and proceeds of the Series 2017 LCDA Revenue Refunding Bonds in an irrevocable trust to provide for all future debt service payments on the old obligation. In the same year, the Series 2011 Utility Revenue Refunding Bonds were defeased by placing the balance of related sinking fund account and proceeds of the Series 2017 Utility Revenue Refunding Bonds in an irrevocable trust to provide for all future debt service payments on the old obligation. Accordingly, the escrow accounts assets and the liabilities for the defeased obligations are not included in the Port's financial statements. At December 31, 2021, \$-0- of bonds were legally defeased and remain outstanding, as remaining balance of \$8.1 million was paid during 2021.

**11. Unearned Revenue**

During 1998, the Port entered into a lease agreement with Oakley Louisiana, Inc. for a term of forty years. Total rent of \$200,000 was prepaid. Rental income of \$5,000 was recognized in 2021 and 2020. Unearned revenue for the Oakley agreement totaled \$79,039 and \$84,039 as of December 31, 2021 and 2020.

During 2006, the Port entered into a lease agreement with JW Gathering Company for the lease of a compressor station for twenty-five years, and the total rent of \$67,875 was prepaid. Rental income of \$2,715 was recognized in 2021 and 2020 for this lease, and unearned revenue amounted to \$25,513 and \$28,228 as of December 31, 2021 and 2020, respectively.

The Port entered into another long-term lease agreement in 2005 with Steelscape for a term of ninety-nine years for the lease of acreage at the Port site. Steelscape paid \$337,500 during 2006 with the remaining balance of \$337,500 paid in 2007. Rental income of \$6,818 was recognized in 2021 and 2020, and unearned revenue amounted to \$564,775 and \$571,593 as of December 31, 2021 and 2020, respectively.

The Port entered into a long-term lease agreement in 2006 with Sports South for a term of twenty-six years. During 2012, Sports South made a pre-payment for the remaining twenty years. Rental income of \$15,720 was recognized in 2021 and 2020, and unearned revenue related to Sports South totaled \$172,920 and \$188,640 as of December 31, 2021 and 2020, respectively.

**12. Litigation**

The Port has been named as a defendant in lawsuits in regard to a sub-contractor’s claim and mineral rights. The Port will vigorously defend its positions; however, the ultimate outcomes are unknown and no liability can be estimated at this time.

There remains one claim against the Port which has not risen to the level of a lawsuit, involving an alleged third party discharge onto private property from a pipeline owned by the Port and operated by the City of Shreveport. The matter remains under investigation by the Louisiana Department of Environmental Quality and the Port. Due to the stage of the investigation, it is not possible to estimate with any degree of certainty the amount of investigative or remedial costs that may be required or whether LDEQ will assess penalties against persons determined to be responsible parties.

**13. Rental Income under Operating Leases**

The Port is a lessor of certain property which consists principally of acreage and marine terminal docks. Some leases contain option renewal periods. Following is a schedule by year of future rental income to be received under noncancellable operating leases in effect as of December 31, 2021:

<u>Year Ending December 31:</u>	
2022	3,776,983
2023	3,632,867
2024	3,452,673
2025	3,234,627
2026	3,182,419
Thereafter	<u>47,694,351</u>
	<u>64,973,920</u>

**14. Water and Sewerage Revenue**

The Port receives revenue from the City of Shreveport which it collects from water and sewerage customers who use the waterworks system which was constructed by proceeds received by the Port from the issuance of water revenue bonds. As of December 31, 2021, there were nineteen commercial users and eight residential users of the waterworks system. Total revenue received in 2021 and 2020 was \$1,530,338 and \$1,262,622, respectively. Following is a schedule of water rates charged by the City of Shreveport:

**14. Water and Sewerage Revenue (Continued)**

Monthly customer service fee on sewerage		7.74
Sewer charges per 1,000 gallons		7.16
Water charges per 1,000 gallons:	Residential	5.40
	Commercial	5.40
	Industrial	5.40

**Note:** Port customers are charged double since the system is located outside the city limits.

**15. Safety Tariff Revenue**

The Port receives revenue related to Ordinance No. 1 enacted in 2000 to partially fund fire, emergency medical and security services provided by the Port. The Safety Tariff is equal 0.2% of the asset value of the Port's complex occupants (up to a maximum of \$25,000) and totaled \$308,449 and \$307,499 for the years ended December 31, 2021 and 2020, respectively.

**16. Conduit Debt**

From time to time, the Port has issued revenue bonds to provide assistance for private-sector entities for projects that are deemed to be in the public interest. The Port is not obligated for repayment of the bonds. Accordingly, the bonds are not reported in the accompanying financial statements.

Revenue bonds in the amount of \$10,000,000 were issued by the Port on August 1, 2003, for the account of Morris & Dickson Co., L.L.C. (MD) for the purpose of financing leasehold improvements, equipment and machinery. During this same period, the Port entered into a lease with MD for the facilities in which it operates. The Port also agreed to complete certain improvements to the property (road/sewer) in the amount of \$1,000,000. The aggregate amount of bonds outstanding at December 31, 2021 and 2020, totaled \$500,000.

Revenue bonds in the amount of \$10,000,000 were issued by the Port on May 1, 2006 for the account of Sports South, L.L.C. for the purpose of financing the cost of acquiring, constructing, installing, and equipping a warehouse and distribution facility and related facilities within the jurisdiction of the Port. The aggregate amount of the bonds outstanding at December 31, 2021 and 2020 totaled \$500,000. The Port entered into a lease with Sports South, L.L.C. with payments beginning in 2007.

Taxable revenue bonds in the amount of \$11,000,000 were issued by the Port on August 31, 2009 for the account of Coca-Cola Bottling Company, LLC for the purpose of constructing a new warehouse distribution facility. The aggregate amount of bonds outstanding at December 31, 2021 and 2020 totaled \$10,584,272.

Bonds in the amount of \$12,573,835 were issued by the Port on June 1, 2011 for the account of Tire Rack, Inc. for the purpose of the acquisition, construction and installation of a distribution and warehouse facility. The aggregate amount of bonds outstanding at December 31, 2021 and 2020 was \$1,615,407 and \$1,776,948, respectively.

**17. Construction Projects**

The Port has plans for various projects in 2022, with a projected cost of \$71,315,000. These include numerous projects such as: water and sewer lines, multiple warehouses – construction and expansion, slack water harbor dock dredging and improvements, general cargo dock hardstands, road repairs, I-69 service road study and project, rail switch, land development, master plan for port property and various other smaller projects.



**18. Subsequent Events**

The Port has evaluated subsequent events through June 29, 2022, the date which the financial statements were available to be issued, and the following significant subsequent event was noted.

**REQUIRED SUPPLEMENTARY INFORMATION (PART II)**

CADDO-BOSSIER PORT COMMISSION

SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY

FOR THE YEARS ENDED DECEMBER 31, 2015 THROUGH DECEMBER 31, 2021  
(Unaudited)

Fiscal Year	Employer Proportion of the Net Pension Liability (Asset)	Employer Proportionate Share of the Net Pension Liability (Asset)	Employer's Covered Employee Payroll	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
<u>PERS:</u>					
2021	0.301993%	(529,519)	2,103,949	-25.17%	104.00%
2020	0.252419%	11,883	2,016,901	0.59%	99.88%
2019	0.236614%	1,050,178	1,600,529	65.61%	88.86%
2018	0.241108%	(178,962)	1,447,539	-12.36%	101.98%
2017	0.254088%	523,298	1,395,680	37.49%	94.15%
2016	0.235998%	621,215	1,347,400	46.10%	92.23%
2015	0.240326%	65,707	1,353,117	4.86%	99.15%

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

See accompanying independent auditors' report.

**CADDO-BOSSIER PORT COMMISSION**

**SCHEDULE OF EMPLOYER CONTRIBUTIONS**

**FOR THE YEARS ENDED DECEMBER 31, 2015 THROUGH DECEMBER 31, 2021**  
**(Unaudited)**

<u>Fiscal Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractual Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Port's Covered Employee Payroll</u>	<u>Contributions as a % of Covered Employee Payroll</u>
<u>PERS:</u>					
2021	257,734	257,734	-	2,103,949	12.25%
2020	247,085	247,085	-	2,016,901	12.25%
2019	184,081	184,081	-	1,600,529	11.50%
2018	166,467	166,467	-	1,447,539	11.50%
2017	174,460	174,460	-	1,395,680	12.50%
2016	195,373	195,373	-	1,347,400	14.50%
2015	196,202	196,202	-	1,353,117	14.50%

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

See accompanying independent auditors' report.

**SUPPLEMENTARY INFORMATION**

**CADDO-BOSSIER PORT COMMISSION**  
**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEAD**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

Eric England, Executive Port Director

Salary	311,713
Benefits-insurance	38,484
Benefits-retirement	35,525
Cell phone	1,100
Travel, conference, promotion, marketing	3,281

**OTHER REPORTS**



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REGIONS TOWER  
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101  
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June 29, 2022

The Board of Commissioners  
Caddo-Bossier Port Commission  
Shreveport, Louisiana

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

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 business-type activities and the major fund of Caddo-Bossier Port Commission as of and for the year ended December 31, 2021, and the related notes to the financial statements, and have issued our report thereon dated June 29, 2022.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Caddo-Bossier Port Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Port's internal control. Accordingly, we do not express an opinion on the effectiveness of the Port'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 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 over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting 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 Caddo-Bossier Port Commission'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the 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.

Shreveport, Louisiana

HEARD, MELROY & VESTAL, L.L.C.

**CADDO-BOSSIER PORT COMMISSION**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

**Section A - Summary of Audit Results**

1. The auditor's report expresses an unmodified opinion on the basic financial statements of the Caddo-Bossier Port Commission.
2. No material weaknesses or significant deficiencies were noted, relating to the audit of the basic financial statements.
3. No instances of noncompliance relating to the basic financial statements of the Caddo-Bossier Port Commission were disclosed during the audit.
4. Caddo-Bossier Port Commission was not subject to a federal single audit for the year ended December 31, 2021.

**Section B - Financial Statement Findings**

No matters were reported.

**CADDO-BOSSIER PORT COMMISSION**  
**SCHEDULE OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

No prior year findings were reported.

**OTHER INFORMATION**



6000 Doug Atlaway Blvd. | Shreveport, LA 71115 | P (318) 524-2272 | F (318) 524-2273 | port@portcb.com | www.portcb.com

## 2021 Board of Commissioners

<b>Roy Griggs, President</b> 330 Marshall Street, Ste. 711 Shreveport, LA 71101 Mobile: 318-347-3306	City of Shreveport 6/30/21 – 8/25/27
<b>Walter O. Bigby, Jr., Vice President</b> 201 Bridgepoint Circle Bossier City, LA 71111 Telephone: 318-464-4994	City of Bossier 3/30/18 - 3-29-24
<b>Bill Altimus, Secretary-Treasurer</b> P.O. Box 70 204 Burt Blvd. Benton, LA 71006 Telephone: 318 965-2329	City of Bossier 2/17/19 – 2/16/25
<b>Erica R. Bryant</b> P.O. Box 1127 Shreveport, LA 71163-1127 Office telephone: 318-226-6900	Caddo Parish 6/30/19 – 6/30/25
<b>Sam N. Gregorio</b> 9645 Valencia Court Shreveport, Louisiana 71106 Mobile: 318-469-0097	City of Shreveport 12/14 – 12/28/22
<b>James D. Hall</b> 122 Crosscreek Drive Bossier City, LA 71111 Mobile: 318-393-6656	Bossier Parish 2/15/21 – 2/15/27
<b>Capt. Thomas F. Murphy (Ret.)</b> 164 Chelsea Dr. Shreveport, LA 71105-4236 Mobile: 318-453-6894	Caddo Parish 3/31/19 – 3/31/25
<b>Rick C. Prescott</b> 6313 Bocage Circle Shreveport, LA 71119 Mobile: 318-288-7024	City of Shreveport 7/27/15 – 7/27/27

**Joshua K. Williams**  
3913 Elmer Lane  
Shreveport, LA 71109  
Phone: 318-562-1140

City of Shreveport  
8/24/21 – 8/27/23

Eric England, Executive Port Director  
Dannye W. Malone, General Counsel/Chief Legal Officer  
Gloria Washington, Director of Finance and Human Resources

**CADDO-BOSSIER PORT COMMISSION**

**SCHEDULE OF INSURANCE**

**AS OF DECEMBER 31, 2021**

	<u>Coverage</u>	<u>Expiration</u>
<b><u>Commercial Property:</u></b>		
Blanket property and equipment	80,475,184	12/31/22
Piers and docks	16,212,500	
Contractors equipment	7,609,972	
EDP	1,868,089	
Blanket earnings/extra expense	6,800,000	
<b><u>Boiler and Machinery Damage:</u></b>		
Machinery breakdown	80,475,184	12/31/22
<b><u>Commercial Crime:</u></b>		
Employee dishonesty	4,000,000	12/31/22
Forgery	4,000,000	
<b><u>Marine and General Liability:</u></b>		
Each occurrence	1,000,000	12/31/22
Products/Comp ops aggregate	2,000,000	
Personal/advertising injury	1,000,000	
<b><u>Bumbershoot Liability:</u></b>		
Each occurrence	10,000,000	12/31/22
Aggregate Products/Comp ops only	10,000,000	
<b><u>Hired and Non-owned Auto Liability:</u></b>		
Each accident	1,000,000	12/31/22
<b><u>Public Officials Liability:</u></b>		
Each loss	2,000,000	12/31/22
Aggregate	2,000,000	
<b><u>Worker's Compensation:</u></b>		
LA Worker's compensation	Statutory	12/31/22
Each accident/disease	1,000,000	
<b><u>Hull &amp; P&amp;I:</u></b>		
Hull	252,824	12/31/22
P&I	1,000,000	

**CADDO-BOSSIER PORT COMMISSION**

**SCHEDULE OF INSURANCE**

**AS OF DECEMBER 31, 2021**

	<u>Coverage</u>	<u>Expiration</u>
<b><u>Rail Liability &amp; FELA:</u></b>		
Each occurrence	15,000,000	12/31/22
Aggregate	30,000,000	
<b><u>Rail Inland Marine:</u></b>		
Rail cars PD-TIV	10,000,000	12/31/22
BI/EE	1,000,000	
<b><u>Pollution Liability:</u></b>		
Each incident	5,000,000	12/31/22
Aggregate	5,000,000	
Business interruption	1,000,000	
<b><u>Cyber Liability:</u></b>		
Third party liability	2,000,000	12/31/22
First party insuring agreements	1,000,000	



**CADDO-BOSSIER PORT COMMISSION**

**AGREED-UPON  
PROCEDURES REPORT**

**YEAR ENDED DECEMBER 31, 2021**



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REGIONS TOWER  
333 TEXAS STREET, SUITE 1525 | SHREVEPORT, LOUISIANA 71101  
318.429.1525 (P) | 318.429.2124 (F)

June 29, 2022

The Board of Commissioners  
Caddo-Bossier Port Commission  
Shreveport, Louisiana

Louisiana Legislative Auditor  
Baton Rouge, Louisiana

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 01, 2021 through December 31, 2021. Management of Caddo-Bossier Port Commission (Port) is responsible for those C/C areas identified in the SAUPs. These Statewide Agreed-Upon Procedures were applied only to the Workforce Development control and compliance areas, as these are the areas that involve the use of public monies.

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

The procedures and associated findings are as follows:

***Written Policies and Procedures***

---

1. 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  
*The entity has an adequate policy regarding budgeting.*

- 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.

*The entity has an adequate policy regarding purchasing.*

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

*The entity has an adequate policy regarding disbursements.*

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

*The entity has an adequate policy regarding receipts/collections.*

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

*The entity has an adequate policy regarding payroll/personnel.*

- 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.

*The entity has an adequate policy regarding contracts.*

- 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)

*The entity has an adequate policy regarding credit cards.*

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

*The entity has an adequate policy regarding travel and expense reimbursement.*

- 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.

*The entity has an adequate policy regarding ethics.*

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

*The entity has an adequate policy regarding debit service.*

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

*The entity has an adequate policy regarding information technology disaster recovery/business continuity.*

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*The entity has an adequate policy regarding sexual harassment.*

#### **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.

*The Port Board of Commissioners met with a quorum on a monthly frequency in accordance with the entity's bylaws.*

- b) For those entities reporting on the nonprofit 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.

*The minutes referenced monthly financial statements that included activity relating to public funds.*

### ***Bank Reconciliations***

---

3. Obtain a listing of entity 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 each selected account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);  
*Bank reconciliations were prepared for each account selected, and included evidence of having been prepared within 2 months of the related statement closing date.*
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and  
*Bank reconciliations evidenced review by an independent member of management.*
  - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.  
*No reconciliation contained reconciling items outstanding for more than 12 months from the statement closing date.*

### ***Collections (excluding electronic funds transfers)***

---

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 for the fiscal period was obtained.*
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) Employees that are responsible for cash collections do not share cash drawers/registers.  
*No exceptions were 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 exceptions were 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 exceptions were 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/official verifies the reconciliation.

*No exceptions were noted.*

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was enforced during the fiscal period.

*The Port has an umbrella bond covering all employees. The individual collecting cash is not responsible for deposits or recording the transaction, but is responsible for reconciling the bank accounts. However, there are compensating controls that the entity has implemented to mitigate.*

- 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:

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

*For all selections, no exceptions were noted.*

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

*For all selections, no exceptions were noted.*

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

*For all selections, no exceptions were 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 and the cash is stored securely in a locked safe or drawer).

*For all selections, no exceptions were noted*

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

*For all selections, no exceptions were 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).

*A listing of locations was obtained from management.*

9. For each location selected under #2 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

*For all selections, no exceptions were noted.*

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

*For all selections, no exceptions were noted.*

- 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.

*Exception: The same individual responsible for processing payments also has the ability to add vendors to the entity's disbursement system.*

*Management's Response: The entity has other mitigating controls, including the use of a "Positive Pay" system with our financial institution.*

- 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.

*Exception: An individual with signatory authority has the ability to process payments.*

*Management's Response: The entity has other mitigating controls, including the use of a "Positive Pay" system with our financial institution.*

10. For each location selected under #2 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:
- a) Observe that the disbursement matched the related original invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

*For all selections, no exceptions noted.*

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #3, as applicable.

*For all selections, no exceptions noted.*

### ***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.

*A listing of all credit cards active within the entity was obtained from management.*

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

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

*Someone other than the cardholder approved, in writing, all five cards selected.*

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

*Finance charges and late fees were not assessed on the selected statements.*

13. Using the monthly statements or combined statements selected under #6 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). For missing receipts, the practitioner should



describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*The entity’s transactions were supported, without exception, by (1) an original itemized receipt that identifies exactly what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).*

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

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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:

a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

*No exceptions noted.*

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

*No exceptions noted.*

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).

*No exceptions noted.*

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

*No exceptions noted.*

### ***Contracts***

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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:

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law<sup>1</sup> (e.g., solicited quotes or bids, advertised), if required by 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 to procedure noted.*

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g. if approval is required for any amendment was approval documented).

*No amendments to the contracts noted; therefore, this procedure is not applicable.*

- 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 to procedure noted.*

## ***Payroll and Personnel***

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16. Obtain a listing of employees and officials<sup>2</sup> employed during the fiscal period and management’s representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

*Obtained listing from Management and agreed selected employees’ salaries and pay rates without exception.*

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

- a) Observe that all selected employees or officials<sup>3</sup> documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is

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<sup>1</sup> If the entity has adopted the state Procurement Code, replace “Louisiana Public Bid Law” with “Louisiana Procurement Code.”

<sup>2</sup> “Officials” would include those elected, as well as board members who are appointed.

<sup>3</sup> “Officials” would include those elected, as well as board members who are appointed.

earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

*No exceptions noted.*

- b) Observe that supervisors approved the attendance and leave of the selected employees or officials.

*No exceptions noted.*

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

*Records covering accrued and used leave appear reasonable.*

- d) Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

*No exceptions noted.*

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

*Per Management there were no termination payments in the period covered.*

- 19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

*Management's representation was obtained covering these statements.*

## **Ethics**

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- 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.

*All five selected employees have documentation of required ethics training on file.*

- b. Observe that the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*No changes to the policy noted; therefore, this procedure is not applicable.*

### **Debt Service**

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

*Management provided supporting documentation for new debt issued in the current fiscal period. Proper approval from the State Bond Commission was obtained.*

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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

*The entity provided supporting documentation evidencing that the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants, without exception.*

### **Fraud Notice**

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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.

*N/A – no misappropriations of public funds identified during the fiscal period.*

24. Observe that the entity has posted on its premises<sup>4</sup> and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

*The entity has notice posted on its premise and website.*

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<sup>4</sup> Observation may be limited to those premises that are visited during the performance of other procedures under the AUPs.

## ***Information Technology Disaster Recovery/Business Continuity***

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25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- a. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

*We performed the procedure and discussed the results with management.*

- b. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

*We performed the procedure and discussed the results with management.*

*Exception noted: The entity did not have documentation on tested or verified backups.*

- c. Obtain a listing of the entity’s computers currently in use, and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

*We performed the procedure and discussed the results with management.*

## ***Sexual Harassment***

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26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

*All five selected employees have documentation of required sexual harassment training on file.*

27. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

*The entity has notice posted on its premise and website.*

28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344:

1. Number and percentage of public servants in the agency who have completed the training requirements;

*22 public servants (100%) have completed the training requirements.*

2. Number of sexual harassment complaints received by the agency;

*None observed.*

3. Number of complaints which resulted in a finding that sexual harassment occurred;

*None observed.*

4. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*None observed.*

5. Amount of time it took to resolve each complaint.

*Not applicable as there were no complaints during the fiscal year.*

We were engaged by Port to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

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

HEARD, MELROY & VESTAL, L.L.C.

Shreveport, Louisiana